

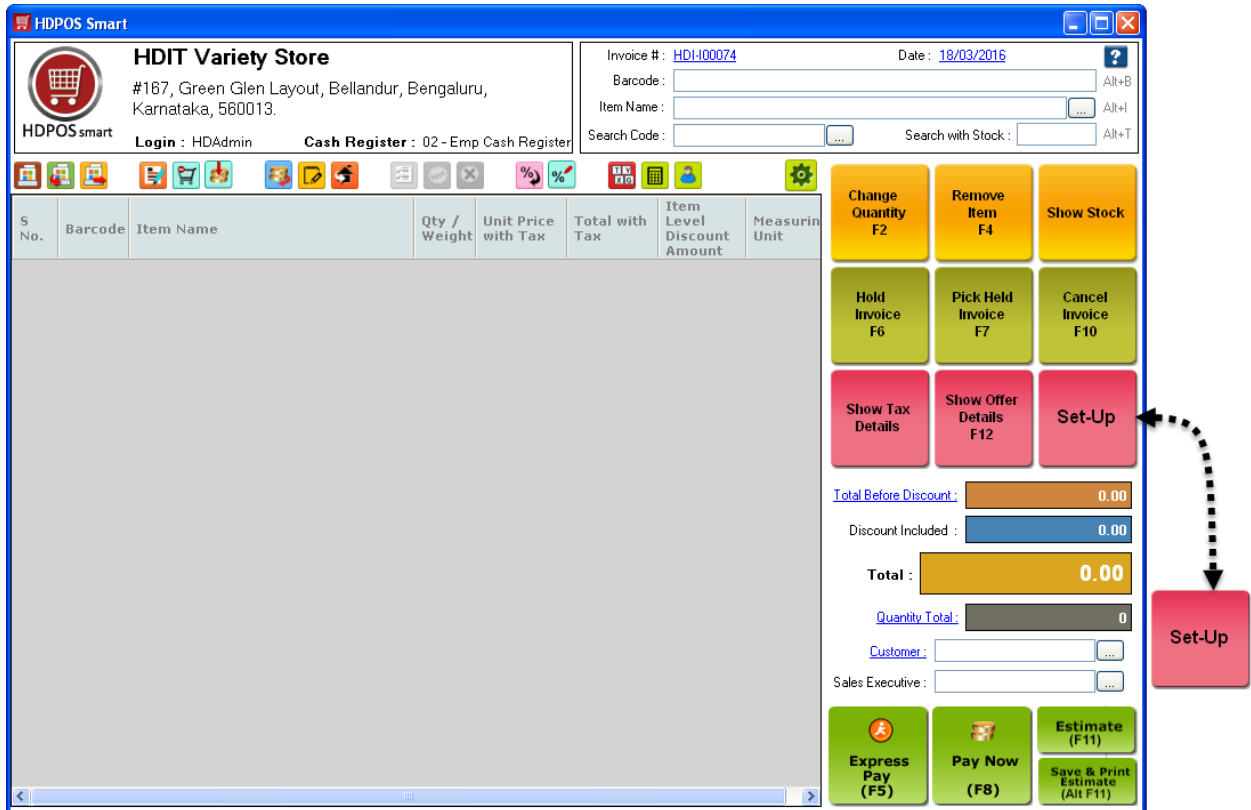
How to create employee user fields?



