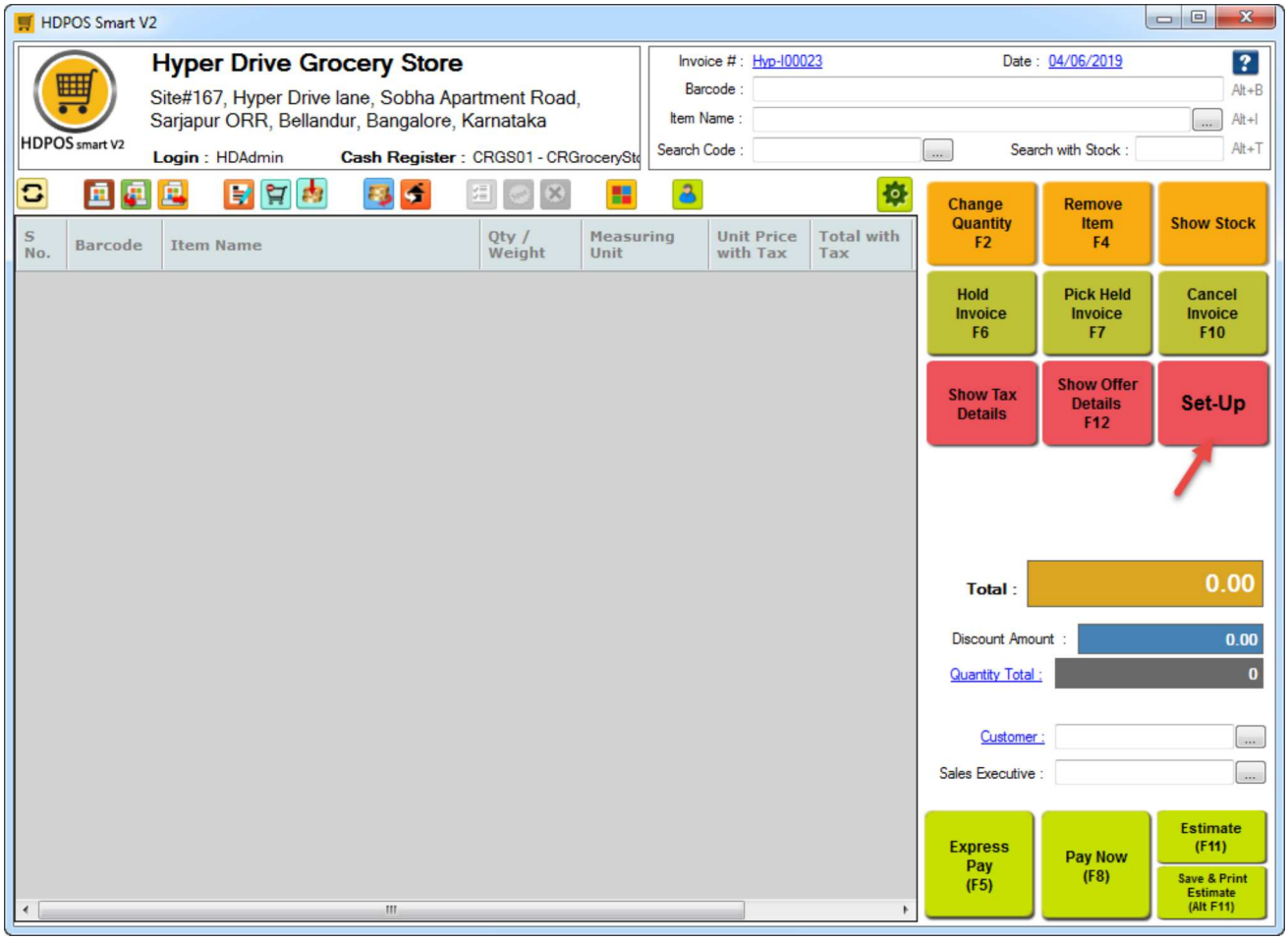
