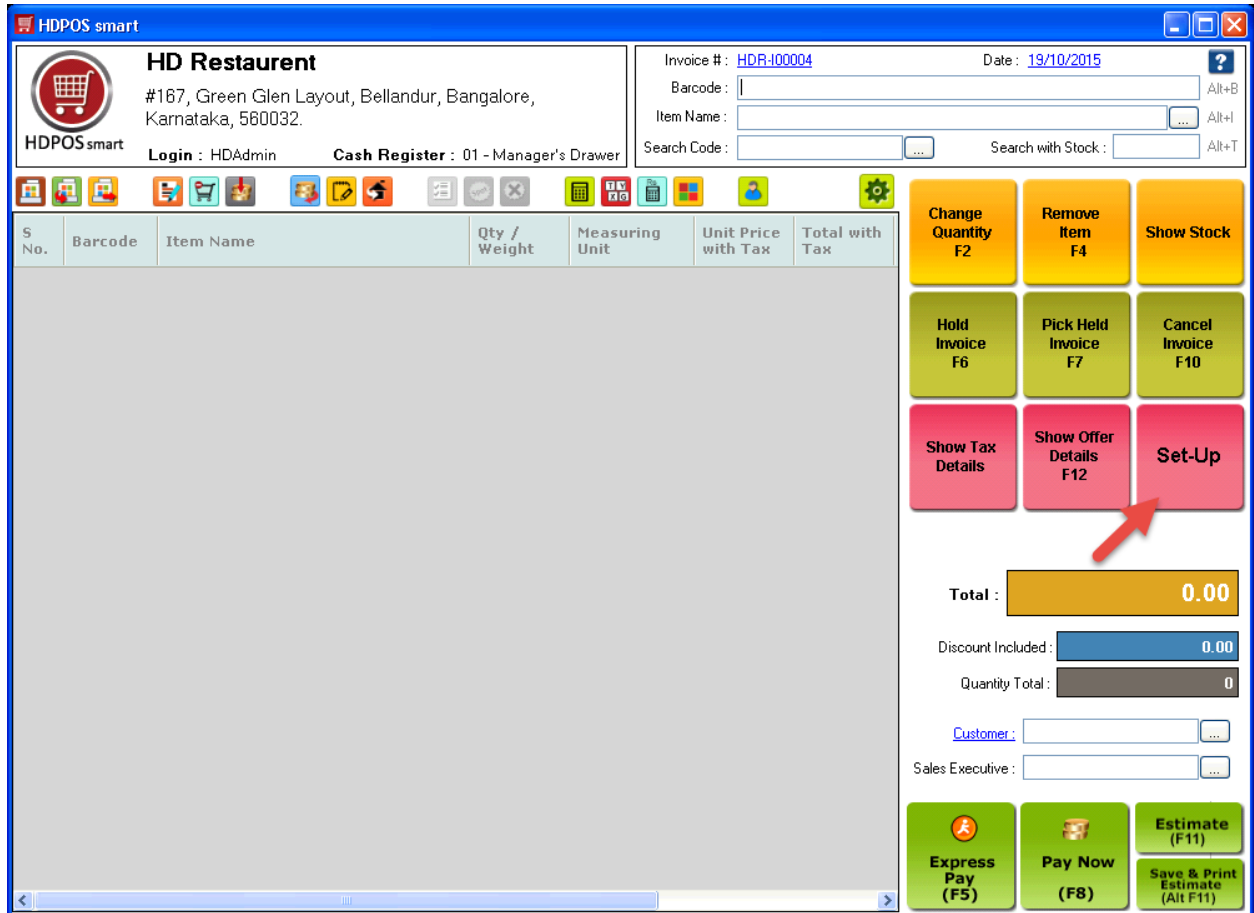


How to create an item user field of look up type and define values for it?

