

Custom Fields

Introduction

Custom Fields are where custom fields, that are seen when creating a system and equipment, are created and managed. To reach the Customs Fields page, open the settings page by clicking on admin then clicking on the Customs Fields. Clicking on the three bars on the top left corner of the page will expand the side menu for easier access

Custom Fields

Custom Fields are an additional field that allows for extra information to be added when creating a system or equipment. When arriving on the page, custom fields are shown as line items with the following columns

- Label - The label of the field created
- Key
- Type - The type the Custom Field is being made for, eg. System, Equipment
- Subtype - The subtype that falls under the type, eg. subtype for system would be a fuel and for equipment, the subtype would be the kind of equipment
- Status - Shows if the custom field is currently active or inactive
- Actions - Actions that can be taken on the Custom Field
 - Edit - Clicking allows for the Custom Fields to be edited
 - Status - Can be toggled to make Custom Field active or inactive
 - Trash - Clicking will delete the Custom Fields created

Adding a Custom Field

Adding a Custom Field is simple and is done by clicking on the Add Field button. Once clicked, the Add Custom Field popup will generate and the following should be filled out

- Display Label - The Name of the Custom Field being added
- Field Key -
- Type - The type that the field is for, eg. System, Equipment
- Subtype - Will vary based on type, eg. if System, then it'll be the type of fuel, if Equipment, the type of equipment being used
- Description - A description of the Custom Field being added

Once all the fields are filled out, clicking on Create Field will generate the Custom Field and it will appear when creating a system or equipment for the customer. Clicking on cancel will close out the

popup and the Custom Field will not be added

Editing A Custom Field

in order to edit a Custom Field, start by clicking on the Edit button under the actions side of a selected Custom Field. Once clicked, the edit Custom Field popup will appear, which is the same as the Add A Custom Field popup with the exception of the fields already filled out. Once the popup appears, all fields can be edited, and once finished, clicking on Update Field will update all information that was edited to the Custom Field. Clicking on cancel will close out the popup and void out any changes that might've been made

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