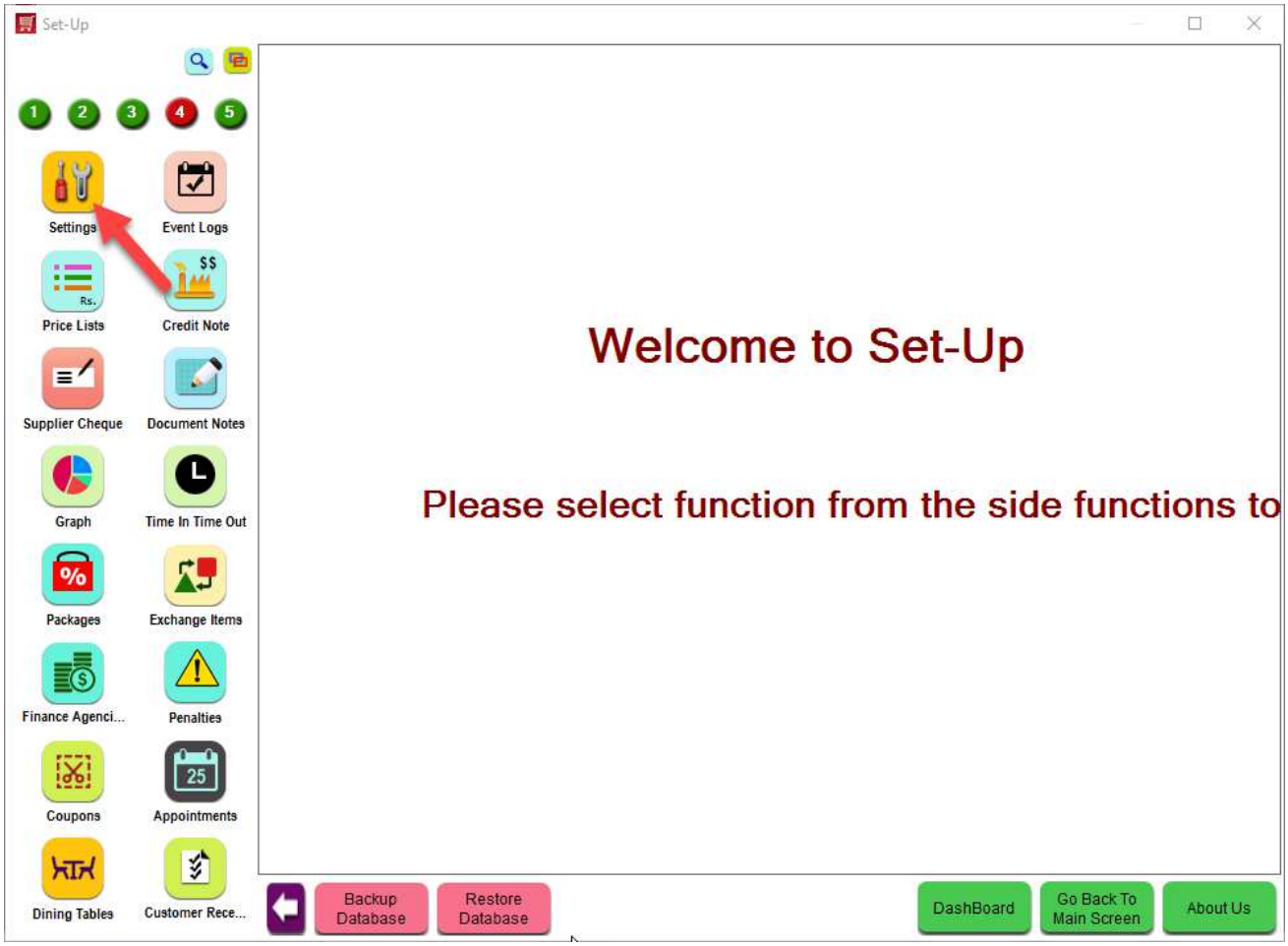
How to create employee user fields?

