

2022-11-02: Create custom fields/custom attributes directly from the App Portfolio

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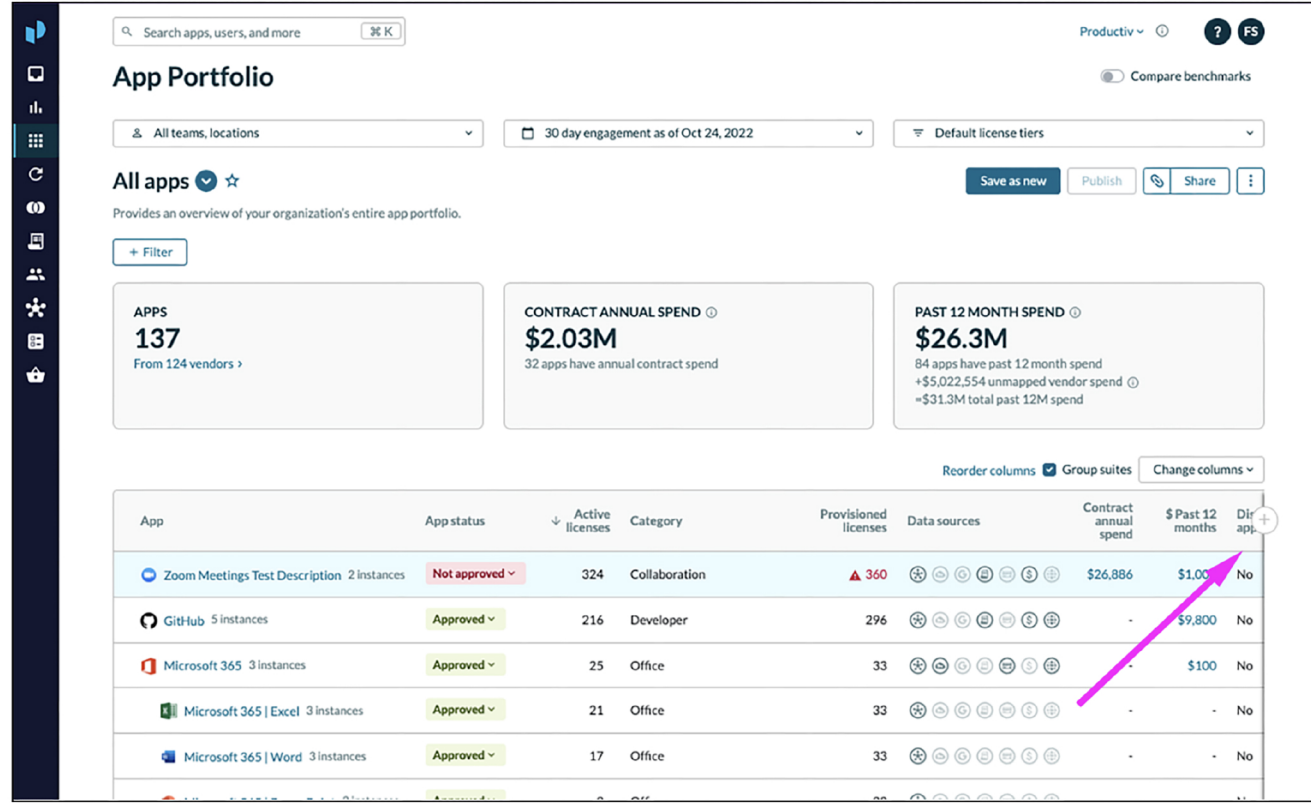
Productiv has supported the creation of custom App table columns (custom fields) and custom App attributes for awhile now, via the Settings **Bulk upload app data** function. However, the process was laborious: it required downloading the current configuration as a .csv file, making the desired changes, and then re-uploading the changed .csv.

This week we launch our revamped Custom Fields UX. This UX makes it easy for users with app admin or Productiv super admin privileges to create a custom field just as easily as adding a column in a spreadsheet, directly from the Apps List table.

