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Search Filter Q

General Features (Core) > Custom Fields > Vendors

Permissions



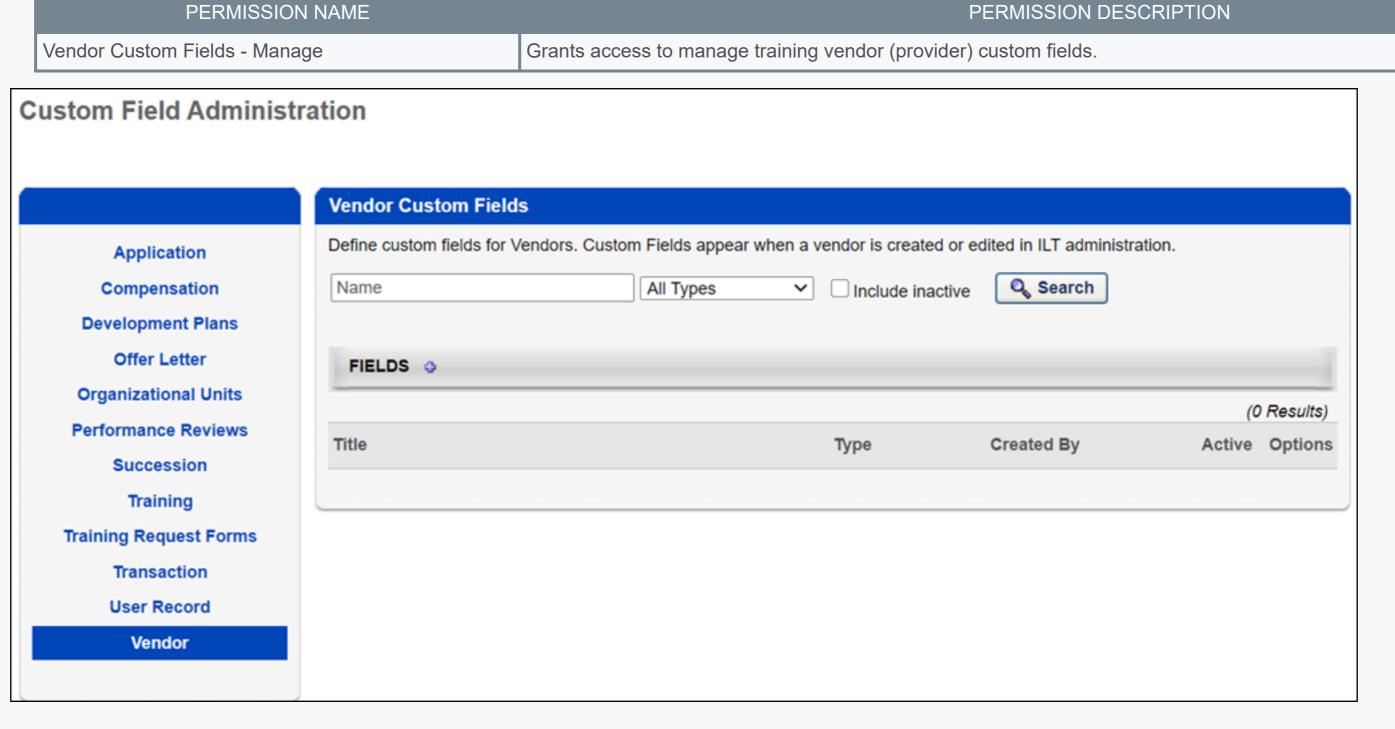
CATEGORY

Learning - Administration

Custom Field Admin - Vendors

Vendor custom fields are available for the vendors and providers that are created for instructor-led training (ILT) in the system.

To view and manage custom fields, go to Admin > Tools > Core Functions > Custom Field Administration. Click the **Vendor** link in the left-side panel on the page to manage vendor custom fields.



Search for a Field

The following filters are available to search for an existing custom field:

- Name Enter search terms in the filter. The field displays results for a partial or exact match to the search terms.
- Field Type Select a field type from the drop-down.
- **Include Inactive** Check the box to include inactive custom fields in the search.

Once all filters are defined, click **Search**. This refreshes the fields table with the filtered results