

# Roadpost Support Center

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## Configuring My Info Form Fields for the GeoPro Mobile App from the Options tab

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The My Info feature enables a GeoPro Mobile App User to complete a predefined form and submit their responses to their GeoPro Inbox. By default the Mobile App will be preprogrammed with standard forms designed to capture the Mobile App User's health status and Fit for Duty status, however My Info forms can be fully customized by the GeoPro Administrator for the account.

This article will take you through how to configure the My Info fields presented to the Mobile App Users on your account.

### Navigating to the My Info interface

1. Select the **Options** tab
2. Click on **Tenants**
3. Select your tenant name
4. Choose **Custom User Fields**

### My Info field types

There are four types of My Info fields you can define:

**Header:** This section is used to create a title for a section within the My Info interface. It does not allow for User input.

**Text Input:** A Text Input field allows the User to input free-form text in response to the Field Name.

**Checkbox Input:** This option will present the User with a predefined option they can check off to be included in their form submission.

**Dropdown Input:** The User will be presented with a dropdown list of available choices for their response, they are only able to select one option. Multiple options can be provided but must each be separated with a comma (no spaces).

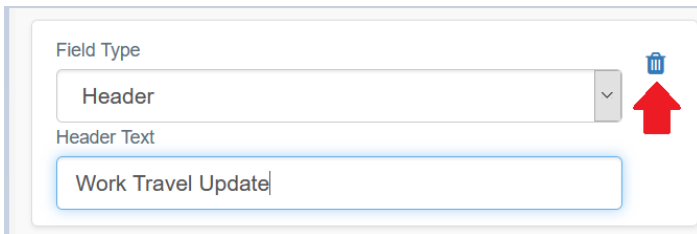
### Adding a new My Info field

To create a new My Info field scroll to the bottom of the Customer User Fields page and click on the Add Field link.

[+ Add Field](#)

### Removing a My Info field

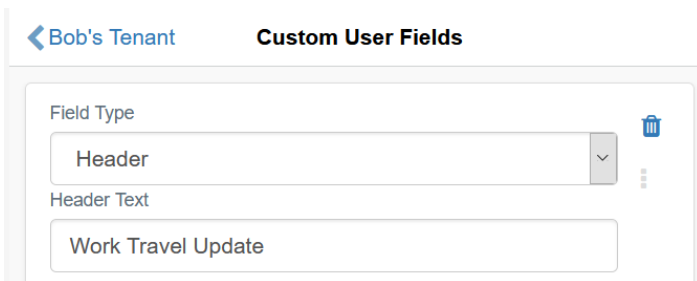
To remove a My Info field click on the trash can icon found on the right side of the input field box.



### Example My Info form: Recording work travel

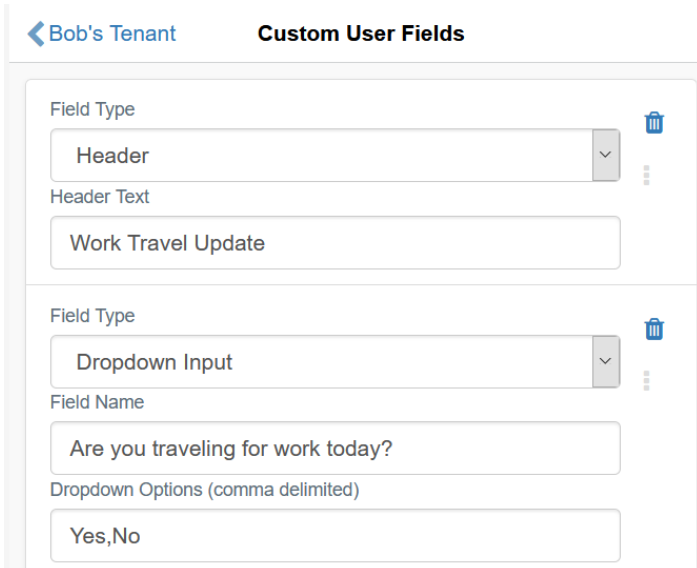
In this example we will be creating a My Info form to record when a worker is traveling, and who they are traveling with.

To begin we will create a Header for this form, this will give the form a title in the app. For this example we have selected "Work Travel Update":



Then we will add a Dropdown Input

field, since we only want to capture if the User is traveling or not we will limit the inputs to "Yes" and "No":





In this example we also want to

capture who the user is traveling with, so we will add Checkbox Input fields for each of the three possible scenarios we are concerned with which in this example is "Co-worker", "Supervisor", and "Client":



← Bob's Tenant      **Custom User Fields**

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Field Type  
Header   

Header Text



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Field Type  
Dropdown Input   

Field Name



Dropdown Options (comma delimited)

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Field Type  
Checkbox Input   



Field Name

---

Field Type  
Checkbox Input   

Field Name

---

Field Type  
Checkbox Input   

Field Name

Finally, since there are too many options to capture with a Dropdown or Checkbox input field we will add a Text Input field to allow the User to record the name of who they are traveling with:

← Bob's Tenant      **Custom User Fields**

Field Type  
Header

Header Text  
Work Travel Update

Field Type  
Dropdown Input

Field Name  
Are you traveling for work today?

Dropdown Options (comma delimited)  
Yes,No

Field Type  
Checkbox Input

Field Name  
Travelling with a Co-worker

Field Type  
Checkbox Input

Field Name  
Travelling with a Supervisor

Field Type  
Checkbox Input

Field Name  
Travelling with a Client

Field Type  
Text Input


Field Name  
Input the names of the people you are traveling with.

+ Add Field


OK    Cancel

Now that we are complete we will click on **OK** to save.

Here is how our completed My Info form will appear in our User's Mobile App:

 My Info

Work Travel Update

Are you traveling for work today? 

No

---

Travelling with a Co-worker


---

Travelling with a Supervisor

---

Travelling with a Client

---

Input the names of the people you are traveling with. 

No Notes

**UPDATE** **CANCEL**

Note: My Info fields will be listed in the app in the order they are added to the Customer User Fields page.

My Info fields and Event Notifications

Here are two approaches to setting up Event Notifications tied to My Info form submissions.

To trigger an Event Notification any time a My Info form is completed create an Event Notification with the following Event:

← Event Notifications **New Event Notification**

Events	Applies to	Actions	Name	Summary
Match the following event				
<input type="text" value="When message type"/>				
<input type="text" value="equals"/>				
<input type="text" value="MyInfoUpdated"/>				
<a href="#">+ Add Event</a>				
<input type="button" value="Cancel"/> <input type="button" value="Next &gt;"/>				

If you would like an Event Notification sent when a specific input is submitted in the form you will need to use "When the message Property". Input the My Info field name in the top field and the response required in the bottom field. Here is an Event Notification from our example above, this Event Notification will trigger if the Mobile App User reports that they are traveling for work:

← Event Notifications **New Event Notification**

Events	Applies to	Actions	Name	Summary
Match the following event				
<input type="text" value="When message property"/>				
<input type="text" value="Are you traveling for work today?"/>				
<input type="text" value="contains"/>				
<input type="text" value="Yes"/>				
<a href="#">+ Add Event</a>				
<input type="button" value="Cancel"/> <input type="button" value="Next &gt;"/>				

For more information on how to configure your Event Notifications see: [Creating Global Event Notifications from the Options tab.](#)