

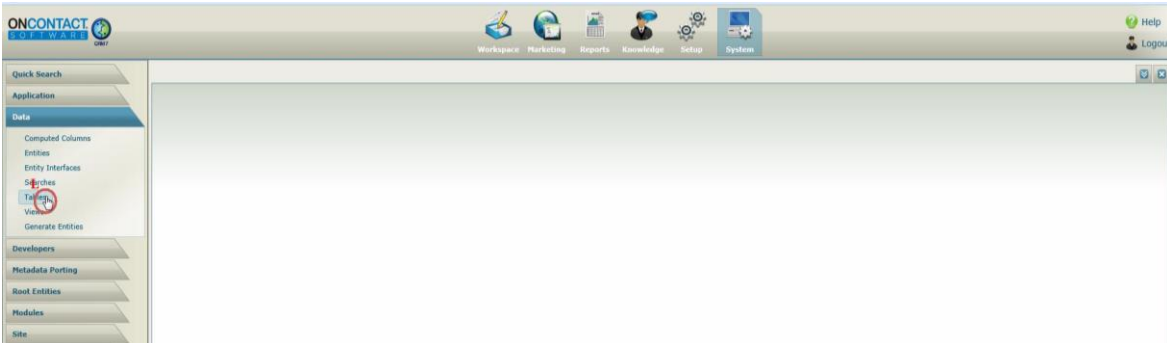
# Add Custom Fields

In this example, we will add a custom field to the Company record called 'Customer Number'.

1. Left Click the System icon.



2. Left Click Data and select Tables.



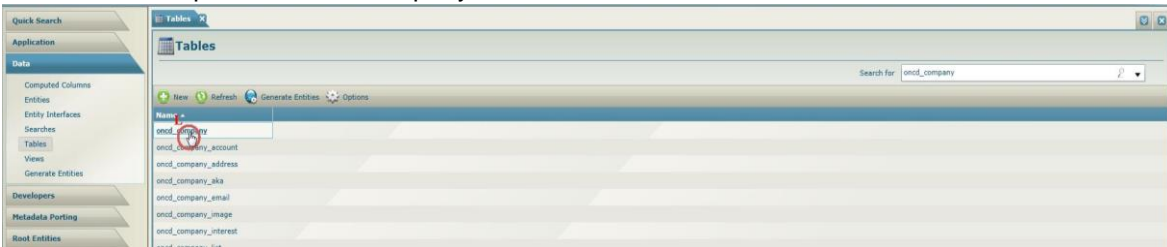
3. Search for the table/record you want to add the field to. Common tables include:

- Company record: oncd\_company
- Contact record: oncd\_contact
- Activity record: oncd\_activity
- Opportunity record: oncd\_opportunity

In our example we will search for oncd\_company.