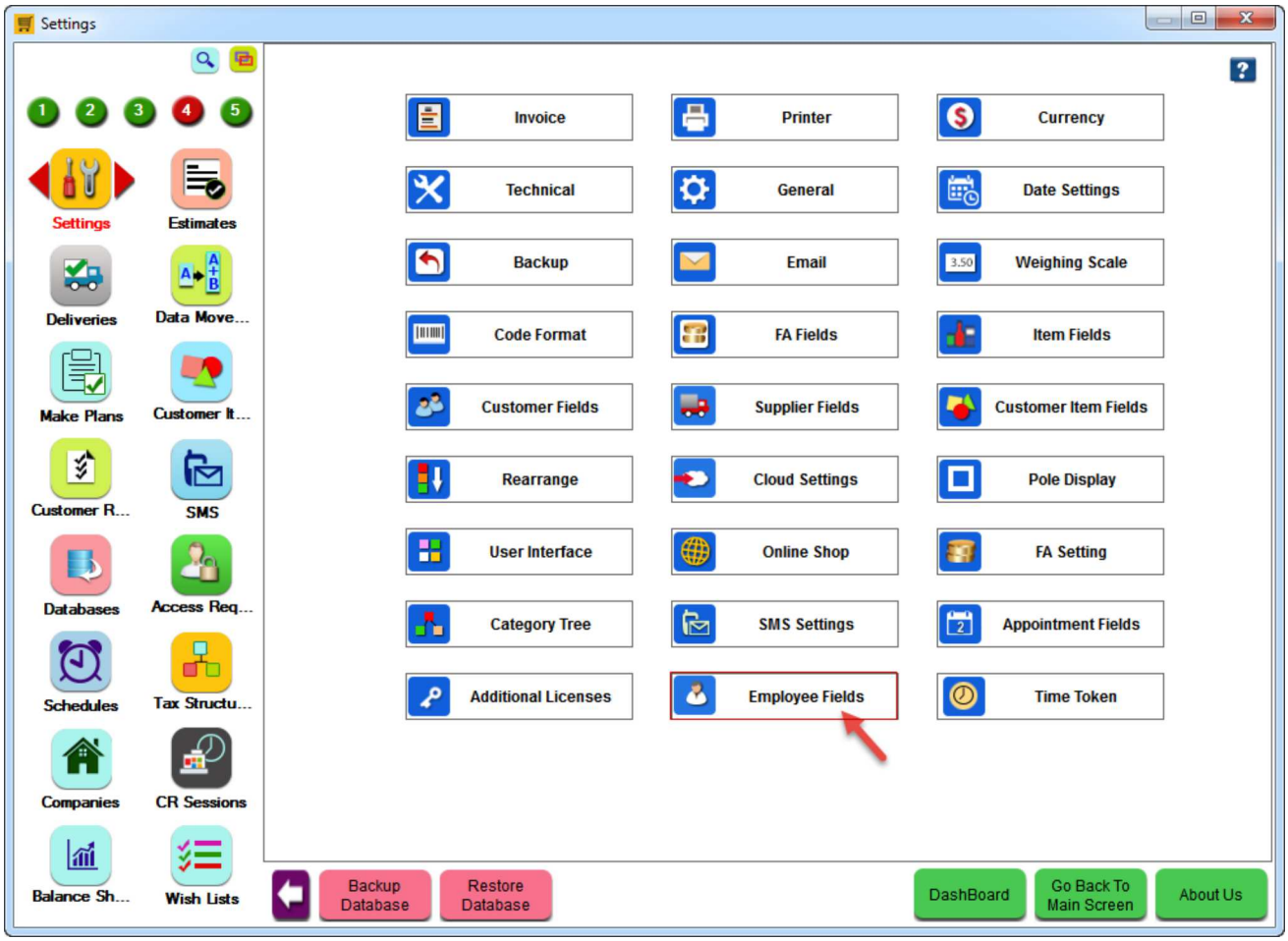
1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



