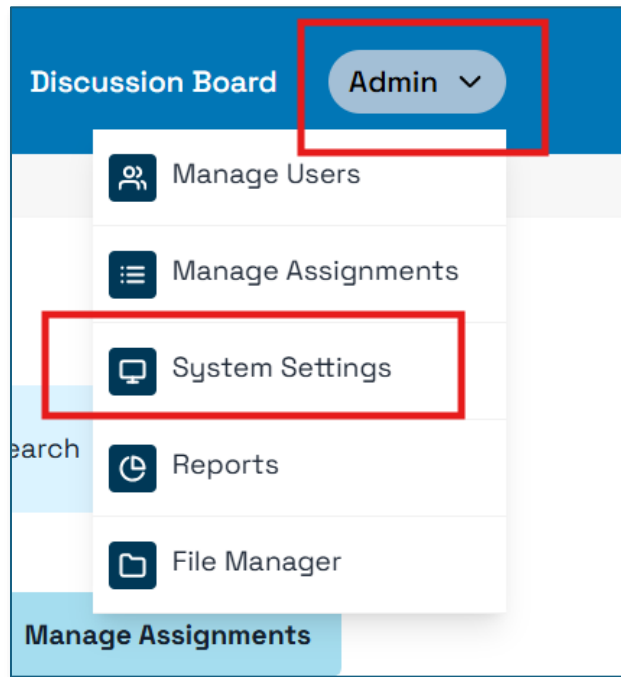


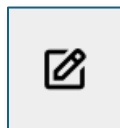
Custom Date Fields

Credit Unions can now add Custom Date Fields to CU PolicyPro and RecoveryPro content. Follow these steps to add those fields to your content:

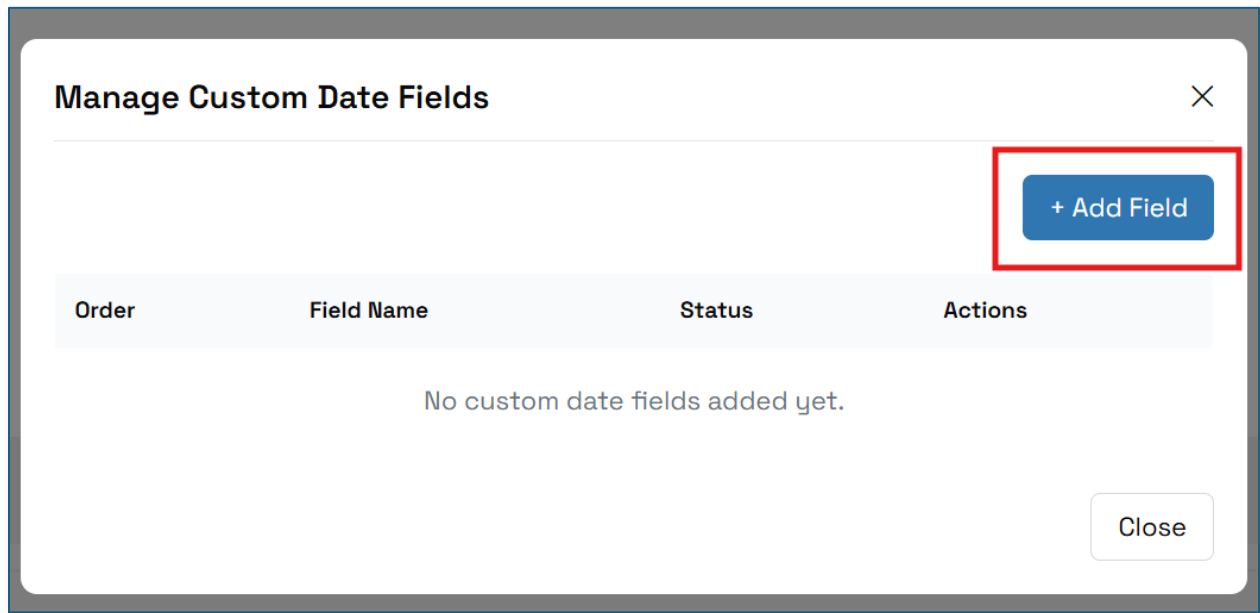
1. Navigate to **Admin > System Settings**:



2. Scroll down to **Custom Date Fields** and click the **Edit icon** on the far right of the screen:

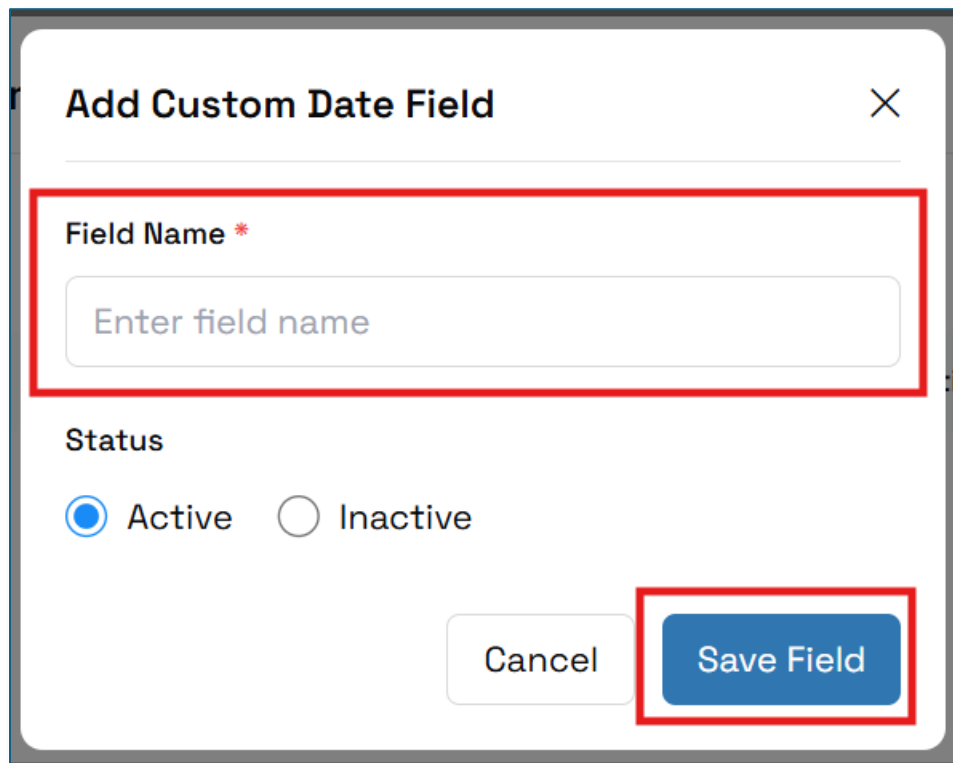


3. A pop-up window will appear. To add a custom date field, click on the **Add Field** button:



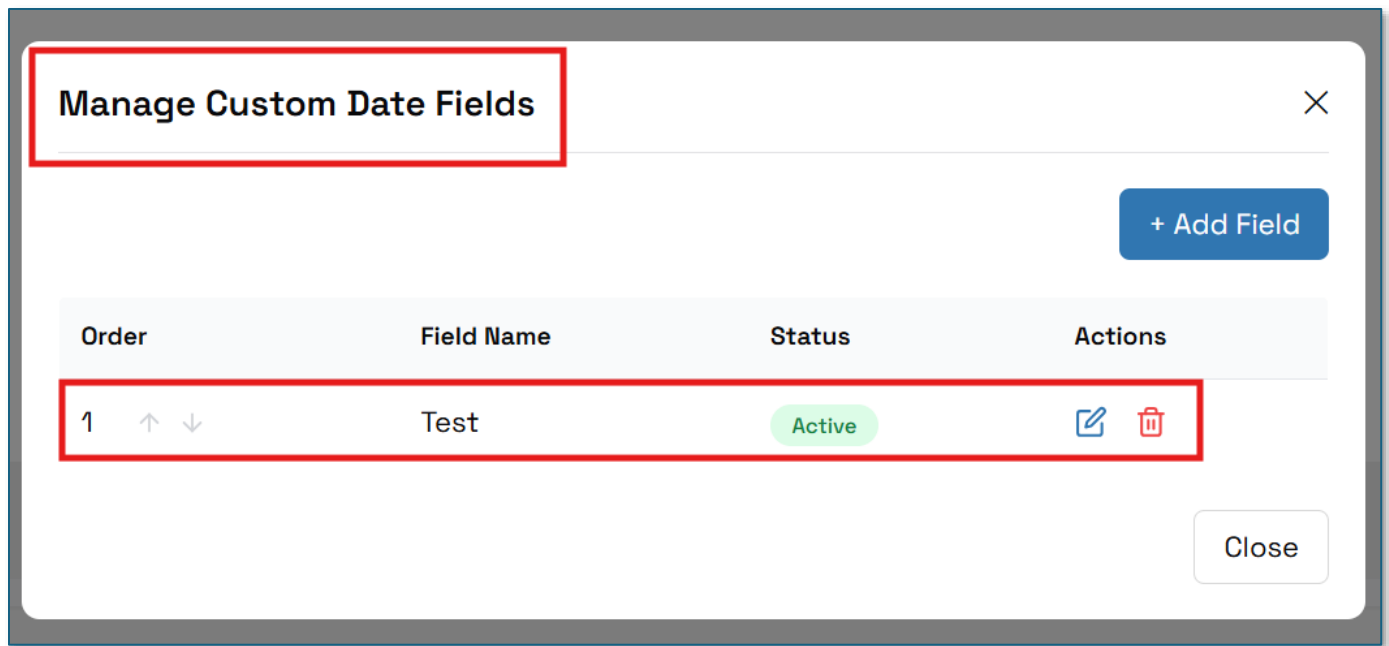
The image shows a pop-up window titled "Manage Custom Date Fields" with a close button (X) in the top right corner. In the top right area, there is a blue button labeled "+ Add Field" which is highlighted with a red rectangular box. Below this button is a table with four columns: "Order", "Field Name", "Status", and "Actions". The table is currently empty, and the text "No custom date fields added yet." is centered below it. In the bottom right corner, there is a "Close" button.

