

**COMODO**  
Creating Trust Online®



# Comodo Certificate Manager

## Overview of Custom Fields

Comodo CA Limited,  
3rd Floor, 26 Office Village, Exchange Quay,  
Trafford Road, Salford,  
Greater Manchester M5 3EQ,  
United Kingdom.

## 1 Introduction

An SSL or a Client certificate has standard fields that contain information about the owner, domain, organization, department, address and so on. Some businesses may wish track additional information such as 'Employee Code' or 'Telephone Number'. **Comodo Certificate Manager** offers businesses the flexibility to track any information associated with the certificate by specifying custom fields that certificate requesters can fill in.

The Master Registration Authority Officer (MRAO) administrator can add additional fields to enrollment forms for both **SSL** and Client certificates. They can also specify whether the new fields should be mandatory or optional.

In brief:

- Custom fields are not enabled by default. If you require the custom fields feature, please contact your account manager.
- Once enabled, custom fields can be configured by clicking Settings > Certificates > Custom Fields
- MRAO administrators can configure the name of the field, the certificate type to which it should apply (SSL or client certificates), whether or not the field should be mandatory and whether or not the custom field should be active.
- Custom fields can be edited at any time. Deactivating a custom field will remove it from the enrollment forms but all associated data will be retained. However, deleting a field will delete all data associated with the field.
- Once added, the custom fields will appear on the enrollment forms for your certificates.

The remainder of this document explains in more detail how an MRAO can manage custom fields for their organization. It is divided into the following sections:

- **Managing Custom Certificate Fields**
  - **Adding a New Custom Field**
  - **Editing a Custom Field**
  - **Removing an Existing Custom Field**

## 2 Managing Custom Certificate Fields

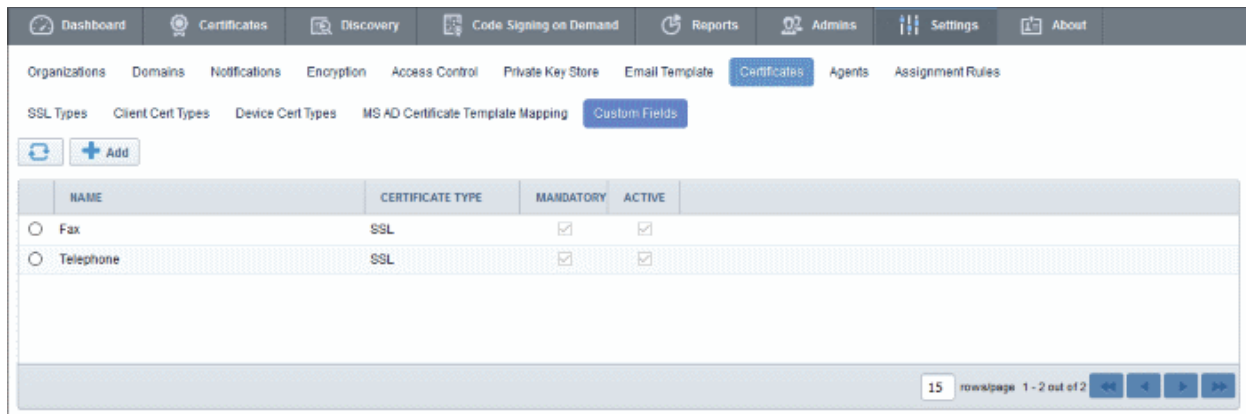
Custom fields for certificates can be configured by an MRAO administrator after logging into the CCM interface.

### Prerequisites

- You have requested your Comodo account manager to add the custom fields feature to your account. Custom fields are not enabled by default and must be requested.