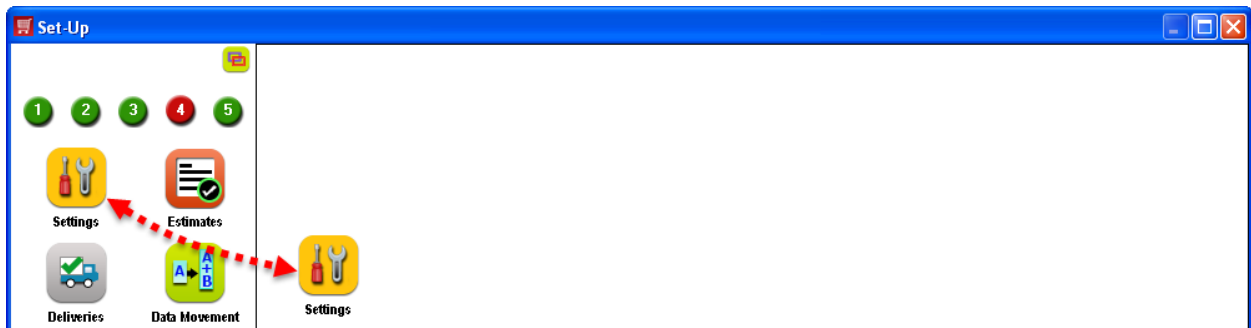
HDPOS smart Tutorials

To create employee user fields, follow the steps below:

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

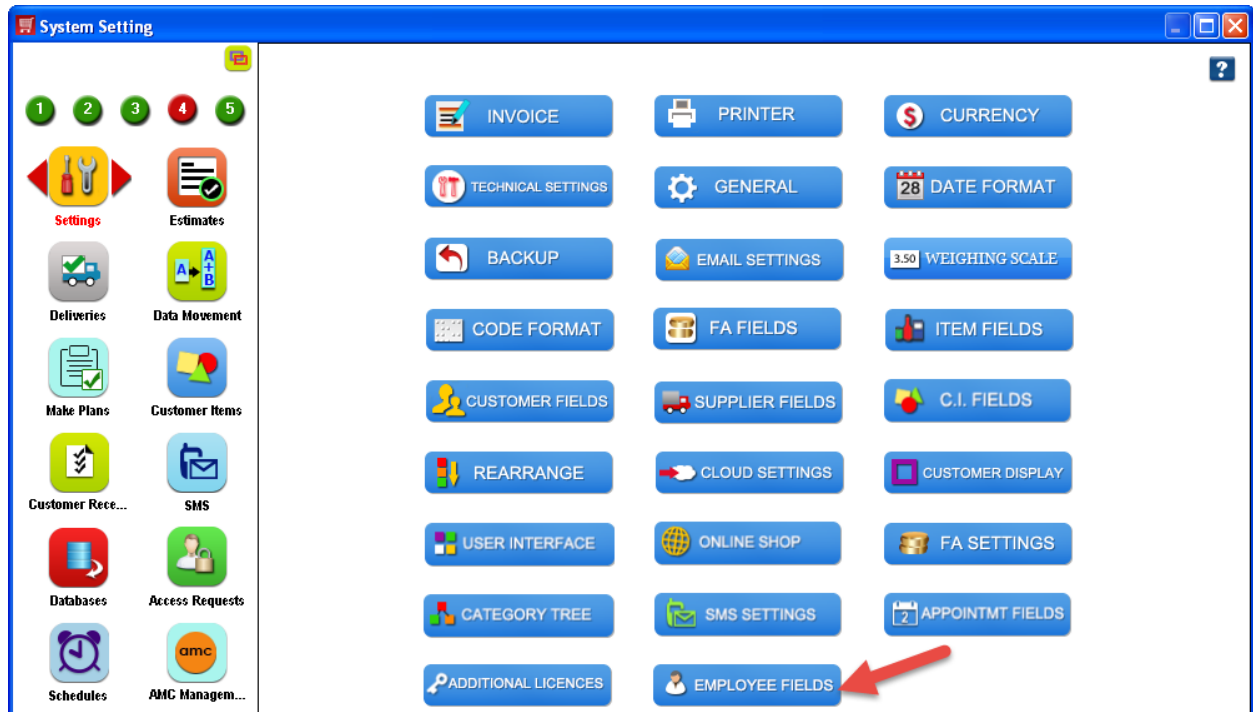


2. From Set-Up screen, go to 4th page and click on **Settings**.

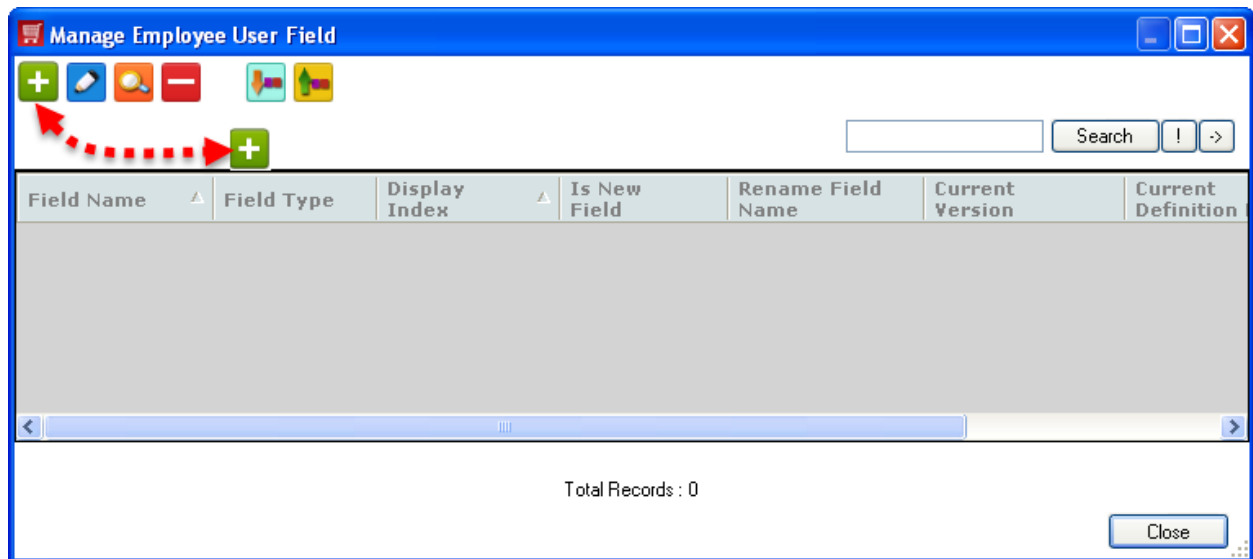




3. From System Settings screen, click on **Employee Fields** button.



4. You will see **Manage Employee User Filed** screen. Click on **Add Employee User Field** button.



5. In the **Add New Employee User Field** screen that is opened, enter details for the following.

- **Field Name:** Enter any name for user field.
- **Field Type:** Select the type of user field depending on what type of data will be given to the user field.
- **Display Index:** This is the position where the defined field will get displayed in the User Field List. (This is Auto-Incremental.)



- Click on **Create**.

Add New Employee User Field

Field Name: Anniversary Date

Field Type: Date Time

Display Index: 1

Create Cancel

6. You can repeat the Step4 and Step5 if you want to create more user fields for customer. Click on **Close**.

Manage Employee User Field

Field Name	Field Type	Display Index	Is New Field	Rename Field Name	Current Version	Cur Def
Anniversary Date	Date Time	1	Yes		1	
Previous Work Experience	Lookup Value	2	Yes		1	

Total Records : 2

Close

7. A message will be shown to you as below, to restart the application.
8. Click on **Yes**. The application will restart.

Restart?

Changes to custom field definition will not take effect till you restart the application.