4. Another pop-up window will appear. Add a name for the custom date field, make it active or inactive, then click save:



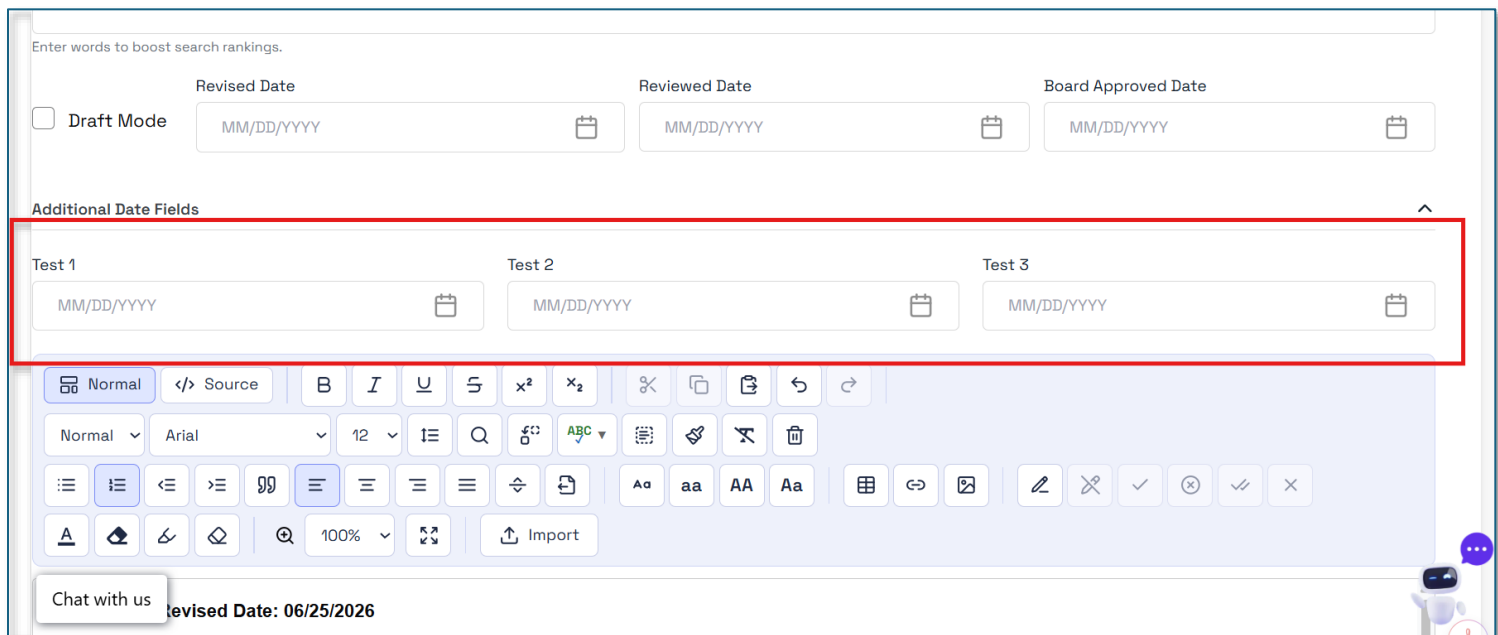
The image shows a pop-up window titled "Add Custom Date Field" with a close button (X) in the top right corner. The window contains a "Field Name *" label above a text input field with the placeholder text "Enter field name". This input field is highlighted with a red rectangular box. Below the input field is the "Status" section, which includes two radio buttons: "Active" (which is selected) and "Inactive". At the bottom right, there are two buttons: "Cancel" and "Save Field". The "Save Field" button is highlighted with a red rectangular box.

5. This will take you to the **Manage Custom Date Fields** window where the new custom date field should be listed:



You can continue to add custom date fields in this way, and they will be listed in order on the Manage Custom Date Fields window.

Once all custom date fields are created, when in edit mode, you will see them just above the editing toolbar in your policy:



NOTE: If Inactive is chosen, the custom date field will remain listed under Admin > System Settings; however, it will no longer show within the policy.