### To access the Custom Fields interface

- Click 'Settings' > 'Certificates'
- Click 'Custom Fields' as shown:



## 'Custom Fields' – Descriptions of Columns

Column Name		Description
Name		Name of the custom field.
Certificate Type		The type of the certificate to which the custom field is applicable. Can be either 'SSL' or 'Client Cert'.
Mandatory		Allows administrators to toggle between mandatory and optional states. If a field is made mandatory then the form cannot be submitted without completing the field. Mandatory fields will be marked with an asterisk* on the form.
Active		Toggle the custom field between active and inactive states. If a field is made inactive, it will be hidden in the future application forms. However, existing data for this field will be retained in the database.
Control Buttons	Add	Allows the administrator to add a new custom field.
	Refresh	Updates the currently displayed list of custom fields.
Custom Field Control Buttons	Edit	Allows the administrator to edit the parameters of a particular custom field.
	Delete	Deletes the custom field. Unlike deactivation, deleting a field will also delete all data associated with this field.

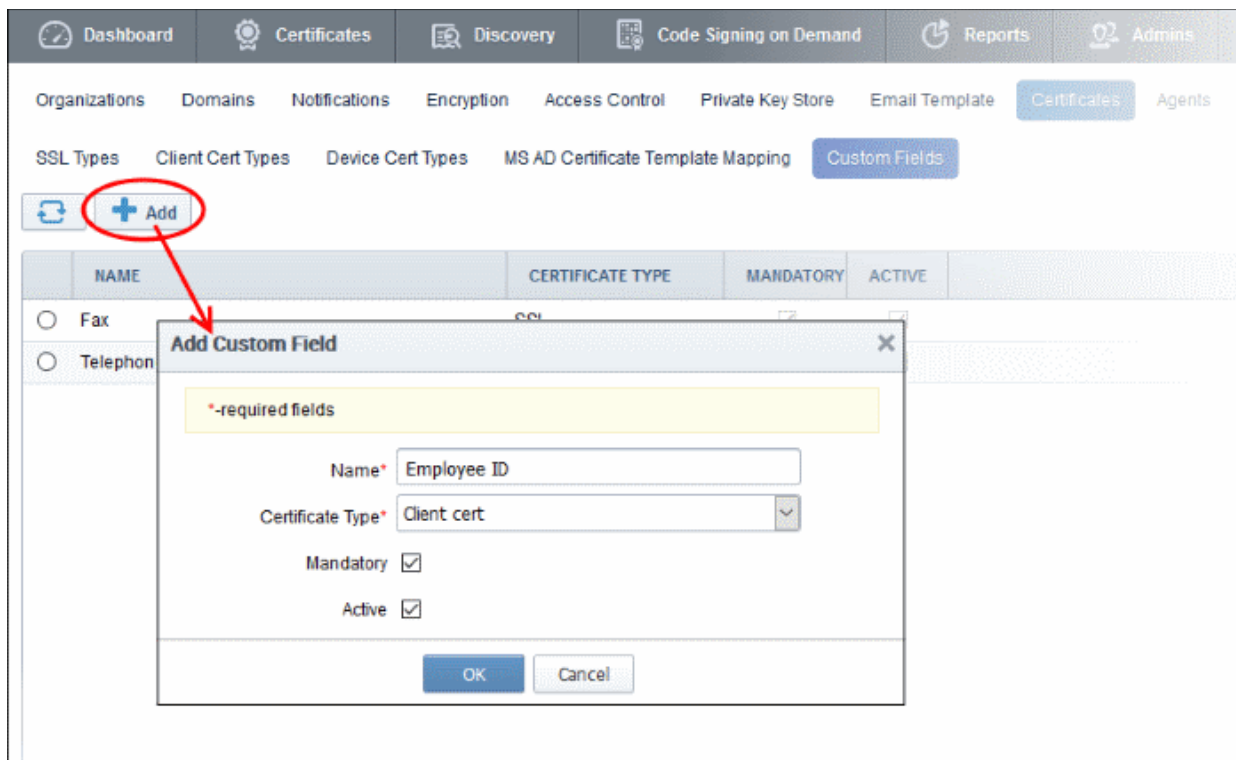
**Note:** Control buttons will appear only after selecting a particular custom field

## 2.1 Adding a New Custom Field

An MRAO administrator can add custom fields for both SSL and Client certificate types. The new fields will be displayed in the self-enrollment and built-in application forms of the chosen certificate type.

### To add a new custom field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Click the 'Add' button at the top of the interface. The 'Add Custom' Field dialog will appear.



