

Creating custom fields

Create a custom field for a job or a job element, such as a surface.

To create, modify, or delete a custom field, you must have a specific right in Prinergy Administrator. Otherwise, the Custom Fields Manager is in read-only mode, and its title displays the words "Read only."

1. In Job Finder or Job Manager, from the **Tools** menu, select **Custom Fields Manager**.
2. In the Custom Fields Manager, select one of the following options:
 - If you want the field to describe an entire job, select **Job**.
 - If you want the field to describe elements within each job, select the element. Options are: **Page**, **Page Set**, **Page Position**, **Imposition Plan**, **Signature**, **Surface**, or **Separation**.
3. Click **Add**, and define the custom field's **Name**, **Type**, and **Default Value**. Then, click **Add**, and click **Close**.
4. If you do not want the field to appear in Workshop, clear the check box next to the field in the **Show in Workshop** column.