

## Auxiliary Field Management

This document provides information for system administrators to modify auxiliary field information.

### Import Management

Auxiliary field drop-down list content is setup and modified via Import Management settings.

**Navigation:** Menu > Admin > Select Function > Import Management > Import Templates

**Step 1: Select “Aux Fields” from the Template Type field.**

**Step 2: Download the Aux Field Template.**

The following fields are required:

- Field Name
- Description

**Step 3: Create/Save the Auxiliary Field data file.**

Tips:

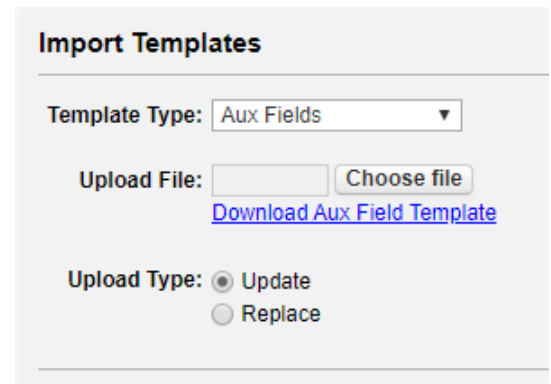
- The Field Name value must match the Field Name value setup in the Workbench Page Configuration setting.
- The Description values provide the drop-down list displayed options.
- Auxiliary field drop-down list options are displayed in the same order as entered in the data file.
- Description values can only be deactivated and not edited. To change an existing drop-down list option, import a new data file with the corresponding Description value for the field marked as Inactive in the Status field, then add a new Description value for the same field marked as Active in the Status field.

Step 4: Select the import parameters and the Auxiliary Field data file.

Tips:

- Select Update to update all matching auxiliary field records in the system with the data in the file. This will not affect records not included in the file.
- Select Replace to replace all auxiliary field records with the data in the file.
- Imported data files are processed nightly.

Step 5: Select Update to start the import process.



The screenshot shows the 'Import Templates' form. It includes a 'Template Type' dropdown menu set to 'Aux Fields'. Below it is an 'Upload File' section with a text input field, a 'Choose file' button, and a blue link labeled 'Download Aux Field Template'. At the bottom, there is an 'Upload Type' section with two radio buttons: 'Update' (which is selected) and 'Replace'.