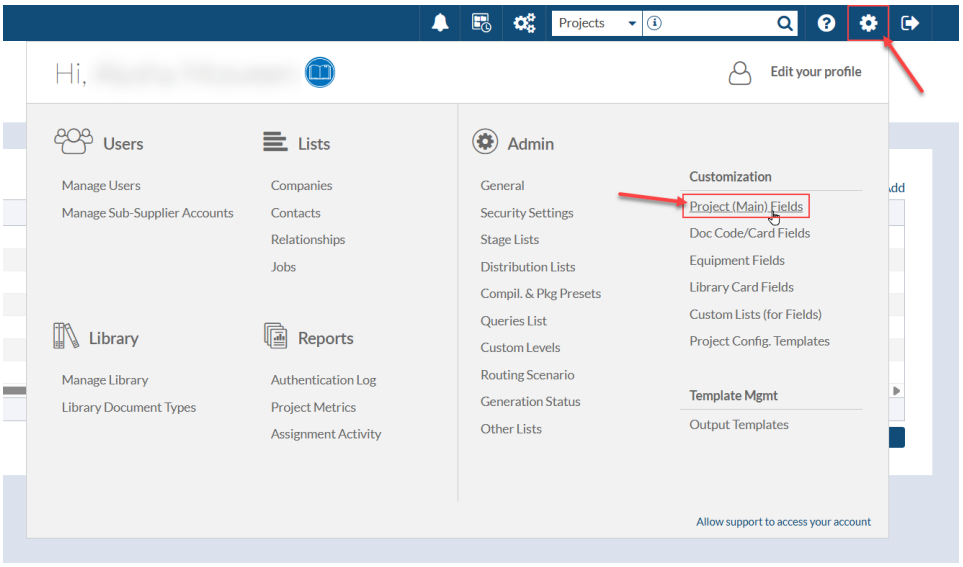
Other Data - Project (Main) Fields

09/28/2026 9:40 am MDT

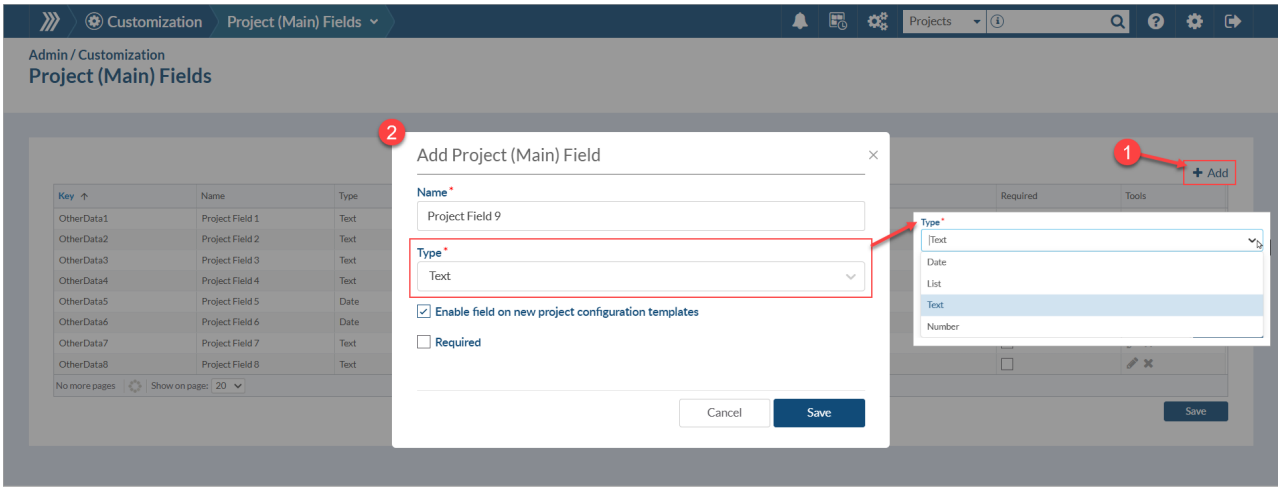
Custom fields can be added to the "Main" section of a project. Here's how to create and manage them.

Create

To create a custom project (main) field, navigate to **System Menu > Customization > Project (Main) Fields**.



