## Form Configurations

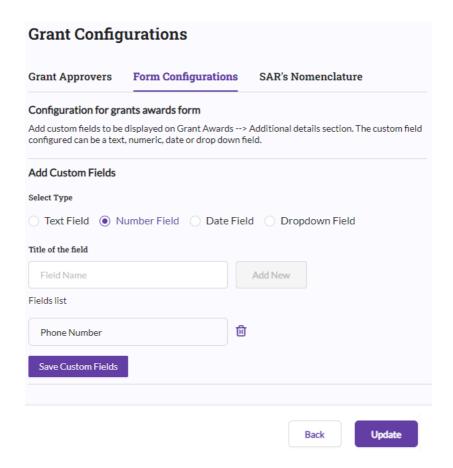
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You can use Form Configurations to display custom fields in the Grant Awards -> Additional details section. The custom field configured can be a text, numeric field, date or drop down field. This field can be used to store useful information about the grant or the recipient (e.g. location or business unit at the type of grant).

## Add Custom Text, Number, or Date Fields

To add a text, number, or date field:

- 1. Select the appropriate option in **Select Type**.
- 2. Type the appropriate **Title of the field**.
- 3. Click Add New. The newly added field is available in the Fields List.
- 4. Click Save Custom Fields to complete the process.



## Add Custom Drop Down Field To add a drop down field:

- 1. Select the **Dropdown Field**.
- 2. Type the appropriate **Title of the field**.
- 3. Under Add options, type the option name and click +. You can add as many options as needed.
- 4. Click Add New. The newly added field is available in the Fields List.
- 5. Click **Save Custom Fields** to complete the process.