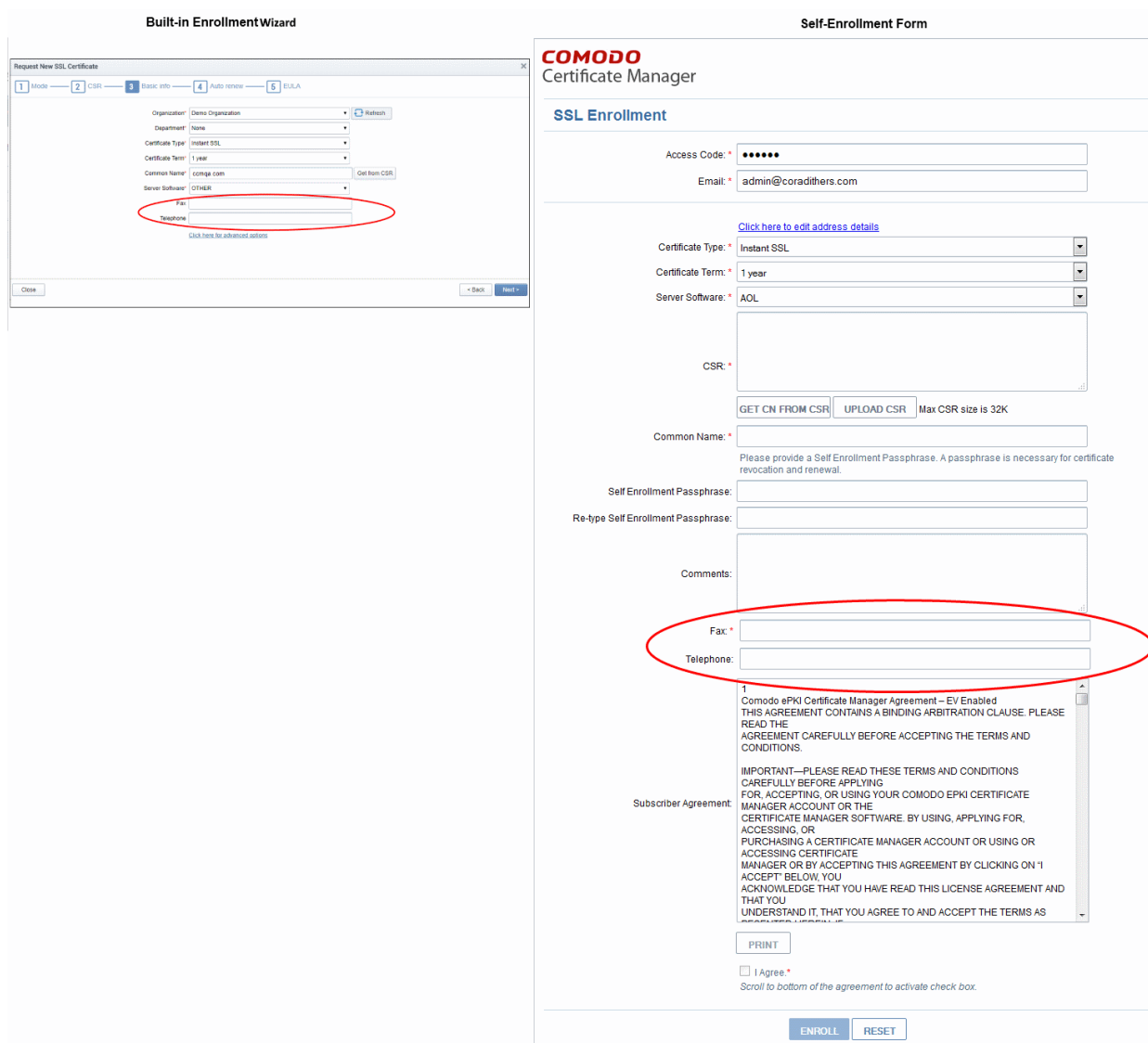
**Add Custom Field - Table of Parameters**

Field Name	Values	Description
Name	String (required)	The name of the field to be added. (Max 256 characters). This will be the label of the field that is seen on the enrollment form.
Certificate Type	Drop-down (required)	Enables the administrator select the certificate type to which the new field is to be applied
Mandatory	Check-box	Enables the administrator to specify whether the field is mandatory or optional.
Active	Check-box	Enables the administrator to specify whether the field is to be active or inactive.

