Organization Management

How do I add a custom field to a Company or Member?

To add a custom field, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Custom Fields under the Organization Management heading.
3. Click on the green Add Custom Field button.

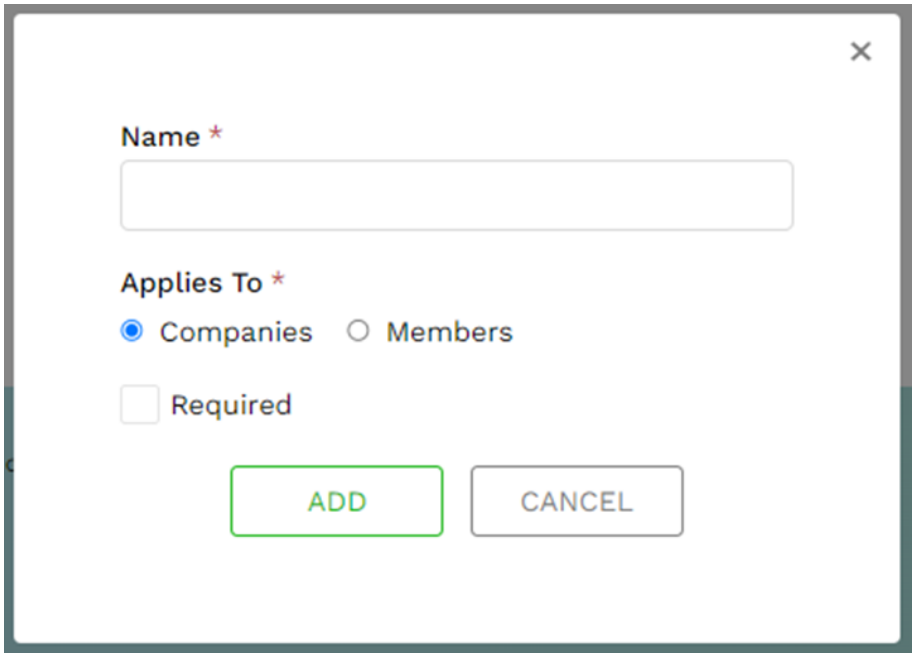


4. Fill in the required fields:

a. Name

b. Applies to: Companies or Members

5. Select if you'd like it to be a required field.
6. Click on the green Add button. If you no longer would like to add a custom field, click on the gray Cancel button.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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