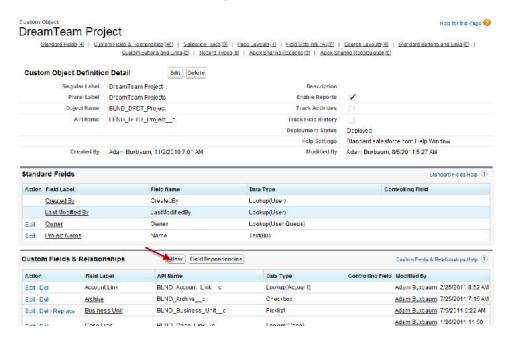
## How to Add Custom Fields at the Project and Task Level

DreamTeam allows you to add a custom field at both the Project and Task Level. (**Note:** You must be a Salesforce Administrator to create custom fields.)

## Adding Custom Fields on the Project Level

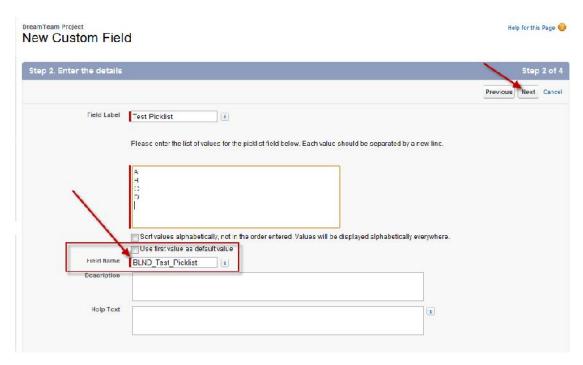
- Step 1: Click on the Setup button on the top of the screen
- Step 2: Click Create under the App Set up menu on the left hand side of the screen
- Step 3: Click on the DreamTeam Projects Custom Object
- Step 4: Under the Custom Fields & Relationships section and click the New button



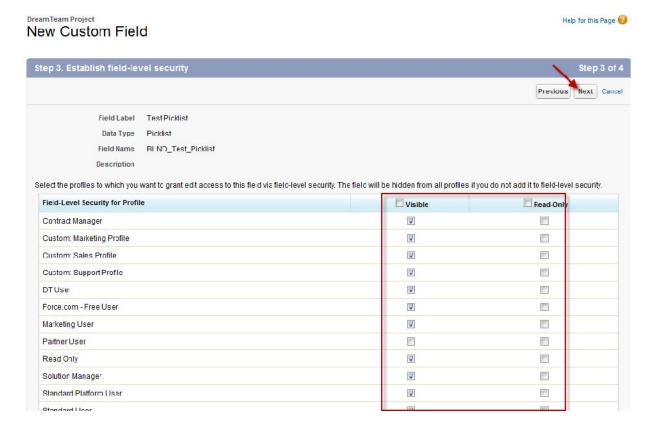
Step 5: Once you have clicked the new button, select the field type and then click Next.



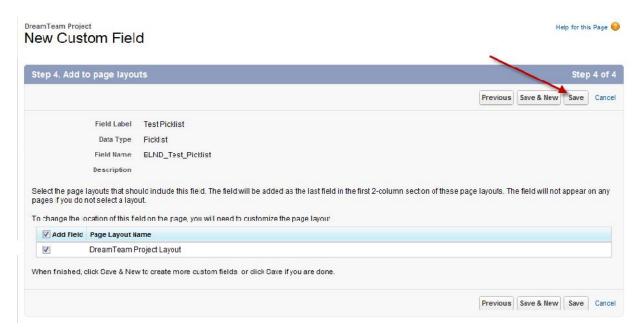
Step 6: On the next page, give the field a name in the Field Label box. Then in the Field Name box, make sure to add the following prefix to every custom field. BLND\_. **Note:** If you forget to add this prefix, you will get an error message. Click next when done.



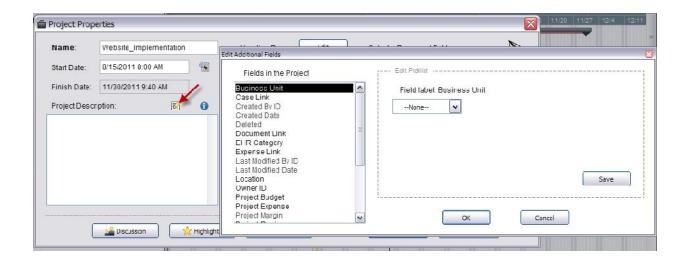
Step 7: Next, establish the Field Level Security for each profile. Click next to proceed.



Step 8: Click the save button to add the custom field to the DreamTeam Project page layout.

