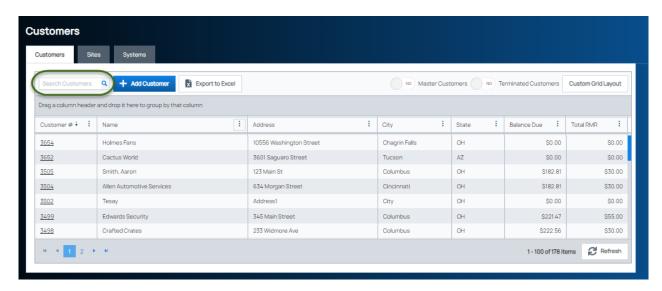
## **System Custom Fields**

Last Modified on 05/01/2022 6:23 am EDT

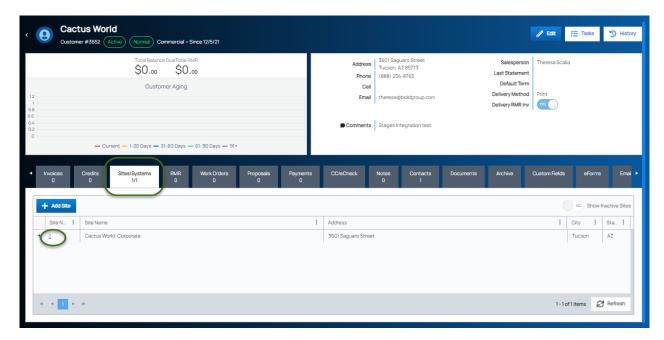
To access the System Custom Fields, you must first open a customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable > Customers.

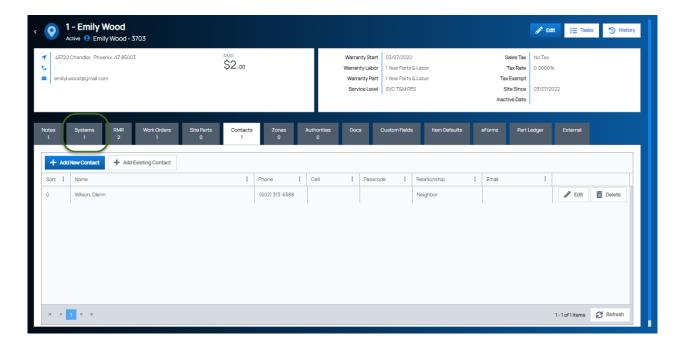
The Customers list will be displayed. Locate the customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



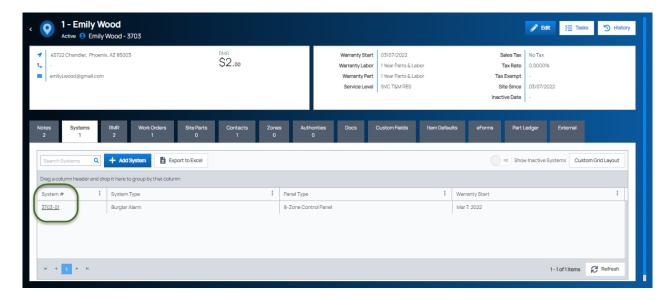
The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the Site (to which the System is linked) for which you want to access the Custom Fields.



The Site record will be displayed. Click on the Systems tab.



A list of Systems attached to the Site will be listed in the grid area. In the System Number column, click on the hyperlink of the System for which you want to access the custom fields.



The System record will be displayed. Click on the Utilities tab, and then click on the Custom Fields tab.

In the bottom panel of the page, the custom fields will be displayed. Enter information according to your company's policies and procedures.

When finished entering information, click on the Save button.