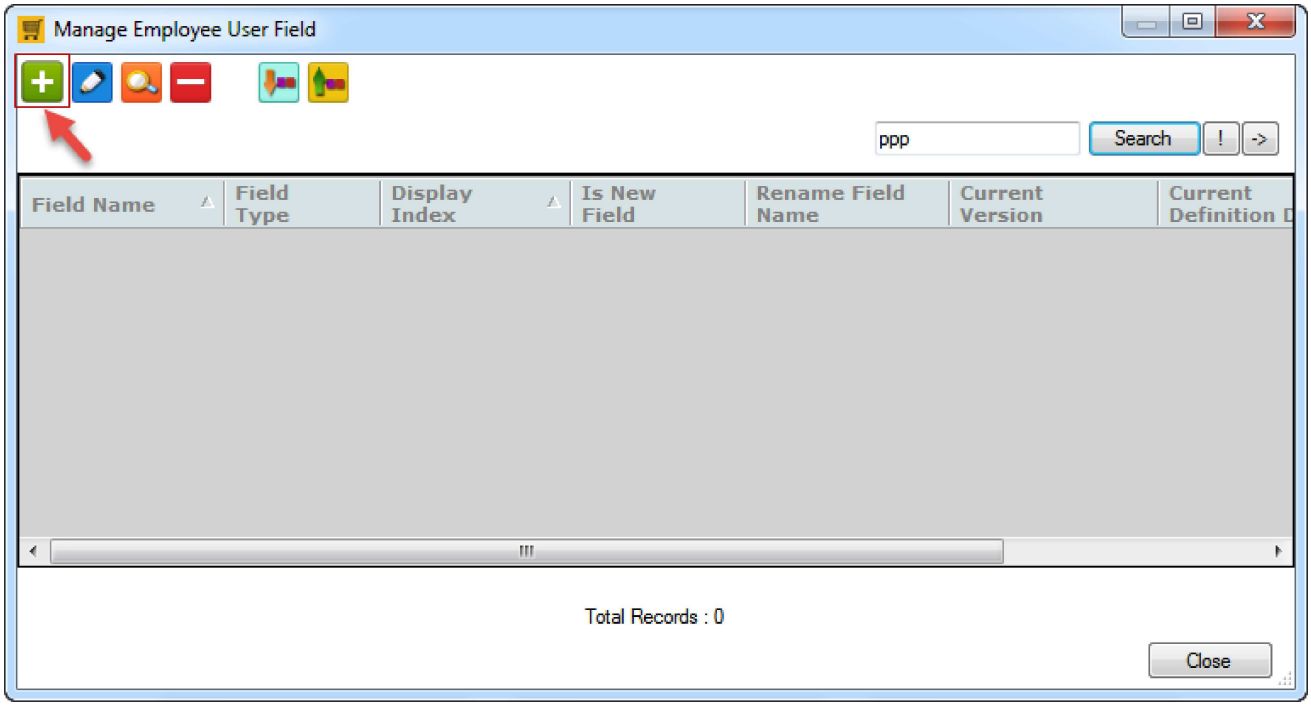
2. From Set-Up screen, go to 4th page and click on **Settings**.



