

Add MLCS field to Service Desk portal

- 1. Refer to this [page](#) to see how to install the plugin, add a new Multi Level Cascading Select List field and configure it
- 2. Add the field to the screen you need to use
- 3. Associate the screen to the issue you want to use
- 4. Go to the project settings and edit the portal fields
- 5. Click on "Add Field" (top right corner of the page)

[Request types](#)

IT Support

[Fields](#)Workflow Statuses

[View this request form](#)

This request form is linked to the following issue type: **Richiesta di Servizio** (3 of 12 field/s used)

Add a field

Help and instructions (Optional)

Links

[link name|http://example.com]

Visible fields

Display name	Required	Field help (Optional)	Actions	
Summary	Yes		Hide	Remove
Description	No		Hide	Remove
Attachments	No		Hide	Remove

Hidden fields with preset values

6.Select the Multi Level Cascading Select List from the modal

Add a field

Showing available fields from the linked issue type: **Richiesta di Servizio**

You can add fields to this issue type by editing the create screen for this project.

☐ Select all

☐ Priority

☐ Due Date

☐ Component/s

☐ Affects Version/s

☐ Fix Version/s

☐ Assignee

☐ Environment

☐ Labels

☒ City

Apply

Cancel

7.Click "show" on the Multi Level Cascading Select List you added

Name	Preset value	Actions
<div><div></div>City</div>	Edit value	<div><div>Enable</div><div>Remove</div></div>

8. Click "show" to make the field available on the portal

Name	Preset value	Actions
<div><div></div>City</div>	Edit value	<div><div>Show</div><div>Remove</div></div>

9.Drag the field where you want to display it

Request types

IT Support

View this request form

Fields

Workflow Statuses

This request form is linked to the following issue type: **Richiesta di Servizio** (4 of 12 field/s used)

Add a field

Help and instructions (Optional)

Links [link name|http://example.com]

Visible fields

Display name	Required	Field help (Optional)	Actions	
<div><div></div>Summary</div>	Yes		Hide	Remove
<div><div></div>Description</div>	No		Hide	Remove
<div><div></div>City</div>	No		Hide	Remove
<div><div></div>Attachments</div>	No		Hide	Remove

Hidden fields with preset values

Name	Preset value	Actions
This Request Type has no hidden fields.		

This is what you see on the portal



[Help Center](#) / [MLCS](#)

IT Support

Raise this request on behalf of

 admin

▼

Summary

Description *(optional)*


City *(optional)*

Italy ▼

Lazio ▼

Rome ▼

Attachments *(optional)*

 Drag and drop files, paste screenshots, or
browse