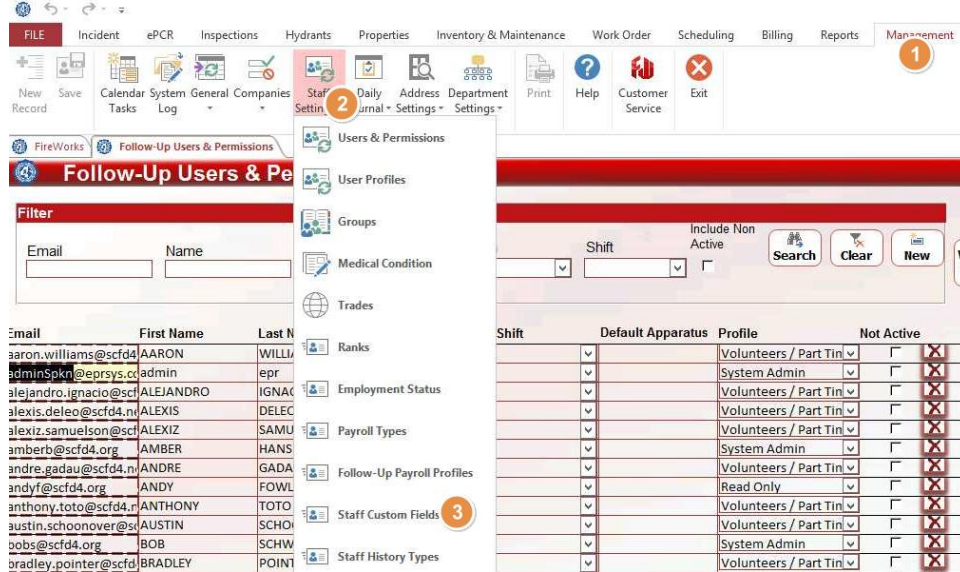


## EPR FireWorks Custom Fields in User Settings

Here is the link to access fireworks in the web browser.  
<https://login.eprsys.com/home/login> Please bookmark this.

This guide will show you how to add custom fields in Users and Permissions.

To create a custom field, you will need to go to the **backoffice---Management---Staff settings--Staff custom fields..**



Email	First Name	Last N
aaron.williams@scfd4	AARON	WILLI
adminSpkni@eprsys.c	admin	epr
alejandro.ignacio@scf	ALEJANDRO	IGNAC
alexis.deleo@scfd4.n	ALEXIS	DELEC
alexiz.samuelson@scf	ALEXIZ	SAMU
amberb@scfd4.org	AMBER	HANS
andre.gadau@scfd4.n	ANDRE	GADA
andyf@scfd4.org	ANDY	FOWL
anthony.toto@scfd4.n	ANTHONY	TOTO
austin.schoonover@sc	AUSTIN	SCHOI
bobs@scfd4.org	BOB	SCHW
bradley.pointer@scfd	BRADLEY	POINT

Shift	Default Apparatus	Profile	Not Active
▼	▼	Volunteers / Part Tin	☐
▼	▼	System Admin	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	System Admin	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	Read Only	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	Volunteers / Part Tin	☐
▼	▼	System Admin	☐
▼	▼	Volunteers / Part Tin	☐

Inside Custom Fields, double-click the Box to **Add a Topic**



The topic will be the dropdown to organize your fields so you dont have to see all questions at once, only the ones that are relevant.

The empty bottom line is where you can start typing in your topic.



Topic	SubField	Sub. Value Type	Order	Active
X	test			
X				

For this example, I used the "Test" topic. Exit this pop-up when you're finished.

## EPR FireWorks Custom Fields in User Settings

Back in the main custom field page, click "New" to add a category (after you selected the topic from the dropdown).

Field	Value Type	SubField	Sub. Value Type	Order	Active

For this example, I added "Test Question 1", then clicked submit.

and made the value type (pink below) a text box.

Field	Value Type	SubField	Sub. Value Type	Order	Active
Test question 1	Text				Yes

Back in Users and Permissions page, you will see the Custom Field tab.

## EPR FireWorks Custom Fields in User Settings

You will select the topic (from the dropdown). Then click the (+) button to add the category row.

An extra line will be created and you can click on the dropdown to select the category.

Test Question 1 is selected.

You are able to enter the data. Then click the Green check to save..

You will get a confirmation.

## EPR FireWorks Custom Fields in User Settings

The row will be saved. Also you can delete the row by clicking the red X.

Personal and Contact Info. User Details Permissions Medical Info Web Settings History ISO Status Payroll Notes Custom Fields

Topic  
test

+  
Click here to delete

	Value	Last Update
X Test question 1		admin epr 02/09/24