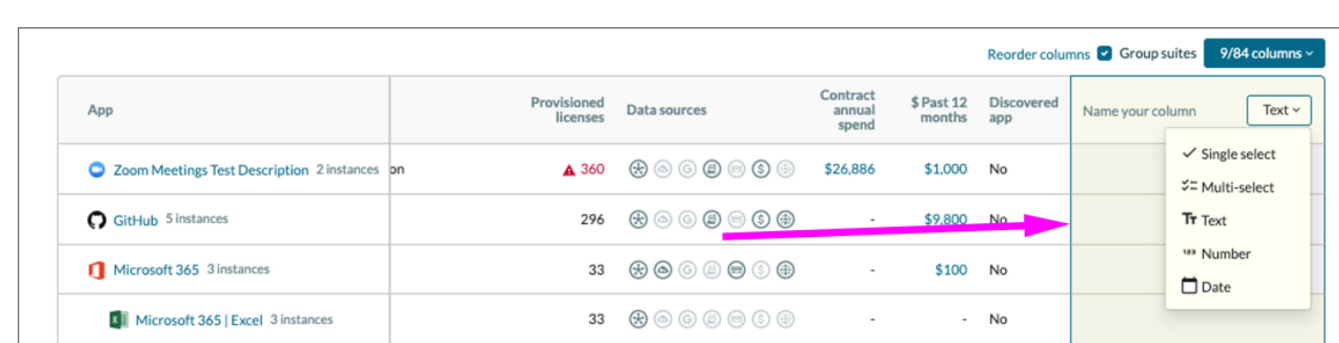
How do I use this?

Creating a new column

(1) Navigate to the app table and click the + key.

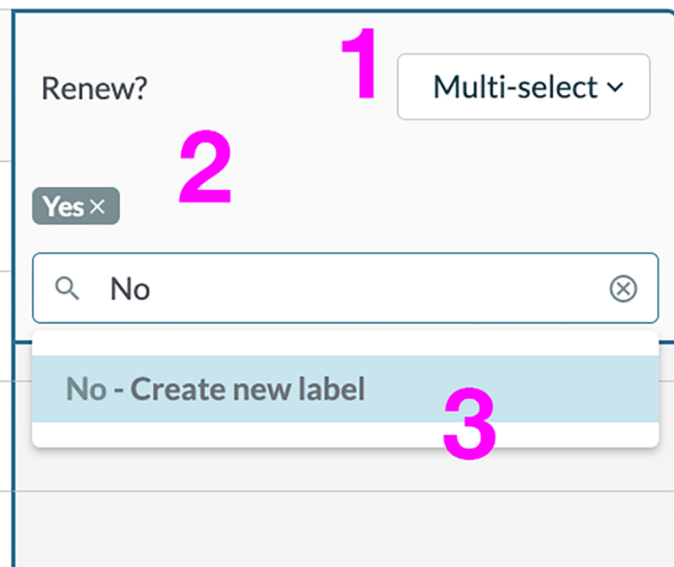


Productiv displays the custom column builder.



(2) Type in a name for your column, and choose the type of data it will support. You can choose text, single select, multi-select, number, or date. Then (for single- and multi-select entries) specify the legal entries, one at a time.

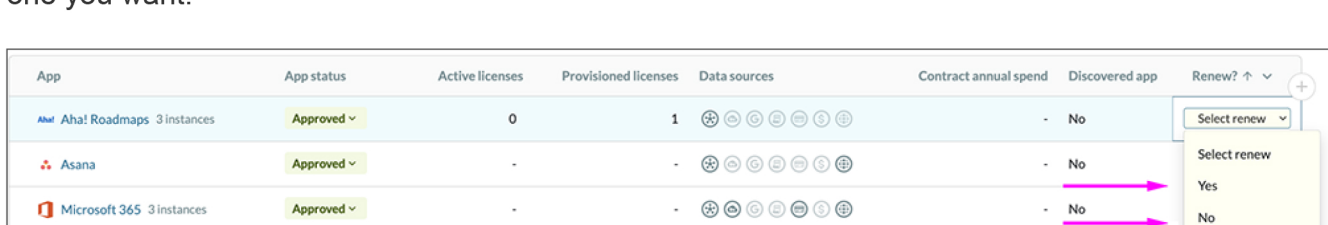
For example, if you want to create a multi-select column with two legal entries, Yes and No, you would first specify multi-select as the data type (1), then specify the first legal entry (2), then specify the second legal entry (3). To stop creating new legal entries, click outside the new column.



