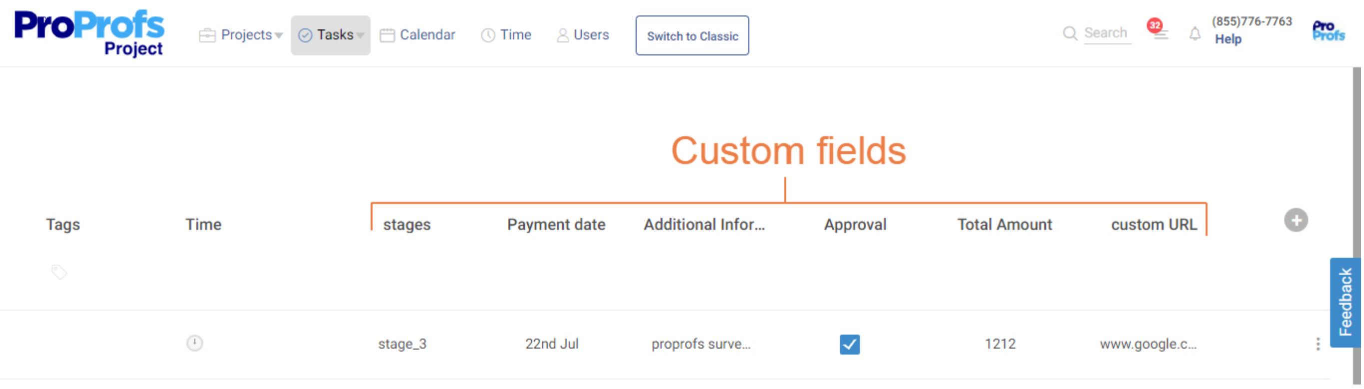
How to Create Custom Fields

Custom Fields allow you to add a variety of data to manage your tasks even more accurately. You can also give your users several levels of access to the custom fields depending on their roles and privileges.
With Custom Fields, you can customize your task dashboard and manage your tasks easily. For example, you can instantly update the progress of a task, whether it is approved or not, add custom URLs to a task, etc.
Here's how the custom fields can look like on your ProProfs Project task dashboard:

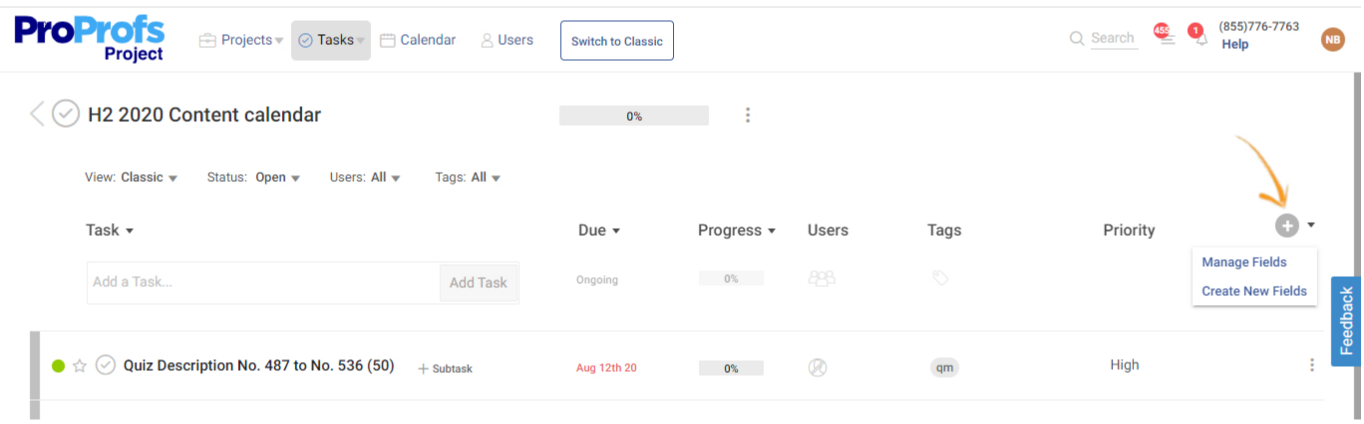


In this article, you'll learn:

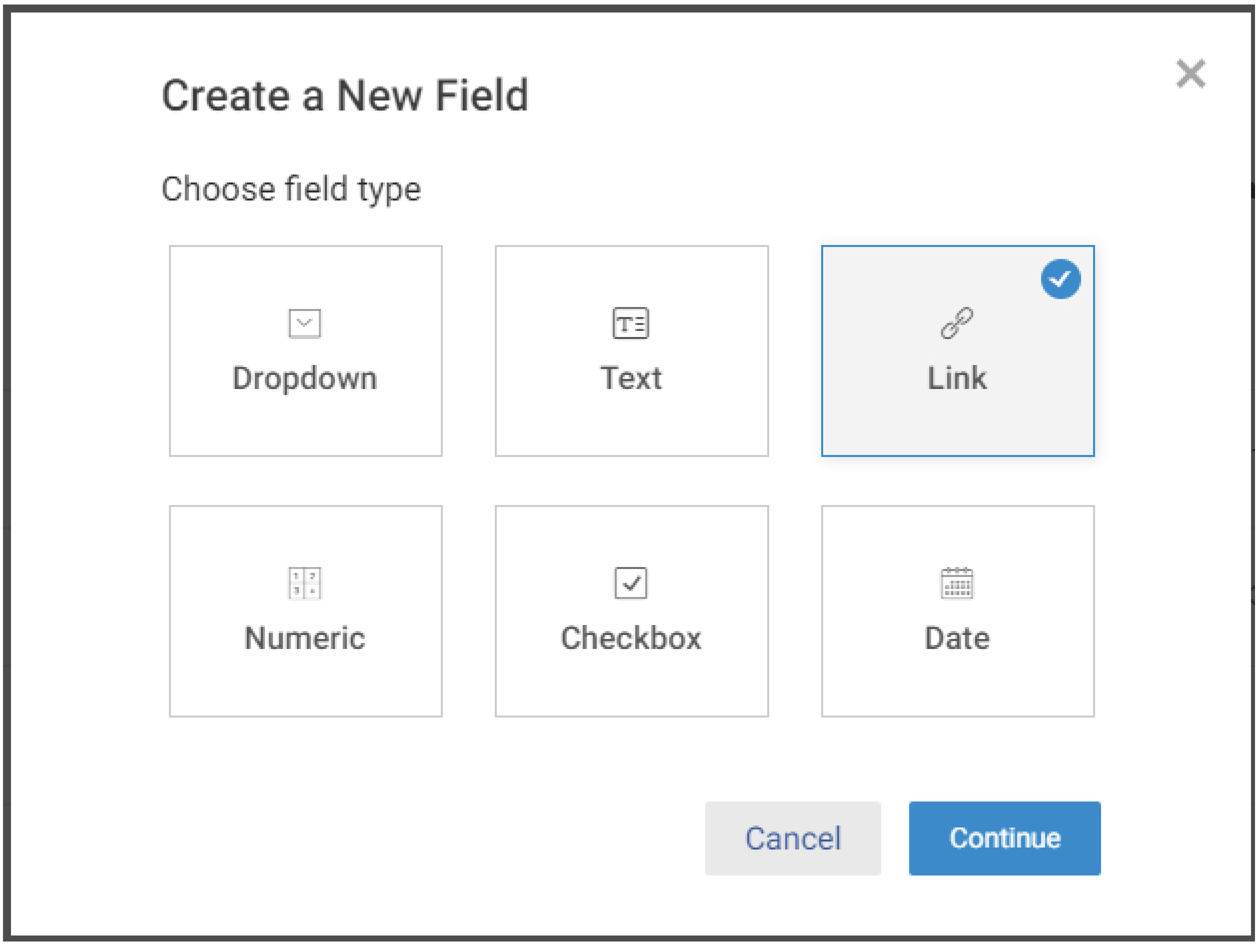
- How to create custom fields
- How to manage custom fields
- How to give users access to the custom fields

