

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

Scott Leonard - 2022-02-15 - [Cloud](#)

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

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.

SpAssetViewsWithCustomFields

- Name
 - Accidental Coverage
 - Computer Name
 - Device Name
 - Extension
 - First Name
 - IP Address
 - Id
 - Image
 - Last Name
 - MAC Address
 - Machine Status
 - Phone Number
 - RAM
 - User
 - Username
 - Warranty Expiration**
 - Warranty Start
 - __ID__
 - asset_id
 - asset_id1
- SpLabels4CR
- Business Objects

Section2; Condition: {SpAssetDetailInfoWithNotes.asse
 {AssetType} {SpAssetViewsWithCustomFields.Na
 ChildBand3
 (AssetSerialN umberLabel) First Name Last Name
 GroupHeaderBand1; Condition: {SpAssetDetailInfoWith
 Section8; Data Source: SpAssetViewsWithCustomField
 {SpAssetViewsV {SpAssetViewsWit {SpAssetViewsWithCustor

Edit Column

Name in Source: Warranty Expiration
 Name: Warranty Expiration
 Alias: Warranty Expiration
 Type: datetime

OK Cancel

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

Now change the type to what it should be.

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 Brush: Solid

Font: Times New Roman, 8

Horizontal Alignment: Left

Vertical Alignment: Top

Text Format: General

Text Additional

Position

Appearance

Behavior

Design

Format

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