



WASP PROTECT

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AssetCloud and InventoryCloud: How to apply formatting to a custom field added to a report

Scott Kircher - 2019-08-30 - in [Cloud](#)

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Situation

A user of AssetCloud or InventoryCloud has created a custom field (in Form Customization), then customized a report to show that field. When attempting to change the display formatting, the changes have no effect (For example, number of decimal digits, or how a date is displayed).

Cause

Custom fields are all set to Text type on reports, so number or date formatting has no effect.

Resolution

Set the field's type on the report first, then apply formatting.

At the left, find the custom field, double-click it, set the type, OK.

First double-click the custom field that needs to be formatted.

Now change the type to what it should be.

The screenshot shows a report design tool interface. On the left, a tree view lists fields under 'SpAssetViewsWithCustomFields'. The 'Warranty Expiration' field is highlighted with a red box. On the right, a report layout is visible with various sections and bands. An 'Edit Column' dialog box is open, showing the following fields: 'Name in Source' (Warranty Expiration), 'Name' (Warranty Expiration), 'Alias' (Warranty Expiration), and 'Type' (datetime). The 'Type' field is highlighted with a red box. The dialog box has 'OK' and 'Cancel' buttons.

Apply formatting to the field on the report:

Select the field on the report layout.

At the lower left, click Properties.

In the left pane, in the middle, find Text Format, then click the ... button to the right of the value.

In the Format dialog, choose the format type at the left, then the specific format at the right.

OK

Preview and/or Save the report.

▼ Text

Text: {SpAssetViewsWithCustomFik ...}

Text Brush: Solid

Font: Times New Roman, 8

B I U abc

Horizontal Alignment: Left

Vertical Alignment: Top

Text Format: General ...

► Text Additional

► Position

► Appearance

► Behavior

► Design

Format [X]

Formats	Sample
General	8/30/2019
Number	Properties
Currency	*8/30/2019
Date	*Friday, August 30, 2019
Time	8.30
Percentage	19.8.30
Boolean	19.08.30
Custom	Aug.30
	19.Aug.30
	2019, August
	*Friday, August 30, 2019 10:17 PM
	*Friday, August 30, 2019 10:17:38 PM
	08.30.2019

OK Cancel