Configure Stakeholders Form

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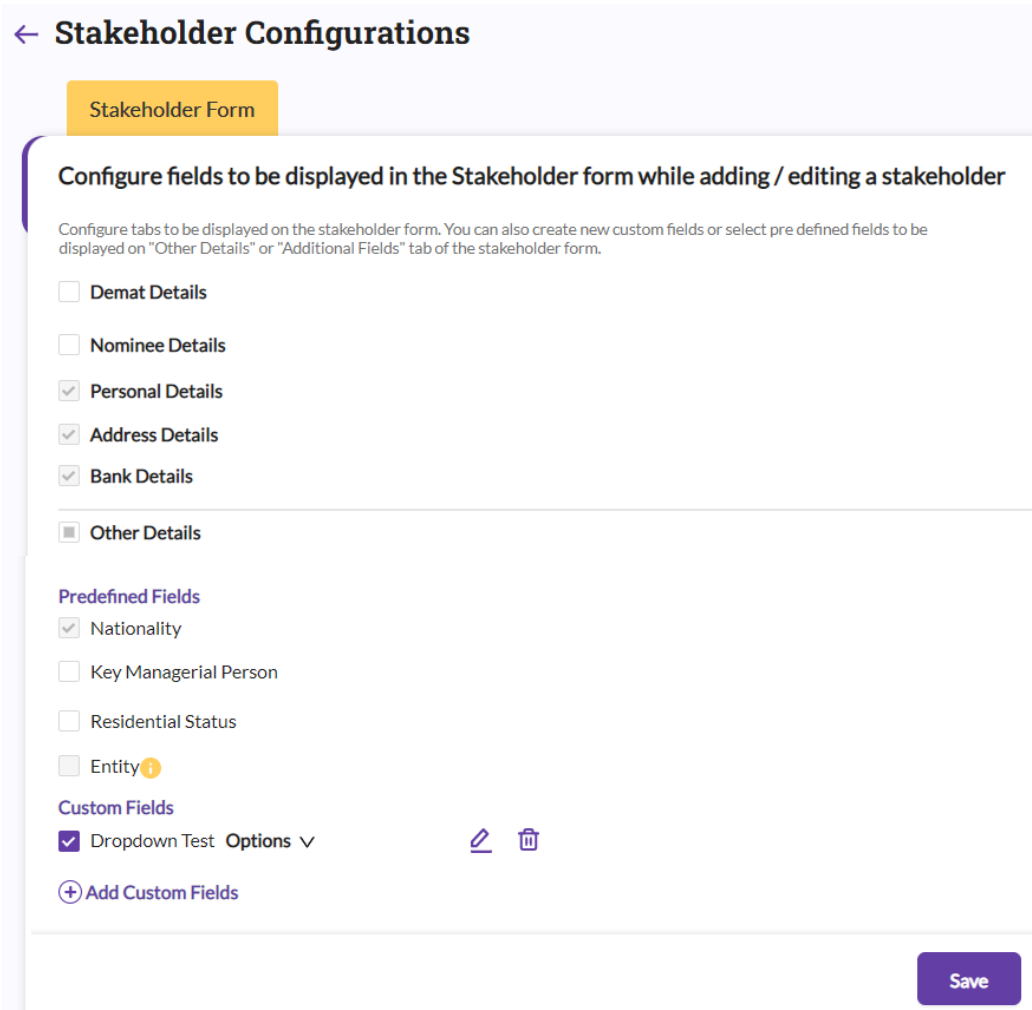
When you add a new stakeholder (or edit an existing one), you may want to add additional information like their address, bank details, etc. As an administrator, you can configure all information related to stakeholders by adding fields to be displayed in the Stakeholder form.

To configure stakeholder information:

1. Click **Settings > Configurations** in the menu on the left.
2. Under Stakeholder Settings, click **Stakeholder Configurations**. The Stakeholder Form is displayed.
3. By default, QapMap provides demat, personal, address, and bank details fields. As you can see, some fields are already selected. This means the Stakeholder form contains these fields already.



3. To enable an existing field, click the checkbox.
4. QapMap allows you to add custom fields of four types. To add a custom field, select the type of field under **Add Custom Input Fields**.

- To add a text field:
  i. Click the **Text Field** checkbox.
  ii. Enter the name for the field in **Title of the field**.

iii. Click **Add New**. The field gets added to the **Fields list**.

- To add a number field:
  i. Click the **Number Field** checkbox.
  ii. Enter the name for the field in **Title of the field**.
  iii. Click **Add New**. The field gets added to the **Fields list**.
- To add a date field:
  i. Click the **Date Field** checkbox.
  ii. Enter the name for the field in **Title of the field**.
  iii. Click **Add New**. The field gets added to the **Fields list**.
- To add a dropdown field:
  i. Click the **Dropdown Field** checkbox.
  ii. Enter the name for the field in **Title of the field**.
  iii. Type the option in the dropdown in the **Add option** field. You can add multiple options using the + next to the field.
  iv. Click **Add New**. The field gets added to the **Fields list**.

5. Click **Save Custom Fields** to save the newly-created fields.
6. Click **Update** to save all changes made to the Stakeholder Configurations.