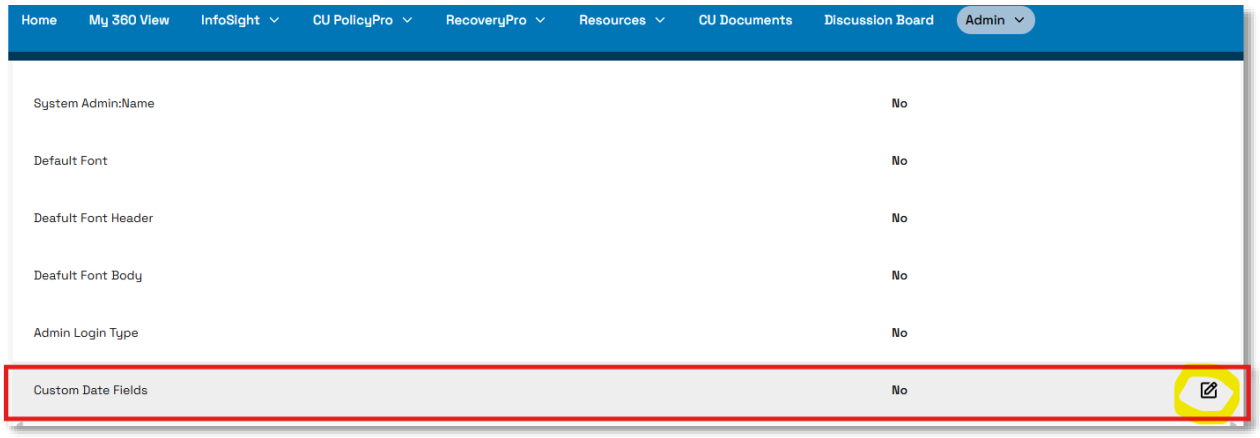
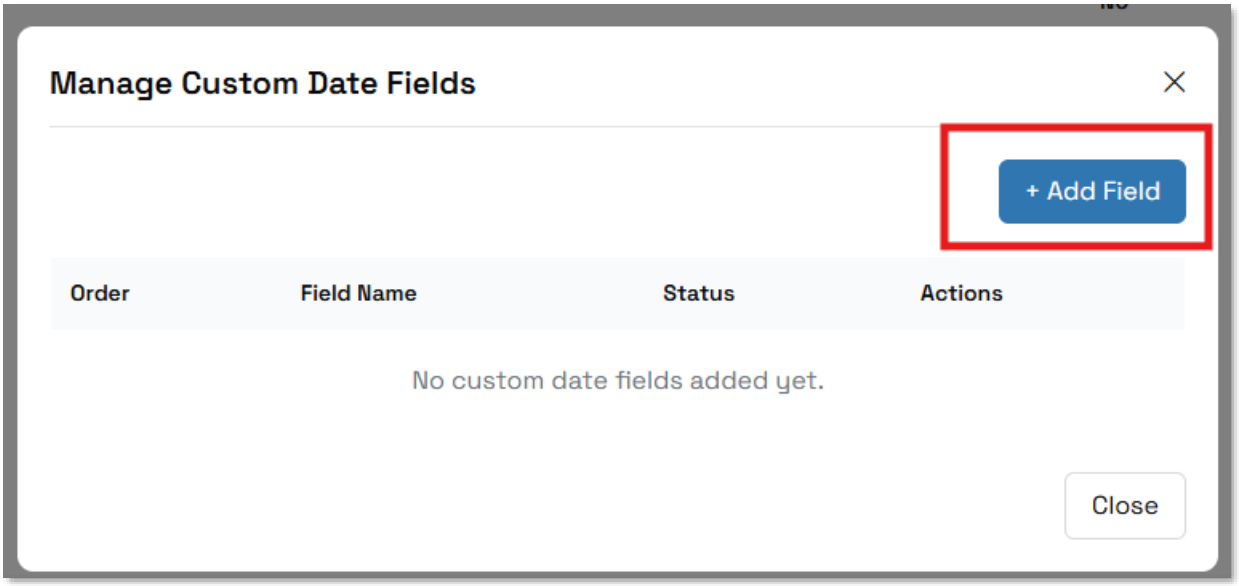
Adding Additional Date Fields

Clients can now create additional custom date fields within CU PolicyPro and RecoveryPro. The additional date fields will work exactly like the system-defined date fields and will show on the printed/published versions of the content. Clients can use their custom fields along with or instead of the system-defined date fields. If an Additional Date Field does not have a date entered, it will not show on the printed/published content.

