

Creating a Number Field

Last Modified on 05/14/2025 2:45 pm EDT

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.

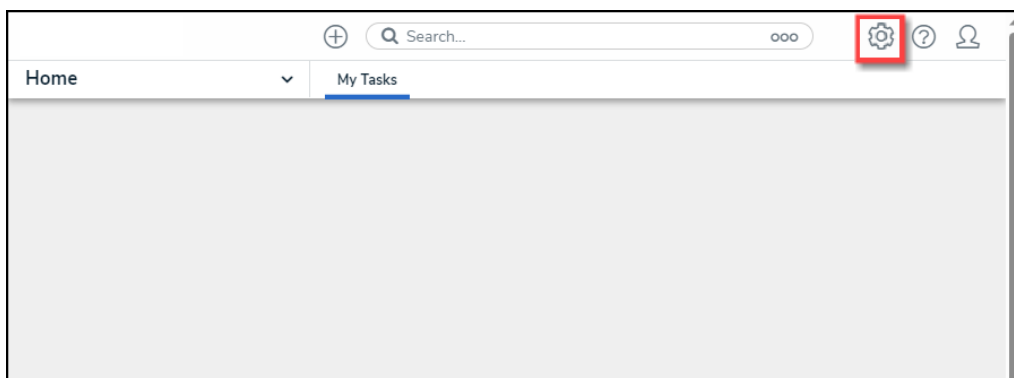
Related Information/Setup

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.

