

# Site Custom Fields

The *Site Custom Fields* area allows you to set up a form of fields / questions which then can be allocated to a Site or collection of Sites.

The *Custom Fields Forms* enable you to capture additional information to suit your organisation and to match the different needs of your sites. Set up as many forms as you like to cover the different kinds of sites.

Within the list of forms you can:

*View Site Data* which allows you to view and export the extra information:

VIEW SITE DATA

*Allocate Site* which allows you to easily access all the created Sites and allocate the Form to a Site or multiple Sites

*Edit Form* which allows changes to the current form.

To create a Form select *New Site Custom Fields Form* in the top right hand corner where you can populate the information for your customized form. You can create as many questions / fields as you like for this new form. You can then attach this form and its questions to any site to capture additional site information such as lease dates.

Beside this button are three dots which, when clicked, display an option to export the Form list to an Excel sheet.

On the Main Update Site Details Page you can then associate a Custom Fields Form to that site.

Site Custom Fields Form Site Info ▼

You can capture additional information about this site in addition to the fields here, if you have set up a Site Form in the Site Custom Fields area. Select the Site Custom Fields Form in the dropdown above. Then once this field is saved, you can click on the Custom field tab and complete the additional information.

This **'Site Info'** form will then be available in the Custom Fields tab for completion.

Site Detail   Locations (4)   Planned Schedules (32)   Assets (23)   Documents (1)   Forms (57)   Contacts   **Custom Fields**

**Main**

HeadCount  
55

Insurance Expiry Date  
23-09-2020

Is Rent Paid  
Pass   Fail   n/a

Opening Hours  
9am to 5pm

Tenancy Expiry

