

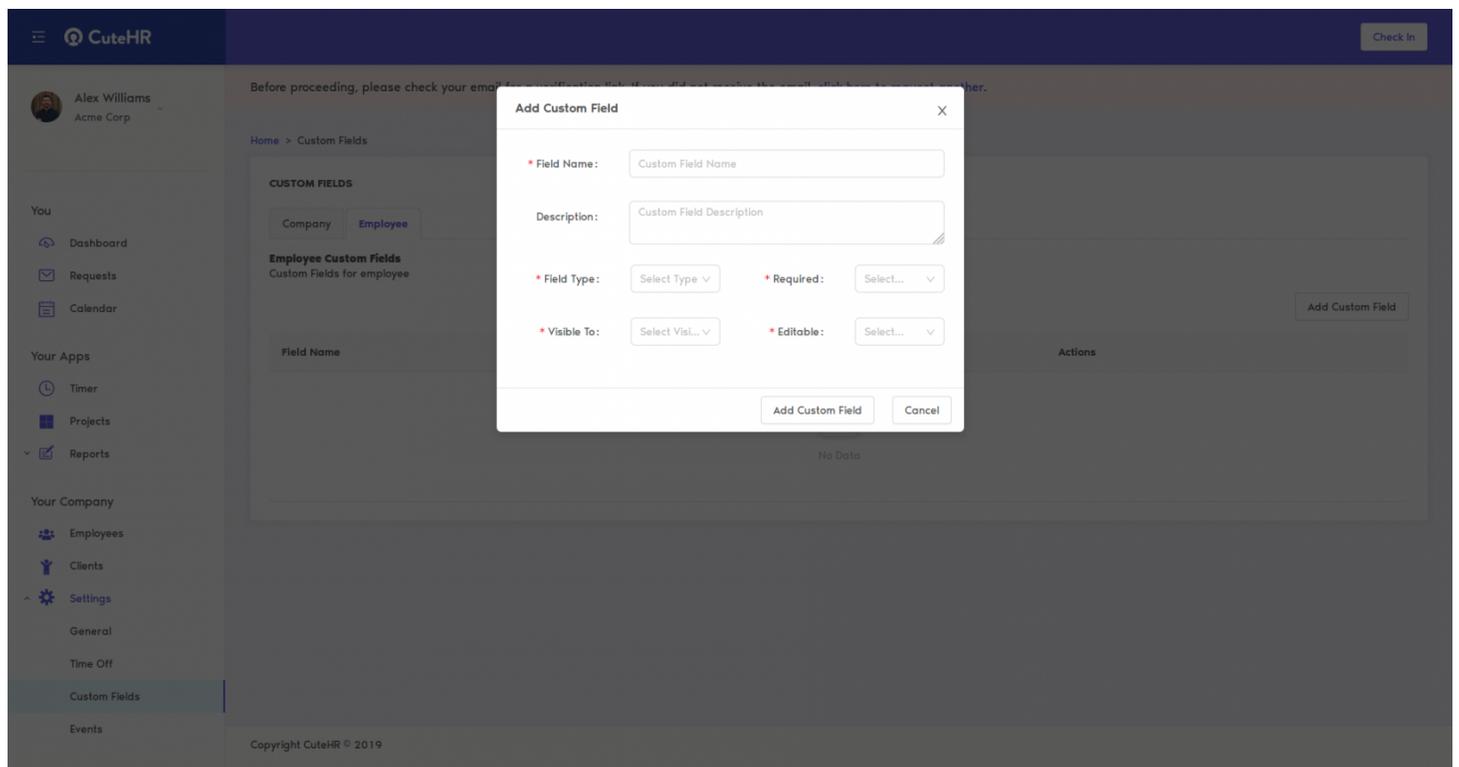
Setting up Custom Fields for Employee

Cutehr provides the feature of adding custom fields for your employees as per your country. Like national Id card, etc.

Adding Custom Fields

To Add Custom Fields for employee navigate to Settings -> Custom Fields, click on "Employee" Tab.