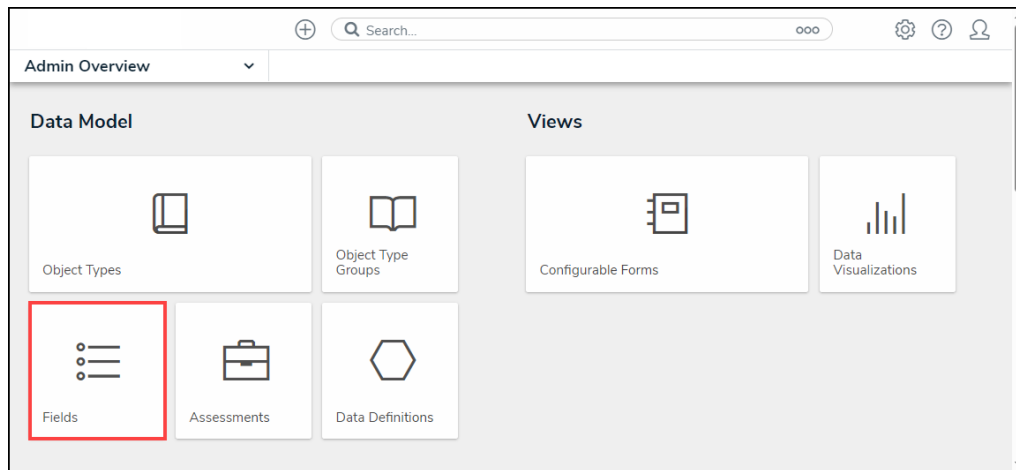
Navigation

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



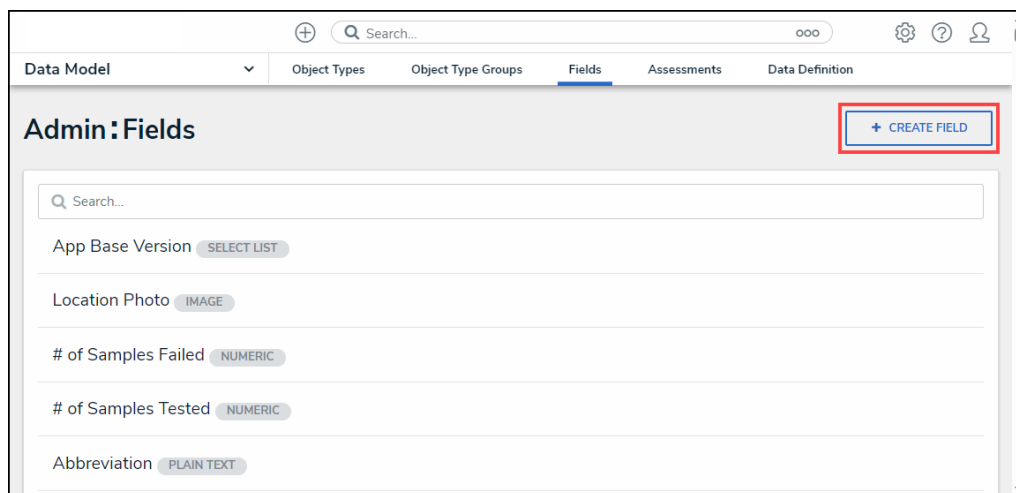
Administration Icon

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



Fields Tile

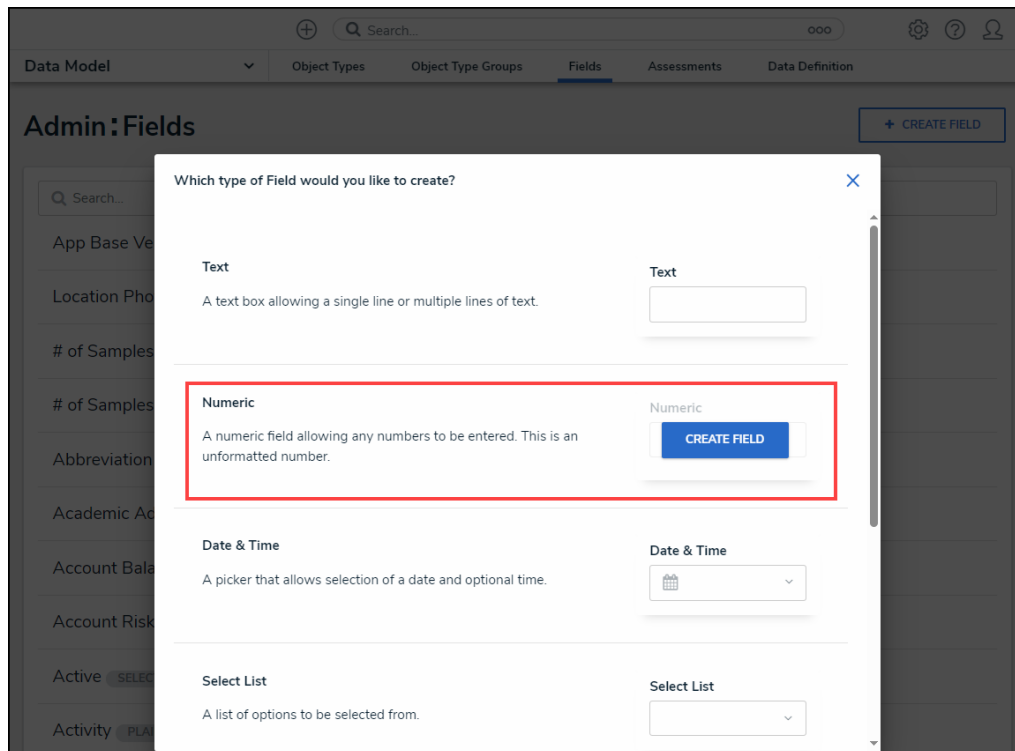
3. From the **Admin: Fields**, click the **+Create Field** button.



