

# Creating a Number Field

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## Overview

A **Number** field allows users to enter numbers into a form. The Number field can also display [trending data](#) when added to a standard form on an object type.

## User Account Requirements

The user account you use to log into Resolver must have Administrator permission to use the create a numeric field.

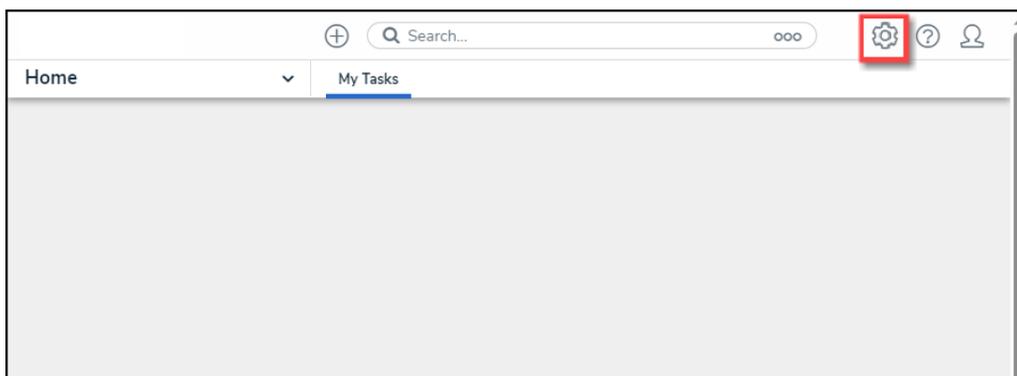
## Related Information/Setup

Please refer to the [Trending Tables](#) article for more information on values changing over multiple timeframes using Trending Tables.

Please refer to the [Creating a Currency Field](#) article for more information on creating currency fields.

