Custom Field Types

There are 17 different Custom Field types for People, Organizations, and Activities. To learn more about each field type and its configurations, keep reading.

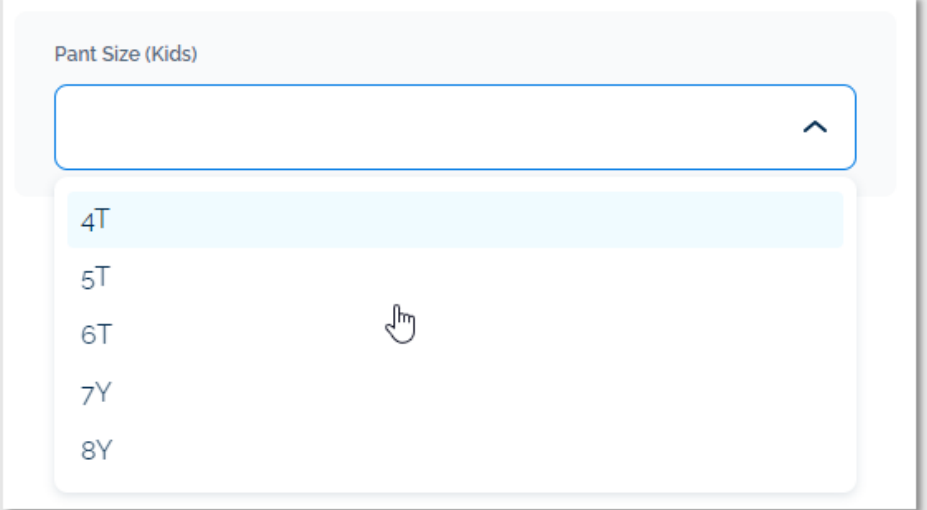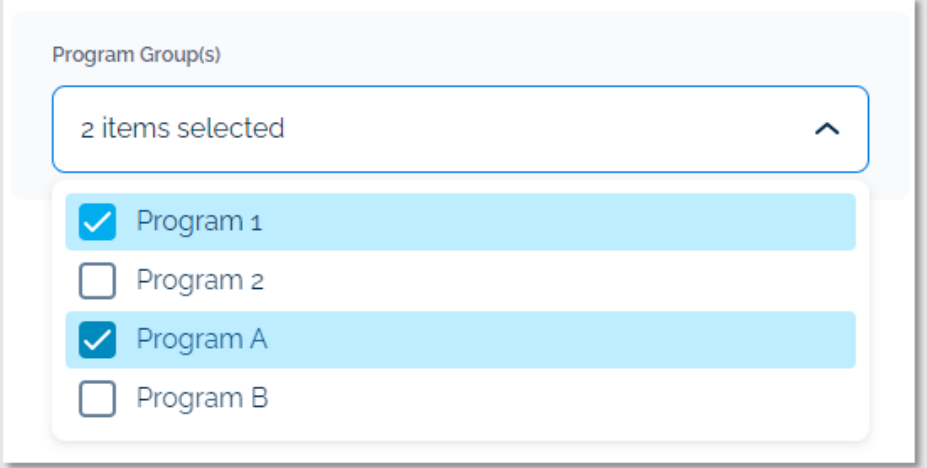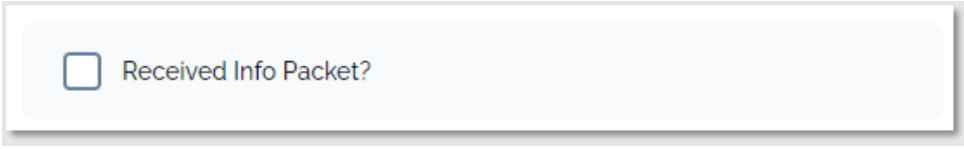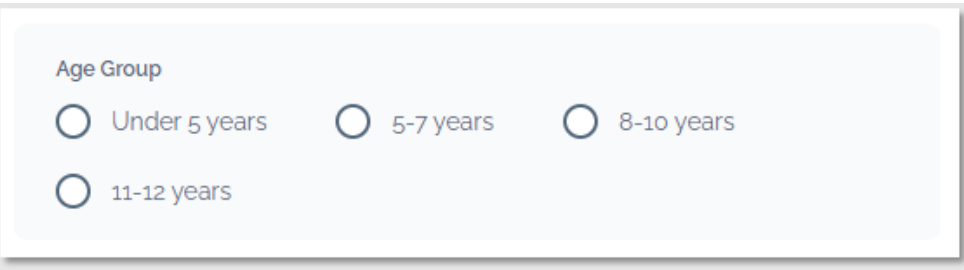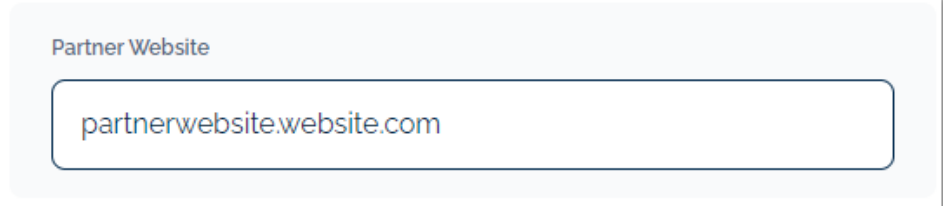|	
Single Line Text The Single Line Text custom field is excellent for brief information, like documenting a participant's shoe size.	Shoe Size 2T
Multi-Line Text This custom field is for information that may take up more than 1 line of text – Maybe operating hours for a partner or additional notes.	Partner Business Hours Sunday: Closed Monday thru Friday: 8:00 AM - 7:30 PM Saturday: 9:30 AM - 2:00 PM
Integer This custom field records only numbers – no letters or other characters are allowed.	Hygiene Kits
Percent Track data as a numeric percentage – no letters or other characters are allowed.	Percent completion 28 %
Decimal Track data as a number decimal with up to five places - no letters or other characters are allowed.	Sample Decimal 123.45

Currency Track data as an amount of currency. Numbers are only allowed – the system will add the $ sign and two places after the decimal for any cents.	Current Funding $12,345.67
Date Record a specific date.	Certification Expiration Date 09/28/2023
Date & Time Record the date and time.	Last Appointment Attended 08/31/2023, 04:21 PM
Time Record time	Sample Time 04:34 PM
Email Record an email address.	Sample Email sampleemail@email.com
Phone Record a phone number.	Sample Phone 555-555-5555

Pick List/Dropdown This creates a dropdown list tool to select a single value from. You must define the field and the data options.	**Pant Size (Kids)** 4T 5T 6T 7Y 8Y
Multiselect This creates a list tool allowing the user to select multiple values. You must define the field and the data options.	**Program Group(s)** 2 items selected ☑ Program 1 ☐ Program 2 ☑ Program A ☐ Program B
Checkbox This creates a check box that can be checked or unchecked, indicating that the value is true (checked) or false (unchecked)	☐ Received Info Packet?
Radio This is like the "Pick List/Dropdown" option, except the options are available immediately with a radio circle next to each. Only one value can be picked from the options. You must define the field and the data options.	**Age Group** ○ Under 5 years ○ 5-7 years ○ 8-10 years ○ 11-12 years
URL Track a website	**Partner Website** partnerwebsite.website.com

Zip Code	Partner Zip Code
Track one 5-digit or 9-digit US Postal ZIP Code.	12345-6789