+Create Field Button

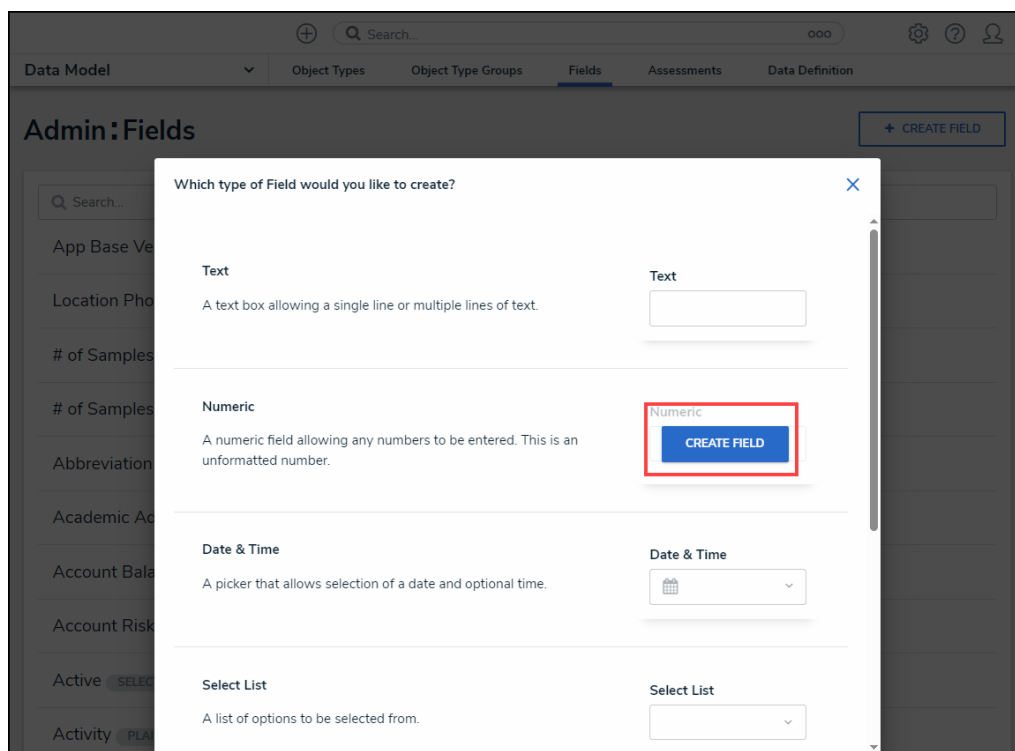
Creating a Numeric Field

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's a navigation bar with tabs: 'Data Model', 'Object Types', 'Object Type Groups', 'Fields' (selected), 'Assessments', and 'Data Definition'. Below the navigation bar, the title 'Admin: Create a Field' is displayed. The form contains several fields: 'Field Type' (set to 'Numeric'), '*Field Name' (containing 'Time Spent (hrs.)' and highlighted with a red box), 'Long Name' (empty), and 'Description' (empty). A search bar and user profile icon are visible in the top right corner.

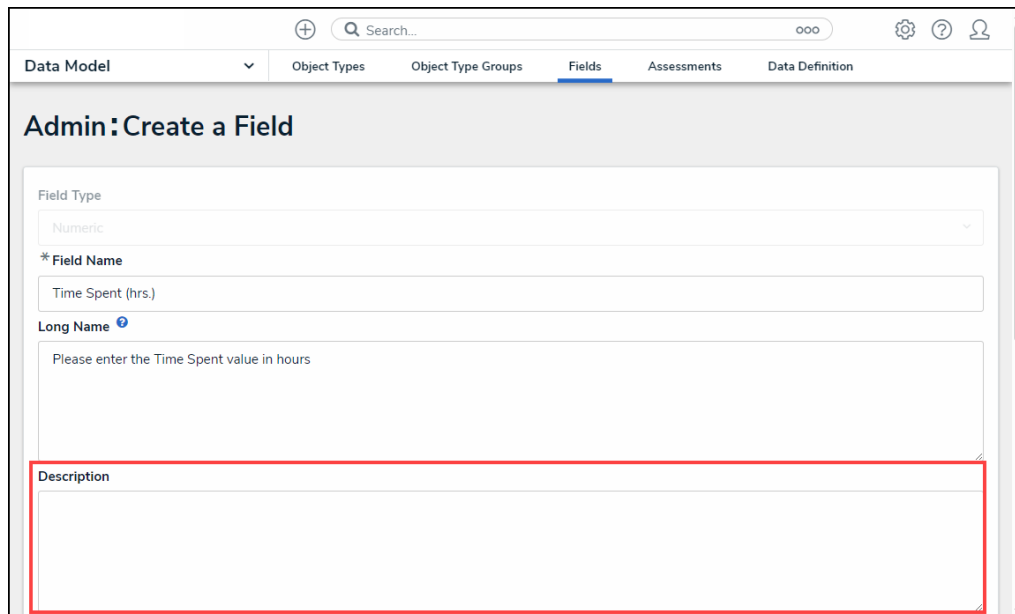
Field Name Field

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

This screenshot shows the same 'Admin: Create a Field' interface, but now the 'Long Name' field is highlighted with a red box. The 'Field Name' field still contains 'Time Spent (hrs.)'. The 'Long Name' field now contains the text 'Please enter the Time Spent value in hours'. The 'Field Type' remains 'Numeric' and the 'Description' field remains empty.