On the page, any existing fields will appear. To add a new field, click the "+ Add" button above the grid (top right). From the pop-up, give the new field a name and adjust the options as needed.



- **Type:** This is how you will enter the information into the custom column
  - Date - Simple date field.
  - List - Only specific values can be selected. The list can be a pre-existing user list, or a list you create (custom list). For more information, see this article: Create Lists for Custom Fields.
  - Text - Simple text field.
  - Number - Numeric field that allow for numeric sorting on the project list (rather than by the first digit of the entered value).
- **Enable field on new project configuration template:** Will automatically import and enable the field on new

project configuration templates. To enable the field, see the instructions below.

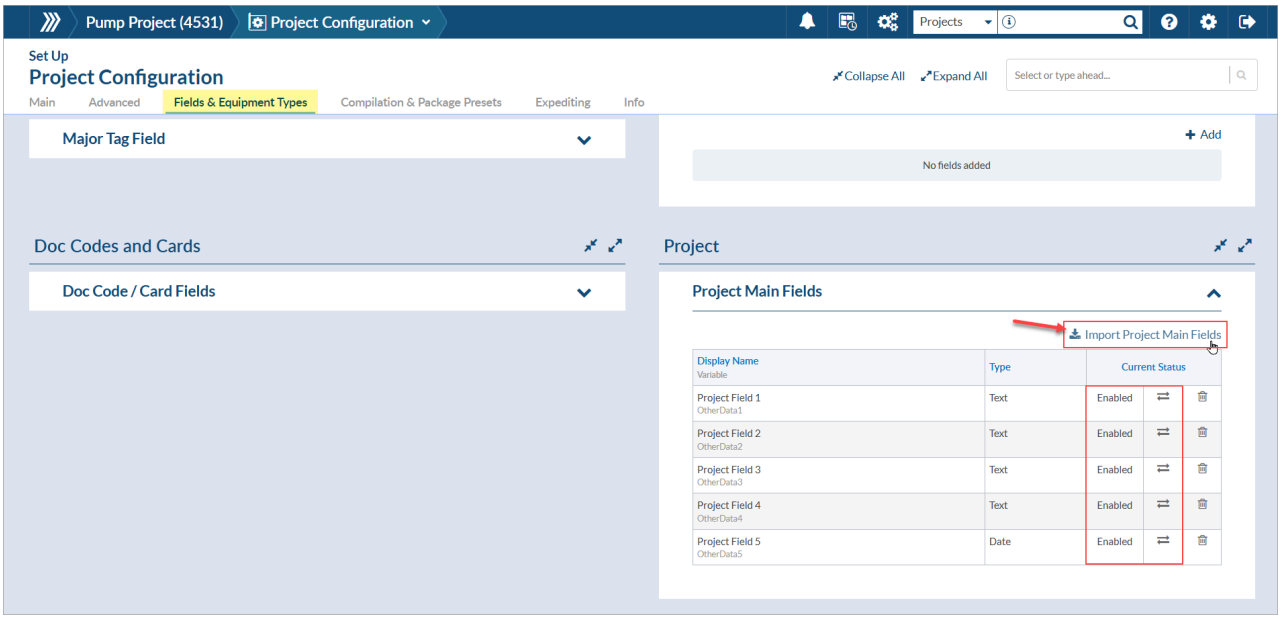
- **Required:** Set the field to require a value on any project it is added to.

> **Note:** Once a field is created, the field type (date, list, etc.) **cannot** be modified. However, the field name **can** be modified from the grid or by clicking the pencil icon under "Tools". In addition, if a field has been used on a project, it cannot be deleted from the Admin list.

Enable on projects

Once the field has been created, you must import it into the project. To do this, navigate to **Project Menu > Set Up > Project Configuration**. Open the "Fields & Equipment Types" tab and expand the "Project Main Fields" section. Click the "Import Project Main Fields" option, choose the field(s) to import, and click "Add." Once imported, the field(s) will automatically be enabled.

If a field should be disabled, select the arrow button to change the field from "Enabled" to "Disabled." If the field should be removed from the project entirely, click the delete button.
**Note: Removing the field from the project will not delete it from admin.*



> Custom project (main) fields can be imported/enabled on future projects by default by adding them to your existing project configuration template(s) - see article: Project Configuration Templates.