



TechTip #4 - Adding Custom Applicant Data (all online users)

You may add additional candidate information as a part of the testing session registration process.

Here is how to do this;

1. At **Main Menu**, select **Advanced Options**.
2. Select **Custom Applicant Data**.

You may create up to 15 additional data fields.

These additional fields may be made either mandatory or optional. You should use either a short text string (eg Telephone number) or you may create a drop down list.

You may also add narrative text in the box at the bottom of this screen. This text will precede the custom applicant data fields, giving applicants special instructions or as a general "welcome" message.

3. Click on **Save** at the bottom of the screen when you have finished creating the additional fields and narrative text.