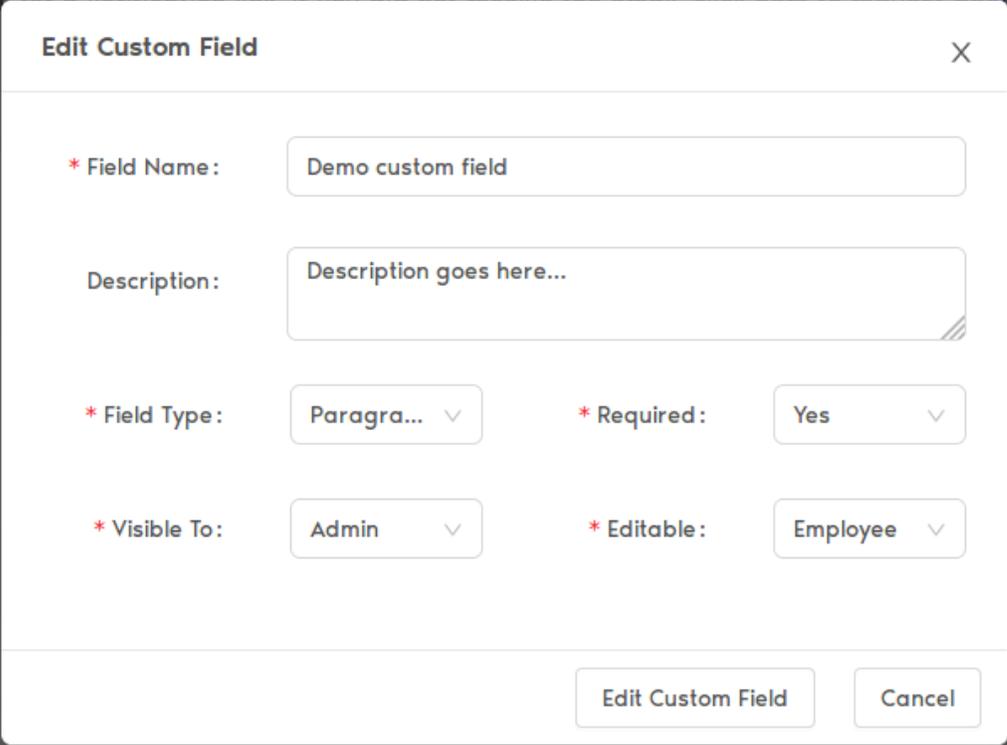
Click "Add Custom Field" button.



Fill up the information for the custom field. Add click "Add Custom Field" button in popup.

Editing Custom Fields

To Edit custom field, just click the pencil icon and edit the form in the popup.



The image shows a modal window titled "Edit Custom Field" with a close button (X) in the top right corner. The form contains the following fields:

- * Field Name: A text input field containing "Demo custom field".
- Description: A text area containing "Description goes here...".
- * Field Type: A dropdown menu showing "Paragra...".
- * Required: A dropdown menu showing "Yes".
- * Visible To: A dropdown menu showing "Admin".
- * Editable: A dropdown menu showing "Employee".

At the bottom right of the modal, there are two buttons: "Edit Custom Field" and "Cancel".

After editing the information just click "Edit Custom Field" button in the popup.

Deleting Custom Fields

To Delete custom field, click the bin icon in front of custom field name. Select "OK" from the confirmation modal to confirm.

Use of Custom Field

Your company might need information fields other than those provided. In that case, you can add custom fields.

After adding a custom field for an employee, go to the employee's profile. Under the Personal tab, you will see

custom fields.

The image shows a form with the following fields and labels:

- Phone**: A text input field with the placeholder text "Phone".
- Personal Email**: A text input field with the placeholder text "johnson.eric@acmecorp.com".
- Address**: A section header for the following address fields.
- Address1**: A text input field with the placeholder text "Address1".
- Address2**: A text input field with the placeholder text "Address2".
- City**: A text input field with the placeholder text "City".
- State**: A text input field with the placeholder text "State".
- Country**: A dropdown menu with the placeholder text "Select Country".
- Zip**: A text input field with the placeholder text "Zip".
- Custom Fields**: A section header for the following custom field.
- Demo custom field**: A text input field with the placeholder text "Demo custom field".
- Save**: A blue button with the text "Save".

You can fill it accordingly.

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