Singleton Check Fields

This data type shows a single checkbox, representing True when selected and False when cleared. The Singleton Check is useful for controlling visibility-dependent sections of the record form, such as a checkbox labeled Approval Required that shows or hides the fields used to specify an approver.

The Singleton Check also offers a way to visually represent a True/False toggle outside the Choice field display options. For example, a checkbox can be more intuitive than Yes/No radio buttons and faster to set than a drop-down menu.

This data type can also be shown in the table view with a checkmark icon, so users can see the selection at a glance more easily than skimming a column of Yes and No.

ID ↓	Full Name	Primary Team	Training Completed
625	Vanessa Miller	Supplier Management Team	✓
624	Henry Brooks	Budget Management Team	✓
623	Suzanne Commings	Legal Management Team	
622	Jennifer Rolling	Legal Requester Team	

Create a Singleton Check

To create a new Singleton Check field:

1. Click Setup [Table] and go to the Fields tab.
2. In the New drop-down menu, select Singleton Check.
3. Give your field a label and name, and add any admin notes you want to add. Notice that the Yes/No choice list is selected, but not editable. The Singleton Check always utilizes the default Yes/No choice list.
4. Click Next.

On the Options tab:

1. Choose whether the field is deletable.
2. If desired, make viewing or editing the field conditional.
3. Select the default value for the field. If you select True, the box is selected by default; if you select False, the box is cleared by default. If you don't set this option, the default value will be True.

> ⚠ If you add a Singleton Check field to a table that already has records, the default value you specify here will be applied to all the existing records when you click Finish to create the field.

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4. You can also use hierarchical dependency to set the field to True or False based on a Choice field. For example, you might set an Approval Required checkbox to always be False (clear) when a certain Task Type is selected. To do so, select the Choice field you want to use as a dependency, click Dependent Choices Wizard, and complete the hierarchical dependency setup in the wizard.
5. Click Next.

Complete the Permissions and Display tabs as desired.

Singleton Checks in Table Views

You can also add a Singleton Checkbox to table views for reference, and set them up for quick edit if desired.

ID ↓	Full Name	Primary Team	Training Completed
625	Vanessa Miller	Supplier Management Team	✓
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