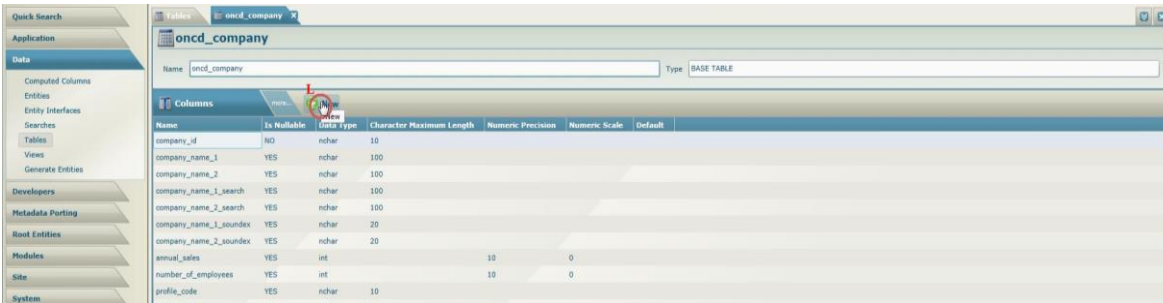


4. Left Click to open the oncd\_company table.



## Add Custom Fields

### 5. Left Click New.



### 6. Type the name for your new field.

*Note: Underscore characters will automatically be placed in any spaces.*

### 7. Select the type of field. We selected 'String.' Choices include:

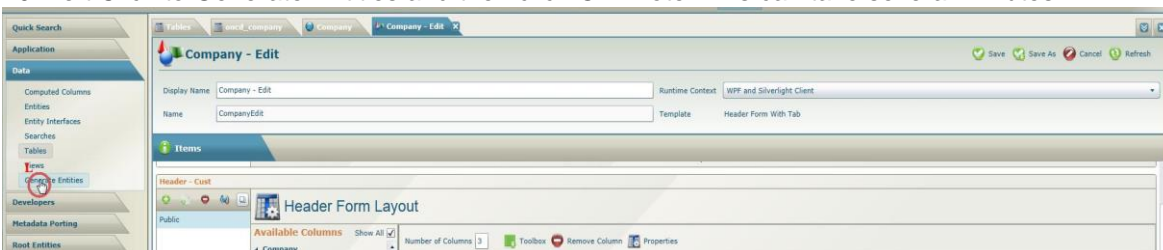
- String
- Datetime
- [Integer](#)
- Decimal
- [Boolean](#)
- [Varbinary](#)
- Note

### 8. Type the number of characters you would like for the field size.

### 9. Save and close the dialogue box.



### 10. Left Click to Generate Entities and then click OK. Note: This can take several minutes.



## Add Custom Fields

11. Click OK again.



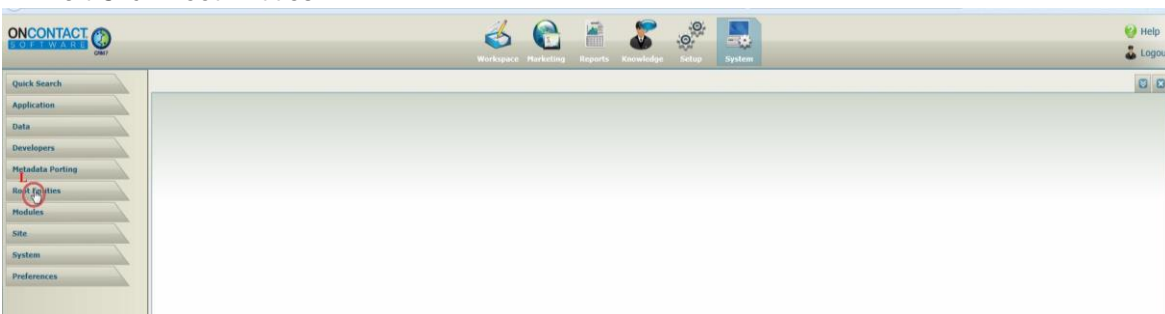
12. Log out of OnContact and back in again.



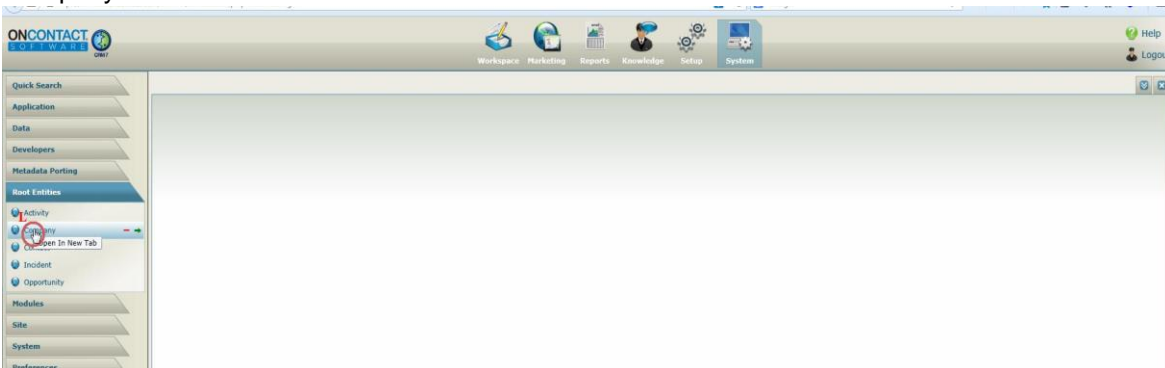
13. Left Click the System icon.



