

# Customizing Fields

## Working with Fields

Fields are individual pieces of data that you can associate with a particular Section. For example, you may want to have "Operating System", "Make", and "Model" fields for a server or device. Provision includes many default fields to choose from, but you may also create custom fields and edit fields to suit your needs.

Once a field is added to a particular Section, it will be available add to the [Field Gadget](#) for later to edit, manage, or remove.

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## Add Existing Field to a Section

To add an existing field to a Section, select the field name from the dropdown menu and click on the "Add Field" button.

**Add Existing Fields**  
It is preferable to reuse existing fields whenever possible. This improves pattern matching between resources.

Existing Fields

Hostname (host-name) ⇅

Add field

## Add Custom Field to a Section

To add a new custom field to a Section, simply click on the custom field type name (Text Input, Text Area, Choice Box, etc), then drag the field over to the field list and release in the desired location. Edit the field name and options as described in Editing / Removing Fields.

The screenshot shows a form editor interface. On the left, a list of fields is displayed: Operating System (Text Input), Make (Choice Box with 'A10 Networks' selected), Model (Choice Box with '7600 Series' selected), Hostname (Text Input), and Operating System (Text Input). A dashed red box highlights the 'Text Area' field being added to the list. On the right, a sidebar shows the 'Text Area' field being added, with a red arrow pointing to it. Below the 'Text Area' field, there are sections for 'Choice Box' (with 'Option one' selected), 'Radios' (with 'Option one' selected), and 'Checkboxes' (with 'Option one' and 'Option two' unchecked).

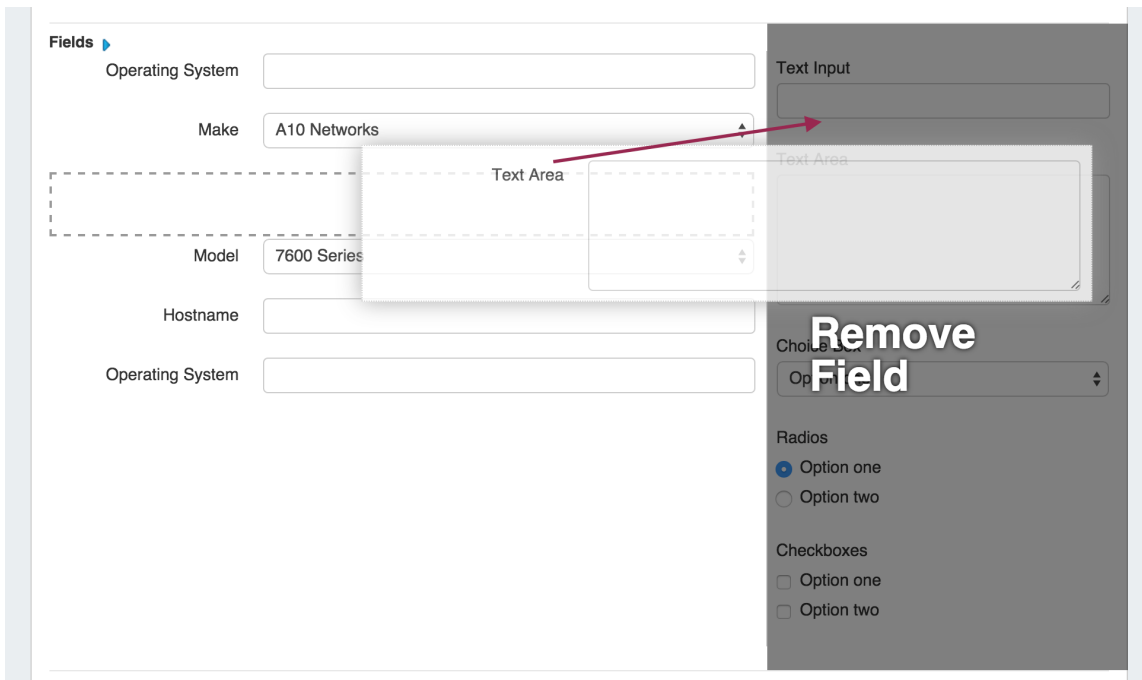
## Editing/Removing Fields

Once fields are added to a Section, you can click on the field name to make additional changes to the fields. Custom fields may be renamed and have other attributes updated, whereas protected System Fields may have noted restrictions.

