Define Custom Fields for Training

When you click the **Define Custom Fields for Training** link, this opens the Custom Fields Administration for Training page.

Search for a Field

The following filters are available to search for an existing custom field:

- **Name** - Enter search terms in the filter. The field displays results for a partial or exact match to the search terms.
- **Field Type** - Select a field type from the drop-down.
- **Include Inactive** - Check the box to include inactive custom fields in the search.

Once all filters are defined, click **Search**. This refreshes the fields table with the filtered results.

Add Custom Field

To create a custom field, click the Add Field icon. This opens the Define field page. From here, you can select the type of field you want to create and define the options for the field if applicable. Information about how to create the specific types of custom fields (i.e., branched dropdown, checkbox, etc.) is available on the "Custom Field Type Options" page in Online Help. *See Custom Field Admin - Custom Field Type Options.*

Fields Table

This table displays all existing custom fields for the field area. The table is sorted in alphabetical order by name. The Title and Created By columns are sortable. The following information displays in the table:

- Title - This column displays the title of the custom field.
- Type - This column displays the field type, such as radio button or short text box.
- Created By - This column displays the name of the administrator who created the field by last name, first name.
- Active - This column defines the active status of the field. To activate the field, check the box in the Active column. To inactivate the field, uncheck the box.

  When active, the custom field is available to use by administrators who meet the field's availability requirements. Inactive custom fields are not available to use.
- Options - The following options are available in the Options column:
  - Edit - Click the Edit icon to edit the field. The field type cannot be modified when editing the field. *See Custom Field Admin - Custom Field Type Options.*
  - Delete - Click the Trash Can icon to delete the field. ***Note:*** *Training custom fields can be deleted even if they are in use, and no warning message appears when selecting delete. There is no audit history available to view deleted custom fields. Please reach out to Global Customer Support if additional details are needed for a deleted custom field.*

Note: *Deleting a custom field permanently deletes the field from the system and any data associated with the field is lost. To remove a custom field from a learning object (LO), but keep the data, a best practice is to edit the custom field and remove visibility from all training types.*

1. **Display event fields to end-users on the session details page** - Select this option to have custom fields for events automatically display on the sessions for the corresponding event as well.
2. **Define LO Type and Order** - Click this link to define the display order of existing custom fields and view for which types of learning object the custom fields will display.

To create a Training custom field:

1. Click Add Field icon .
2. **Name** - Enter the name of custom field that will be visible to end user. If multiple languages are enabled, click the Translate icon to the right of the field to localize the values to the other available languages.
3. **Email Tag** - Enter the name for the email tag to be associated with this field, and use it to retrieve the value of this field in email communications. The tag must be written in capital letters without spaces. Periods (.) can be used instead of spaces. For example, PROFIT.NET is an acceptable email tag.