

Additional Input Fields

There are **3 Additional Input Fields** you can add to your Audit,

Text Input Field

- Acts as a **additional observation** field
- **Any character** will be accepted
- Will have a **separate Date & Time** stamp

Numeric Input Field

- Only **Numeric numbers** will be accepted (e.g: 3.5).
- Helps **avoids errors** during conducting by having a **strict format**.
- Will have a **separate Date & Time** stamp

Date Input Field

- Only a **date** can be selected from the **calendar**, not typed in.
- Helps **avoids errors** during conducting by having a **strict format**.
- Will have a **separate Date & Time** stamp

PLEASE NOTE:

All the **Additional Input Fields** will have a **separate Date and time Stamp** from the Requirement. However, this will only be the case if it was conducted on the **desktop or Android**, this is not present when conducted on the **iPad**.

In order to add a **Additional Input Field** follow the steps below.



1. In the **Template Builder** select **"Add Input Field"**.
2. In the **Dropdown** Select the **type of Input field**.
3. Enter in a **Name** for the Field.
4. If you want to make the **field mandatory**, click the **checkbox** next to the **"Mandatory"**.
5. Select **"Save Input"**.
6. **Publish** the Template.

