Organization Management

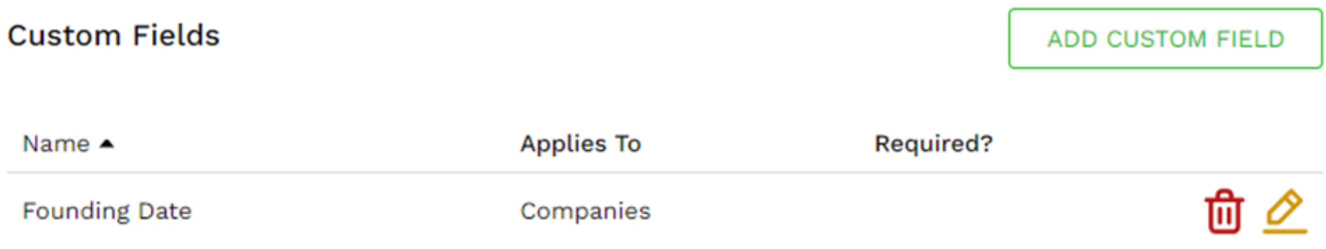
How do I edit a custom field?

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.



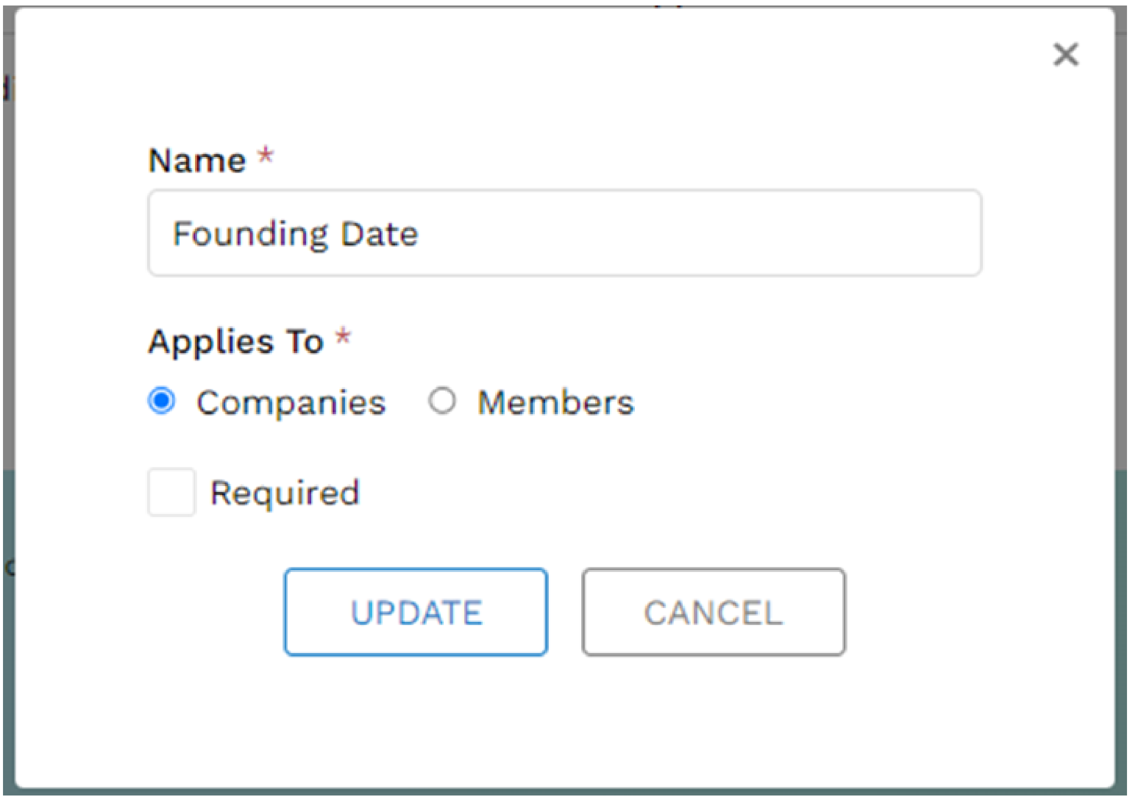
4. Edit the following fields:

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.



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