14. Left Click Root Entities.

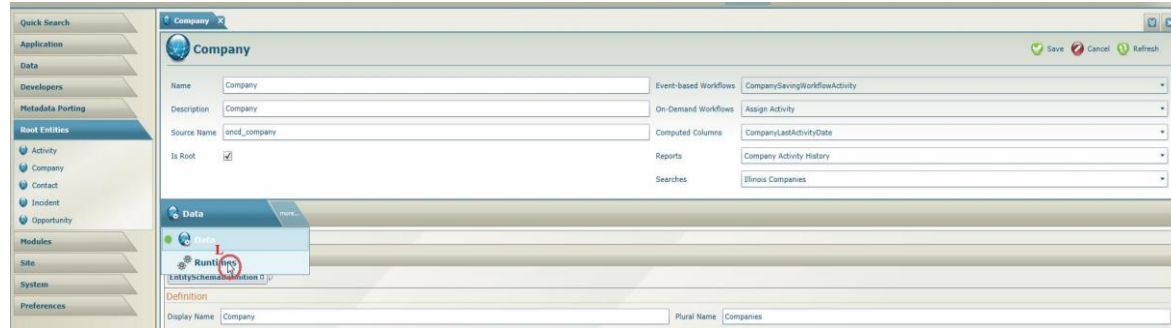


15. Left Click to select the entity that you want to add your new field to. In this example, we'll select Company.

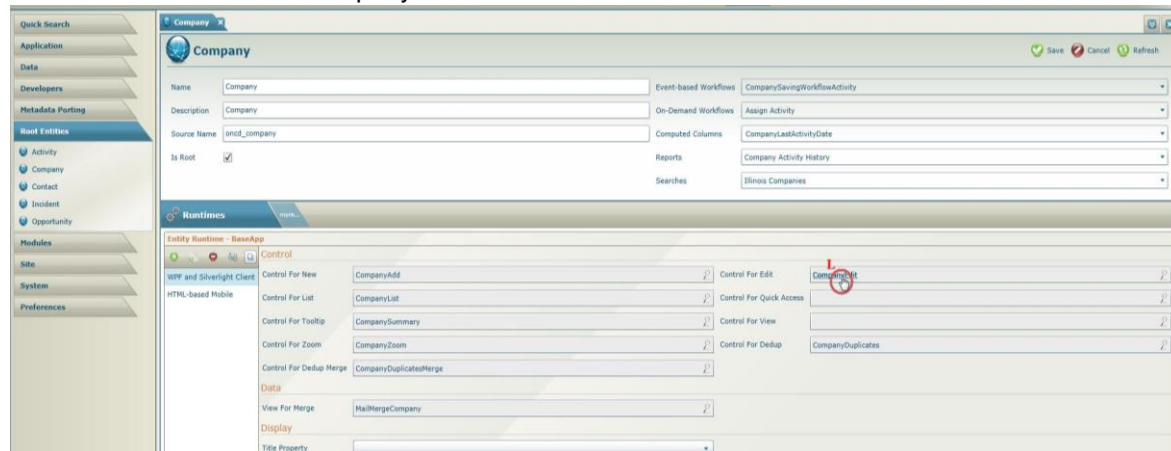


## Add Custom Fields

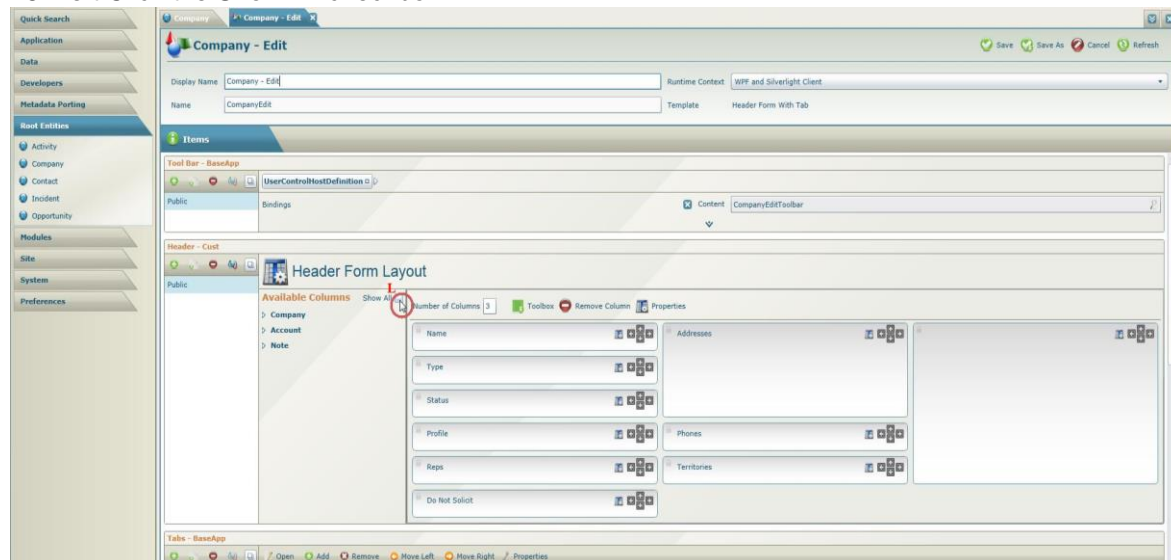
16. Left Click to select the Runtimes tab.



