

Add Fields - Hub

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The following instructions cover batch adding generic Fields.

1. Navigate to *Hub / Utilities / Add Fields*.
2. Choose **Select** and indicate the Customers for whom Fields should be added.
3. Enter a *Description*.

Note: To copy and paste the same *Description* for all Fields, after entering the Description for the first line, copy that description (highlight and **Ctrl+C**), then select all other Description lines and paste (**Ctrl+V**).

	Customer ID	Customer Name	Field ID	Description	Acres	State	<Location>	County
1	235624	Super F Farms	All		1.000	IL	00MAIN	
2	235940	Jeffery King	All		1.000	C	00MAIN	
3	237018	Abby Laken	All		1.000	IA	00MAIN	
4	238072	John Ady	All		1.000	M	00MAIN	
5	239873	Larry Baker	All		1.000	IL	00MAIN	
6	AndBa	Barry Anderson	All		1.000	IL	00MAIN	
7	CowBo	Bob Cowgill	All		1.000	IL	00MAIN	
8	TripA	Triple A Farms	All		1.000	IL	00MAIN	
9	WirBa	Barb Wire	All		1.000	O	00MAIN	

After selecting all of the customers that you want to add fields for, you should review and edit the desired information in the grid. After you have completed filling out all of the information you can save the fields by clicking the Save button.

Save

Cancel

4. Select **Save** when finished.