

# How to Add Custom Fields to Jobs

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The Job has a specific area called Custom Fields for information that companies want access to but there's nowhere else for it to go, much like the presence of Custom Fields on the Customer.

Job	Job	Customer 48960	Site
Job Number	4298	Secure U	Secure Uni
Job Type	ACC-Comm	Ashlee Simmons	1122
Job Status	Install Equipment	1122	Detroit, MI 48272
System	48960 Access	Detroit, MI 48272	
Labor Units	0.0 (0.0 Used)	(734) 555-5555	

  

Custom Fields			
<b>Text</b>			
Contact Name	Tom Riddle	Field 9	
Alarm Code		Field 10	
SIM	numbers	Field 11	
Cell Vendor	Verizon	Field 12	
Field 5		Field 13	
Field 6		Field 14	
Field 7		Field 15	
Field 8		Field 16	
<b>Money</b>		<b>Date</b>	
Amount 1	0.00	Date 1	
Amount 2	0.00	Date 2	
<b>Tables</b>		<b>Check Boxes</b>	
Closing Job		Job Commission Paid*	<input type="checkbox"/>
Table 2		Closing job	<input type="checkbox"/>
Table 3		Choice 3	<input type="checkbox"/>
Table 4		Choice 4	<input type="checkbox"/>
		Choice 5	<input type="checkbox"/>

To add the necessary fields go to SedonaSetup > Custom Fields Setup (Job) in the JM area.

Sedona Setup	
Description	Area
Warehouses	IN
Commission Types	JM
Contract Forms	JM
Custom Fields Setup (Job)	JM
Custom Fields Table1 (Job)	JM

In the image below, there are corresponding fields to what are in the Custom Fields window of the Job.

Custom Fields (Job Level)

Label Custom Fields Required

**Tables** Required

Table 1 Closing Job

Table 2

Table 3

Table 4

**Date**

Date 1 Date 1

Date 2 Date 2

**Text**

Text 1 Contact Name

Text 2 Alarm Code

Text 3 SIM

Text 4 Cell Vendor

Text 5 User Text 5

Text 6 User Text 6

Text 7 User Text 7

Text 8 User Text 8

**Check Boxes**

Check 1 Job Commission Paid\*

Check 2 Closing job

Check 3 Check Box 3

Check 4 Check Box 4

Check 5 Check Box 5

**Money**

Label 1 Money Label 1

Label 2 Money Label 2

Text 9 User Text 9

Text 10 User Text 10

Text 11 User Text 11

Text 12 User Text 12

Text 13 User Text 13

Text 14 User Text 14

Text 15 User Text 15

Text 16 User Text 16

Apply

After adding Text to the Text area custom fields, click apply to save and they will appear in the Job.

If text is added to the Tables fields, go to the corresponding Custom Fields table.

**Tables** Required

Table 1 Closing Job

**Table 2 Test info**

Table 3

Table 4

Sedona Setup	
Description	Area
Warehouses	IN
Commission Types	JM
Contract Forms	JM
Custom Fields Setup (Job)	JM
Custom Fields Table1 (Job)	JM
<b>Custom Fields Table2 (Job)</b>	<b>JM</b>
Custom Fields Table3 (Job)	JM

Add new options by clicking new in the table window.

Test info

**Test info**

Test info	Description	Inactive
Example 1	Example 1	N

Include Inactive

**Test info Edit**

Test info:   Inactive

Description:

Apply New Delete

Click apply to save.

Back in the Job Custom Fields window, the tables dropdown menus will have the newly added options.

**Custom Fields**

**Text**

Contact Name:  Field 9:

Alarm Code:  Field 10:

SIM:  Field 11:

Cell Vendor:  Field 12:

Example 1:  Field 13:

Field 6:  Field 14:

Field 7:  Field 15:

Field 8:  Field 16:

**Money**

Amount 1:  Date:

Amount 2:  Date 2:

**Tables**

Closing Job:   Job Commission Paid\*

Test info:   Closing job

Table 3	Description
Example 1	Example 1
Example 2	Example 2
Example 3	Example 3

Table 4:

Apply

