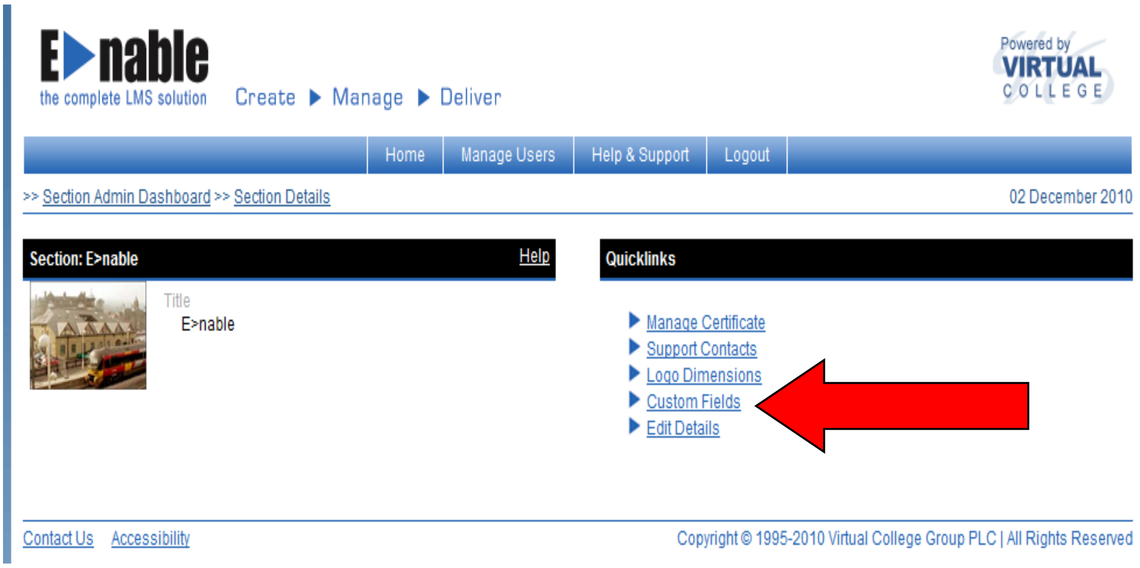
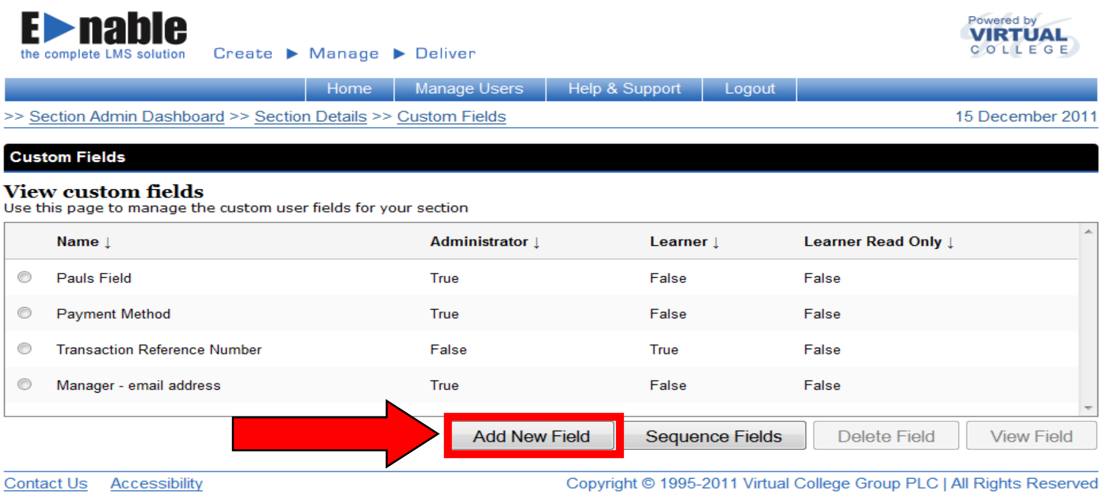
LMS USER GUIDE
CREATING CUSTOM FIELDS