The screenshot shows a form editor interface. On the left, a list of fields is displayed: Operating System (Text Input), Make (Choice Box with 'A10 Networks' selected), Model (Choice Box with '7600 Series' selected), Text Area (Text Area), and Hostname (Text Input). The 'Model' field is circled in red. On the right, a sidebar shows the 'Model' field being edited. The sidebar includes a 'Name' field (with 'Model' entered), a 'Help Text' field, an 'Options' list (with '7600 Series', 'ASR 9000 Series', 'ASR 1000 Series', '6500 Series', and 'T Series' listed), a 'Slug' field (with '6c-model' entered), and a 'Save' button. A warning message states: 'This is a protected System Field. Only `options` and `help block` can be changed'.

To rearrange the field list order, click and hold on the field name, then drag and drop into the preferred order.

To remove a field, click and hold on the field name, then simply drag and drop the field to the right side of the screen to where the "Remove Field" prompt is visible.



## Using the Field Gadget

The Field Gadget displays the information fields that been added to the Section, and have been added for the specific Resource that is being viewed.

The screenshot shows the 'Fields' section of the Field Gadget. It displays a list of fields and their values: 'Hostname' (6connect.com.), 'Metadata' (test 123), 'Some Checks' (Option one : Checked), 'Choice Box' (Option one), 'Text Input' (Something Something), and 'Text Area' (Some text Information goes here.). An 'Edit' button is located at the bottom right corner.

Users may add enabled fields to the resource, edit field values, and remove fields from the Resource through this Gadget. Field values in this Gadget (such as Hostname, Username, and Password, among others) may also be used by other Resource Gadgets and Provision modules.

## Manage Resource Fields

The Field Gadget and the individual fields must both be [enabled and added to the Resource's Section](#) before they can be used in the [Field Gadget](#) on the Resource Entry page.

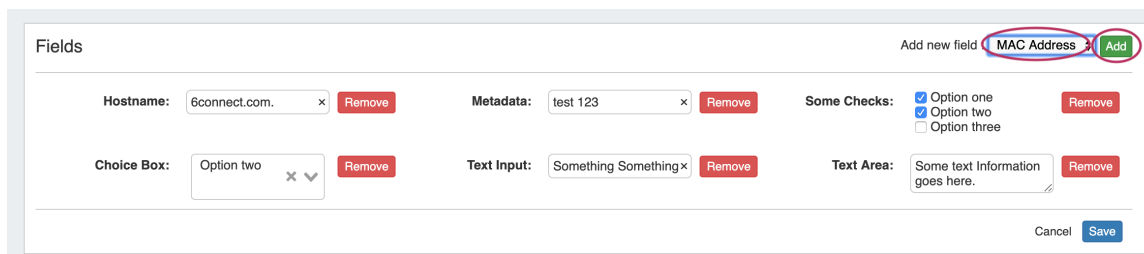
Once the fields are added to the Section, they will be available to add to the Field Gadget for any Resource of that Section, from the Field Gadget's "Add New Field" dropdown.

To Add, Edit, or Remove fields, click the "Edit" Button at the bottom right corner of the Field Gadget.

The screenshot shows the 'Fields' section of the Field Gadget. It displays a list of fields and their values: 'Hostname' (6connect.com.), 'Metadata' (test 123), 'Some Checks' (Option one : Checked), 'Choice Box' (Option one), 'Text Input' (Something Something), and 'Text Area' (Some text Information goes here.). An 'Edit' button is located at the bottom right corner, highlighted with a red circle.

To add an available field to the Gadget, select one of the available fields from the "Add New Field:" dropdown, then click "Add".

Once added, the field will be available to edit or remove.