Here's how to create custom fields:

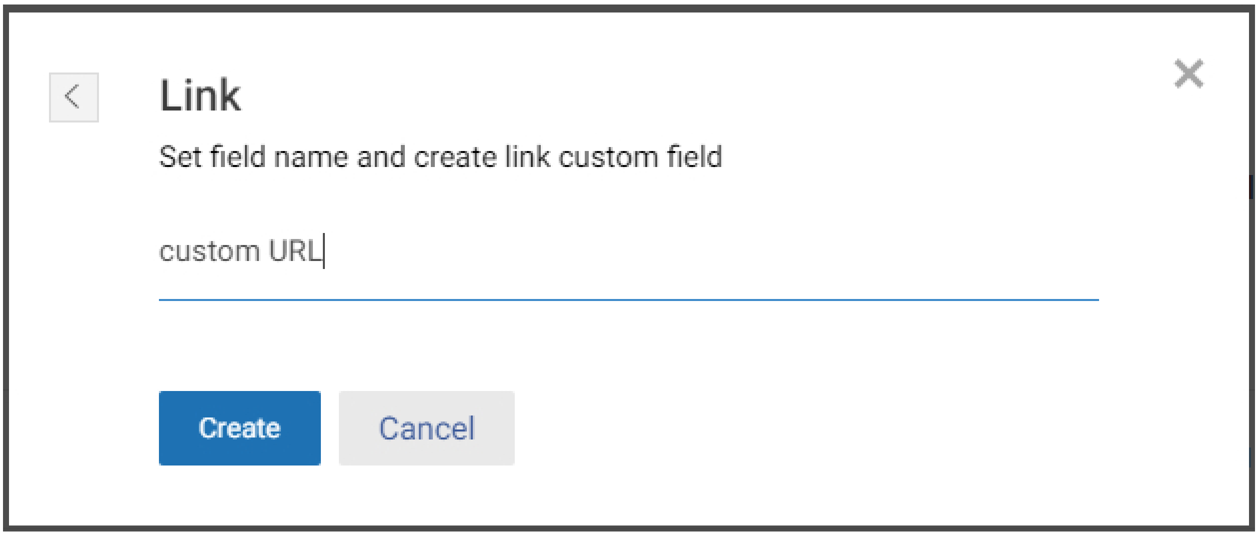
Step 1: On your ProProfs task dashboard, move to the extreme right and click on the **+ icon**. Alternatively, you can also click on the **down arrow icon (besides the + icon) >> Create New Fields**. When you're adding a custom field for the first time, only the **+ icon** is available. Once you've added a custom field, the **down arrow icon** also becomes available.
Note - We are working on making **Custom Fields** available throughout the **Tasks** tab. This option is currently available to use only under specific tasks associated with the Project.



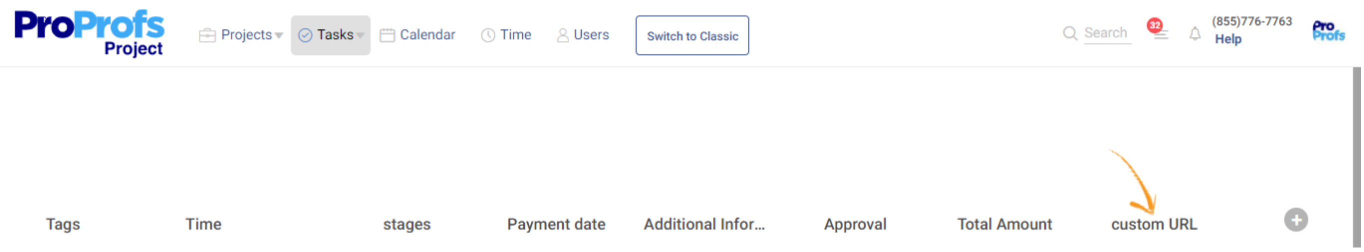
Step 2: Select from the following field choices available. For example, select **Link** and **continue**.



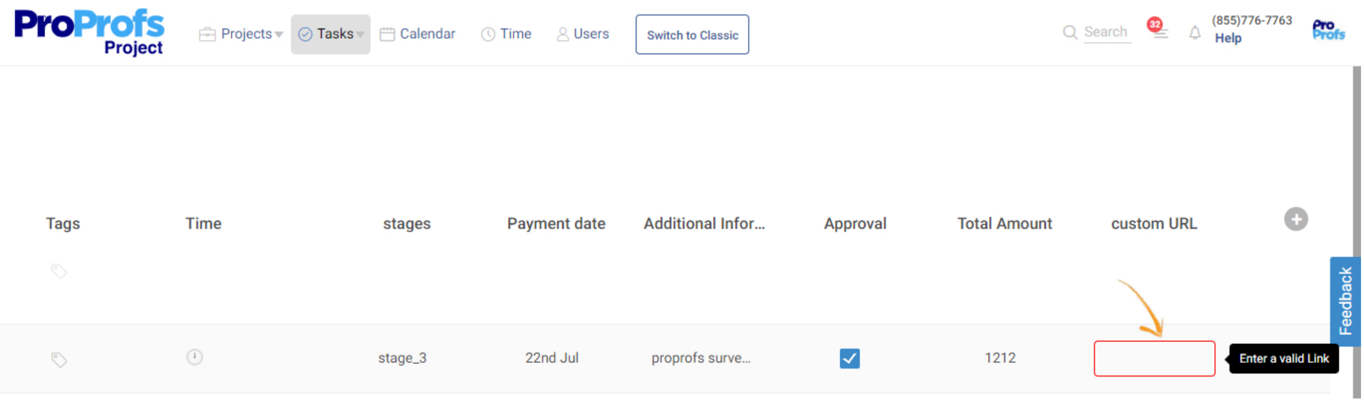
Step 3: Enter the name of the field (example, custom URL) and click **Create**.



Your **Link** custom field (custom URL) has been created. Similarly, you can add other custom fields as well.

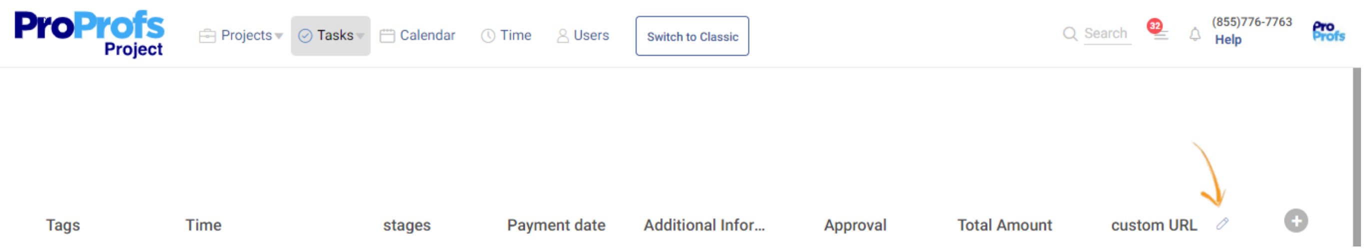


Step 4: To direct your users to a custom URL, you can add a valid link in the box indicated below.