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

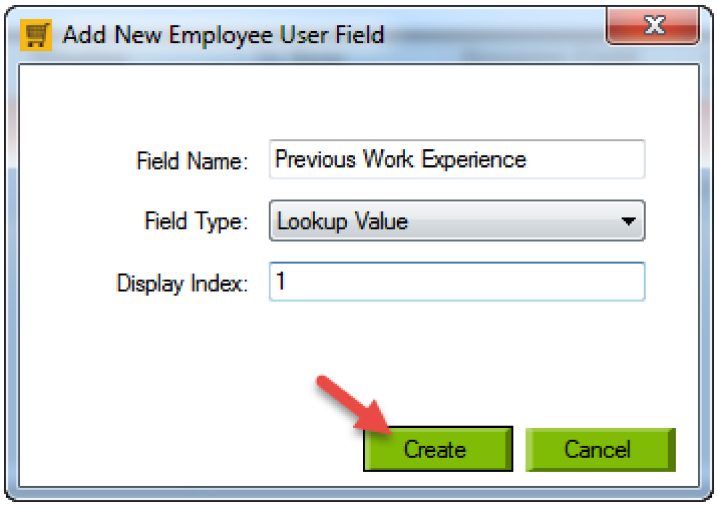


4. You will see **Manage Employee User Filed** screen. Click on **Add Employee User Field** button.

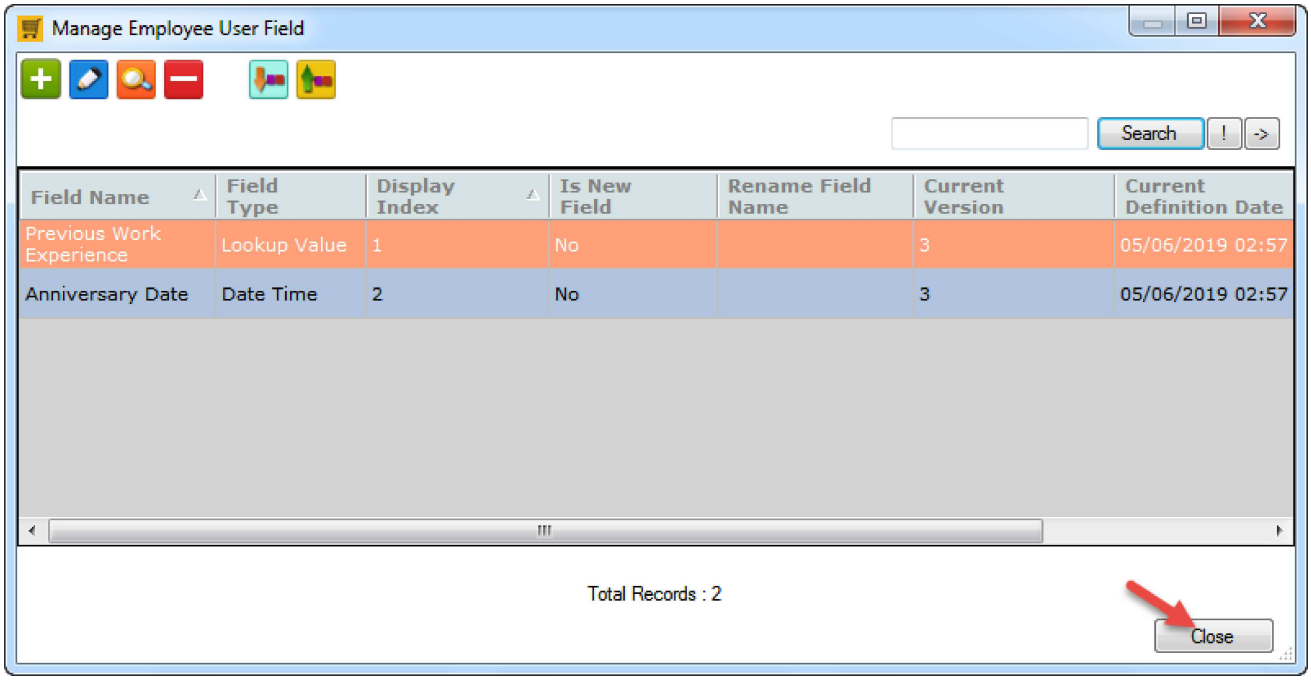


5. In the **Add New Employee User Field** screen that will open, enter details for the following.

- **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**.