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.

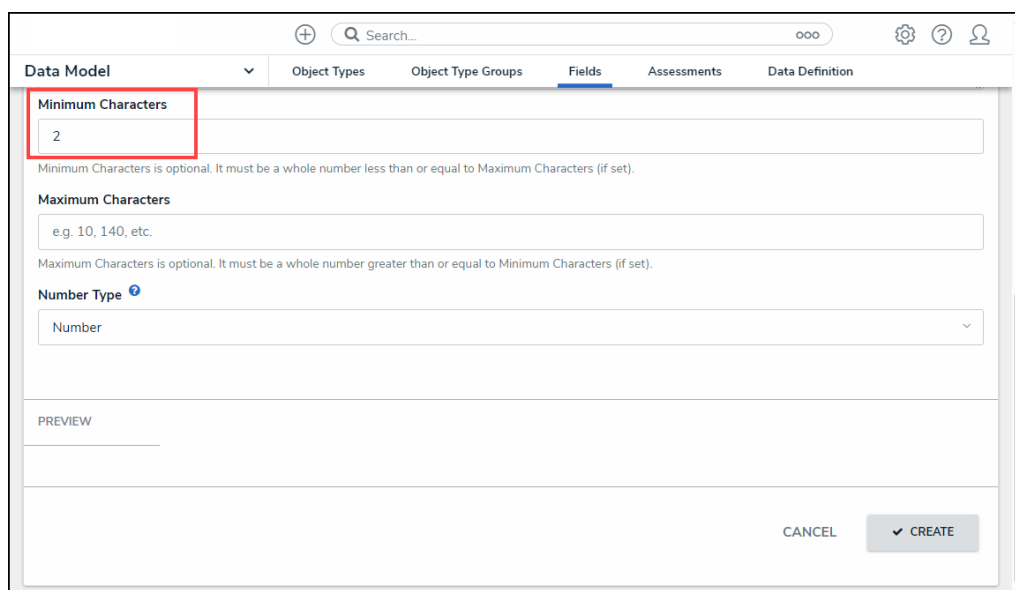


The screenshot shows the 'Admin: Create a Field' interface. At the top, there's a search bar and navigation tabs: 'Data Model', 'Object Types', 'Object Type Groups', 'Fields' (selected), 'Assessments', and 'Data Definition'. The form contains the following fields:

- Field Type:** A dropdown menu with 'Numeric' selected.
- *Field Name:** A text input field containing 'Time Spent (hrs.)'.
- Long Name:** A text input field containing 'Please enter the Time Spent value in hours'.
- Description:** A large text area, which is highlighted with a red border in the image.

Description Field

- (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' interface with the following fields:

- Minimum Characters:** A text input field containing '2', highlighted with a red border. Below it, a note states: 'Minimum Characters is optional. It must be a whole number less than or equal to Maximum Characters (if set).'.
- Maximum Characters:** A text input field containing 'e.g. 10, 140, etc.'. Below it, a note states: 'Maximum Characters is optional. It must be a whole number greater than or equal to Minimum Characters (if set).'.
- Number Type:** A dropdown menu with 'Number' selected.
- PREVIEW:** A section for previewing the field, currently empty.
- Buttons:** 'CANCEL' and 'CREATE' buttons at the bottom right.

Minimum Characters Field

- (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' tab in the Resolver interface. The 'Maximum Characters' field is highlighted with a red box. The form includes a search bar, tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is active, showing input fields for 'Minimum Characters' (value: 2) and 'Maximum Characters' (value: 4). Below these is a 'Number Type' dropdown menu set to 'Number'. At the bottom, there are 'CANCEL' and 'CREATE' buttons.

Maximum Characters Field

8. Select 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.

This screenshot shows the 'Fields' configuration form with the 'Number Type' dropdown menu open. The dropdown menu displays two options: 'Number' and 'Currency'. The 'Number' option is highlighted with a red box. The rest of the form, including the 'Maximum Characters' field and the 'CREATE' button, remains visible in the background.

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.

Search...

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Data Model

Object Types

Object Type Groups

Fields

Assessments

Data Definition

Time Spent (hrs.)

Related Object Types

This Field is linked to the following Object Types:

There are no Object Types Linked to this Field

✓ DONE

Preview Section