

CUSTOMIZED FIELDS!

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DID YOU KNOW that you can create customized fields in **benefitsCONNECT®**?

Customized fields, known as User Defined Fields in the system, can be applied as profile questions and used to obtain information not included as default questions in **benefitsCONNECT®**.

To utilize this feature, start in the Company Administration Menu. From there, select the Company Administration icon and click on the User Defined Fields link. Click on the Add User Defined Field button, and select field type from the drop down menu. The different field types available include text box, text area, select list, checkbox, and radio group.

The User Defined Fields feature allows an administrator to choose the position of the field on the page, which section the field will appear in, the maximum length of the response, font sizes, and whether the response is required to

continue. The field can also be used as a security question in which the answer is identified as a password. The sections in which User Defined Fields can be placed include Profile Information, Spouse Information, Child Information, Payroll Information, Beneficiary Information, Medical History, etc. Once the field is created, it will appear at the bottom of the page in the selected section.

For more information on how to create User Defined Fields, please contact **benefitsCONNECT®** support at 877.426.8750 or support@benefitsCONNECT.net.

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