



## Navigating Custom Fields

Creating custom fields in pod allows you to organize and track data that is specific to your company!



### Freeform fields

Creating freeform fields allow you to customize your data in a way that is the most beneficial and useful for your company. A freeform field allows you to organize your employees by unique data points. There are three field type options to choose from when creating a custom field. These three options are date, text, or numbers. Each freeform field allows you to input one value only, per employee.



### Lists and Dropdowns

Creating lists & dropdowns allow you to customize and organize your unique data containing multiple data points. When creating a dropdown list, you are able to easily select which data point your employee specifically falls under. If you need to select multiple values for an employee, you can choose 'multi-select' which allows you to select multiple data points for that specific employee. Lists & dropdowns allow you to standardize a list of values that can be used over and over, e.g. department titles, managers, project locations, etc...

The screenshot shows a user interface with three tabs: 'Standard Fields', 'Custom Fields', and 'Documents'. The 'Custom Fields' tab is active. Below the tabs, there are two custom fields:

- Employee ID #** ← Freeform field: A text input field containing the value '1874987'.
- Location** ← List & Dropdown field: A dropdown menu with 'Please Select' at the top and a list of options below: 'Please Select', 'Chicago', 'Florida', 'New Jersey', and 'New York'. The 'Please Select' option is currently selected and highlighted in blue.

Custom fields can be added to your request page, automatically added to your employees profiles, and are available in your exported excel spreadsheets.