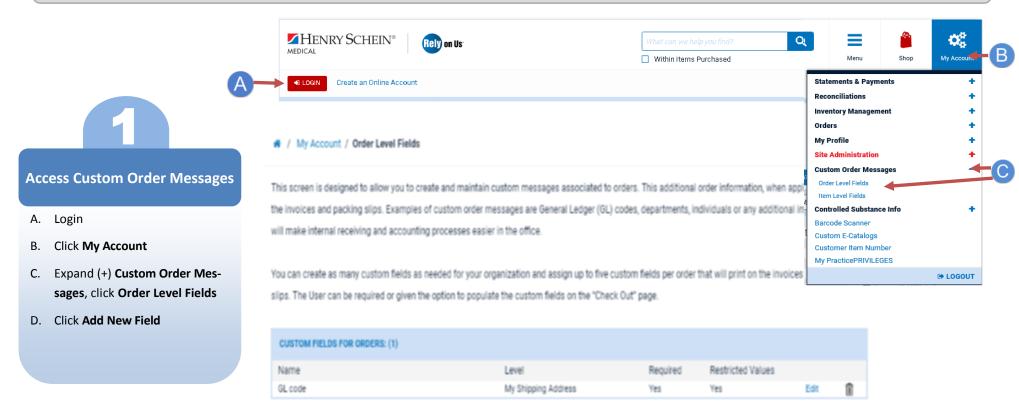
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Web Tutorial: How to Add Custom Order & Item Level Messages Page 2/2







Add Custom Order Messages

- A. To add a new message, you will need to create a name for the custom field
- B. Under Level, using the drop down box, choose whether you want the custom field to be visible to All Locations, Bill -To , Ship-To, or Just Me (private)
- C. Click **Submit** to save new messages. Once the Item level fields have been created, they will be listed in a dashboard for viewing/ review
- D. To split line items to allow multiple sets of custom fields for each line, check the box for Enable line level splitting
- E. You can also use the Download/Upload template file if you wish to add or edit the default values for your custom fields