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

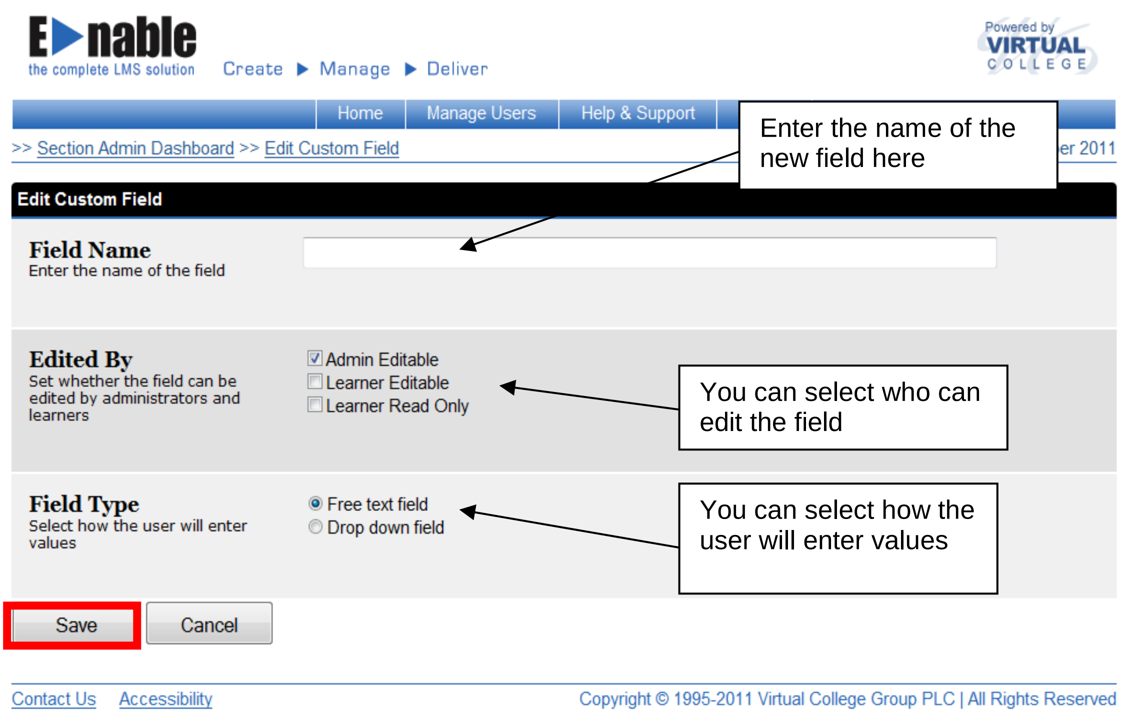
The **Custom Fields** feature allows you to supplement the default fields with your own custom fields. Your custom fields can be in the form of a drop-down list, or can be displayed as a text entry field.

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

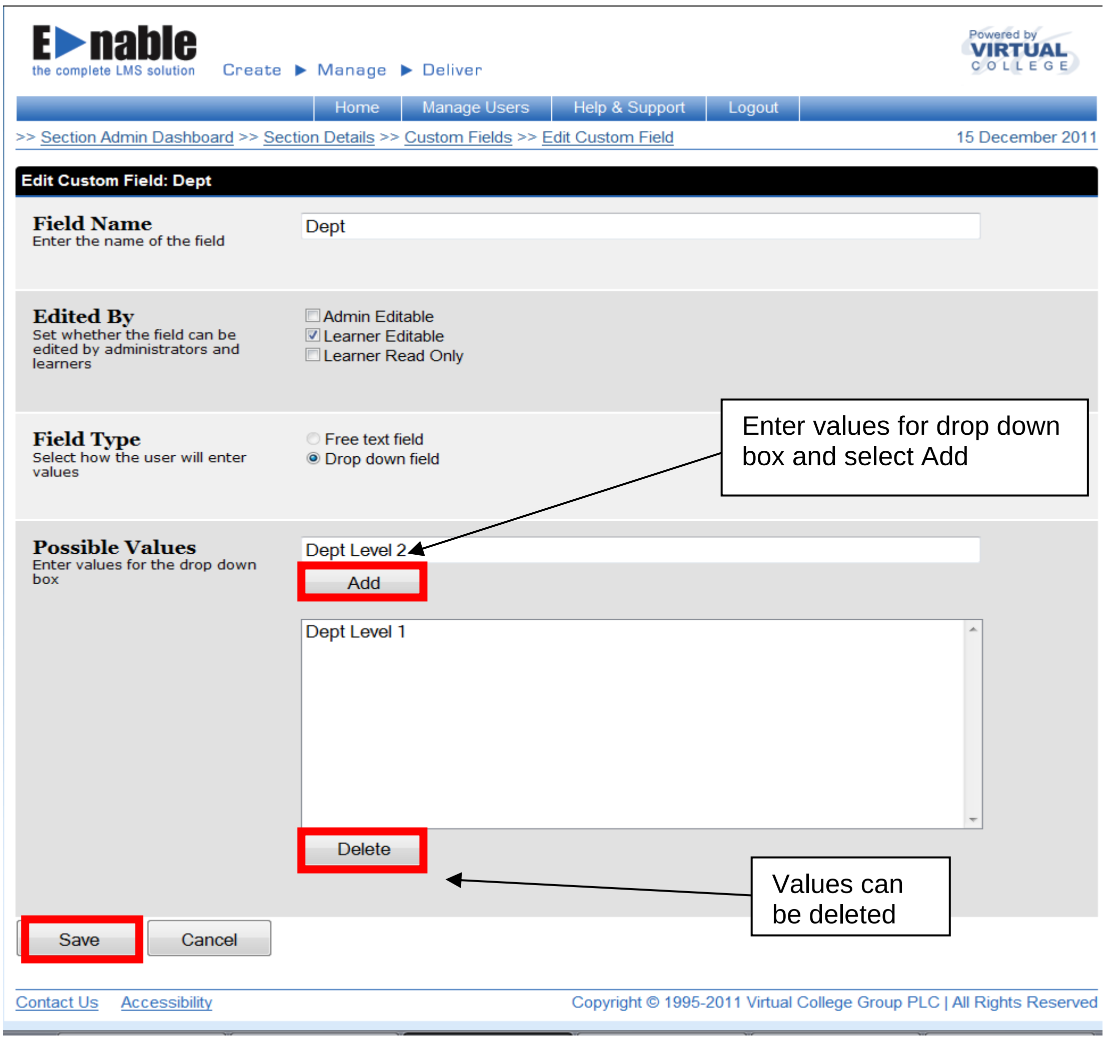
Section Admin Procedure	Section Admin Dashboard>Section Details

