Managing Object Properties

This article explains how to view, create, and manage properties for your OnceHub Objects. **Object Properties** allow you to capture and store specific data points, ensuring that it can be used across your workflows.

Accessing Object Properties

1. Click the gear icon in the top right.
2. Select **Objects and Properties** from the dropdown.
3. Click an **Object** (e.g. Contact) to view or modify its **Properties**.

How to Create Custom Object Properties

Creating custom properties allows you to capture unique information that isn't included in the default OnceHub setup.

1. Click **Create [*object*] property** in the top right.
2. Enter the property's details:

   - **Data Type:** Choose the type of data the property will capture.
   - **Name:** Enter the name that will be shown within the OnceHub UI.
   - **Unique Identifier:** Provide a distinct identifier, used for API and integration purposes.
   - **Description (Optional):** Enter a description of the property that will help users understand its purpose. This will appear as a tooltip when setting up **Booking Notifications**.

3. Click **Save**.

How to Manage Archived Properties

If you no longer need to collect data for a specific field, you can archive it. Archiving stops new data collection while preserving your historical records.

Archiving Properties

1. Click the 3 dots to the right of the property you want to archive.
2. Select **Archive** from the dropdown.
3. Click **Archive** Property to confirm

Restoring Archived Properties

1. Click **Manage archived properties** in the top right of the pane to view all archived properties.
2. Click **Restore** to the right of the individual property you wish to restore.