

# Display Hidden Fields

Last Modified on 25/05/2019 3:14 pm ACST

When editing an admission record, there is a check box at the bottom of the screen that allows you to display hidden fields. As part of the setup of Admission Categories, admission fields can be defaulted and hidden.

If you need to change the value of a hidden field follow these steps:

1. [Edit](#) an admission.
  2. Scroll to the bottom of the screen (or click END on your keyboard to jump to the bottom of the screen).
  3. Change the value of **Display Hidden Fields** = YES.
  4. Click **Update**
  5. Click **Edit** to edit the admission - All fields now display on the edit page and can be changed as required.
  6. Click **Update** to save changes.
-