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Using flex fields, you can customize fields to your business needs. Use this worksheet to plan flex fields.

Remember the following information:

- The first seven flex fields are for profile use, and the last seven flex fields are for meeting-specific use.
- Flex field values are always visible to system administrators in the Configure Profiles and Groups windows.
- Flex fields 4 to 7 are available only in MeetingTime 5.1 and later. Earlier releases of MeetingTime do not display these fields in the user, group, and meeting records.
- For Options and Field Size values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric-0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (\*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric-1 to 32767\** means that the field accepts the value 3102 but not 32769.)

| Field            | Description  | Default | Options and Field Size            | Value |
|------------------|--|---------|-----------------------------------|-------|
| Active?          | Whether this flex field is active.<br><br>When <i>Yes</i> , field displays in the MeetingTime profiles window and a value can be entered for it.   | Yes     | Yes/No                            |       |
| Title            | Field title that displays in the corresponding MeetingTime window for this flex field.   | -       | Alphanumeric- 0 to 31             |       |
| Type             | Type of information the flex field holds, which also determines the format in which it is stored and interpreted.  | Text    | Text/Number/Yes/No/Date           |       |
| Import title     | Field title used when importing raw profile report information containing flex field data.   | -       | Alphanumeric- to 31               |       |
| Protection level | Access that end users have to this flex field. Use this field to define attributes that you do not want end users to override, such as billing codes.<br><br>When <i>Invisible</i> , end users cannot see the field. When <i>Read-only</i> , end users can see but not edit the flex field. When <i>Editable</i> , end users can see and edit the field value. | -       | Invisible/<br>Read-only/ Editable |       |
| Uses data        | Whether this field is used for profile purposes.   | Yes     | Yes/No                            |       |

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|                      |  |     |                        |  |
|----------------------|--|-----|------------------------|--|
| from profile?        |  |     |                        |  |
| Use defined choices? | <p><b>Note:</b> This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7.</p> <p>Whether users must choose from a list of predefined values (which you create) to enter in a flex field, or enter an unrestricted value. When <i>Yes</i> (default), users see list of predefined values in Schedule and Review tabs. (To define values, see the next field.)</p>   | Yes | Yes/No                 |  |
| User choice strings  | <p><b>Note:</b> This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7.</p> <p>Use to define a list of predefined values when Use Defined Choices is <i>Yes</i> . (When <i>No</i> , no list displays.)</p> <p>To define values, click User Choice Strings. Click Add, type first value (up to 23 characters), then click OK. Repeat for each value you want in the list. (Combined length of all values cannot exceed 299 characters. Do not include commas.) Click OK to save all values.</p>   | -   | Values that you define |  |
| Required field?      | <p><b>Note:</b> This field is available only for Profile Flex Fields 4 to 7 and Meeting Flex Fields 4 to 7.</p> <p>Whether a flex field requires a value when users schedule or change a meeting. Default is <i>No</i> . When <i>Yes</i> and users try to save a record that includes an empty required field, they receive an error message.</p> <p>Required fields display in red in Meeting attributes (in Schedule, Attend, and Review tabs), and in Configure tab for user profile and group profile records.</p> <p>A flex field in a user profile that inherits the default value from the group profile flex field satisfies the requirement to contain a value.</p> | No  | Yes/No                 |  |