

# 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.

### Grant Configurations

[Grant Approvers](#) [Form Configurations](#) [SAR's Nomenclature](#)

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#### Configuration for grants awards form

Add custom fields to be displayed on Grant Awards --> Additional details section. The custom field configured can be a text, numeric, date or drop down field.

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#### Add Custom Fields

Select Type

☐ Text Field ☒ Number Field ☐ Date Field ☐ Dropdown Field

Title of the field

Fields list

## 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.

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### Configuration for grants awards form

Add custom fields to be displayed on Grant Awards --> Additional details section. The custom field configured can be a text, numeric, date or drop down field.

### Add Custom Fields

Select Type

☐ Text Field☐ Number Field☐ Date Field☒ Dropdown Field

Title of the field

Quarters

Add New

Add options

Options list

Quarter 1

Add option

Option input field

Save Custom Fields

Back

Update

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2/2