17. Left Click to Edit the Company record.



18. Left Click the Show All checkbox.

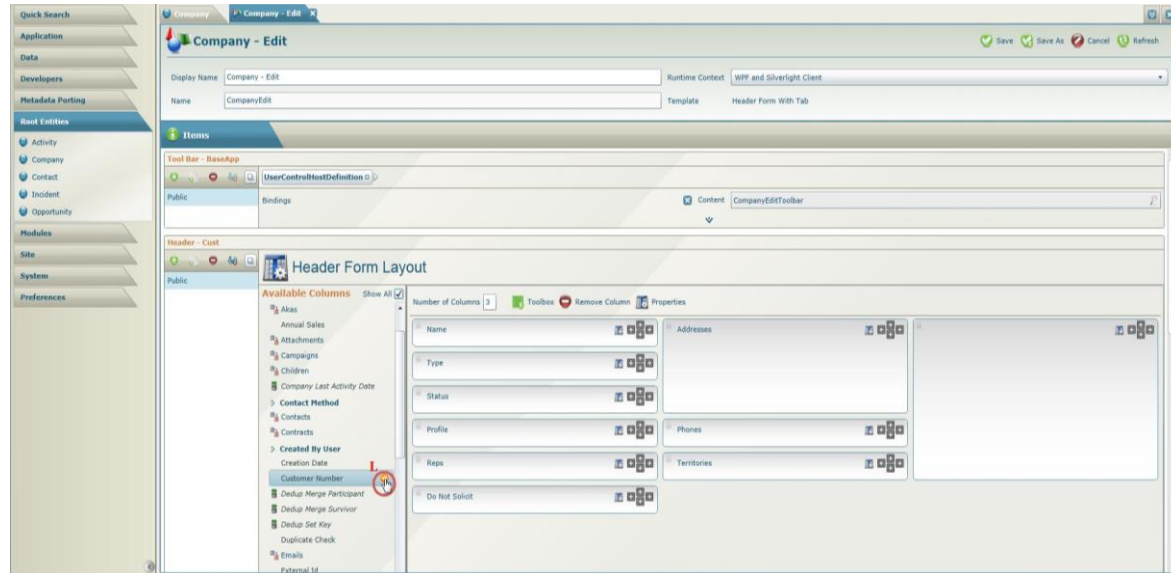


19. Locate your newly created field, and click the orange arrow to add it to the Company Record header.

*Note: If you would like to add your field to one of the tabs on the Company record, scroll down and*