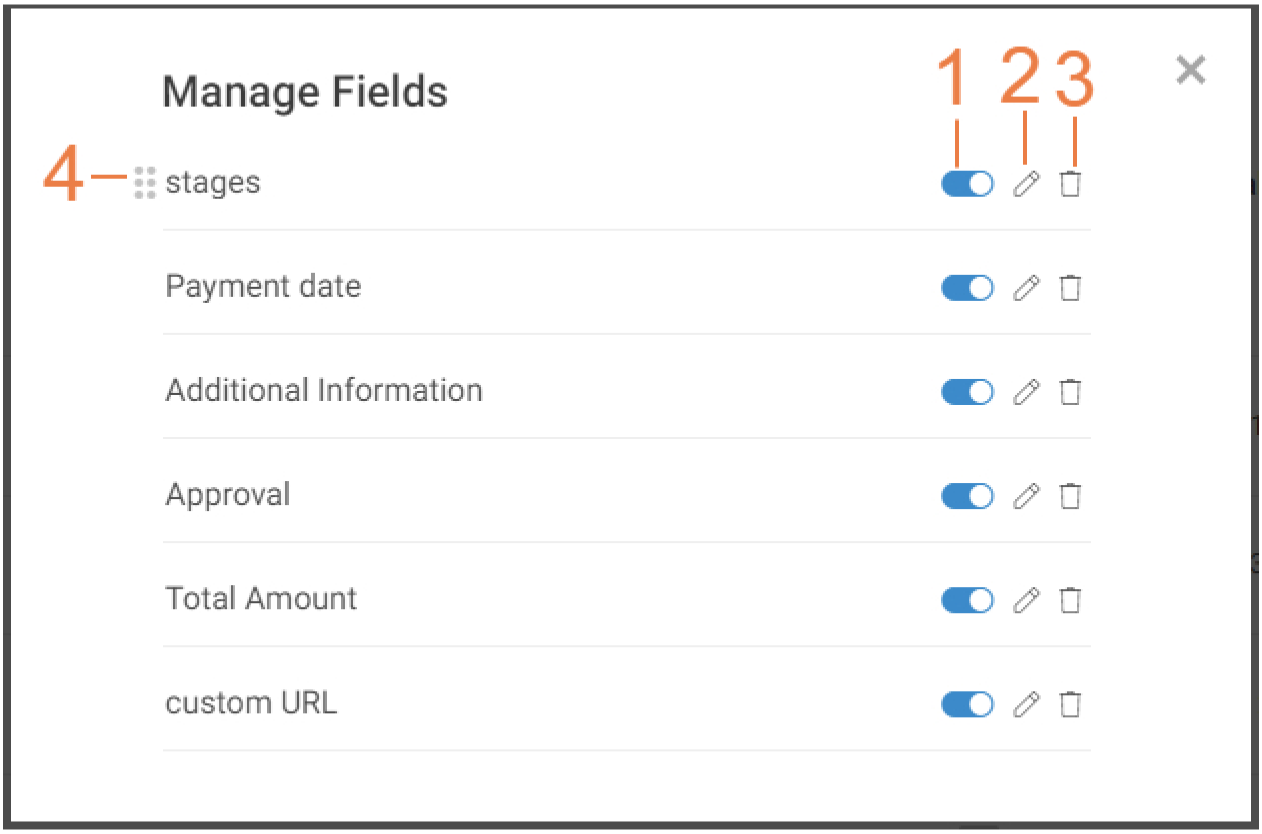
Here's how you can manage your custom fields:

Step 5: Move your mouse over a custom field and click it, as shown in the screenshot below.