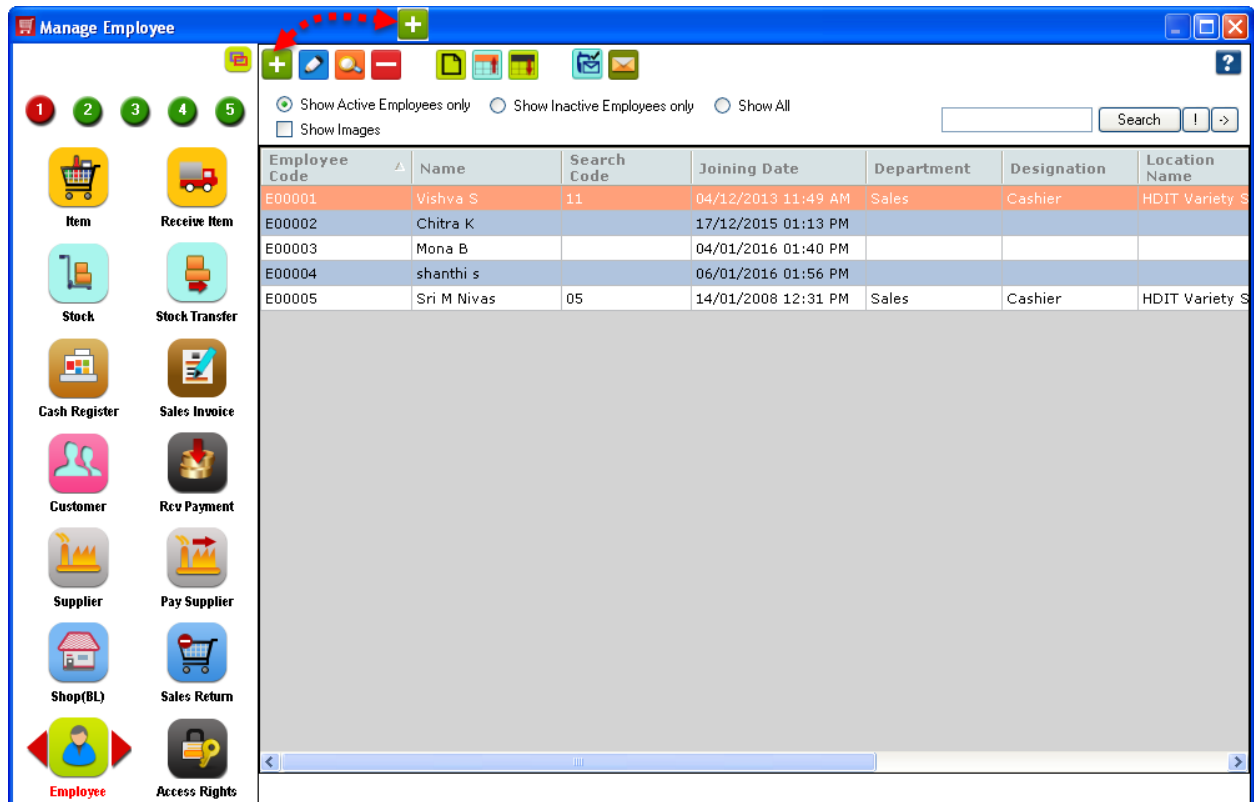
Do you want to restart the application now?

Yes No



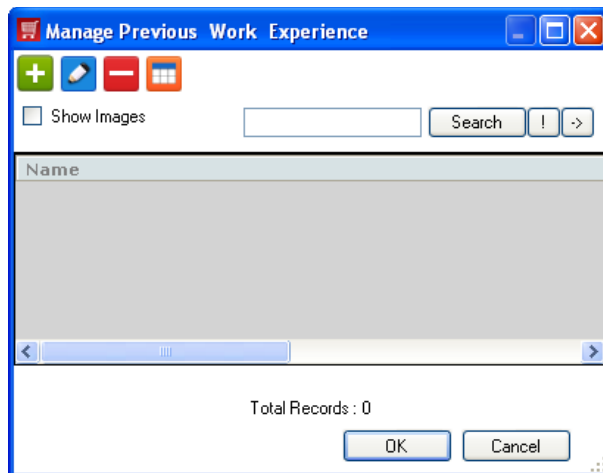
9. From main screen, click on **Set-Up**. Go to 1st page, click on **Employee**.

10. From **Manage Employee** screen, Click on **Add Employee** button.




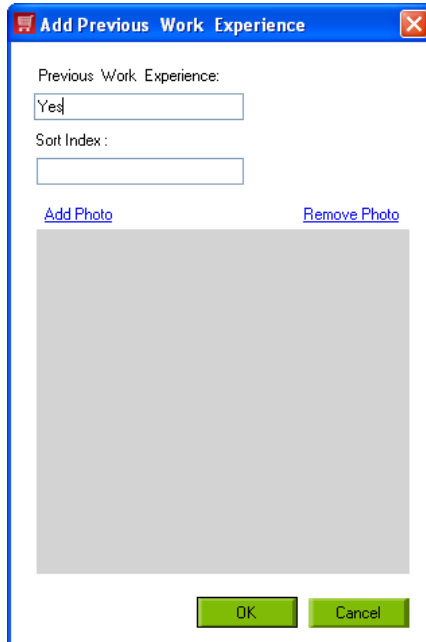
11. In the **Add New Employee** screen, enter the required details for employee.

