

ZKBioSecurity – Adding Custom Attributes to the Personnel Info

Following are steps to take when you want to add custom attributes to the personnel information

Personnel > Personnel > Custom Attributes

| Display Name | Attribute Value | Input Type | Row | Column | Display in Person List | Operations |
|----------------|--------------------------------|----------------|-----|--------|------------------------|-------------|
| Employee Type | Official Staff, Probation Staf | Pull-down List | 3 | 1 | No | Edit Delete |
| Hire Type | Contract Worker, Non Contr | Pull-down List | 3 | 2 | No | Edit Delete |
| Job Title | | Text | 4 | 1 | No | Edit Delete |
| Street | | Text | 4 | 2 | No | Edit Delete |
| Birthplace | | Text | 5 | 1 | No | Edit Delete |
| Country | | Text | 5 | 2 | No | Edit Delete |
| Home Phone | | Text | 6 | 1 | No | Edit Delete |
| Home Address | | Text | 6 | 2 | No | Edit Delete |
| Office Phone | | Text | 7 | 1 | No | Edit Delete |
| Office Address | | Text | 7 | 2 | No | Edit Delete |

Click on New

Fill in all the fields and click OK



Display Name: Must be filled and should not be repeated. Max length is 30.

Input Type: Select the display type from "Pull-down List", "Multiple Choice", "Single Choice" and "Text".

Attribute Value: Suitable for lists displaying as "Pull-down List", "Multiple Choice" and "Single Choice" lists. Use a ";" to distinguish the multiple values. If the input type is "Text", the attribute value is not suitable.

Row/Column: The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number cannot exceed 99, and the row number can only be 1 or 2.

The combination of the column and row must not be duplicated. As shown in the following figure, Employee Type is in the first column and first row, and Hire Type is in the first column and second row.

The fields will appear under the personnel file under the personnel detail tab.

Click on OK.