

# Manage Custom Fields for Activities

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Every activity overview page includes a **Description** section that enables you to add written information about an activity. By default, the fields in this section include:

- Context
- Objectives
- Summary
- Expected Results
- Beneficiary Description
- Deliverables & Reporting

You can change this list of default fields to define your own set of descriptive fields for your DevResults site.

The screenshot displays the DevResults interface for an activity named 'Access to School Lunches'. The page is divided into several sections: Reference, Details, and Description. The Reference section includes fields for Name, Short Name, Reference #, and Code. The Details section includes Status, Mechanism, and Dates. The Description section is highlighted with an orange border and contains three sub-sections: Context, Objectives, and Summary. The Context section contains a paragraph of text and a bulleted list. The Objectives section contains a paragraph of text and a bulleted list. The Summary section contains a paragraph of text and a bulleted list. At the bottom of the page, there are buttons for 'Delete this activity' and 'Done'.

To edit the names of the fields, reorder them, add fields, or remove fields, go to **Administration > Custom Fields** and make changes to the grid of existing field names. You can:

- Type a new field name into the last row that says "*Click to add...*"
- Edit or change an existing field name by clicking in the appropriate cell
- Reorder field names by grabbing the left edge of the row and moving it up or down
- Delete fields by clicking on the X to the left of each row

Example Organization  
DevResults

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Home > Administration > Custom Fields

## Activity Custom Fields

Title	IATI Description Type
☰ Context	General
☰ Objectives	Objectives
x Overview of Project	
☰ Expected Results	
☰ Beneficiary Description	Target Groups
☰ Deliverables & Reporting	
<i>Click to add...</i>	

DevResults

**Note** : Use of custom activity fields will require you to use the same terms (without spaces, with '&'s spelled out as 'and') in **form placeholders**.

**Warning** : Deleting a field deletes all contained text. If an existing field has any entered text, you will be asked to confirm that you wish to delete that content.

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