

Organization Management



How do I edit a custom field?

To edit a custom field, follow these steps:

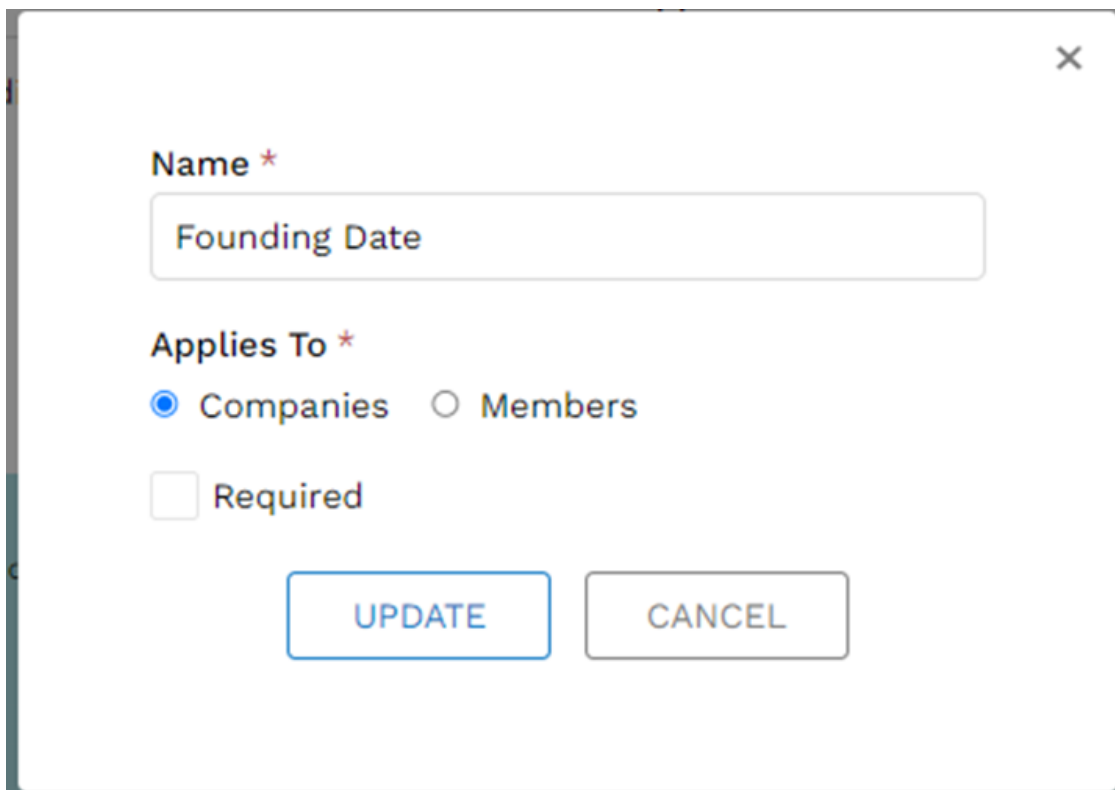
1. Go to the Admin Tools tab at the top.
2. Go to Custom Fields under the Organization Management heading.
3. Click on the yellow pencil icon on the far right of the custom field you'd like to edit.

Custom Fields

ADD CUSTOM FIELD

| Name ▲ | Applies To | Required? |
|---------------|------------|---|
| Founding Date | Companies |   |

4. Edit the following fields:
 - a. Name
 - b. Whether it applies to Companies or Members
 - c. Whether it's a required field or not
5. Click on the blue Update button. If you no longer would like to update the custom field, click on the gray Cancel button.



The screenshot shows a modal dialog box for editing a custom field. It has a close button (X) in the top right corner. The form contains the following elements:

- Name ***: A text input field containing "Founding Date".
- Applies To ***: Two radio button options: "Companies" (selected) and "Members".
- Required**: A checkbox that is currently unchecked.
- At the bottom, there are two buttons: "UPDATE" (blue) and "CANCEL" (gray).

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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