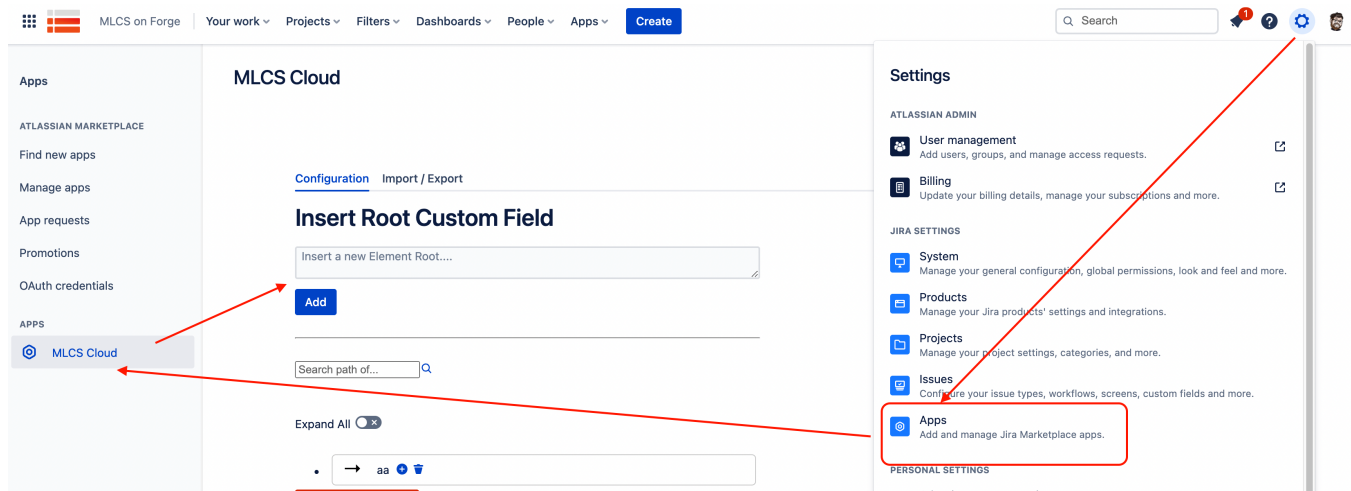


# User Guide (Cloud)

## Step 1: Add Options

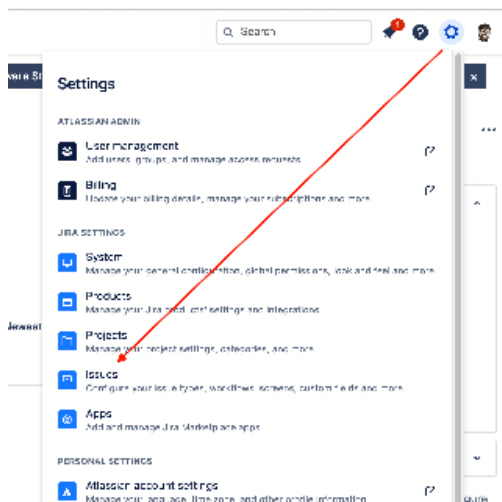
Add options of custom field in admin panel (**Settings** **App** **MLCS Cloud**):



## Step 2: Create custom field for your issues

Now you need create a custom field for issues, follow steps:

1) Go to **Settings** **issues**



2) Go to **Custom field** click on **create custom field**

MLCS on Forge | Your work | Projects | Filters | Dashboards | People | Apps | Create