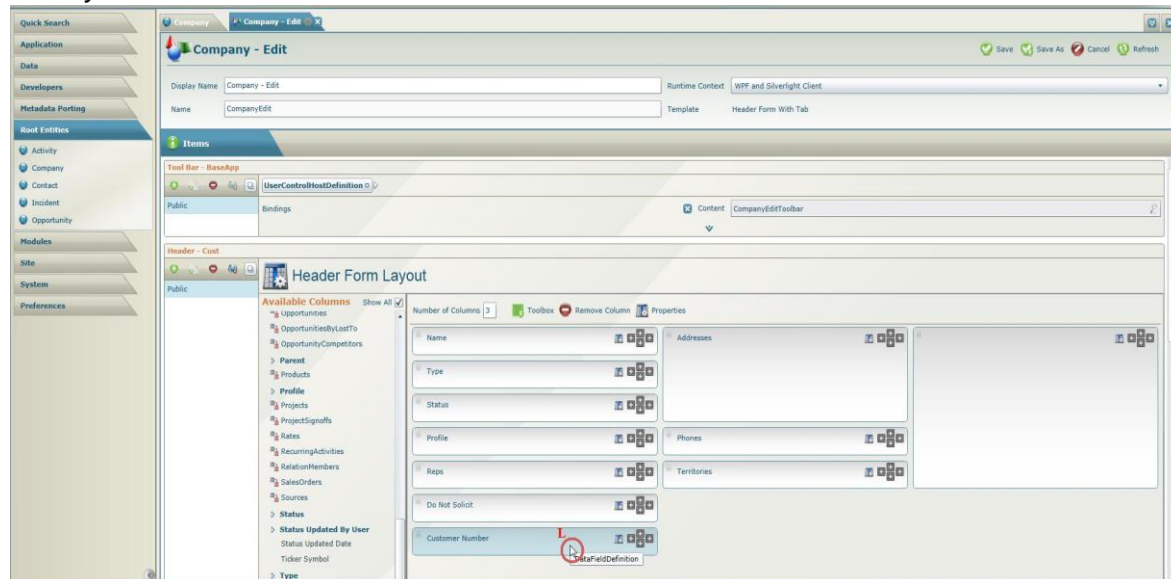
## Add Custom Fields

select the desired tab from the list.



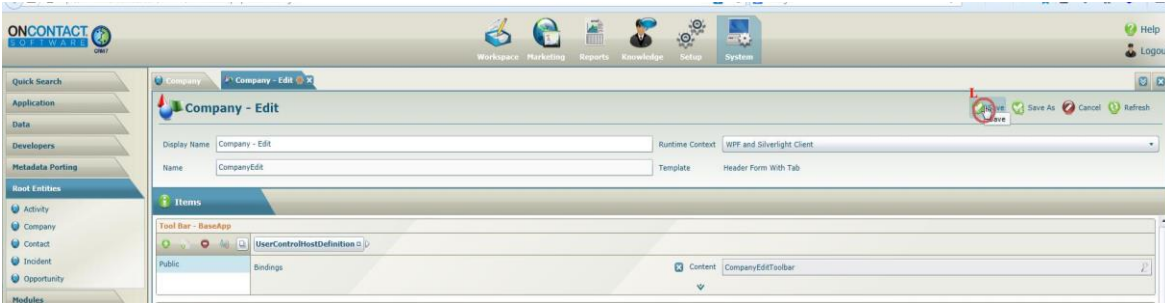
20. Drag and drop the new field to the location you'd like to use on the form.

*NOTE: You can also remove fields from the form by clicking on the field and then clicking the Remove Column icon. You can Rename a field by clicking on the field name, and typing the new name you would like to use.*



## Add Custom Fields

21. Save your changes. Your new field is now available on the Company record.



Here's the new field shown on the Company record below:

