

# Managing Custom Fields

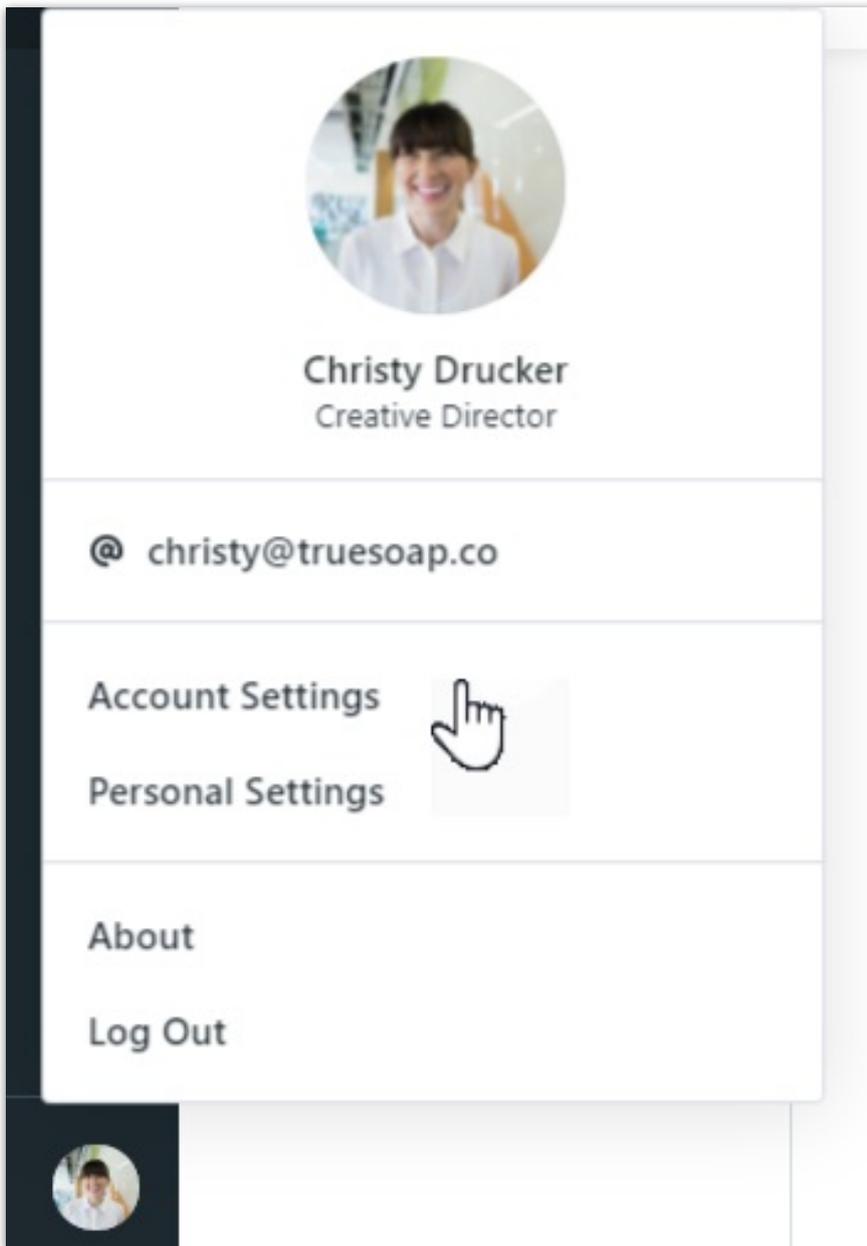
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Custom fields enable you to add unique fields to projects and campaigns in order to search for and report on valuable details that are unique to your process and business. Common examples might include Department, Channel, Brand, Line, Part Number, etc.

*Custom Fields are only available for Business and Enterprise customers.*

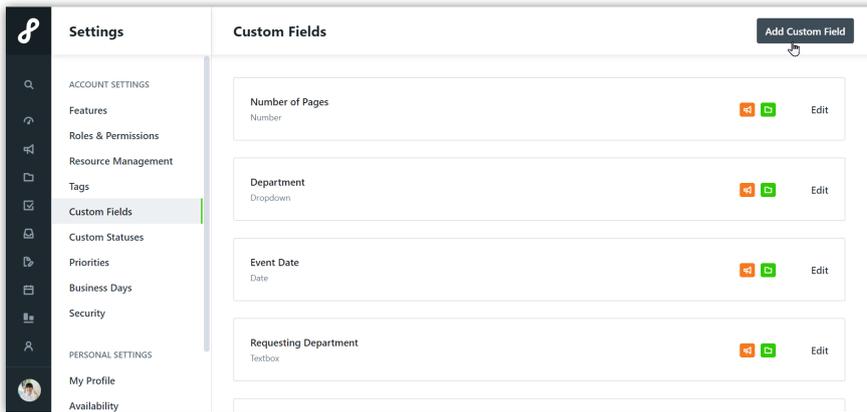
## Creating Custom Fields

To create a new custom field, navigate to Account Settings by clicking your avatar in the bottom left of the global navigation bar and selecting **Account Settings**. *Note: You must be assigned the permission to **Manage Account Settings** to create custom fields.*



The image shows a user profile card for Christy Drucker, Creative Director. At the top is a circular profile picture of a smiling woman with dark hair. Below the picture, the name "Christy Drucker" and title "Creative Director" are displayed. A horizontal line separates this from the email address "@ christy@truesoap.co". Another horizontal line follows, with "Account Settings" and "Personal Settings" listed below it. A hand cursor icon is positioned over the "Account Settings" text. Below these options are "About" and "Log Out". At the bottom left of the card, there is a small circular profile picture of the same woman on a dark background.

