

## Custom Field - Practice Workflow

Referencing the Custom Field *Grab & Go*. Create a Custom Field as an administrator then test the experience as a Requester.

Note: Access to your SOCI Administrator login will be required.

### **Create a Custom Field**

1. Navigate to the Custom Field subcategory in the Navigation Panel.
2. Create a new Create a Custom Field, title it "Color - Practice"
3. Select 'List' as the Type. This will prompt entry of list options. Enter 3 different colors, selecting a price modifier. Select one newly added color as the 'Default Value'. (This is the value that will automatically populate the custom field.)

The screenshot shows a dialog box titled "Edit a Custom Field" with a close button (X) in the top right corner. Inside the dialog, there is a "List Options" section. At the top, there is a "Default Value" dropdown menu currently set to "Gold". Below this is a table with three columns: "#", "Value \*", "Price Modifier", and "Dynamic Part Number". The table contains three rows of data:

#	Value *	Price Modifier	Dynamic Part Number
1	Gold	0	
2	Silver	100	
3	Matte Black	200	

Each row has a blue edit icon and a trash icon to its right. Below the table is a blue button labeled "Add a New Option". At the bottom of the dialog are two buttons: "Cancel" and "Submit".

4. Set the Custom Field Requirement for a supplier associated to a catalog that you can test from your Shopper view.

The screenshot shows the configuration options for the custom field. It includes four toggle switches: "Required" (set to "On"), "Post Filter" (set to "Off"), "Searchable" (set to "Off"), and "Include in PO?" (set to "Off"). Below these is a text input field labeled "Required for the following Suppliers:" with the value "CDW111 - CDW Inc. x" entered. A red arrow points from the "Required" toggle to the "Required for the following Suppliers:" field.

5. Save your "Color - Practice" custom field.