

Organization Management

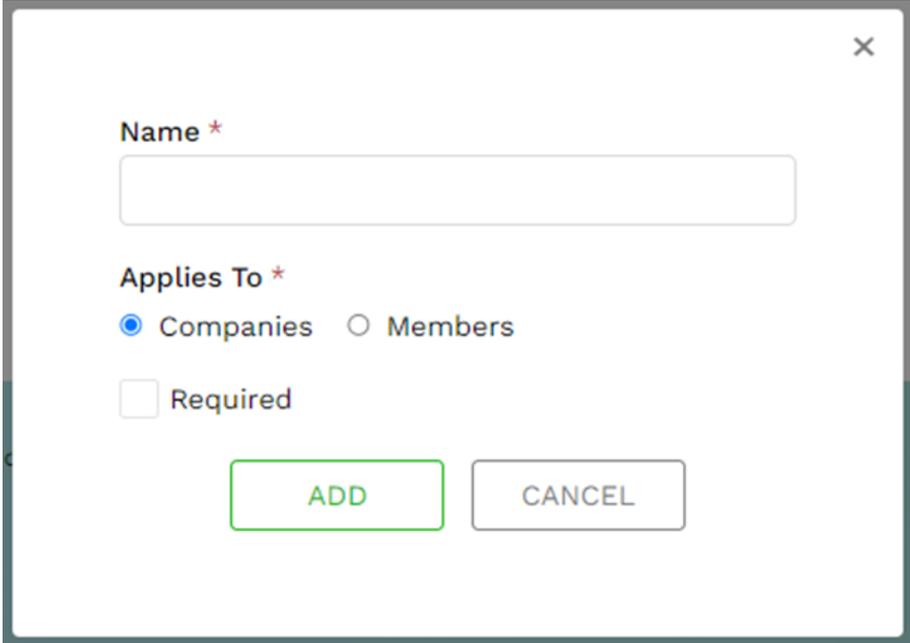
How do I add a custom field to a Company or Member?

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.



The screenshot shows a modal dialog box with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Name *". Below it, there are two radio buttons: "Companies" (which is selected) and "Members". Underneath the radio buttons is a checkbox labeled "Required". At the bottom of the dialog, there are two buttons: a green "ADD" button and a gray "CANCEL" button.

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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