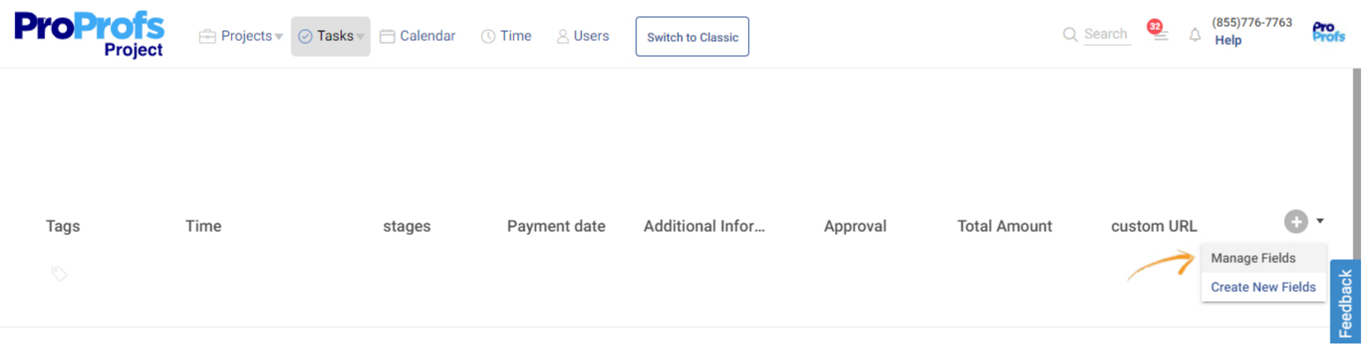


Step 6: On this pop-up window, you can do the following actions to manage the custom fields:

1. **Hide/Unhide** a custom field.
2. **Edit** the name of a custom field.
3. **Delete** a custom field.
4. **Drag** a custom field to rearrange it on the dashboard.



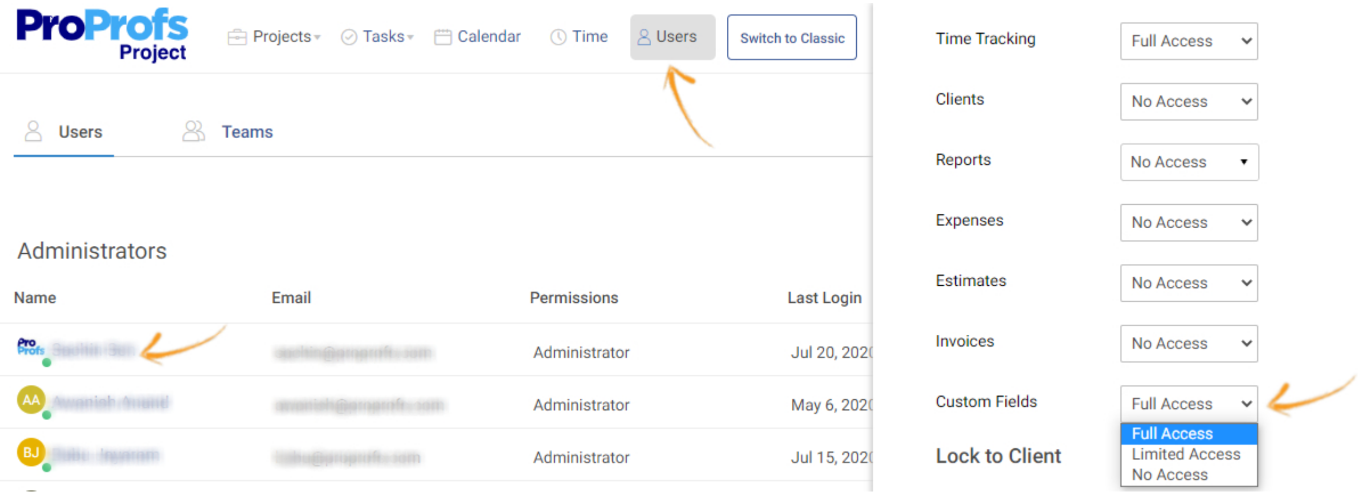
Alternatively, to manage your custom fields, you can also click on the **down arrow icon** and then click **Manage Fields**, as shown below.



Here's how you can grant users various levels of access to manage the custom fields:

Step 1: Go to **Users >> Select a user >> Custom Fields**. From the **Custom Fields** dropdown, you can choose from the following levels of access:

- **Full Access:** Allows a user to create, edit, and delete custom fields.
- **Limited Access:** Allows a user to add data to a custom field. For example, adding a URL to the **Link** custom field.
- **No Access:** A user has no access to the custom fields.



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