

File name	How to create custom question properties
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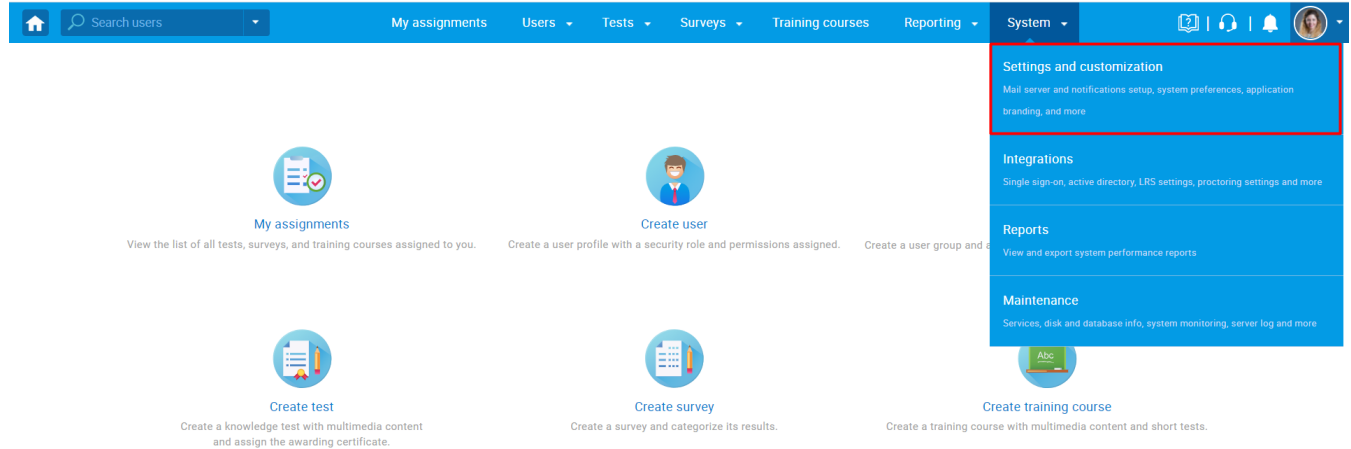
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1 Introduction

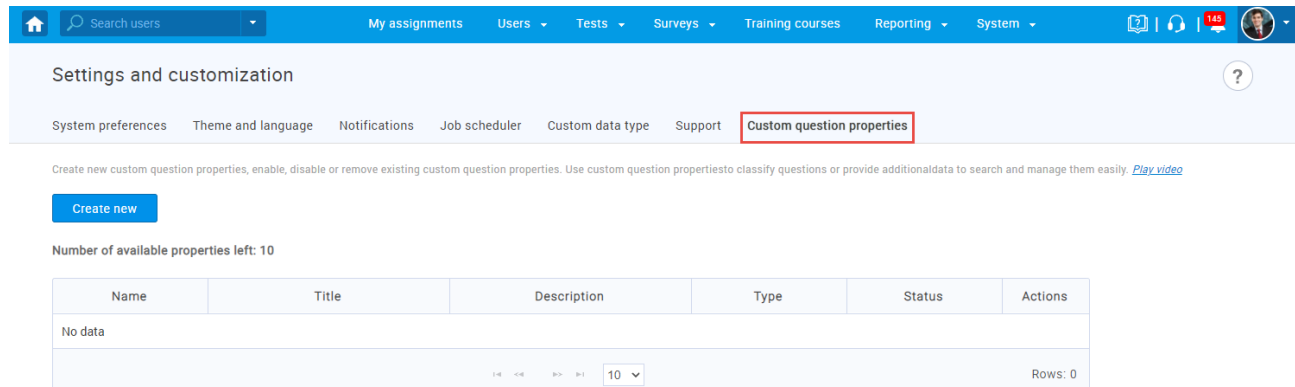
This article explains how to create custom question properties that can be used when creating questions.

2 Accessing the page

To access the “**Custom question properties**”, hover over the “**System**” in the main menu and select “**Settings and customization**” from the drop-down menu.



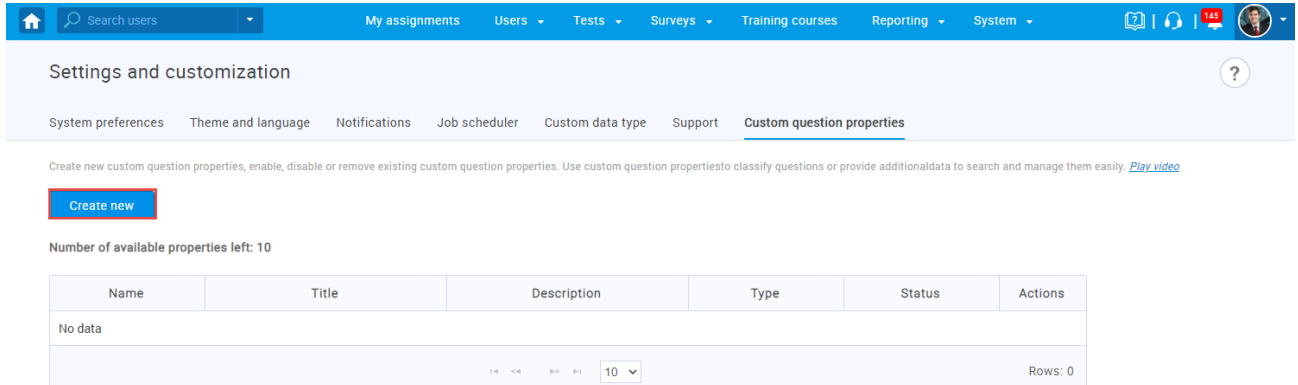
Then navigate to the “**Custom question properties**” tab.