- After completing the 'Add Custom Field' dialog, click 'OK'. If you selected 'Active', the new field will be added to the application forms for the certificate type selected.

The total number of custom fields that you can add is specified by your Comodo account manager. If you reach the maximum permitted, the 'Add' button will not be displayed in the interface. Please contact your Comodo Account Manager, if you wish to have more fields added to your account.

Once a custom field is added, the field appears in both the self-enrollment form and the built-in application form for the selected certificate type. As an example, the 'Built-in' and 'Self-enrollment' application forms for an SSL certificate are shown below. Both examples show two custom fields - 'Fax Number' and 'Telephone'.

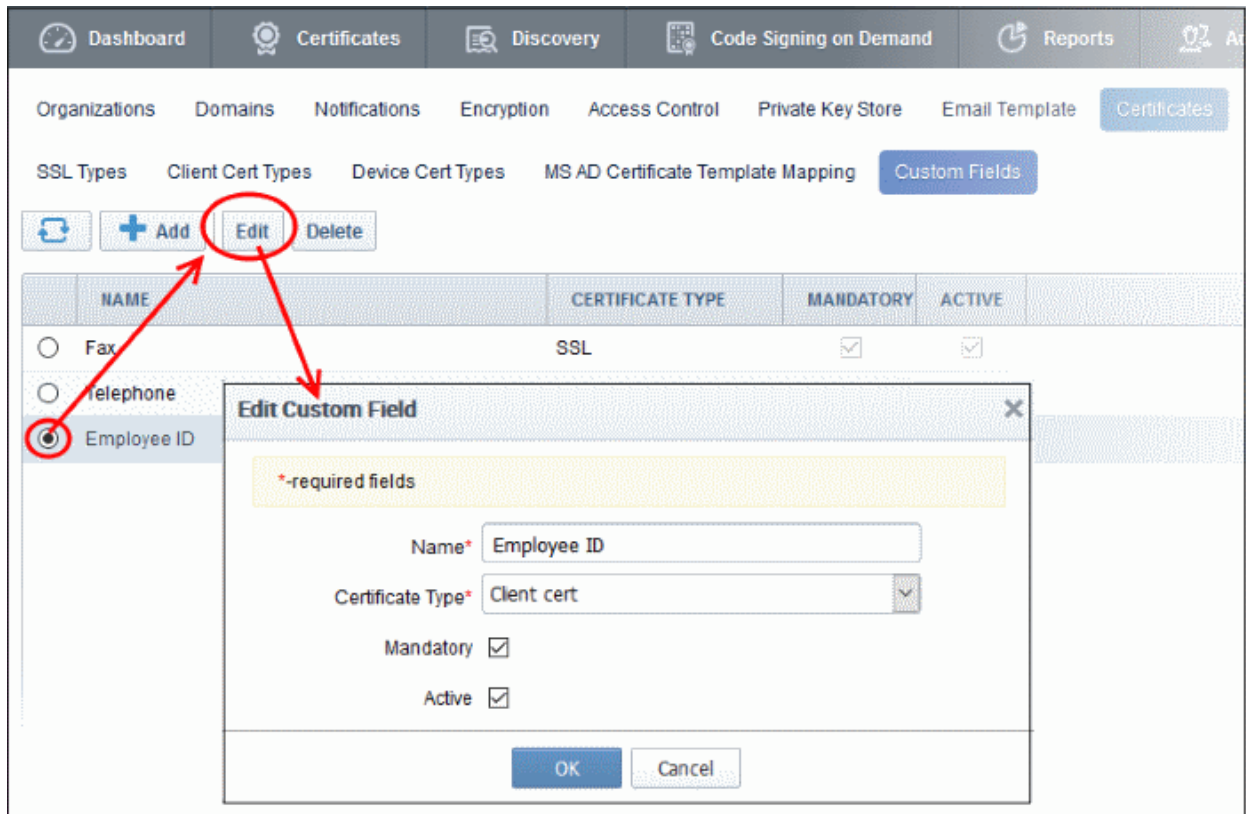


**Note:** The custom fields will be available in the Built-in and Self Enrollment forms but will not be available for enrollment of certificates through the Web API.