Select **Custom Fields** from the **Settings** sub-navigation. Click **Add Custom Field** in the top right-hand corner to create a new field.



Enter a name for your custom field, select the desired **Field Type**, and determine whether your custom field will be used on projects, campaigns, or both. Once complete, click **Create Custom Field**.

### Create Custom Field ×

**Field Name \***

**Field Type**

Textbox
 Dropdown
 Number
 Date

**Applicable To\***

Campaigns
 Projects

Cancel
Create Custom Field

You can create the following **Field Types**:

- A **Textbox** field type provides an open text field for users to freely input relevant data.
- A **Dropdown** field type provides specific values for users to select.
- A **Number** field type limits users to inputting a numeric value.
- A **Date** field type displays a calendar picker from which users can select a date.

Requiring custom fields on campaigns and/or projects ensures there is always a value entered upon creation of a work item.

**Event Date**
Close

Date

**Field Name \***

**Applicable To**

Campaigns  Projects

**Required For**

Campaigns  Projects

Save
Cancel
🗑️



If you deselect both Campaigns and Projects under "**Applicable To**," the custom field will be hidden on all new projects and campaigns, but you can still reference it when reporting on historical data.

## Using Custom Fields

Once the custom field is created, it will display in the **DETAILS** section of the project or campaign sidebar. You can enter unique values into the corresponding custom field(s) on each project or campaign as needed.

The screenshot shows the 'True Soap Scents - Digital' project sidebar. The 'DETAILS' section is active, showing fields for Description, Members, Start Date (Apr 1), Due Date (Sep 4), Tags, Level of Effort (6h), and Tracked Time (1.5h). A green box highlights the 'Department' field (set to 'Marketing') and the 'Event Date' field (set to 'Set Date').

When a custom field is required, you will be prompted to enter a value before creating a project or campaign.

**Create Project**
×

NEW PROJECT IMPORT

Project Name \*

Project Template

Link to Campaign

Department \*

Event Date \*

Cancel
Create Project

## Pinning Custom Fields

Select which custom fields are displayed in the Project Details view by pinning the most relevant custom fields. Pinned custom fields appear under **DETAILS**, and the rest will be accessible from the **MORE** tab.

**DETAILS**
FILES
MORE

**Project Number**

127

**Description**

Print ad for our Sunflower scent line.

**Members**

+

**Start Date**

**Due Date**

**Tags**

PRINT ×

**COMMENTS**
ACTIVITY



You can select which fields are pinned by default in Project Templates by [changing default custom fields](https://guide-ignite.inmotionnow.com/help/project-templates#changing-default-custom-fields) (<https://guide-ignite.inmotionnow.com/help/project-templates#changing-default-custom-fields>).

## Mapping Custom Fields

If desired, information from requests can automatically map to your projects and/or campaigns and populate selected custom fields, eliminating the need to re-enter this information once the request is accepted.

In the example below, the requester completed the following fields within the request form:

**Project Request Form** Back to Requests ...

Project Overview  
Create a print piece on the new raspberry soap.

Department  
Sales

Budget  
\$10,000

Product Line  
Branding

Actual Cost  
TBD

Once accepted, this information automatically populated within the custom fields of the new project.

**Projects** To Do ...

My Projects  
All Projects  
Unassigned  
Archived  
CUSTOM VIEWS  
+ Add View

**Project Request Form**

OVERVIEW | CALENDAR | SCHEDULE | REQUEST

Add Task Add Proof Add Group

Concept ...

✓ Schedule Kickoff Meeting ... Completed

✓ Provide two concept choices to client ... To Do

Add a task...

Design ...

✓ Write & finalize copy for design ... To Do

Department  
Sales

Budget  
\$10,000

Product Line  
Branding

Actual Cost  
TBD

COMMENTS | ACTIVITY

Write a comment...



To enable this feature, please reach out to our Customer Success team.

## Editing Custom Fields

You can edit Custom Fields in your Account Settings. Navigate to the appropriate Custom field and selecting Edit to the right of the field.

**Settings** Add Custom Field

ACCOUNT SETTINGS

- Features
- Roles & Permissions
- Resource Management
- Tags
- Custom Fields**
- Custom Statuses
- Priorities
- Business Days
- Security

PERSONAL SETTINGS

- My Profile
- Availability

**Custom Fields**

- Department  
Dropdown Edit
- Event Date  
Date Edit
- Requesting Department  
Textbox Edit
- Product Type  
Textbox Edit
- Launch Date  
Date Edit

Make any updates to your field and select **Save** when complete.

For Dropdown Custom Fields, select the trash icon next to your options under **LIST** to remove options. Select **+ Add an Option** to add options. You have the ability to sort alphabetically by selecting the buttons next to Sort Alphabetically, either A to Z or Z to A.

## Deleting Custom Fields

To remove a custom field from the system, navigate to **Account Settings**. Select **Custom Fields** from the **Settings** sub-navigation. Click on the **Edit** link to the right of the custom field you would like to remove and select the **Delete** icon in the bottom right. Confirm by selecting **Delete This Custom Field**. Removing a custom field will permanently remove all related historical data.



Learn More: [Cascading Custom Fields When Accepting Campaign Requests](https://guide-ignite.inmotionnow.com/help/cascading-custom-fields)(<https://guide-ignite.inmotionnow.com/help/cascading-custom-fields>)

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