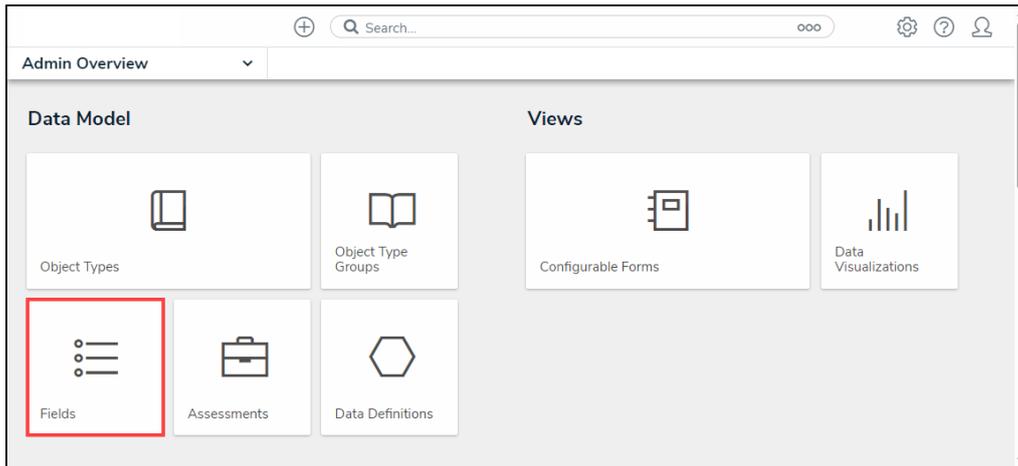
## Navigation

1. From the **Home** screen, click the **Administration** icon.



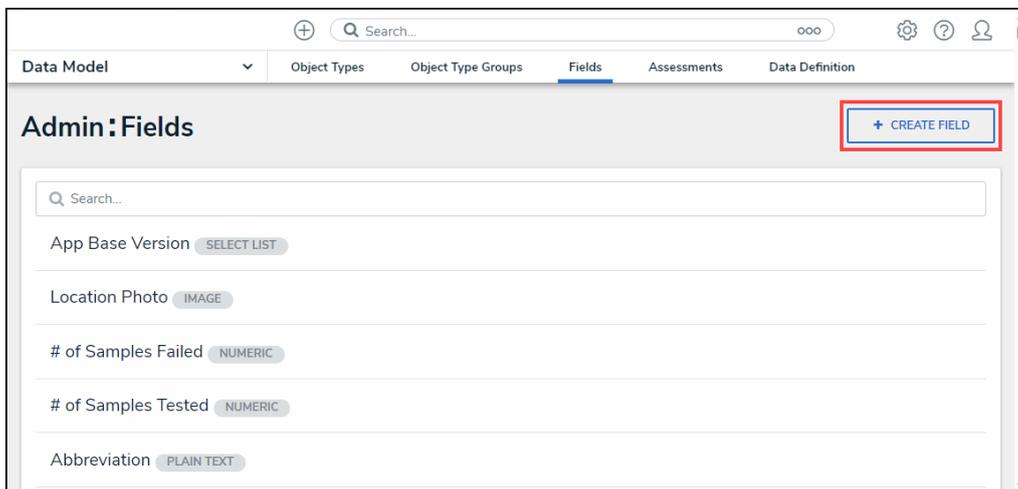
*Administration Icon*

2. From the **Admin Overview** screen, click the **Fields** tile on the **Data Model** section.



*Fields Tile*

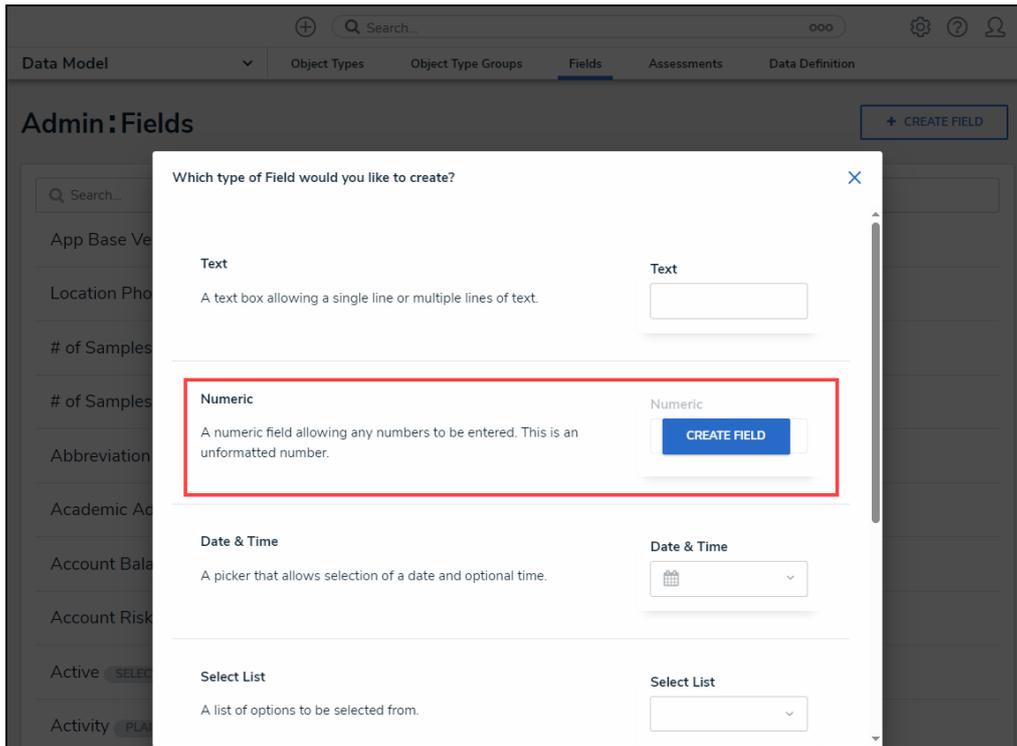
3. From the **Admin: Fields**, click the **+Create Field** button.