Q Search

Issues

New issue view transition

ISSUE TYPES

Issue types

Issue type schemes

Sub-tasks

WORKFLOWS

Workflows

Workflow schemes

SCREENS

Screens

Screen schemes

Issue type screen schemes

Custom fields

Field configurations

Field configuration schemes

Custom fields

You currently have 41 active custom fields

Create custom field

Active Trashed

Filter by name or description

Name	Type	Screens and contexts	Last used	
<b>Affected services</b> <small>LOCKED</small> Link services from the service registry to an issue.	? Unknown	1 context	Not tracked	...
<b>Approvals</b> <small>LOCKED</small> Provides search options for Jira Service Management approvals information. This custom field i...	⚡ Approvals	1 context	Not tracked	...
<b>Approver groups</b> Contains groups of users needed for approval. This custom field was created by Jira Service M...	👤 Group Picker (multiple groups)	1 context	No information	...
<b>Approvers</b> Contains users needed for approval. This custom field was created by Jira Service Desk.	👤 User Picker (multiple users)	4 screens, 1 context	No information	...
<b>Change completion date</b> Specify the completion time for the change request.	🕒 Date Time Picker	1 context	No information	...
<b>Change reason</b> Choose the reason for the change request.	🗳 Select List (single choice)	1 context	No information	...
<b>Change risk</b>	🗳 Select List (single choice)	1 context	No information	...
<b>Change start date</b> Specify the time and date for the start of the change	🕒 Date Time Picker	1 context	No information	...
<b>Change type</b>	🗳 Select List (single choice)	1 context	No information	...
<b>[CHART] Date of First Response</b>	📊 Date of First Response	1 context	Not tracked	...

### 3) Find MLCS (Advanced Multi Level Cascading)

Select a Field Type

Q Search

All

Standard

Advanced

No field preview

**Message Custom Field (for view)**  
A custom field whose default value will be displayed as HTML or as rendered wiki markup in OnDemand on the 'View' screen.

No field preview

**Multi-Level Cascading Select (multiple selects)**  
MLCS Cloud

No field preview

**Number of attachments**  
A custom field that stores the number of attachments for an issue.

No field preview

**Number of comments**  
A custom field that stores the number of comments for an issue.

No field preview

**Participants of an issue**  
Displays reporter, current assignee and all commenters of the

Next Cancel

Select List (single choice) 1 context

### 4) Set a name

Configure 'Multi-Level Cascading Select (multiple selects)' Field

Name\*

mlcs-cloud-example

Description

Previous Create Cancel

Select List (single choice) 1 context

### 5) Select all screens and context where you need custom field

## Issues

### Associate field mics-cloud-example to screens

Associate field mics-cloud-example to the appropriate screen. You must associate a field to a screen before you can associate it. New screens are associated to the standard table.

Filter by name	
Number	1
Default Screen	Field Test
JIRA Service Desk Pending Request screen	Field Test
JIRA Service Desk Dashboard screen	Field Test
JIRA Service Desk Request Issue Screen	Field Test
JIRA Service Desk Request Issue Screen - 2	Field Test
MLCSFRGDEV System Day Screen	Field Test
MLCSFRGDEV System Default Issue Screen	Field Test
Task List Issue Screen	Field Test
Test Jira Service Management Screen	Default
Test Jira Service Management Screen/Associated Issue Screen	Default
Test Jira Service Management Screen/Associated Issue Screen	Default
Work Item Screen	Field Test
Work Item Screen - 2	Field Test

## 6) MLCS now are available on any issue

Projects / mics-forge-dev / MLCSFRGDEV-13

### test

Attach Create subtask Link issue

#### Description

Add a description...

#### Activity

Show: All Comments History Work log



Add a comment...

Pro tip: press **M** to comment

Newest first 17

### To Do

#### Details

Assignee: Unassigned  
Reporter: Patryk Rucidlo (Sourcesense)  
Labels: None  
mics-cloud: aa, bb  
mics-cloud2: Set custom field  
mics-cloud-example: Set custom field  
Priority: Medium

#### More fields

Story Points: None  
Original estimate: 0m  
Time tracking: No time logged

## Step 3: Multi-tree

You can set root of tree to single or any custom field type you have created:

Search path of...

Expand All

- 1 + - mics-dev
- 2 + - mics-dev
- 3 + - test
- 4 + - Any

Delete All Elements

FAQ & Help