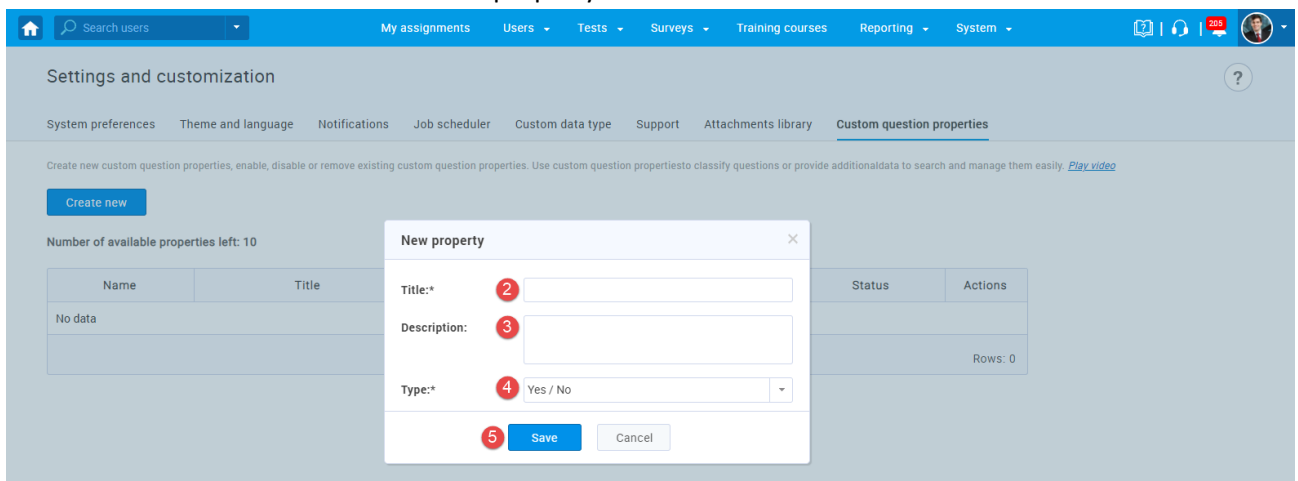
3 Creating a question property

To create a custom question property:

1. Click the “Create new” button.

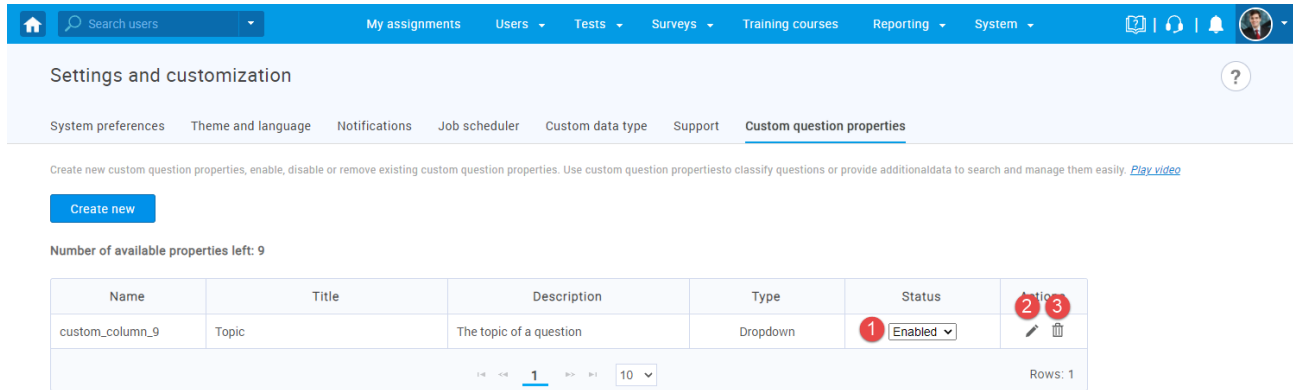


2. Enter a property title.
3. Enter a description.
4. Choose a property type from the drop-down menu.
 - Yes/No** – in the field will be possible to choose two values from the dropdown menu – Yes or No.
 - Text** - in the field will be possible to enter any text.
 - Date** – in the field will be possible to enter the date.
 - Timestamp** - in the field will be possible to enter the date and time.
 - Number** - in the field will be possible to enter a numerical value.
 - Dropdown** – for more information on how to create this question property type, please check this [link](#).
5. Click the Save button to create a custom property.



4 Editing and deleting a custom question type

1. You can change the property visibility by choosing Enable or Disable from the drop-down menu.
2. You can edit the existing custom property by clicking on the “pen” icon.
3. You can delete the existing property by clicking the “trash can” icon.





Settings and customization

System preferences Theme and language Notifications Job scheduler Custom data type Support **Custom question properties**

Create new custom question properties, enable, disable or remove existing custom question properties. Use custom question properties to classify questions or provide additional data to search and manage them easily. [Play video](#)

Create new

Number of available properties left: 9

Name	Title	Description	Type	Status	Actions
custom_column_9	Topic	The topic of a question	Dropdown	1 Enabled	2  3 

1 2 3

10 Rows: 1