Create Custom Fields

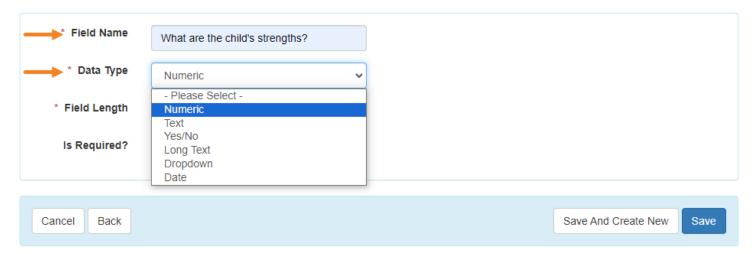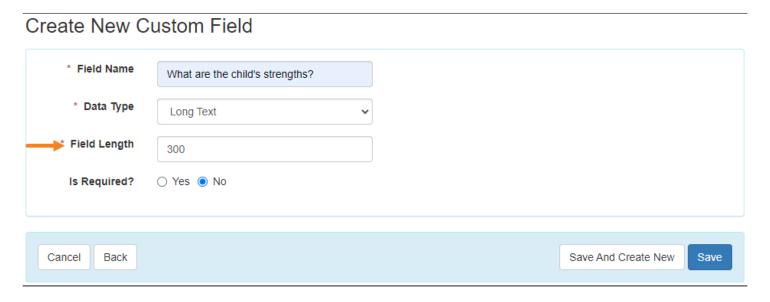1. In the **Admin** tab, click on the **New** link beside **Custom Field**.

2. In the **Create New Custom Field** page, enter the **Field Name** and select **Data Type** from the dropdown.

Create New Custom Field

* Field Name	What are the child's strengths?	
* Data Type	Numeric	
	- Please Select -	
	Numeric	
* Field Length	Text	
	Yes/No	
Is Required?	Long Text	
	Dropdown	
	Date	

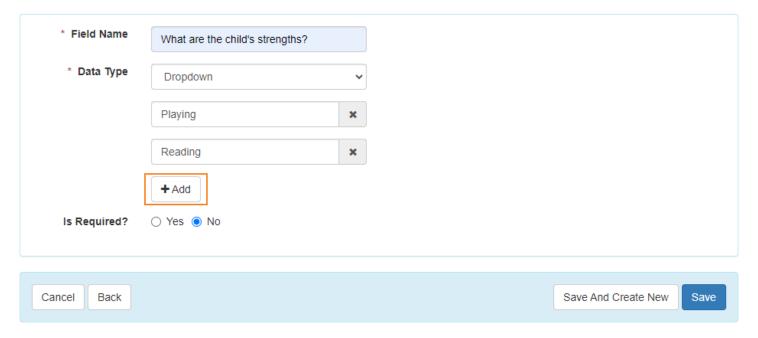Cancel   Back   Save And Create New   Save

3. If the selected **Data Type** is **Numeric**, **Text** or **Long Text**, an additional mandatory field **Field Length** will appear. Enter **Field Length**.

Create New Custom Field

* Field Name	What are the child's strengths?
* Data Type	Long Text
* Field Length	300
Is Required?	○ Yes ● No

Cancel   Back   Save And Create New   Save

If the selected **Data Type** is **Dropdown**, list the dropdown options in the fields. If more than two options are needed, click on the **Add** button to add more fields.

Create New Custom Field

* **Field Name**	What are the child's strengths?	
* **Data Type**	Dropdown ▾	
	Playing	✖
	Reading	✖
	+ Add	
Is Required?	○ Yes ⦿ No	

Cancel	Back		Save And Create New	Save

4. To add more custom fields click on the **Save And Create New** button. To save the custom field click on the **Save** button.

Cancel	Back		Save And Create New	Save

5. A success massage will appear.

Custom Field Configuration 'What are the child's strengths?' has been successfully Saved