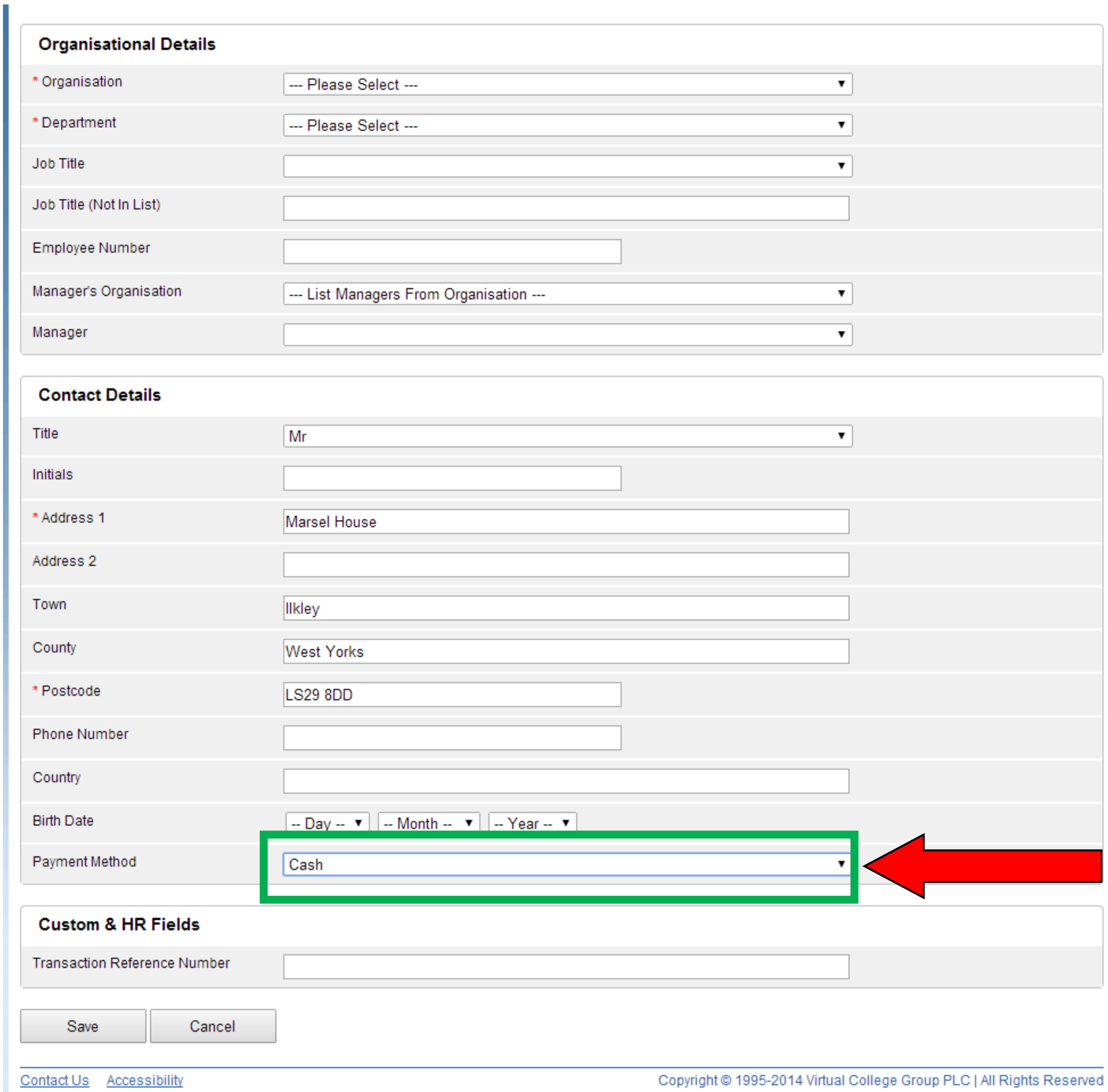
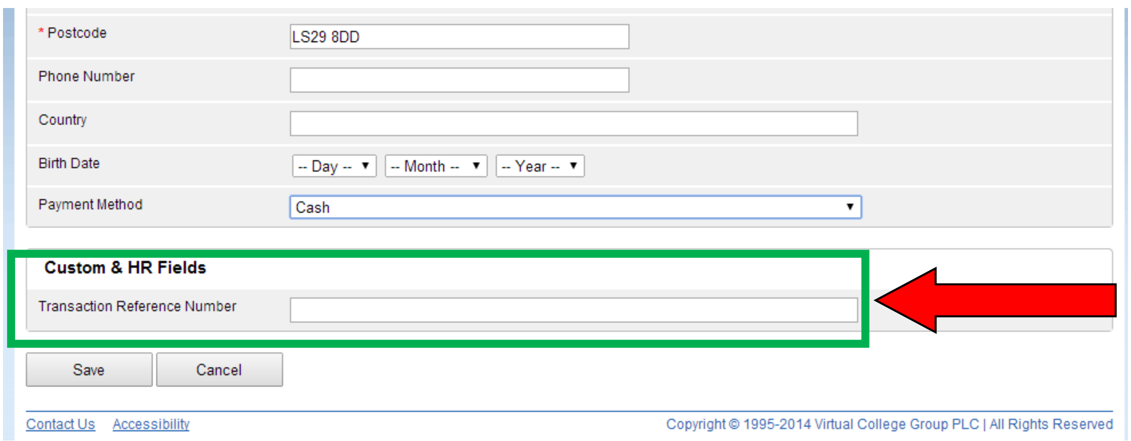
1) From the Section Details Screen Select the **Custom Fields quicklink**	
2) Then select the **Add New Field** button	

