-esm.

Auxiliary Field Display Management

This document provides information for system administrators to display/hide auxiliary fields.

Auxiliary Field Display

Auxiliary field display options are setup and modified manually via Workbench Page Configuration.

Navigation: Menu > Admin > Select Function > Workbench Configuration

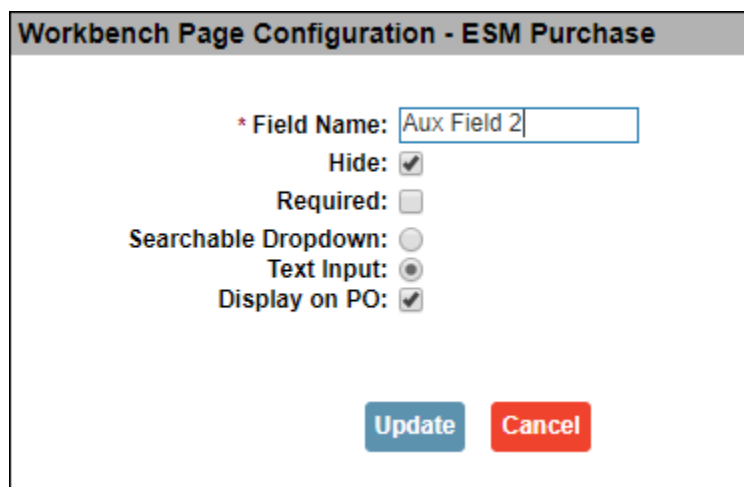**Step 1: Select the Edit link in the desired auxiliary field.**

Step 2: Make the desired changes.

The following fields are required:
- Field Name

Tips:
- To hide the field from displaying, select the **Hide** checkbox.
- To make a field required for users to complete, select the **Required** checkbox.
- To configure the field with searchable drop-down list options, select the **Searchable Dropdown** radio button.
- To configure the field to allow free-form text, select the **Text Input** radio button.
- To allow the field content to display on the PO document, select the **Display on PO** checkbox.

Workbench Page Configuration - ESM Purchase

```
     * Field Name: Aux Field 2
            Hide: ☑
        Required: ☐
Searchable Dropdown: ○
      Text Input: ◉
   Display on PO: ☑

         Update   Cancel
```

Step 3: Select the Update button to save.