Creating a Custom User Field
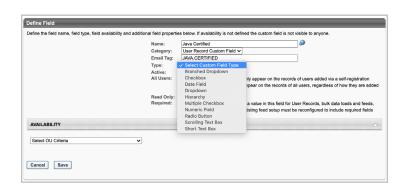
Quick Reference Card

Custom User Fields are used to collect important information about people that cannot normally be stored using existing system fields. Use them to capture and display information to employees, managers, and administrators.

To create a custom user field:

- Navigate to **Admin > Tools > Core Functions > Custom Field Administration**.
- From the custom field options, select **User Record**.
- In the *Fields* header, click the **Add Field (+)** icon.
- Provide a **Name**, **Category**, and **Email Tag**.
    - Email tags display the value of the custom field in email messages.
- From the **Type** drop-down list, select the type of field you are creating.
- Use **Availability** to define which users have the ability to view and access the custom field in the User Record.
- Click **Save**.

When creating email tags, Cornerstone recommends using all capital letters, substituting spaces between words with periods (e.g., BADGE.NUMBER).

Custom field types

When creating custom user fields, the following field types are available:

- **Branched Dropdown***: Create a parent/child hierarchy of drop-downs to displays information to users.
  - The parent drop-down must be created before creating a branched drop-down.
- **Checkbox**: Select or deselect a checkbox for the field.
  - By default, the field is unchecked.
- **Date Field**: Enter a date on the user record.
- **Dropdown***: Define values that can be added to a dropdown list.
- **Hierarchy***: Field that contains options in a parent/child relationship.
- **Multiple Checkbox***: Field that contains the options to check multiple values.
- **Numeric Field**: Text box which can accept up to eight numerical characters.
- **Radio Button***: Select a single option from a radio button.
- **Scrolling Text Box**: Scrolling free-text box which can accept up to 2000 characters.
- **Short Text Box**: Text box which can accept up to 100 characters.

> ***** Indicates that admins are required to add values to the field by selecting the **Add Options** icon in the *Options* section .