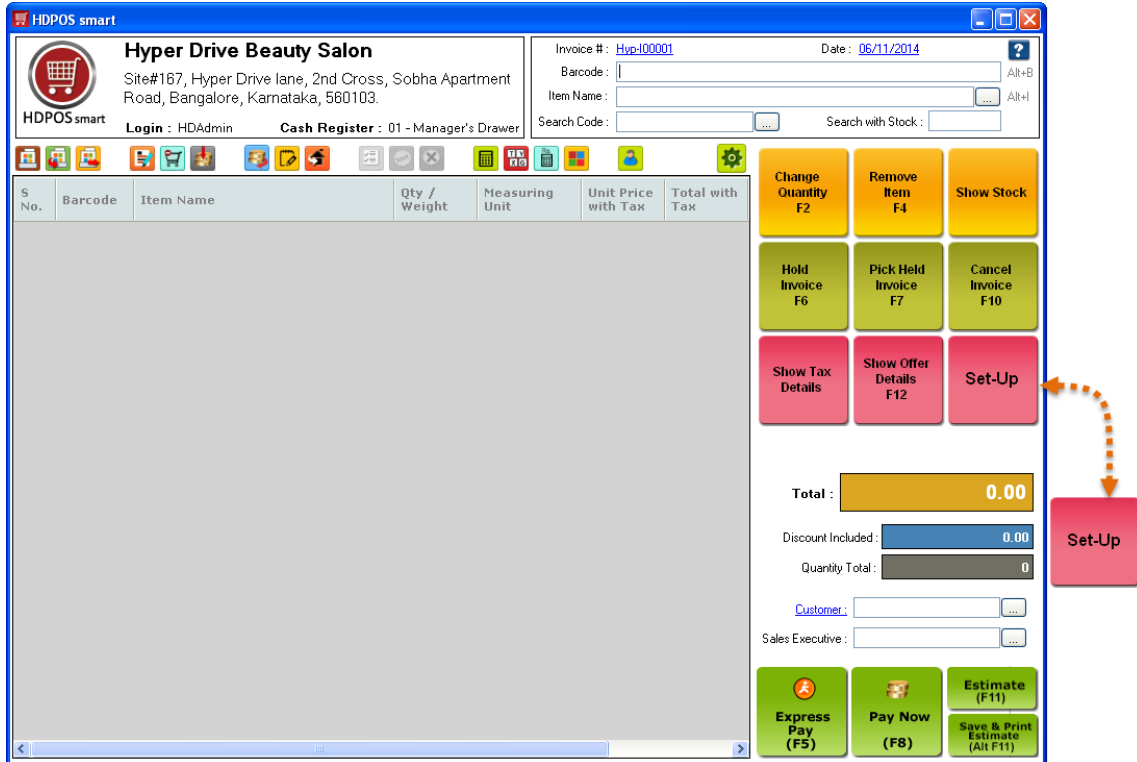




How to use user/item fields to filter items in Item Manager?

To use user/item fields to filter items in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. Click on **Set-Up**.



2. From 4th page of Set-Up, click on **Settings**.

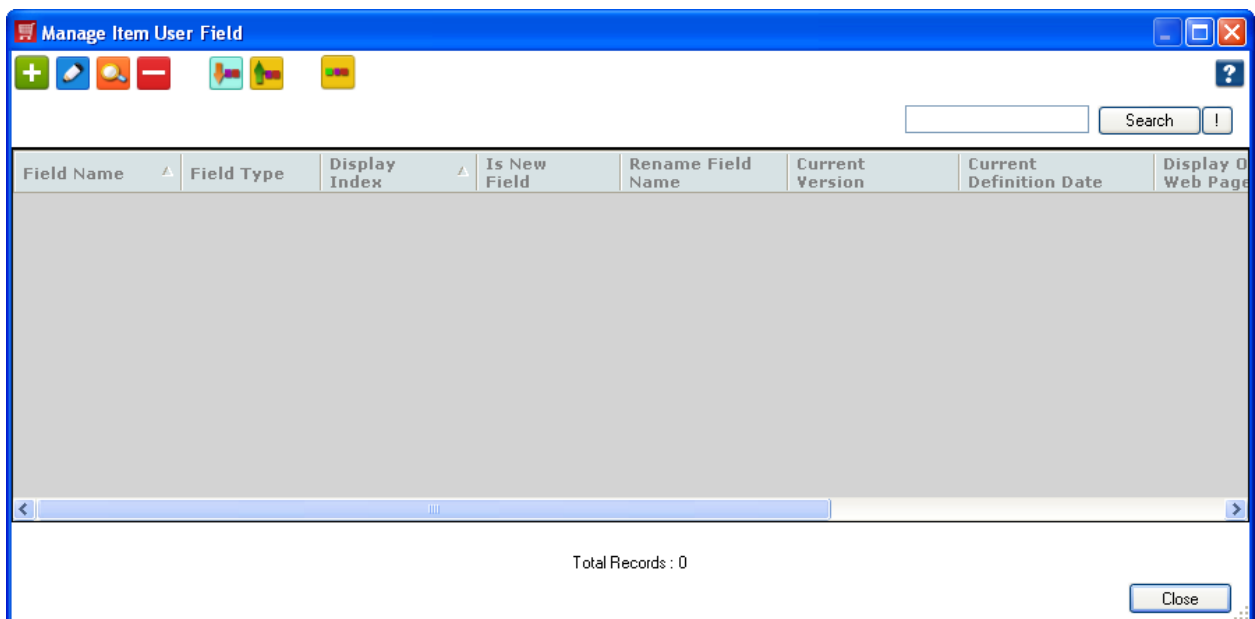




3. From **Settings**, select **Item Fields**.

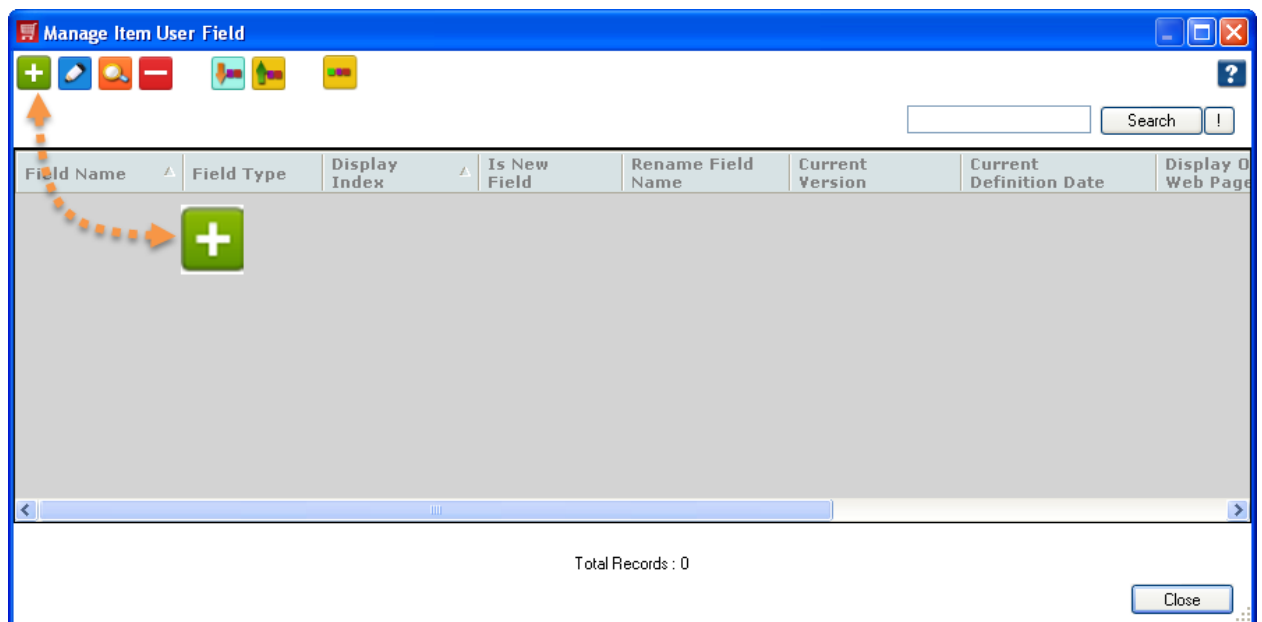


4. You will see the **Manage Item User Field** window as shown below:





5. Click on **Add** button to create a user field.



6. In the **Add New Item User Field** screen, enter the details for the user field and click on **Create**.

Add New Item User Field

Field Name:

Field Type:

Display Index:

Use In Category Tree

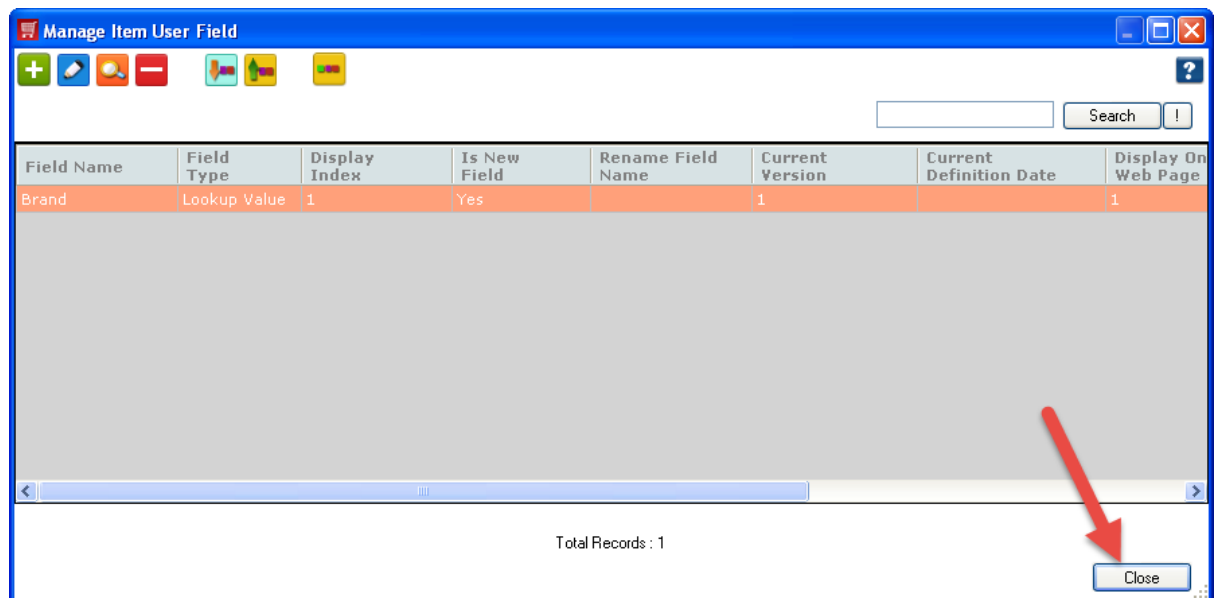
For Online Shop

Display On Page

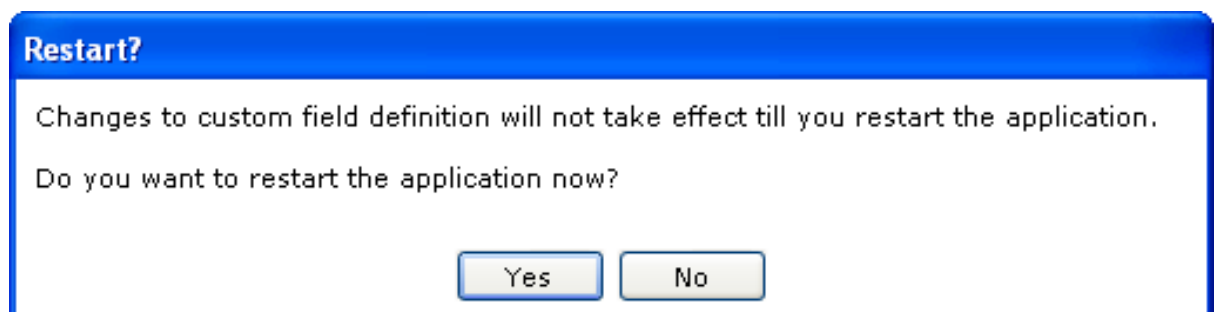
Display as Filter



- **Field Name:** Enter the name of the user field being created.
 - **Field Type:** Select **Lookup Value** from the list of field types so that it can be used as a subcategory.
 - **Display Index:** This specifies the index of the user-field among the user-fields created in the **Item Fields Manager**.
 - **Use In Category Tree:** Check this checkbox if you intend to use the user-field in category tree.
 - **Display on Page:** Checkbox used to specify whether the user field should be shown on the eshop page.
 - **Display as Filter:** This checkbox is used to specify whether the user-field should be used as a filter for filtering items in eshop.
7. Repeat steps 5 and 6 to create more user fields if required.
 8. After creating all the user fields, click on **Close**.

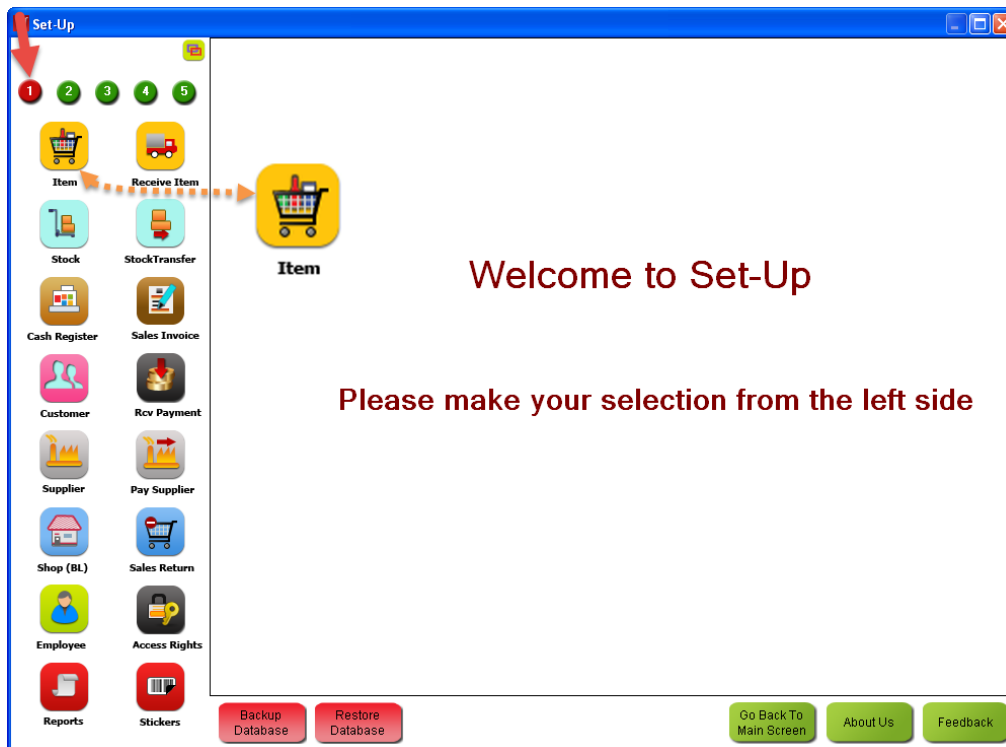


9. The application prompts you to restart the application for the changes to take effect. Click on **Yes** to restart the application immediately; click on **No** to restart the application later.

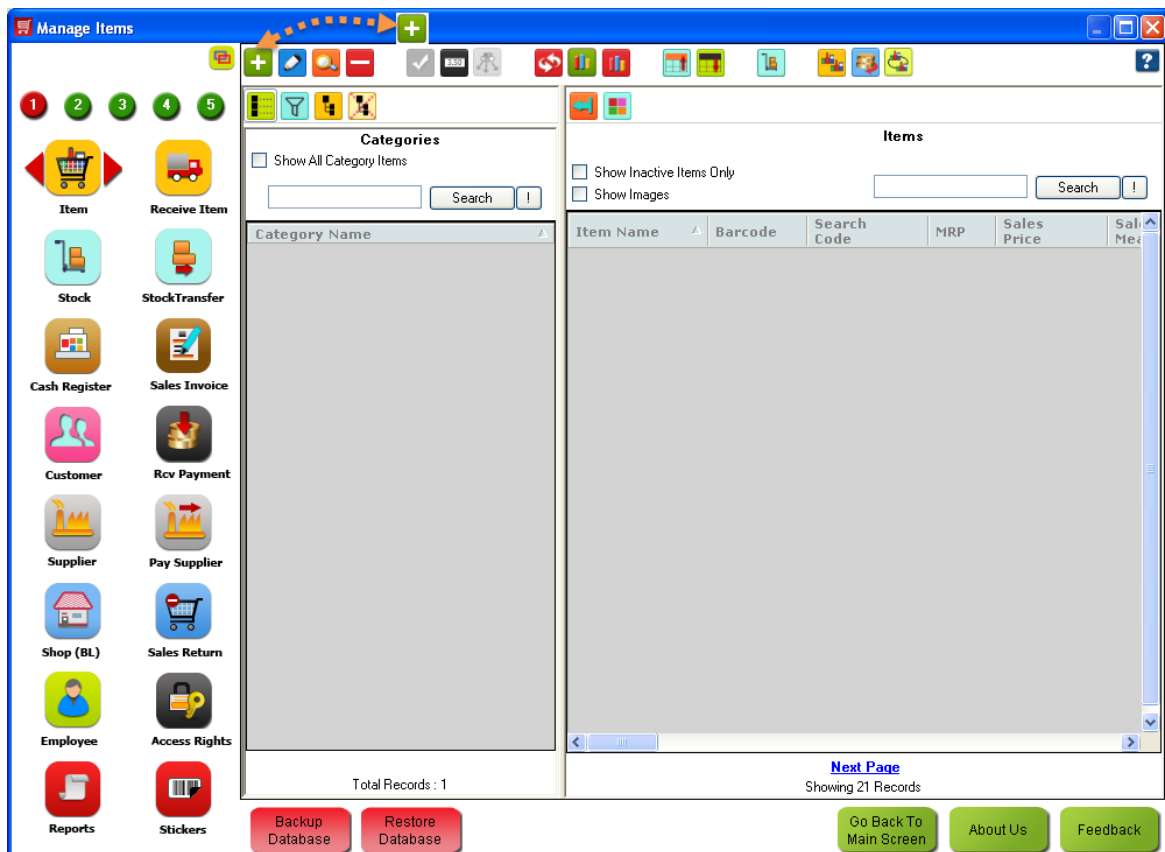




10. After the application restarts, you will see the main screen of HDPOS smart. Click on set-Up and select the **Item** option from the 1st page of **Setup**.



11. Click on **Add** button to create a new item (OR) open an existing item in edit mode by clicking on **Edit** button.





12. Enter all the details of the item.

Add New Item

Change Photo Remove Photo

Barcode: T00001 Define my own ?

Name: Garnier Men Power Light Face Wash Item Name by Template

Item Unique Name: Garnier Men Power Light Face Wash

Item Group Name: Garnier Men Power Light Face Wash Group Name Template |

Name In Regional Language: Settings...

Category: Personal Care Search Code:

Item Attributes

Is Active Not For Sale Is Service Item Is Purchased Need To Print Barcode Sticker

HasBDM Is Auto Make Is Auto Break Is Sortable Item Only For Online Shop Not For Online Shop

Is Gift Card Has Label

Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling

Is a Kit Provides AMC Is AMC Item

Opening Stock: 20 Qty

Keywords: Garnier, Facewash, Display Index:

Item Description: Garnier Men Power Light Face Wash

Tax Detail

Tax paid while purchasing: Tax

Tax collected while selling: Tax

My Sales Price Includes Tax

Packaging

Purchase Measuring Unit: Qty

Sales Measuring Unit: Qty

1 Purchase unit is equal to: 1 Sales Units.

Pricing

Last Purchase Unit Price: 67.00

Sales Price Before Tax: 80.57

Sales Price (My MRP): 85.00

MRP (Printed MRP): 85.00 Add Item Price

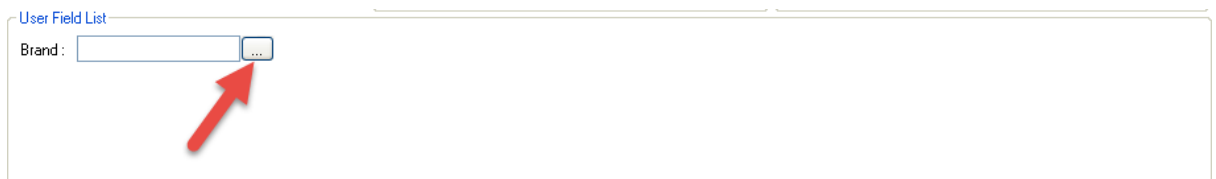
User Field List

Brand: ...

Create & Clone (F6) Create & Continue (F7) Create (F8) Cancel

13. To create values for the user fields

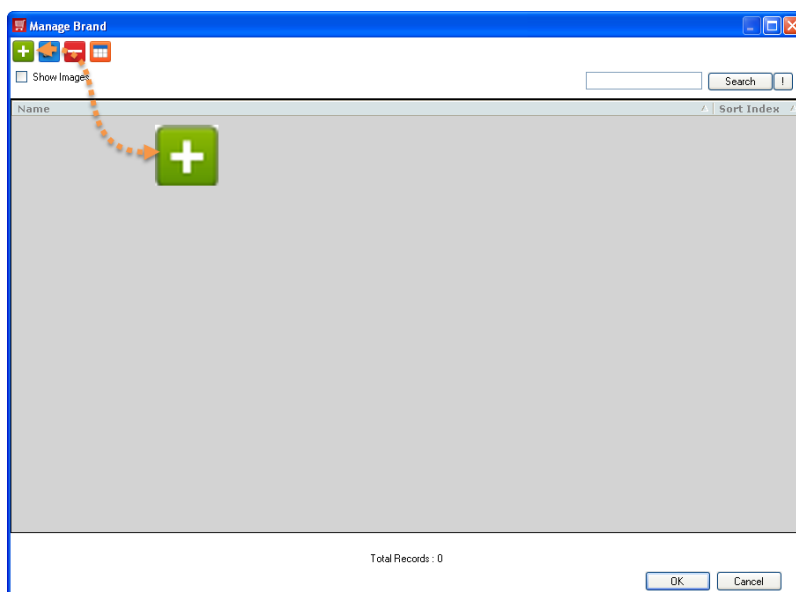
- Click on the button next to the user field for which you want to add values as shown below:



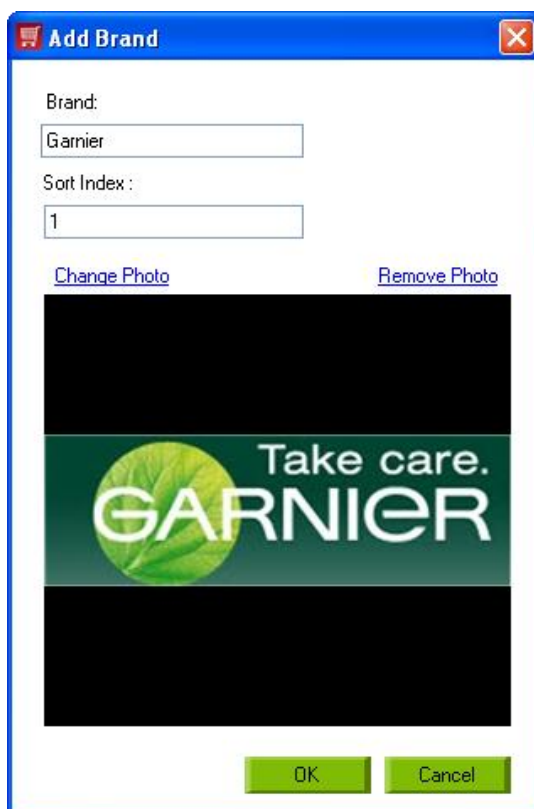
This opens a new 'Manage User Filed' window where you can add the different values that the user field can take.



- Click on **Add** Button in the Manage window to add new values



- Enter the details in the window presented to you and click on **OK**.




- Repeat the above step to create more values for the user field and click on **OK**.




14. Now select the appropriate value for the user field among the values created, and click on **Create/Update**.

User Field List

Brand : ...

15. Click on  button to change the filtering method.


Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measu
Garnier Men Power Light Face Wash	T00001		85.00	85.00	Qty

16. Click on **Refresh Filters**  button to see the updated list of values for user-fields if the list is not displayed. Check appropriate checkboxes to filter the items in the item manager.

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measu
Garnier Men Power Light Face Wash	T00001		85.00	85.00	Qty

Total Records : 1

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17. You can use any of the other filters too by clicking on the following buttons .