


















Add a Custom Field

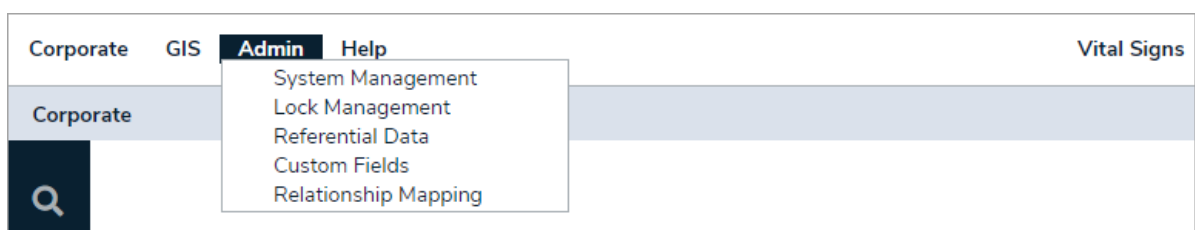
Custom fields are accessed in the administrative settings. From here, you can search by field name or narrow down which fields are displayed by clicking the magnifying glass icon in the Used On or Type column headers.

Used On 	Type 
	<input checked="" type="checkbox"/> Contact
	<input checked="" type="checkbox"/> Document Down List
	<input checked="" type="checkbox"/> Event
	<input checked="" type="checkbox"/> News x
	<input checked="" type="checkbox"/> Plan x
	<input checked="" type="checkbox"/> Resource
	TextBox
	Label

Used On 	Type 	Added Da
	DropD	/2017
	TextBo	/2015
	TextBo	08/17/2016
	TextBox	08/17/2015
	Label	01/08/2016

Note: Custom fields can contain any type of data format, alpha, numeric, alphanumeric. However, if you use these characters <> in a field, you may encounter problems loading the form or dashboard. By default, these are blocked during page redirects and other actions to prevent any kind of scripting attacks. It's a very common attack to inject html, JavaScript or similar scripting languages, and even SQL code into text boxes to try and force a bad response from a website to potentially gain access to data or even corrupt entire systems.

1. To create a custom field, hover your cursor over Admin, then click Custom Fields.



2. Click Add New.
3. Select Label, TextBox, DropDown List, Checkbox, or Lookup Field from the dropdown menu.

Custom Fields

Custom Fields

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Define Scope Sorting Finish

What Type of field do you want to create?

Back Forward

- If you selected Label, enter a text value for the field.

What Type of field do you want to create?

Define the properties for this field:

Text Value:

- If you selected TextBox, specify the size of the box in pixels and a tooltip to the user that describes how the field is used.

What Type of field do you want to create?

Define the properties for this field:

Width: ?

Height: ?

Tooltip: ?

6. If you selected DropDown List, enter the width and height of the list in pixels, a tooltip that describes to the user how the field is used, and the referential data or custom key associated with the field.

What Type of field do you want to create?

Define the properties for this field:

Width: ?

Height: ?

Tooltip: ?

Referential Key: ?

Custom Key: ?

7. If you selected Checkbox, enter a tooltip that describes to the user how the field is used, then enter a text value.

What Type of field do you want to create?

Define the properties for this field:

Tooltip: ?

Text Value: ?

8. If you selected Lookup Field, enter the width and height of the field in pixels, a tooltip that describes to the user how the field is used, and an object type key.

What Type of field do you want to create? Lookup Field ▾

Define the properties for this field:

Width: ?

Height: ?

Tooltip: ?

Object Type Key: Select ▾ ?

- Click Forward to choose the scope of the field. The custom field can be associated with all GAL objects or specific objects within your organizational structure.

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Define **Scope** Sorting Finish

Include on:

All News All Contacts All Documents

All Plans All Events All Resources

Include Options	Included Selections
<p>+ Corporate</p> <p>Include</p> <p>Exclude</p>	
	<p>Excluded Selections</p>

- Click Forward, then select where the custom field will be inserted in your organization's list of custom fields.

Back Forward

Define Scope **Sorting** Finish

Please select a custom field. The new custom field will be inserted below your selection.

Select Custom Field

Back Forward

11. Click Forward, then enter the name of the custom field.

Back Forward

Define Scope Sorting **Finish**

Custom Field Name:

Add and Exit Cancel

Back Forward

12. Click Add & Exit. The custom field will appear in the Additional Information section for the Global AlertLink objects you selected in the Scope.