FoodBank
MANAGER
ADDING ADDTIONAL FIELDS TO ALL OTHERS LIVING IN THE HOME

FBM has the capability to add additional fields to 'All others living in the home'.

With the exception of the 'Gender' and 'Nationality/Race' fields, all additional fields will be custom guest fields.

Field types that can be used for 'All others living in home' are text, select box, yes/no, date and number fields.
  * example fields shown are text, select box and date

If you use 'Method 2: Age Breakdown', this help document is not for you.

WHAT HAS NOT CHANGED:

When you enter in the 'Household Total', additional fields will popluate for 'All others living in home'.

FBM will automatically generate the name, DOB, relationship and notes fields.

To populate the fields, fill in the information and tab to the next field.

You can delete a family member by clicking on the 'Remove Person' button.

WHAT HAS CHANGED:

When viewing the guest information from the 'General' tab, you will see all the fields for each person in the home.

DOB for others now show the birthdate as well as the age. The age is found in parenthesis. For children under a year; the number of months with appear in the parenthesis.
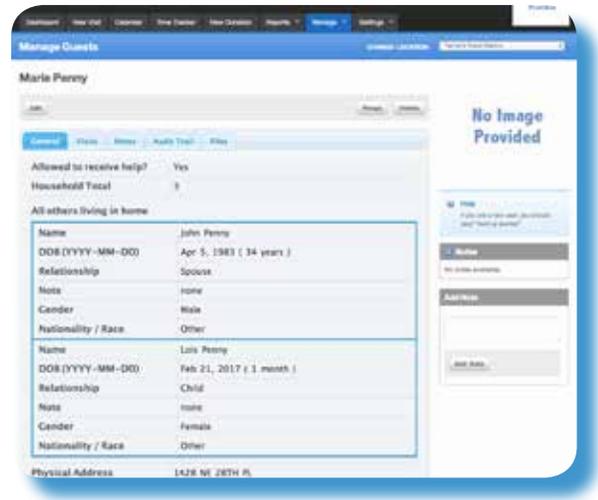
TO ADD A FIELD:

Go to Settings > Custom Fields > Guest > Create New Field (next to gold key)

Create the field by giving it a name and selecting the type of field you want to use.

If the field is to be used by 'All others living in the home', change the 'Other Field' to show.

Click 'Submit' when you are done.

This field will now appear in the guest record for both the Primary client and the others living in the home.