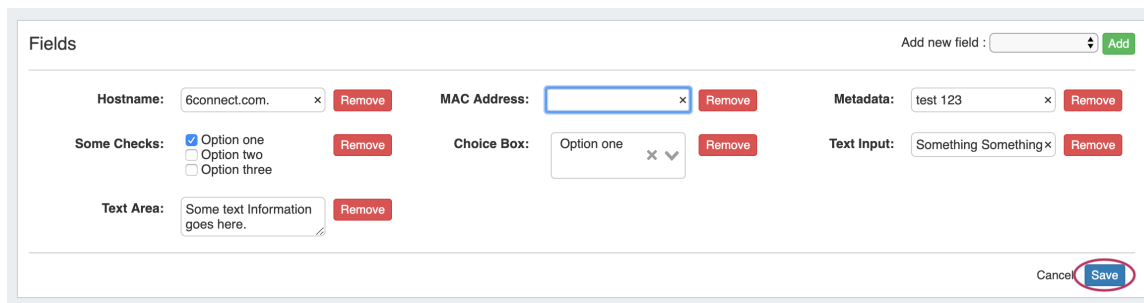


The screenshot shows a 'Fields' configuration panel. At the top right, there is a dropdown menu labeled 'Add new field' with 'MAC Address' selected and an 'Add' button next to it. Below this, several fields are listed with their current values and a 'Remove' button for each:

- Hostname:** 6connect.com. (Remove)
- Metadata:** test 123 (Remove)
- Some Checks:** ☒ Option one, ☒ Option two, ☐ Option three (Remove)
- Choice Box:** Option two (Remove)
- Text Input:** Something Somethingx (Remove)
- Text Area:** Some text Information goes here. (Remove)

At the bottom right, there are 'Cancel' and 'Save' buttons.

Edit the field value(s) by typing into the input box, and/or selecting the desired option, then click "Save". You may also remove a field from the gadget by clicking "Remove" - it will be available to re-add later, if needed.



The screenshot shows the 'Fields' configuration panel after editing. The 'MAC Address' field is now highlighted with a blue border. The 'Add new field' dropdown is empty. The 'Remove' buttons are still present for each field:

- Hostname:** 6connect.com. (Remove)
- MAC Address:** (empty input box) (Remove)
- Metadata:** test 123 (Remove)
- Some Checks:** ☒ Option one, ☐ Option two, ☐ Option three (Remove)
- Choice Box:** Option one (Remove)
- Text Input:** Something Somethingx (Remove)
- Text Area:** Some text Information goes here. (Remove)

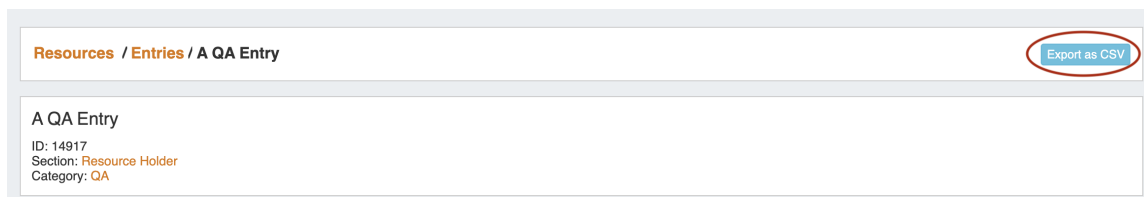
At the bottom right, there are 'Cancel' and 'Save' buttons.

When done with your edits, click "Save" to return to view mode.

## Exporting Fields

Resource Entry pages have an "Export As CSV" button, which generates a .csv file containing the Resource's basic field information.

To export the Resource, click the "Export as CSV" button in the header on the Resource Entry Page.



The screenshot shows the header of a Resource Entry page. It includes a breadcrumb trail: 'Resources / Entries / A QA Entry'. To the right of the breadcrumb trail is a button labeled 'Export as CSV'.

The downloaded .csv file will contain the fields containing values from the Resource Info, Contact Info, Tech Info, and Resource Field Gadget(s), with the field name in the first column, and the field values in the second column.

	A	B	C
1	Name	A QA Entry	
2	Section	Resource Holder	
3	Category	QA	
4	Created	2019-06-27T13:32:02-0700	
5	Modified	2020-01-13T12:34:51-0800	
6	Street 1	123 Main St.	
7	City	Sometown, CA	
8	Zip	12234	
9	Street 1	123 Main St.	
10	City	Sometown, CA	
11	Zip	12234	
12	Phone Main	123456789	
13	Last Billing Date	awd	
14	Country	DZ	
15	Country	DZ	
16	Residential Customer Privacy Enable	TRUE	
17	ns1	ns1	
18	Contract Number	12345	
19	Notes	Test	
20			
21			
22			
23			

## Additional Information

Continue on to the following pages for additional information on [Resources](#) in Provision:

- [Gadgets](#)
- [Contact Manager](#)