

LMS USER GUIDE

CREATING CUSTOM FIELDS

INFORMATION – This function is only available to **Section Administrators**. This function allows section administrators to add new human-resource fields to user records.

The **Custom Fields** feature allows you to supplement the default fields with your own custom fields. Your custom fields can be in the form of a drop-down list, or can be displayed as a text entry field.

Once created, a custom field cannot be renamed; the field must be removed and re-added

Section Admin Procedure

Section Admin Dashboard>Section Details

- 1) From the Section Details Screen Select the **Custom Fields quicklink**

Section: E>nable [Help](#)

Quicklinks

- ▶ [Manage Certificate](#)
- ▶ [Support Contacts](#)
- ▶ [Logo Dimensions](#)
- ▶ [Custom Fields](#)
- ▶ [Edit Details](#)

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- 2) Then select the **Add New Field** button

View custom fields
Use this page to manage the custom user fields for your section

Name ↓	Administrator ↓	Learner ↓	Learner Read Only ↓
Pauls Field	True	False	False
Payment Method	True	False	False
Transaction Reference Number	False	True	False
Manager - email address	True	False	False

[Add New Field](#) [Sequence Fields](#) [Delete Field](#) [View Field](#)

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3) Complete the form and select **Save**

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Home Manage Users Help & Support

>> Section Admin Dashboard >> Edit Custom Field

Edit Custom Field

Field Name
Enter the name of the field

Edited By
Set whether the field can be edited by administrators and learners

- Admin Editable
- Learner Editable
- Learner Read Only

Field Type
Select how the user will enter values

- Free text field
- Drop down field

Save Cancel

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4) In this example the values are entered by a **Drop Down Box** select **Save**

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Section Details >> Custom Fields >> Edit Custom Field

15 December 2011

Edit Custom Field: Dept

Field Name
Enter the name of the field

Dept

Edited By
Set whether the field can be edited by administrators and learners

- Admin Editable
- Learner Editable
- Learner Read Only

Field Type
Select how the user will enter values

- Free text field
- Drop down field

Possible Values
Enter values for the drop down box

Dept Level 2

Add

Dept Level 1

Delete

Save Cancel

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5) In this example the custom field uses a **Drop Down Box**

Organisational Details

* Organisation

* Department

Job Title

Job Title (Not In List)

Employee Number

Manager's Organisation

Manager

Contact Details

Title

Initials

* Address 1

Address 2

Town

County

* Postcode

Phone Number

Country

Birth Date

Payment Method

Custom & HR Fields

Transaction Reference Number

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5) In this example a **Text Box** is shown

* Postcode

Phone Number

Country

Birth Date

Payment Method

Custom & HR Fields

Transaction Reference Number

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6) The custom field can be sequenced by selecting **Sequence Fields** button.

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Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Section Details >> Custom Fields 15 December 2011

Custom Fields

View custom fields
Use this page to manage the custom user fields for your section

Name ↓	Administrator ↓	Learner ↓	Learner Read Only ↓
<input type="radio"/> Pauls Field	True	False	False
<input type="radio"/> Payment Method	True	False	False
<input type="radio"/> Transaction Reference Number	False	True	False
<input type="radio"/> Manager - email address	True	False	False

4 records Add New Field **Sequence Fields**

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7) You can now decide in what position your custom field to be on the form

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>> Section Admin Dashboard >> Section Details >> Custom Fields >> Lay_Out Custom Fields 20 January 2011

Lay Out Custom Fields

Position the custom fields
Use this page to lay out the custom fields on the edit user form. Depending on their sequence they will appear between the static fields on the edit user forms.

Name ↓	Position ↓
<input checked="" type="checkbox"/> Payment Method	0
<input type="checkbox"/> Transaction Reference Number	0

Move Down Move Up Reset

Preview Order
Review the order that the custom fields will appear between static form fields.

User Type
 FirstName
 Surname
 Email
 User ID
 Password
 Expiry Date
 Organisation
 Department
 Manager
 Job Title - Drop Down
 Job Title - Free Text