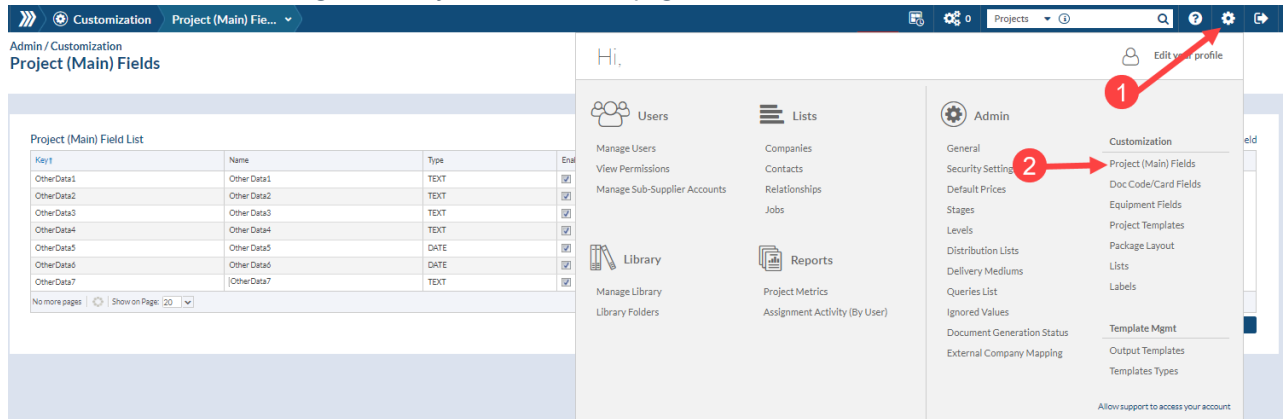


Other Data - Project (Main) Fields

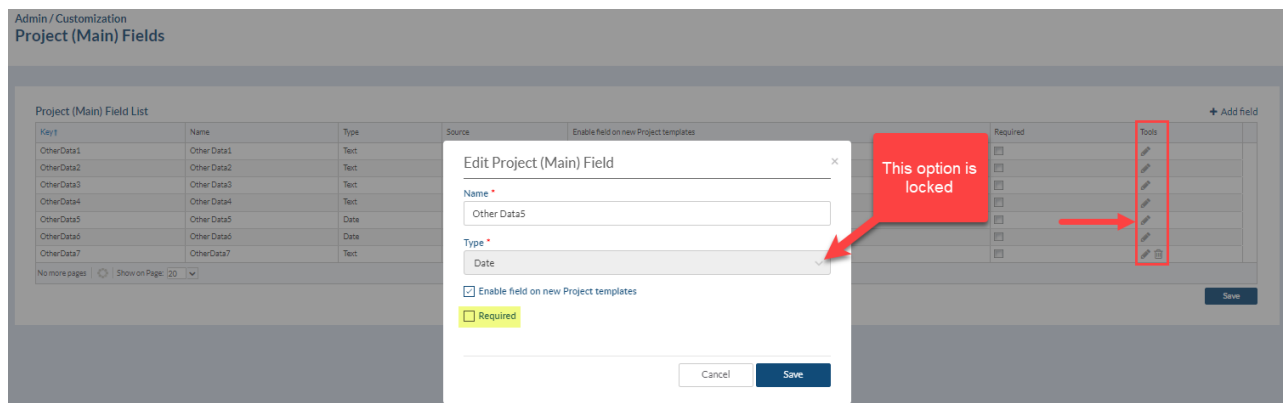
10/01/2025 2:47 pm MDT

Users may now add an unlimited number of custom fields to the main area of projects. Create new date, text, or list fields. There is also an option to define whether fields are mandatory. Users may apply them to any or all project templates.

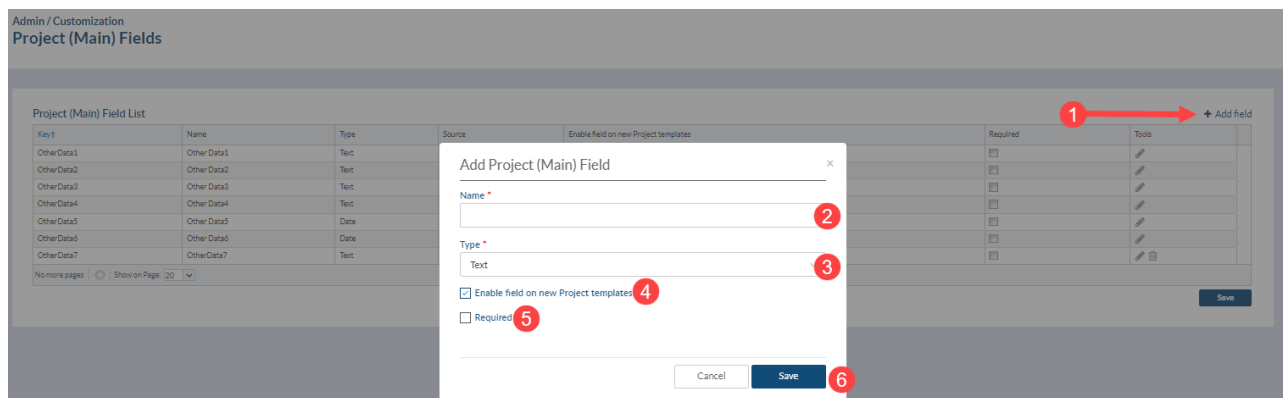
Other Data Fields are managed via Project (Main) Fields page.



Here you can see any existing fields. Note: if the fields have been used on any existing or previous projects you will not see a delete option. You will also not be able to edit the Type from date to text, or vice versa. You can edit to make this field "required".



To Add a new Field:



- 1) Click "Add Field"
- 2) Name the field
- 3) Choose if you want a Text, Date or List field (for information on creating a List, see our article [here.](#))
- 4) Click to Enable field on **new** Project templates
- 5) Click to make this field Required
- 6) Save

To enable new Fields on existing projects

Once a custom project (main) field has been created, you must enable them on the project from the **Project Configuration** page.

Navigate to Project Menu > Set Up > Project Configuration. Open the "Fields & Equipment Types" tab and expand the "Project Main Fields" section.

The screenshot shows the 'Project Configuration' page with the 'Fields & Equipment Types' tab selected. Under the 'Project Main Fields' section, a table lists fields with their status set to 'Disabled'. Red arrows indicate the 'Status' column and the 'Disabled' status cells, which are the target for enabling the fields.

Display Name	Type	Status
Date Originally Quoted	Date	Disabled
Project Folder File Path	Text	Disabled

Click the arrows to enable the fields on the project.

Filtering "Other Data" on Multi-Project Card Report

Multi-project card report

The screenshot shows the 'Multi-project card report' interface. The 'Card List' tab is selected, and a red arrow points to the 'Other Data' column header in the table. The table has columns: Other Data, Last In Submittal, Demo Doc Control User, Project, Card Name(Auto), Document, Reference, Level, Doc Code, Stage, and Sta. The 'Other Data' column is currently empty, and the red arrow indicates where to click to bring it into the grid.

Other Data	Last In Submittal	Demo Doc Control User	Project	Card Name(Auto)	Document	Reference	Level	Doc Code	Stage	Sta

First thing is to bring the Other Data column into the grid. Details on filtering the multi-project card report can be

found [here](#).
