Defining Additional Fields

Additional fields extend travel or receipt forms with customer-specific information. They are created centrally and then assigned to a trip type, receipt type or the mileage allowance.

Administration fields

- **Field name:** technical or visible name. Keep it stable for assignments and scripts.
- **Field type:** *Text*, *Number*, *Date* or *Boolean*.
- **Required field:** enforces input in the forms in which the field is active.
- **Width:** display of the field in the form.
- **Validation:** optional business check of the entered value.
- **Valid from / Valid to:** historical period of use.
- **Client:** optional scope.
- **onCreate script / onValueChanged script:** optional JavaScript logic for initialization or for reacting to value changes. Use only verified scripts.
- **Text modules:** language-dependent field names.

Procedure

1. Define the business purpose and data type.
2. Create the field, set validity and, if applicable, client.
3. Define required status, width and validation.
4. Assign the field in the trip type[1], receipt type[2] or mileage allowance.
5. Test the form with an empty, valid and invalid value.

Changing the data type or the technical name after productive use can render existing data and scripts unusable. In such cases, create a new field with a new validity period and plan the migration separately.

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_editAdditionalField
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/3150-dsy.html?language=4
2. /daisy/webdesk-manual-admin/3149-dsy.html?language=4