

# What needs to be set in a "custom field"

The screenshot shows the 'Skapa Eget fält' (Create Custom Field) form in the Leasify system. The form is titled 'Skapa Eget fält' and is located under the 'Avtal' (Contract) section. It contains several input fields and a checkbox, each with a label and a description:

- Namn \*** (Name): A text input field. Description: 'Namn'.
- Fyll i en beskrivning** (Fill in a description): A text input field. Description: 'Visas bredvid fältet för användaren så att det blir lättare att fylla i.' (Shown next to the field for the user so it's easier to fill in).
- Ledtråd** (Hint): A text input field. Description: 'Hint, oftast längst till höger i fältet. %, valuta eller något annat kort.' (Hint, usually furthest to the right in the field. %, currency or something else short).
- Typ \*** (Type): A dropdown menu. Description: 'Text (enrad)' (Text (single line)).
- Krävs för att spara** (Required to save): A checkbox.
- Standardvärde** (Default value): A text input field. Description: 'Det som fylls i från start utan val.' (What is filled in from the start without selection).
- Sorteringsordning \*** (Sorting order): A text input field. Description: 'Lägst siffra visas först, högst siffra sist.' (Lowest number is shown first, highest number last).
- Avtalsmallar** (Contract templates): A dropdown menu. Description: 'Om inga mallar väljs så visas fältet i alla avtal.' (If no templates are selected, the field is shown in all contracts).

At the bottom right, there are three buttons: 'Avbryt' (Cancel), 'Skapa & skapa en annan' (Create & create another), and 'Skapa nytt fält' (Create new field).

"Name" is what others see as the title of your field when entering something. This is required to save the field.

"Description" is used to give the user a description of what the field requires. Can be a line of information about what is to be filled in in the own field out in the contract entry.

"Hint" appears as text to the right of the input field. For example, it can be a percent sign, currency code or some short unit to help the user with input. A kind of "hint".

"Type" is the data type to be entered. There are a number of different data types to choose from:

- Text (single line) is free text, any characters.
- Text (several lines) is a paragraph or mass of text to be entered.
- Number is a number where no letters may be entered by the user.

- Yes/No is a checkbox for the user to check or uncheck.
- Drop-down list is a number of predefined rows (key with value) that the user can choose from.
- Date is a day to choose from a free calendar.

"Required to save" will require the user to a response in order to save the agreement at all.

"Default value" is the value that is filled in from the start of a new agreement to help.

"Sorting order" determines the order in which the field is displayed in the entry of the agreement. Lowest number comes first. Tip! Get into the habit of always using decades (10s) so that you can "squeeze in" other options more easily later.

"Agreement templates" filters the field to only one or more types of agreement templates.

---

Revision #1

Created 5 February 2023 16:50:33 by Maria Ek

Updated 5 February 2023 16:53:41 by Maria Ek