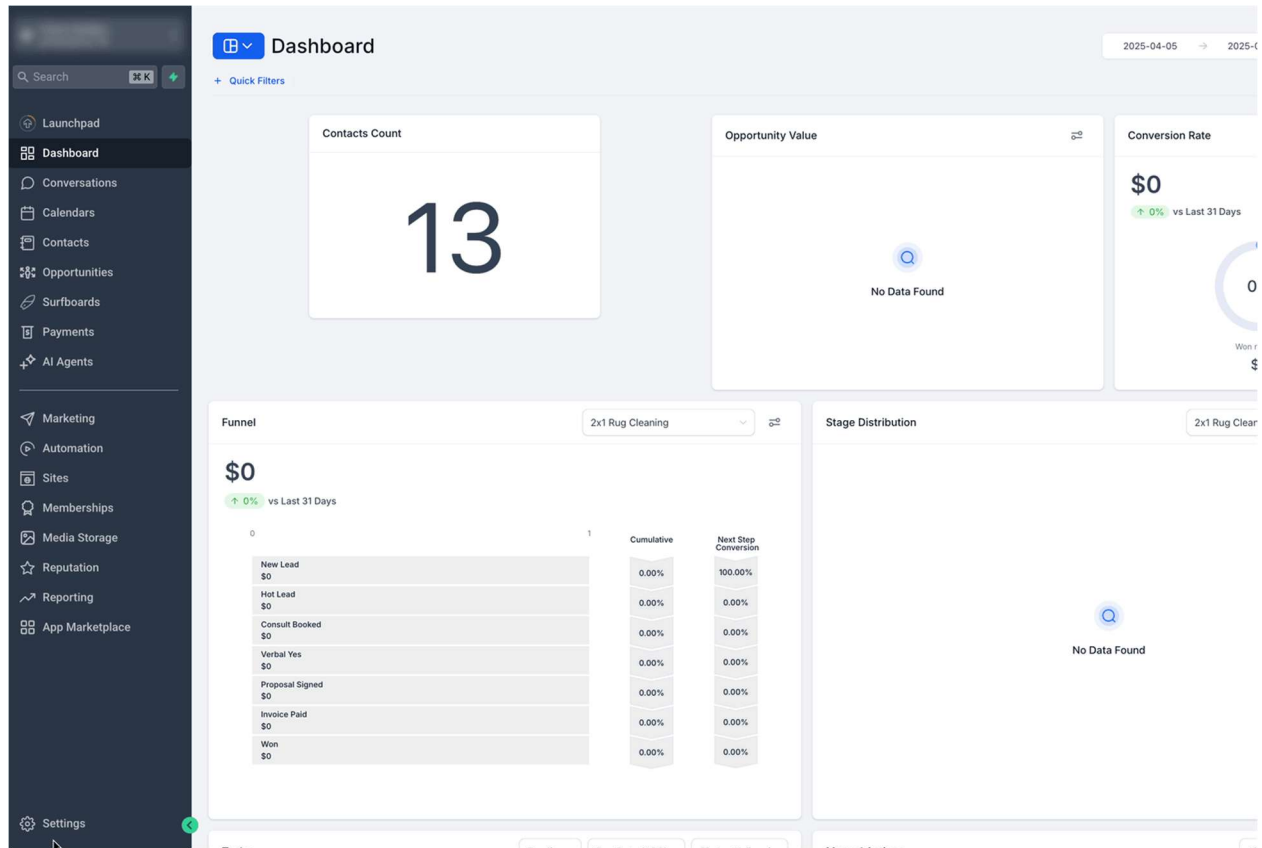


GOBOOSTIFY – CREATING CUSTOM FIELDS GUIDELINE

Create New Custom Fields

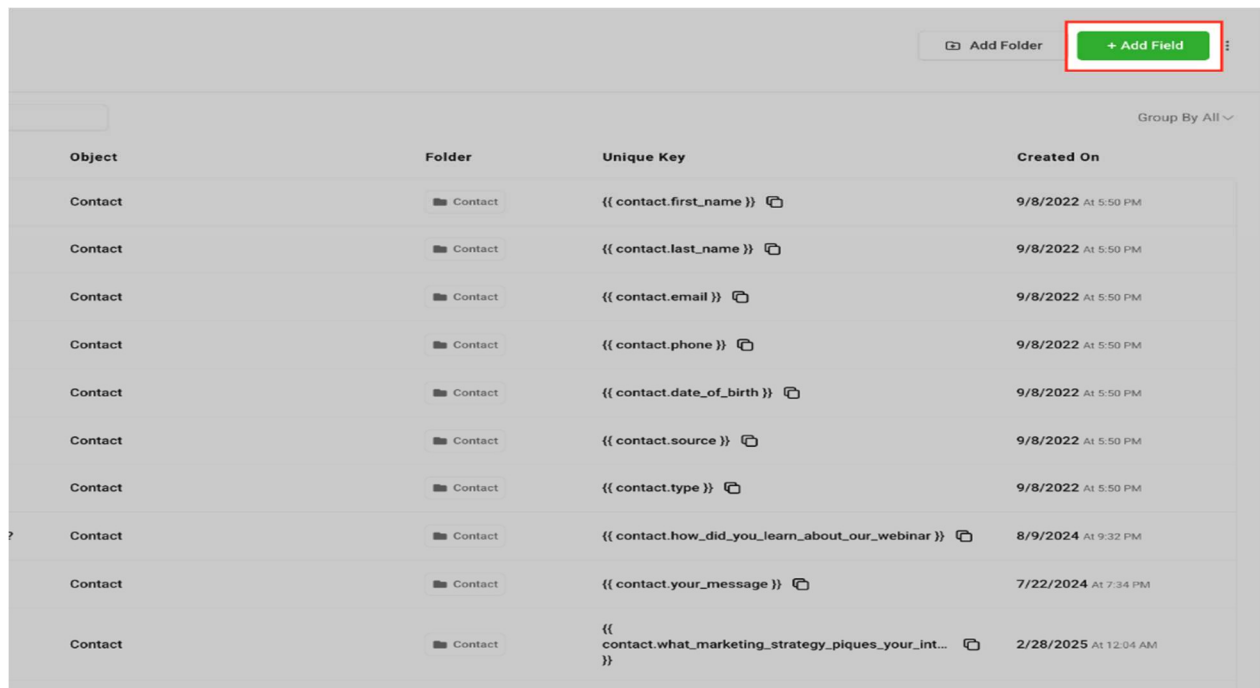
Custom fields allow you to tailor your contact database to fit your specific business requirements. Easily track the data that's most important to you and your team:

1. Navigate to **Settings > Custom Fields**.



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2. Click **Add Field**.



The screenshot shows the GoBoostify interface with a table of custom fields. The table has four columns: Object, Folder, Unique Key, and Created On. The 'Object' column lists 'Contact' for all rows. The 'Folder' column shows a folder icon and the name 'Contact'. The 'Unique Key' column contains various contact attributes in double curly braces, such as {{ contact.first_name }} and {{ contact.how_did_you_learn_about_our_webinar }}. The 'Created On' column shows dates and times. A red box highlights the '+ Add Field' button in the top right corner.

Object	Folder	Unique Key	Created On
Contact	Contact	{{ contact.first_name }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.last_name }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.email }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.phone }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.date_of_birth }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.source }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.type }}	9/8/2022 At 5:50 PM
Contact	Contact	{{ contact.how_did_you_learn_about_our_webinar }}	8/9/2024 At 9:32 PM
Contact	Contact	{{ contact.your_message }}	7/22/2024 At 7:34 PM
Contact	Contact	{{ contact.what_marketing_strategy_piques_your_int... }}	2/28/2025 At 12:04 AM

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3. Choose the **type** of field you want to create (e.g., text, dropdown, date).

The screenshot shows the 'New Custom Field' dialog box in the GoBoostify interface. The dialog is titled 'New Custom Field' and has a close button (X) in the top right corner. It is divided into several sections:

- Text Input:** This section is highlighted with a red border and contains three options: 'Single Line', 'Multi Line', and 'Text Box List'.
- Values:** This section contains three options: 'Number', 'Phone', and 'Monetary'.
- Choosing Options:** This section contains three options: 'Dropdown (Single)', 'Dropdown (Multiple)', and 'Radio Select'.
- Others:** This section contains two options: 'Checkbox' and 'Date Picker'.

Below these sections, there is a 'Preview' area on the right side of the dialog. At the bottom right of the dialog, there is a 'Next' button.

The background of the screenshot shows a table with columns: 'Field Name', 'Object', 'Folder', 'Unique Key', and 'Created'. The table lists various custom fields, including 'First Name', 'Last Name', 'Email', 'Phone', 'Date of Birth', 'Contact', 'Contact', 'How Did You Hear About Us?', 'Your Marketing Strategy', and 'What Marketing Strategy Piques Your Interest?'. The table also includes a 'Created' column with dates.

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4. Complete the field details (name, group, placeholder, etc.). This helps ensure your team understands exactly what information is needed. Click **Save**.

The screenshot shows the 'New Custom Field' dialog box in the GoBoostify interface. The dialog is titled 'New Custom Field' and has a close button (X) in the top right corner. It contains the following elements:

- Field Selected:** A dropdown menu showing 'Dropdown (Multiple)'.
- Name:** A text input field containing 'Field Name'.
- Object:** A dropdown menu showing 'Contact'.
- Group:** A dropdown menu showing 'Select'.
- Options Table:** A table with three columns: 'OPTION NAME', 'OPTION VALUE', and 'ACTION'. It contains one row with 'Enter option' in the name field, 'Enter value' in the value field, and a trash icon in the action field.
- Buttons:** '+ Add an option' button below the table, '+ Additional preferences' button at the bottom center, 'Back' button at the bottom right, and a highlighted 'Save' button at the bottom right.

The background shows a table of existing fields with columns: Field Name, Object, Folder, Unique Key, and Created. The 'Save' button is highlighted with a red box.