- Click on **User Fields** tab.
- You can see the defined user fields here.
- Select a date for Date Time field type user field.
- To define values for look up value, click on 3-dotted button beside the field name and you will see the below screen.



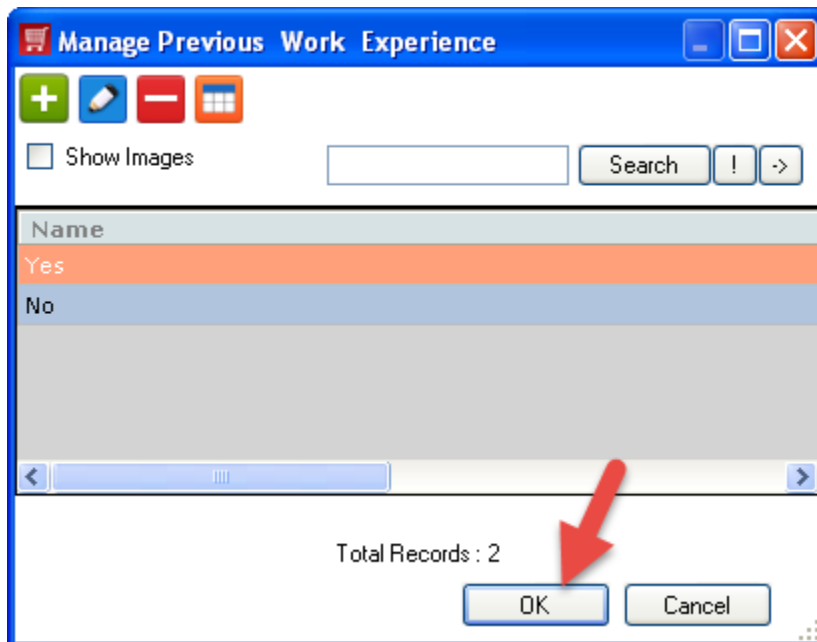


- Click on the  button. Enter the value for user field. You can enter a value for sort index also. Click on **OK**. Repeat this Step to create as many values of user fields as you want.



The screenshot shows a dialog box titled "Add Previous Work Experience". It contains two text input fields: "Previous Work Experience:" with the value "Yes" and "Sort Index:". Below the fields are two links: "Add Photo" and "Remove Photo". At the bottom are "OK" and "Cancel" buttons.

- You can see all the defined values of user field as shown below. Click on **OK**.



The screenshot shows a dialog box titled "Manage Previous Work Experience". It features a toolbar with icons for adding, editing, deleting, and printing. Below the toolbar is a "Show Images" checkbox and a search bar with a "Search" button and navigation arrows. A table displays two records under the "Name" header: "Yes" (highlighted in orange) and "No" (highlighted in blue). At the bottom, it shows "Total Records : 2" and "OK" and "Cancel" buttons. A red arrow points to the "OK" button.




12. After defining values for user fields, select a value for user field and the screen will be shown as below.

Add New Employee

General Details | **User Fields** | Qualification | Attachments

Anniversary Date : 22/12/2008 [Clear] Previous Work Experience : Yes [...]

Save (F8) Cancel

13. You can see a  button in the above screen. You can also click on this to create user field. When you click on this button, you will see a screen as shown below.

Manage Employee User Field

Field Name	Field Type	Display Index	Is New Field	Rename Field Name	Current Version	Current Definition D
Anniversary Date	Date Time	1	No		2	18/03/2016 0
Previous Work Experience	Lookup Value	2	No		2	18/03/2016 0

Total Records : 2

Close