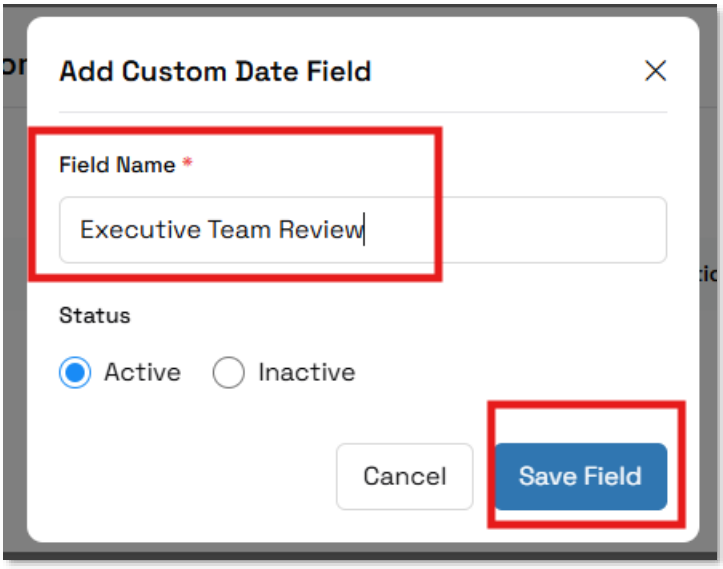
You can add these additional custom date fields by navigating to the settings area and clicking the Edit Icon next to Custom Date Fields:



Pop Up Screen #1 will appear. Click the “Add Field” button



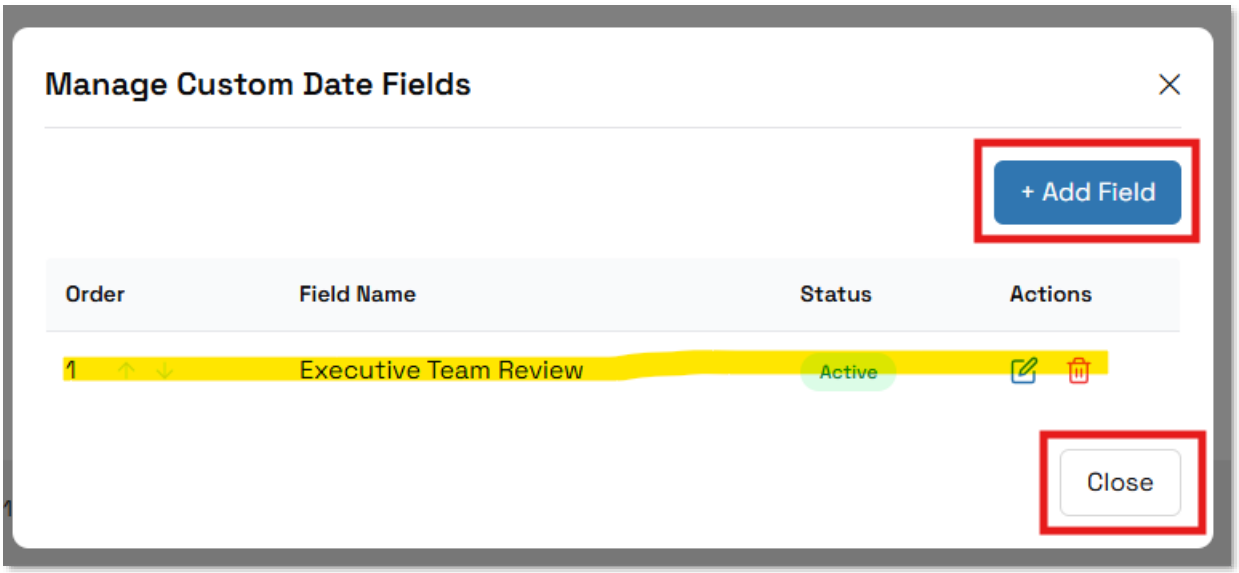
Pop Up Screen #2 will appear. Enter the label for the date field and click the “Save Field” button:



You will be returned to Pop Up Screen #1 where you can review your entry.