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



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



<table>
<tr>
<td>5) In this example the custom field uses a Drop Down Box</td>
<td>
</td>
</tr>
<tr>
<td>5) In this example a Text Box is shown</td>
<td>
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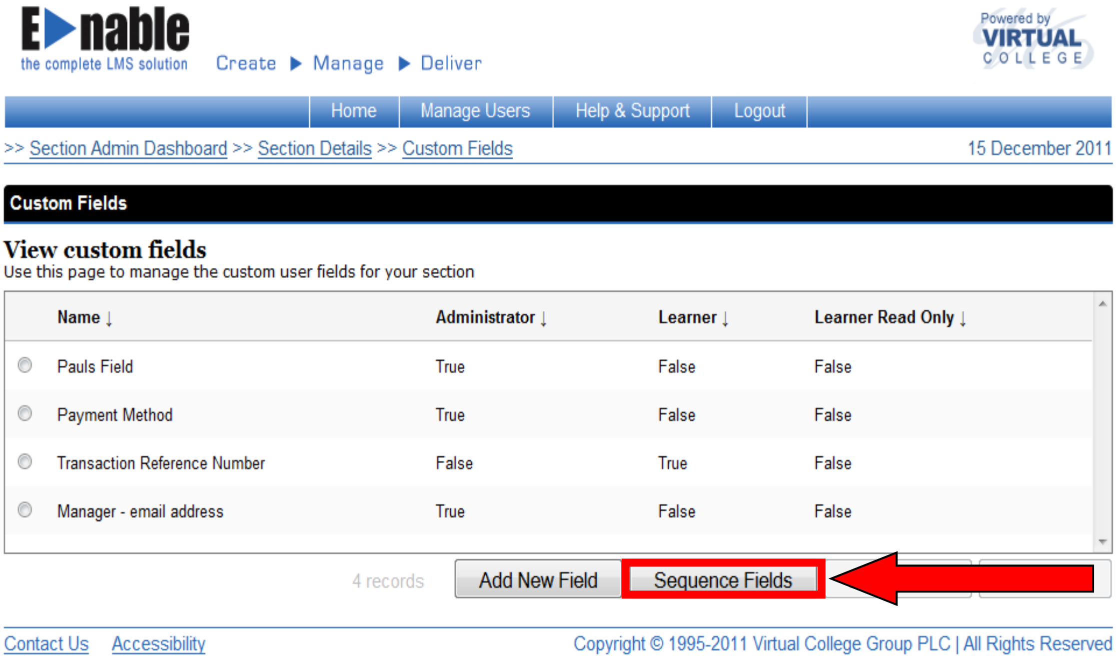
6) The custom field can be sequenced by selecting **Sequence Fields** button.



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