

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**.

Custom Field Administration

User Record and Self Registration Custom Fields

Define fields that can be added to the Self Registration Process and to the User Record. By marking the All Users check box, the custom field is available for Self Registration and will display on the User Record for existing users and new users that are not self registering users. When defining the self registration group, you can select any of the fields below and define how they will be positioned on the final registration step. The User Record custom fields can also be configured for Applicants when Recruiting is enabled.

Name: All Types: All Categories: Include Inactive: Search:

Manage Categories and Display Order

FIELDS

Title	Type	Category	Created By	Active	All Users	Options
Email Digest	Radio Button	User Record Custom Field	Rack, Kathryn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Former Intern	Checkbox	User Record Custom Field	Carter, Jessica	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Define Field

Define the field name, field type, field availability and additional field properties below. If availability is not defined the custom field is not visible to anyone.

Name:

Category:

Email Tag:

Type:

Active:

All Users:

Read Only:

Required:

AVAILABILITY

Select OU Criteria:

Cancel 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.

Define Field

Define the field name, field type, field availability and additional field properties below. If availability is not defined the custom field is not visible to anyone.

Name: Java Certified
Category: User Record Custom Field
Email Tag: JAVA CERTIFIED
Type: Radio Button
Active:
All Users: If unchecked, this field will only appear on the records of users added via a self-registration group. If checked, this field will appear on the records of all users, regardless of how they are added to the portal.
Read Only:
Required: If checked, users must enter a value in this field for User Records, bulk data loads and feeds, and Employee Public API. Any existing feed setup must be reconfigured to include required fields.

OPTIONS

Please define additional options for this field by clicking on the add icon. Use drag and drop to order the options.

Name	Active	Default	Remove
Yes	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	
No	<input checked="" type="checkbox"/>	<input type="radio"/>	



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