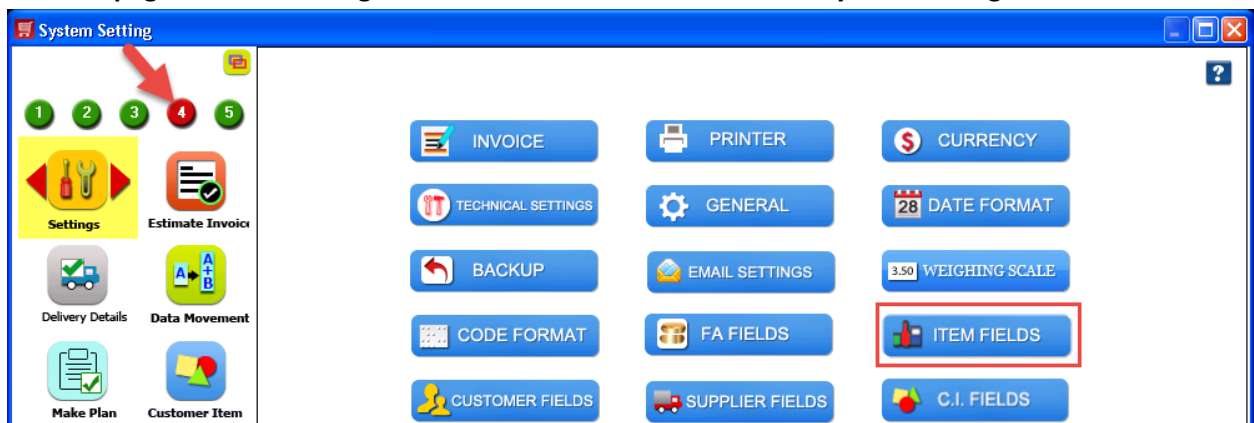
Item user fields are also called as item fields or user fields or custom fields.

The steps to create an item user field of look up type and define values for it are as given below:

1. Run **HDPOS smart**. Click on **Set-Up** button in the main screen.

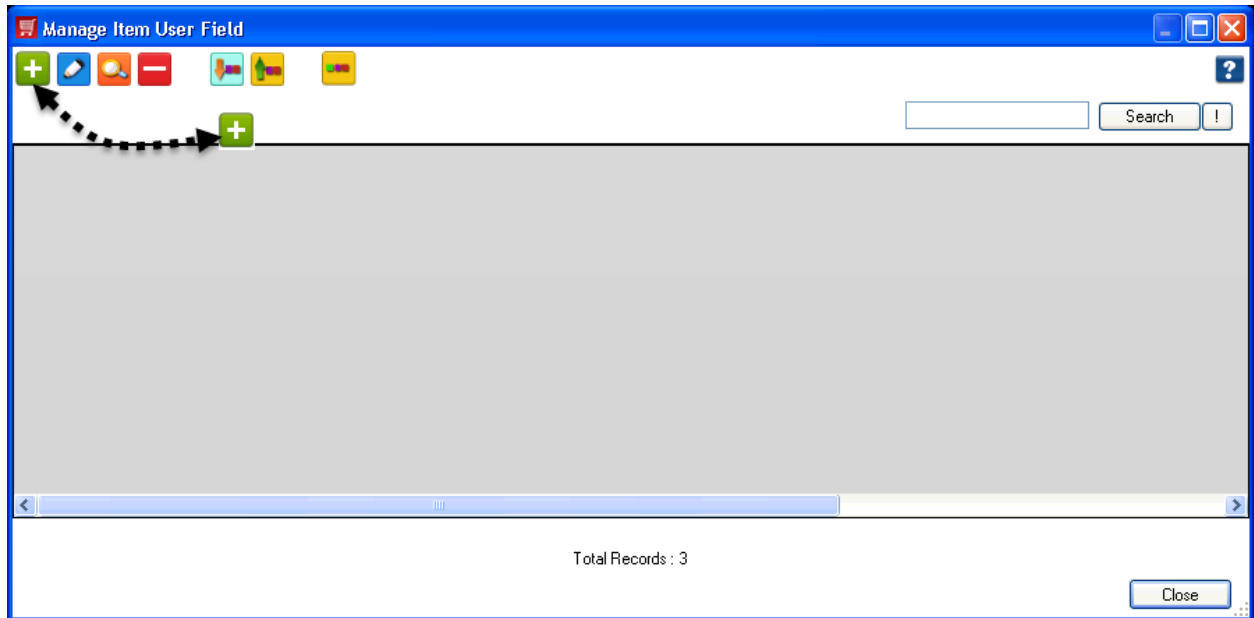


2. Go to 4th page. Click on **Settings** and then click on **ITEM FIELDS** from **System Settings** screen.






3. When you click on **ITEM FIELDS** the **Manage Item User field** screen will open.
4. Click on **Add Item User Field** button.

