About custom fields

Create custom fields so that you can track unique information about each job or each element within a job, such as all of the surfaces in a job.

For example, you can use custom fields for the following tasks:

- To show who is the salesperson for a job. For example, you can create a custom field at the job level, called **Salesperson**, and view the information in the Visible Columns or Get Info dialog boxes.
- To create variable marks and custom file naming. For example, if you have created custom fields at the job level or job element level (Page, Page Set, Imposition, Signature, Surface, and Separation), you can use them for variable marks and custom file naming. For example, for the mark $[CustomFieldSurface_Web], Web is the name that you defined for the custom field surface, and it would print on output.

Where custom fields appear

When you create custom fields:

- They appear in the Get Info dialog box if the **Show in Workshop** check box is selected in the Custom Fields Manager.
- They appear in the main windows of Workshop if the **Show in Workshop** check box is selected in the Custom Fields Manager and the field's check box is selected in the Visible Columns dialog box for the window, view, or pane.
  - Job-level fields appear as columns in Job Finder.
  - Element-level fields appear as columns in Job Manager. For example, fields for pages can appear as columns in the Pages pane.
- They are available for use in Rules-Based Automation (RBA). You can use RBA to enter values, or you can use a change in a custom field as a trigger for a rule. For example, if you create a custom field for a job, each time users enter values in the custom field, they trigger the **Job Custom Field Changed** event.

Entering values into custom fields

You can enter values for custom fields in these ways:

- Manually in Workshop
- Automatically by importing an imposition that is part of a JDF file that contains custom field data
- Automatically via Business Link by setting up Prinergy to get data for custom fields from an XML file created by an MIS (management information system) when the MIS creates a new Prinergy job via Business Link
- Using the **Set Custom Fields** action in RBA

Rights to work with custom fields

User rights for custom fields is controlled using Prinergy Administrator. You must have a specific user right to modify which custom fields are defined and what their default value and visibility is. Without the right to manage custom fields, the Custom Fields Manager is in read-only mode, and its title displays the words "Read only." Any Workshop user can edit the values assigned to custom fields. For information about setting user rights for managing custom fields, see the *Prinergy System Administration Guide*.