*+Create Field Button*

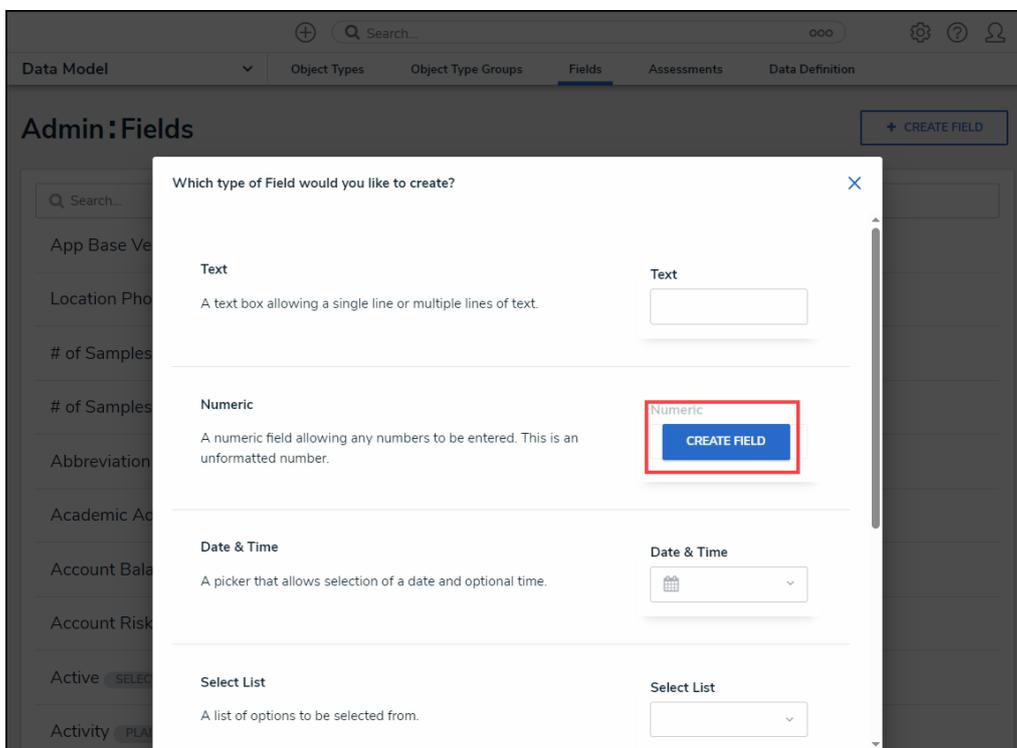
## Creating a Numeric Field

1. From the **Which type of would you like to create?** pop-up, hover your cursor over the **Numeric** field.



*Numeric Field*

2. Click the **Create Field** button.



*Create Field Button*

3. From the **Admin: Create a Field** screen, enter the field name in the **Field Name** field. The **Field Name** can be used on object types throughout the system.

The screenshot shows the 'Admin: Create a Field' interface. At the top, there is a search bar and navigation tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is active. The form contains the following fields:

- Field Type:** A dropdown menu with 'Numeric' selected.
- \* Field Name:** A text input field containing 'Time Spent (hrs.)', highlighted with a red box.
- Long Name:** A large text area, currently empty.
- Description:** A large text area, currently empty.

*Field Name Field*

4. **(Optional)** enter additional information or alternate phrasing in the **Long Name** field. Information entered in the **Long Name** field can appear on forms.

The screenshot shows the 'Admin: Create a Field' interface, similar to the previous one. The 'Long Name' field is now highlighted with a red box and contains the text 'Please enter the Time Spent value in hours'. The other fields remain the same as in the previous screenshot.

*Long Name Field*

5. **(Optional)** Enter a field description explaining the function of the field in the **Description** field. The **Description** field gives users more information about a field.

The screenshot shows the 'Admin: Create a Field' form in the Resolver application. The form is titled 'Admin: Create a Field' and is located in the 'Fields' tab of the 'Data Model' section. The form contains several fields: 'Field Type' (set to 'Numeric'), '\*Field Name' (set to 'Time Spent (hrs)'), 'Long Name' (set to 'Please enter the Time Spent value in hours'), and 'Description'. The 'Description' field is highlighted with a red border.

*Description Field*

6. **(Optional)** Enter the minimum number of characters allowed in the **Minimum Characters** field (the value must be a whole number). The **Minimum Characters** field value must be less than or equal to the **Maximum Characters** field value.

The screenshot shows the 'Admin: Create a Field' form in the Resolver application. The form is titled 'Admin: Create a Field' and is located in the 'Fields' tab of the 'Data Model' section. The form contains several fields: 'Minimum Characters' (set to '2'), 'Maximum Characters' (set to 'e.g. 10, 140, etc.'), and 'Number Type' (set to 'Number'). The 'Minimum Characters' field is highlighted with a red border.

*Minimum Characters Field*

7. **(Optional)** Enter the maximum number of characters allowed in the **Maximum Characters** field (the value must be a whole number). The **Maximum Character** field value must be greater than or equal to the **Minimum Character** field value.

The screenshot shows the 'Fields' configuration page in the Resolver interface. At the top, there is a search bar and navigation tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is active. Below the tabs, there are three input fields: 'Minimum Characters' (value: 2), 'Maximum Characters' (value: 4, highlighted with a red box), and 'Number Type' (value: Number). Below these fields is a 'PREVIEW' section and a 'CREATE' button.

*Maximum Characters Field*

8. Select a the **Number** field type from the **Number Type** dropdown menu:
  - **Number:** A field that allows users to enter a numeric value.
  - **Currency:** A field that allows users to enter a currency value.

The screenshot shows the 'Fields' configuration page in the Resolver interface. The 'Number Type' dropdown menu is open, showing 'Number' and 'Currency' options. The 'Number' option is highlighted with a red box. The 'Maximum Characters' field is also visible and contains the value '4'. Below the dropdown is a 'PREVIEW' section and a 'CREATE' button.

*Number Type Dropdown Menu*

9. Click the **Create** button to create the new **Number** field and to preview what the field will look like when added to a Configuration Form within the system. You may need to scroll to the **Preview** section to view the field after clicking the **Create** button.

The screenshot displays the Resolver application interface. At the top, there is a search bar with a plus icon and the text "Search...". To the right of the search bar are icons for settings, help, and user profile. Below the search bar is a navigation menu with the following items: "Data Model" (with a dropdown arrow), "Object Types", "Object Type Groups", "Fields" (highlighted with a blue underline), "Assessments", and "Data Definition".

The main content area is divided into two sections. The top section is titled "Time Spent (hrs.)" and contains a large, empty rectangular input field. This section is enclosed in a red border. The bottom section is titled "Related Object Types" and contains the text: "This Field is linked to the following Object Types:" followed by "There are no Object Types Linked to this Field".

At the bottom right of the interface, there is a red button with a trash icon and a grey button with a checkmark and the text "DONE".

*Preview Section*