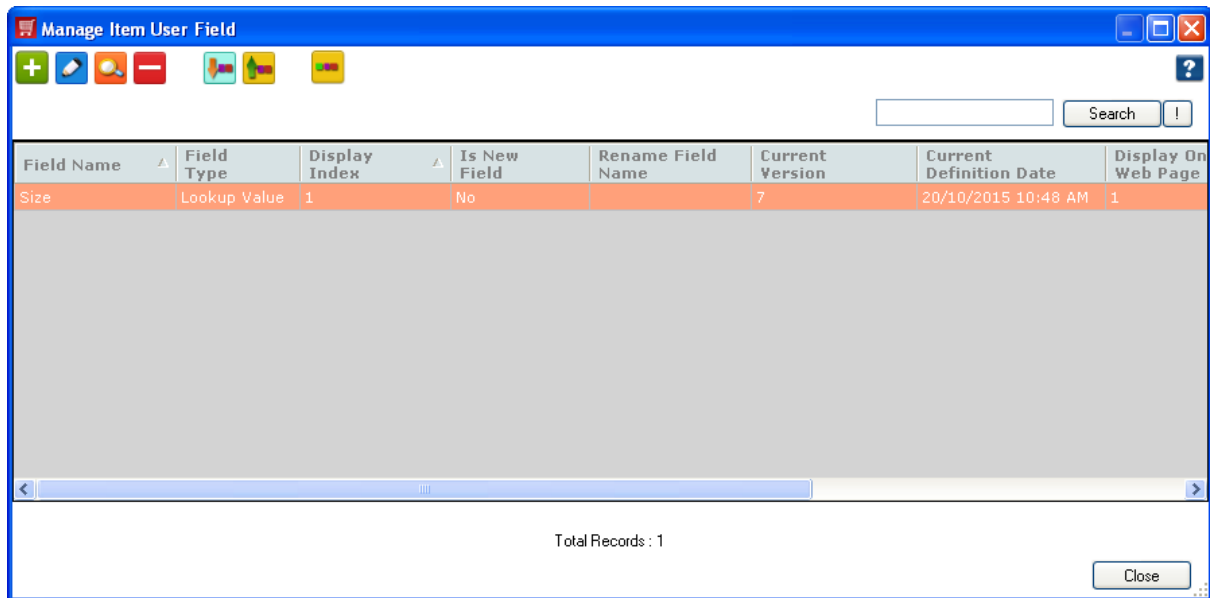


5. You will see the following screen of **Add New Item User Field**.

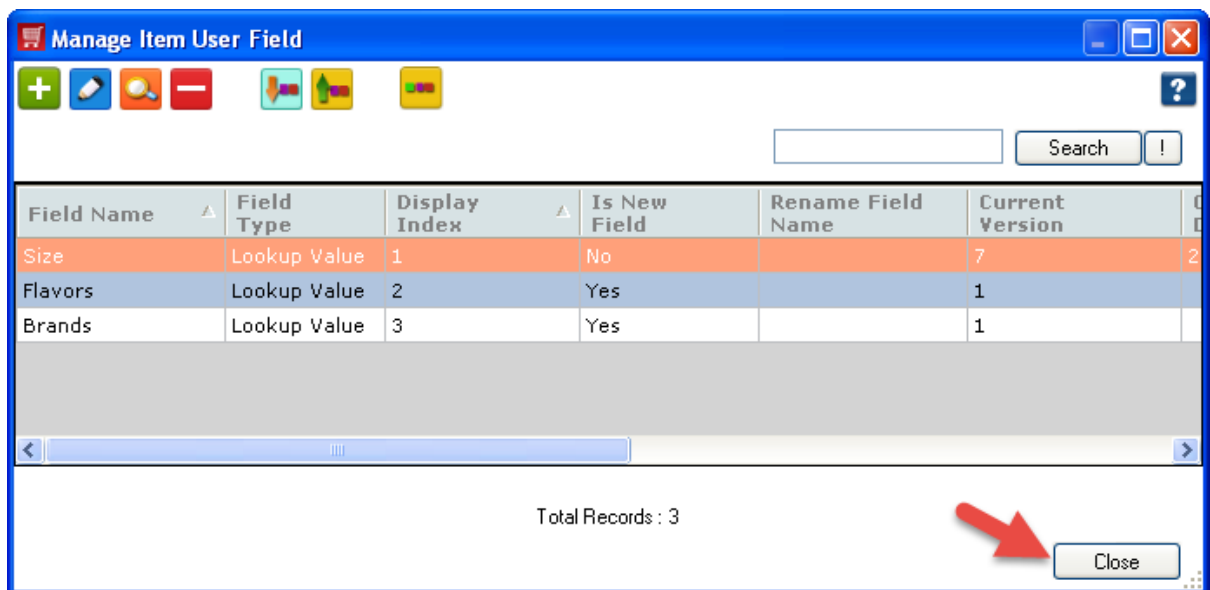
- **Field Name:** Enter any name for the item user field.
- **Field Type:** Click on the  button beside **Field Type** and select the type as “**Look up Value**”.
- **Display Index:** This is the index for the defined user field in the **User fields List**. (This is Auto-Incremental)



