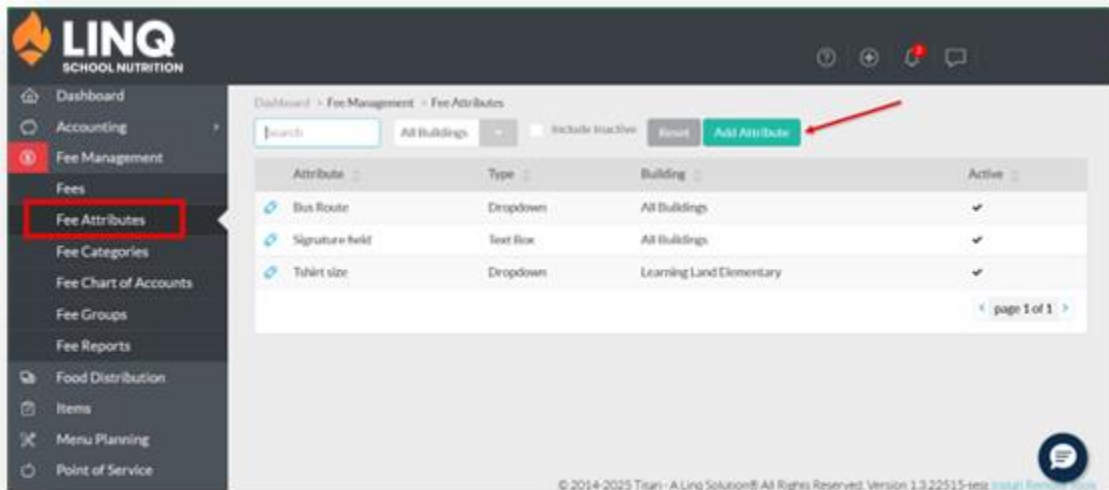


How to Create Fee Attributes

In some instances, you may want to capture additional information along with the fee. Fee Management "Attributes" are form fields users can create and apply to fees. Attributes come in 3 types: text input fields, drop downs, and checkboxes. Use attributes to capture things like meal preferences, shirt sizes, or even signatures.

1. Navigate to Fee Attributes and select Add Attribute.



2. Create a name for your attribute, select a field type, and set the field as optional or required.

The screenshot shows a web application interface with a modal form titled "Add New Fee Attribute". The modal is centered on the screen, overlaying a blurred background of the dashboard. The dashboard has a dark header with navigation icons and a sidebar on the left with a search bar and a list of attributes: "Attribute", "Bus Route", "Signature field", and "Tshirt size". The modal form contains the following fields and options:

- Name ***: A text input field.
- Building ***: A text input field with a dropdown arrow on the right.
- Type ***: A text input field with a dropdown arrow on the right.
- Required**: A checkbox.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

In the background, a table of attributes is visible with columns for "Attribute" and "Active". The "Active" column shows checkmarks for the first three rows. The table is on "page 1 of 1".

Once your attribute is created, you can add it to any fee.