## 2.2 Editing an Existing Custom Field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Select the field and click the 'Edit' button located at the top of the interface

The 'Edit Custom' Field dialog will appear.



The Edit Custom Field dialog will appear. The dialog is similar to [Add Custom Field](#) dialog.

## 2.3 Removing an Existing Custom Field

If an existing custom field is no longer required on an enrollment form, it can be removed in two ways:

- [Disabling the field](#)
- [Deleting the field](#)

In general, we recommend disabling rather than deleting a custom field. That way, all associated data will be retained and you can always re-insert the field at a later date if required. If you find that you can no longer add new custom fields, it is because you have reached the maximum number of fields permitted for your account. However, this is easily overcome by contacting your Comodo account manager and requesting more fields are added to your account.

### [Disabling the field](#)

MRAO Administrators can deselect the 'Active' box to disable a field. If a field is made inactive, it will not be displayed in future application forms but the existing data relevant to the field will be retained in the database. The administrator cannot add a new custom field to replace the inactive field if the maximum number of fields has been reached. Disabling a field allows administrators to re-insert the field at a later date.

#### To disable a field

- Open the [Edit Custom Field](#) dialog
- Deselect the 'Active' check box and click 'OK'.

### [Deleting the field](#)

MRAO Administrators can delete a field if it is not going to be used in future. All previously stored data associated to

the deleted field will be removed from the database. If a field is deleted, administrators can replace it with a new custom field.

## To delete a field

- Click 'Settings' > 'Certificates' > 'Custom Fields' to open the Custom Fields interface.
- Select the field and click the 'Delete' button located at the top of the interface

The screenshot displays the 'Custom Fields' interface in the Comodo Certificate Manager. At the top, there are navigation tabs: Dashboard, Certificates, Discovery, Code Signing on Demand, and Reports. Below these are sub-tabs: Organizations, Domains, Notifications, Encryption, Access Control, Private Key Store, Email Template, and Certificates. Under the Certificates sub-tab, there are further sub-tabs: SSL Types, Client Cert Types, Device Cert Types, MS AD Certificate Template Mapping, and Custom Fields. The Custom Fields sub-tab is active. Below the sub-tabs are buttons: Refresh, Add, Edit, and Delete. The Delete button is circled in red. Below the buttons is a table with columns: NAME, CERTIFICATE TYPE, MANDATORY, and ACTIVE. The table contains three rows: Fax (SSL, Mandatory, Active), Telephone (SSL, Mandatory, Active), and Employee ID (Client cert, Mandatory, Active). The Employee ID row is selected, and its radio button is circled in red. A red arrow points from the Delete button to the Employee ID row. Below the table is a 'Clear data' dialog box with a question mark icon and the text: 'All data of this field will be permanently deleted from certificates. Do you want to continue?'. The dialog box has 'OK' and 'Cancel' buttons.

	NAME	CERTIFICATE TYPE	MANDATORY	ACTIVE
<input type="radio"/>	Fax	SSL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	Telephone	SSL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	Employee ID	Client cert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click 'OK' to confirm.

The field will be removed.

## About Comodo CA

Comodo Certificate Authority is one of the world's largest providers of SSL certificates by volume having issued over 91 million certificates and serving over 200,000 customers across 150 countries. The company provides a full suite of certificate products spanning all validation levels for website certificates, certificates for code-signing and email-signing, and the Comodo Certificate Manager (CCM) platform. Comodo CA has its US headquarters in New Jersey and international offices in the United Kingdom, Ukraine and India.

### **Comodo CA Limited**

3rd floor, Office Village Exchange Quay

Trafford Road, Manchester, M5 3EQ

United Kingdom

Tel : +44 (0) 161 874 7070

Fax : +44 (0) 161 877 1767