- **Use in Category Tree** checkbox: By default it will be checked. Uncheck this checkbox, if you do not want to use this user field in Category Tree.
 - For Online Shop: This section is useful for EShop user.
 - **Display on Page** checkbox: If this checkbox is checked, the user field will be shown in the EShop.
 - **Display as Filter** checkbox: If this checkbox is checked, the user field will be shown as filter on the left hand side in EShop.
 - Click on **Create** button.
6. You can see the created item field in the screen as shown below.

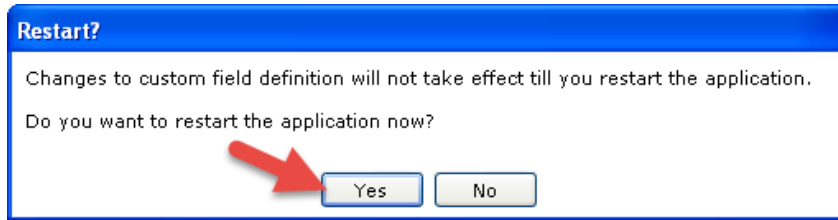


7. Repeat the Step4 and Step5 to create as many item user fields as you want.
8. For Example, I have created the following item user fields. After creating all item user fields, click on **Close** button.





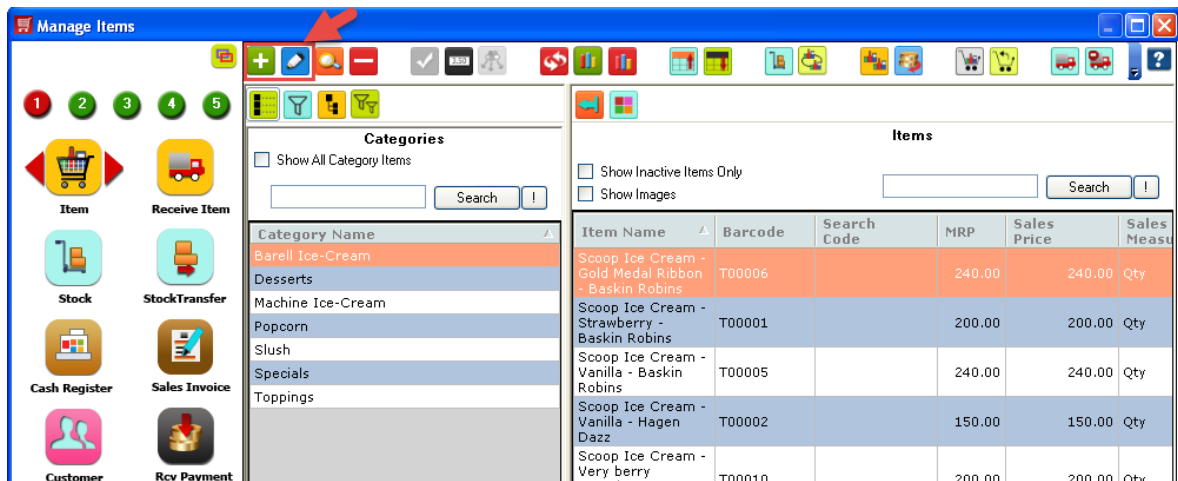
9. You will see the following message and click on **Yes** to restart HDPOS smart.



