

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.

A modal window for editing a custom field. It has a close button (X) in the top right corner. The form contains three sections: 'Name' with a text input field containing 'Founding Date'; 'Applies To' with two radio buttons, 'Companies' (selected) and 'Members'; and a 'Required' checkbox which is currently unchecked. At the bottom, there are two buttons: 'UPDATE' (blue) and 'CANCEL' (gray).

Name *

Founding Date

Applies To *

☒ Companies ☐ Members

☐ Required

UPDATE CANCEL

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