Creating Custom Properties

1. Log into Administration.

2. Select the House Icon. Open the **Settings** folder and select **Custom Properties**. (Image 2)

 *Image 2*

3. In the **Custom Properties** window, right-click and select **New** then select **Event**. (Image 3)



*Image 3*

4. The **Custom Property: Properties** screen will appear. (Image 4)

 *Image 4*

5. Give the Property a **Name** and a **Group** name in the fields provided. *(For this example, we have the title name as "Production Country" and the Group name is "Film Info")*(Image 5)

 *Image 5*

6. The **Display Sequence** tells the system in what order you want the categories to appear online. (Image 6)

 *Image 6*

7. **Suggested Values** allows you to create a list of often used properties that can be chosen from a drop down when adding to an individual show. (Image 7)

 *Image 7*

8. Click **Apply**to save this custom property, and then click **OK**to close the screen. Your new custom property can now be seen in the **Custom Property** window. (Image 8)



*Image 8*

9. Repeat the steps to add additional custom properties that you need. Once completed, you will now have a list of different properties that you can associate specific information for a particular show or event. (Image 9)