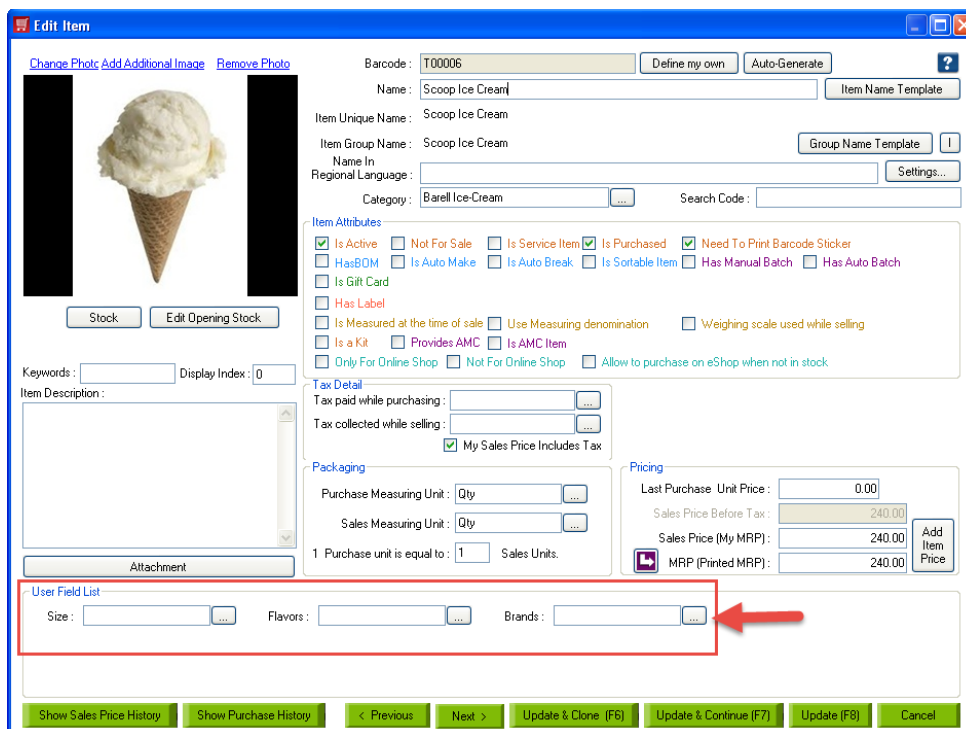
10. From the main screen, click on Set-Up button.

11. Go to 1st page in Set-Up screen, click on **Item**.

12. From **Manage Items** screen, select any item and click on **Add Item /Edit Item** button from the tool strip.



13. You will see the item user fields in the **User Fields List** section as shown below.





Adding values to item user field:

14. Click on the 3-dotted button beside the user field.

User Field List

Size: ... Flavors: ... Brands: ...

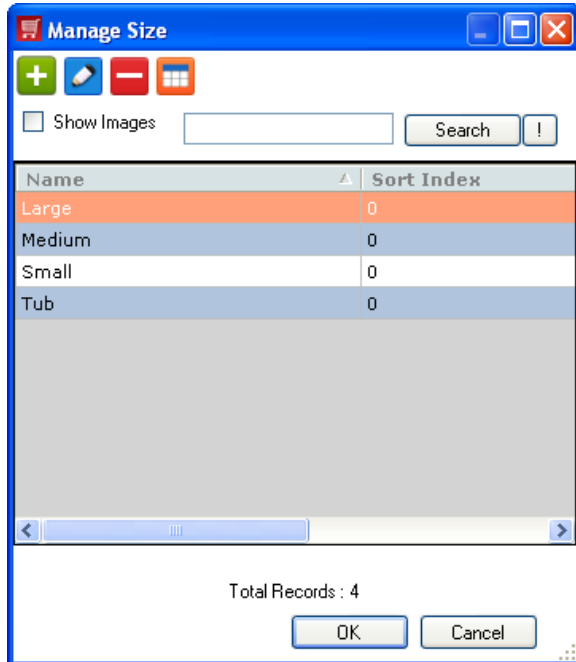
15. You will see the below screen; Click on **Add** button.

16. You will see the screen below.

- Enter the **name** of the value for user field.
- Enter the **Sort Index** and add the **Image**. (These two fields are optional)
- Click on **OK**.



17. Repeat Step15 and Step16 to add as many values as you want. After adding them the screen will look like this. Click on **OK**.



18. Click on **Update** button in the Edit Item screen or Create Button in the Add Item screen to update the item details.