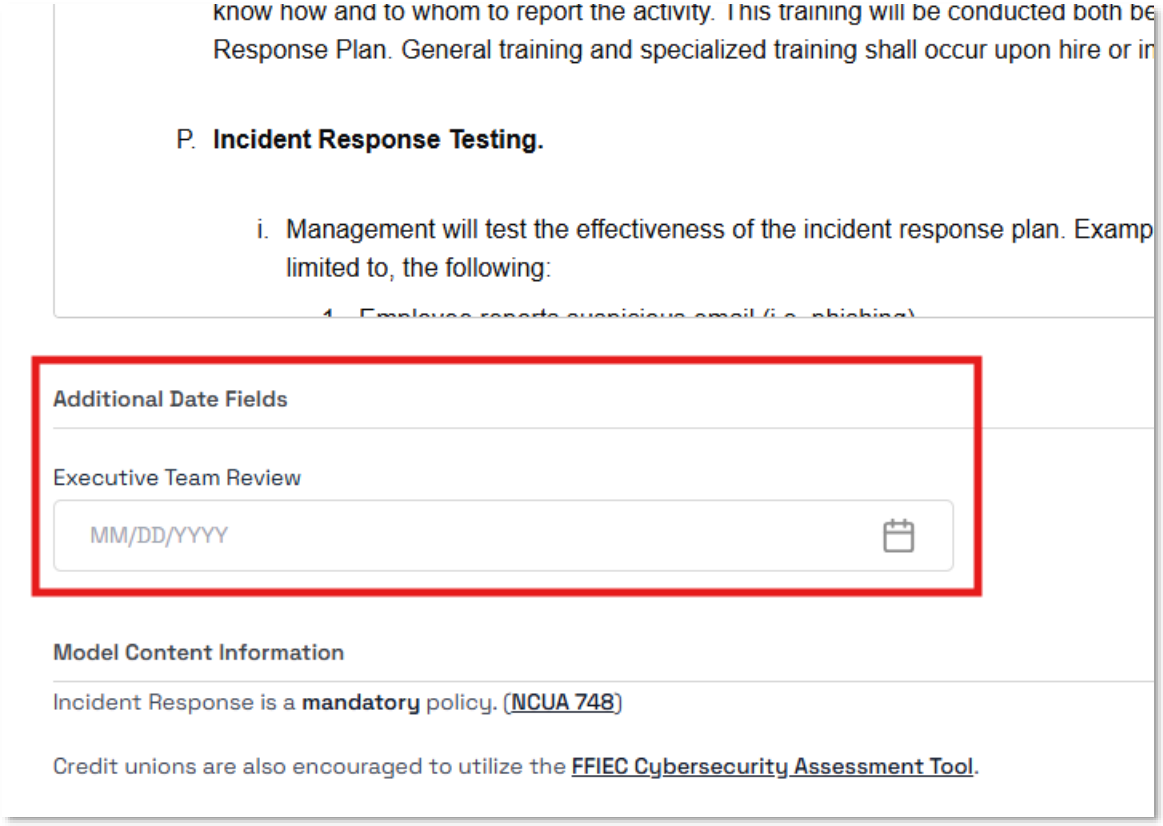
To add additional fields click the “Add Field” button again.

To save the newly created field(s), click on the Close button.



On the editing screen the Additional Date Field(s) will show directly below the content editing area.

Note: If no custom fields have been created, the Additional Date Field area will not show.



You will see your new custom date fields when you print preview, print, or publish your document.