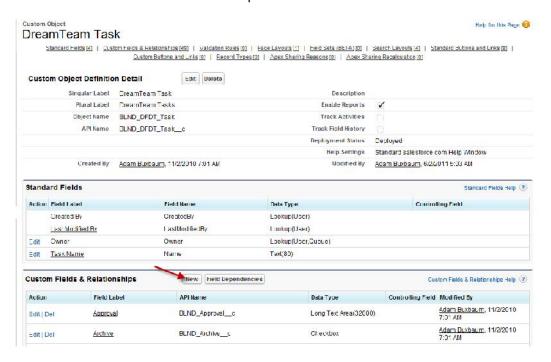


- Step 9: Once you have added your custom field to the DreamTeam Projects Custom Object click on the Project Manager Tab and reload DreamTeam.
- Step 10: Click on the Project Menu and select Project Properties
- Step 11: Click on the note pad icon on top of the Project Description box and the Edit Additional Fields sandbox will appear displaying all of the Custom Fields on the DreamTeam Projects Custom Object. All of these fields can be used when building a custom Salesforce report.



## Adding Custom Fields at the Task Level

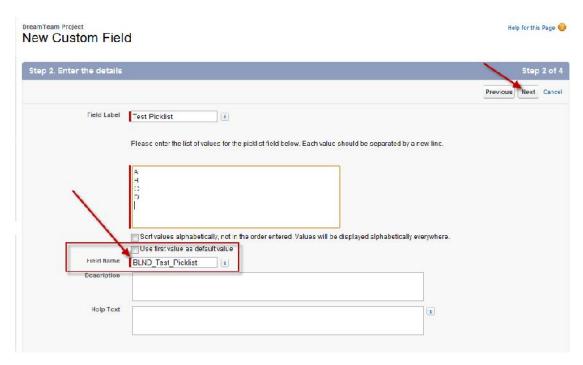
- Step 1: Click on the Setup button on the top of the screen
- Step 2: Click Create under the App Setup menu on the left hand side of the screen
- Step 3: Click on the DreamTeam Tasks Custom Object
- Step 4: Under the Custom Fields & Relationships section and click the New button



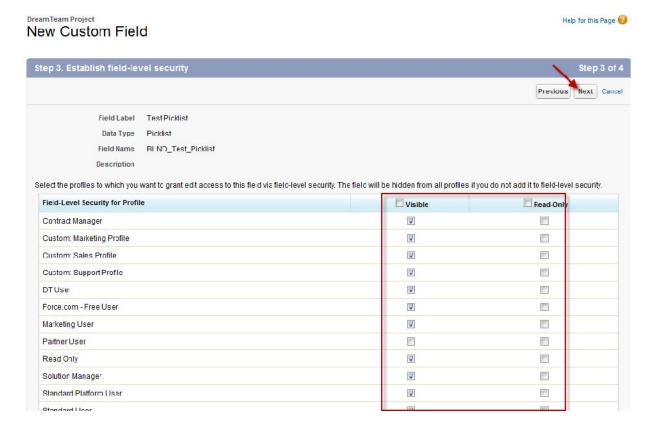
Step 5: Once you have clicked the new button, select the field type and then click Next.



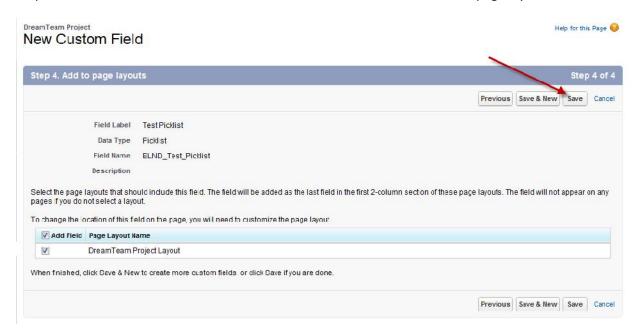
Step 6: On the next page, give the field a name in the Field Label box. Then in the Field Name box, make sure to add the following prefix to every custom field. BLND\_. **Note:** If you forget to add this prefix, you will get an error message. Click next when done.



Step 7: Next, establish the Field Level Security for each profile. Click next to proceed.



Step 8: Click the save button to add the custom field to the DreamTeam Task page layout.



- Step 9: Once you have added your custom field to the DreamTeam Task Custom Object click on the Project Manager Tab and reload DreamTeam.
- Step 10: Double click on a task and open the Task Properties
- Step 11: Click on the note pad icon on top of the Task Description box and the Edit Additional Fields sandbox will appear displaying all of the Custom Fields on the DreamTeam Task Custom Object. All of these fields can be used when building a custom Salesforce report.