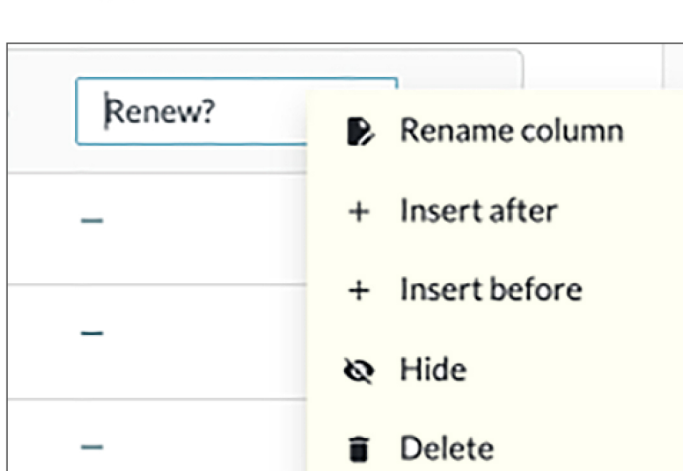
(3) Finish creating your column by clicking outside the new column. You should see the new column in place, right where you created it.

Use your new column

To begin to use your new column, move to the row for the app of interest, then click inside the new column. If you created a text or numeric column, you can just start typing. If you created a multi-select column, right-click. The legal selections for that column display, enabling you to choose the one you want.



Modify your new column



To rename: Right-click at the top of the column and select **Rename**. The column editor opens and permits you to type over the old name of the column.

To hide: Right-click at the top of the column and select **Hide**. Your column is hidden immediately. To re-display the column, open the Reorder columns modal, find the column you just created, and select it.

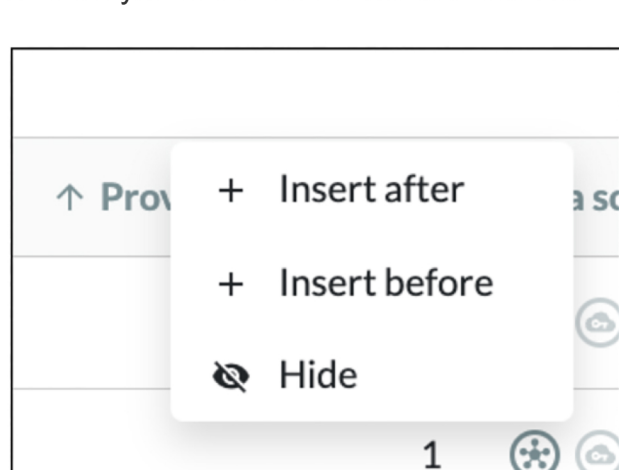
Note: Using this feature to hide columns “on the fly” makes it very easy to create views to share with your colleagues, or publish them so they’re shared with everyone. Remember, anything you do to a published view affects everyone who uses that published view. If you delete a published view, it vanishes for everyone else.

To delete: If you make a mistake, such as creating a column with the wrong data type, right-click in the column to display the drop-down menu, and choose **Delete**. The UI displays a confirmation box, so you can be sure you’re deleting the intended column.

Note: Be very careful when deleting custom columns. At this time there is no way to undelete a column you've deleted by accident. If you publish a custom view that contains a column that you later delete, it breaks the published view as well.

Add another column

To add another new column on either side of the one you just created – or indeed, anywhere in the App table – right-click at the top of the column and select either **+ Insert after** (insert immediately to the right) or **+ Insert before** (insert immediately to the left). The custom column editor opens and enables you to create a whole new column.



Other things you can do

The new UX **Hide** facility makes it really easy to clean up the display of your app table, hiding any number of columns except the App column. Quickly tailor your view to your liking, save it and [share it](#), or even [publish it](#) so everyone can use it.

Learn more

- [Custom app fields and app attributes overview](#)
- [2022-11-03: New ways to share App Portfolio views](#)

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