Secondary Attributes Tagging

[See previous W5 version guide](#)

PURPOSE

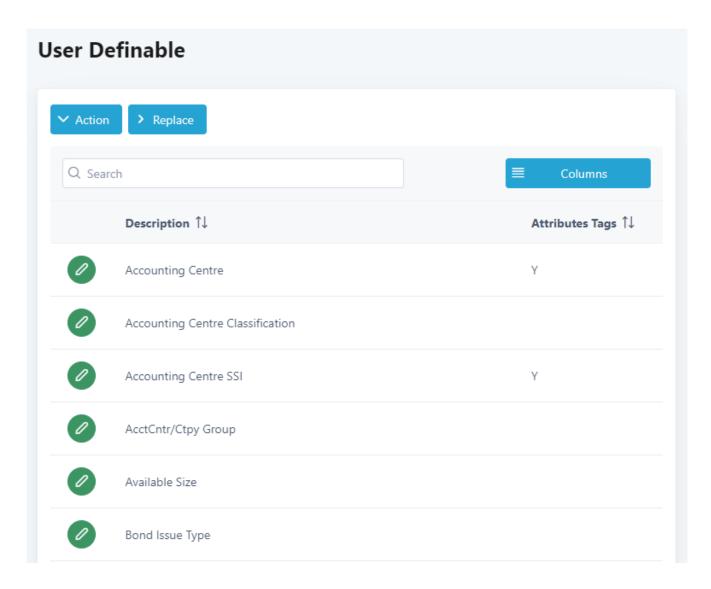This document shows the detailed procedures on how to do secondary attributes tagging.

WHY IS THIS IMPORTANT?

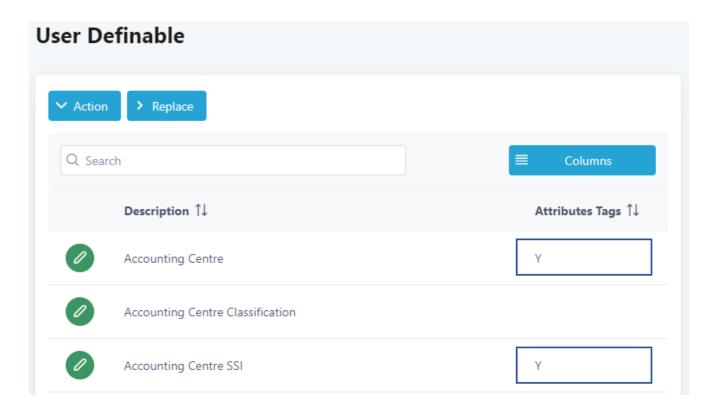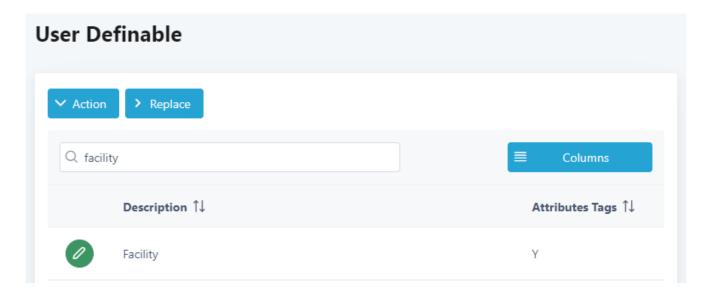Secondary attributes tagging may be used for some reporting requirements.

PROCEDURE

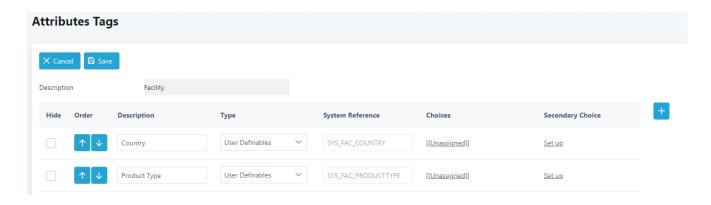1. From the main menu, select Set Up > Global > User Definable. The User Definable screen displays.

User Definable

Action ∨	**Replace** >	

Q Search		☰ Columns

	Description ↑↓	Attributes Tags ↑↓
🖊	Accounting Centre	Y
🖊	Accounting Centre Classification	
🖊	Accounting Centre SSI	Y
🖊	AcctCntr/Ctpy Group	
🖊	Available Size	
🖊	Bond Issue Type	

2. Look in the list with Attribute Tags = "Y" to create and primary and secondary attribute tags.

User Definable

Action ∨   Replace ❯

Search

Columns

Description ⇅	Attributes Tags ⇅
✏ Accounting Centre	Y
✏ Accounting Centre Classification	
✏ Accounting Centre SSI	Y

3. In this example, Facility is chosen. Click on the Edit button next to the Description.

User Definable

Action ∨   Replace ❯

facility

Columns

Description ⇅	Attributes Tags ⇅
✏ Facility	Y

4. All the primary attribute tags related to Facility will be displayed.
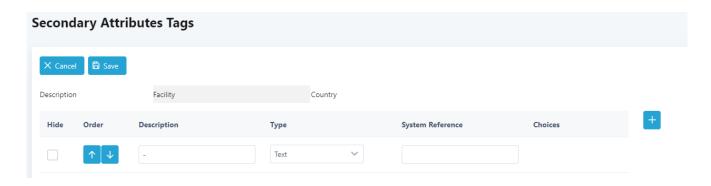
5. Click on the Set up hyperlink in the Secondary Choice column to create secondary attribute tags.

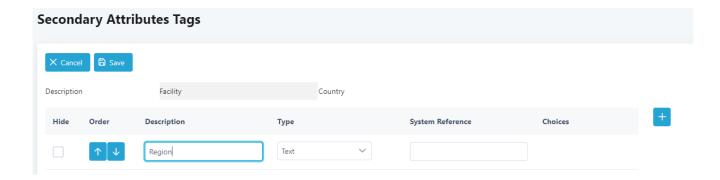6. The Secondary Attributes Tags screen will be displayed.

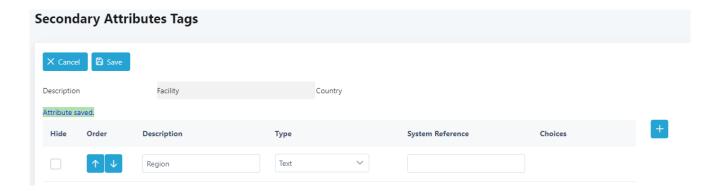7. Click on Add button. A new row item displays.

8. Type in a description for the secondary attribute tag.

9. Choose the Field Type from the dropdown. The types that you can select are as follows:

Type	Description
Date	This is a date type field.
Double	This is a double type field.
Integer	This is an integer type field.
Text	This is a text field.
User Definables	This is drop down selection field.

10. Click Save. A message saying it's saved will display.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

User Attributes Field

CHANGE HISTORY

Date	By	Changes
22-Sep-2017	Clarissa	Created.
20-Nov-2019	Lyra	Updated screenshots.
29-Mar-2023	TS	Updated to W6 instructions and screenshots.