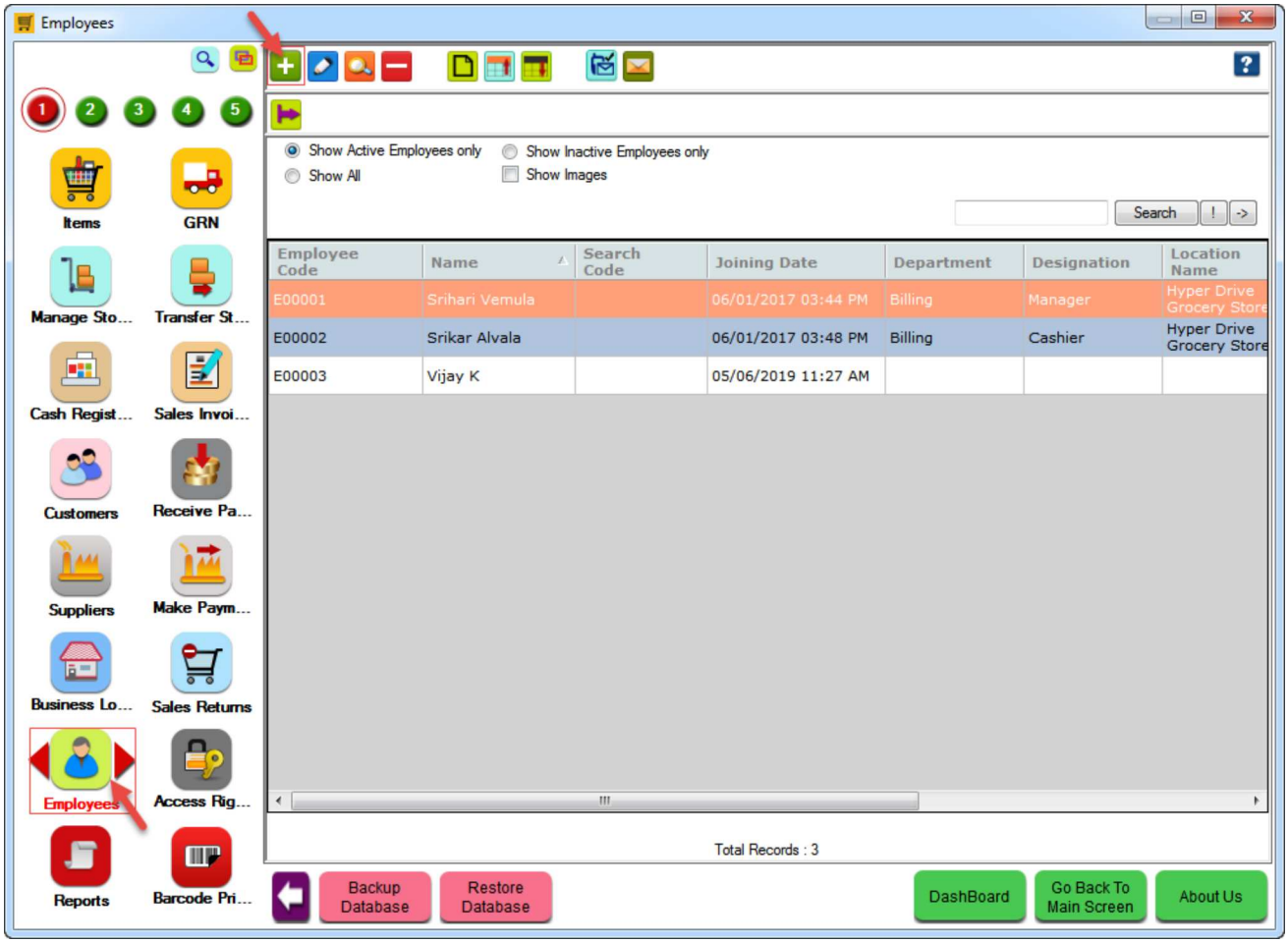


6. You can repeat the **4** and **5 steps** if you want to create more user fields for employee. Click on **Close**.



7.Go to 1st page, click on **Employee**.

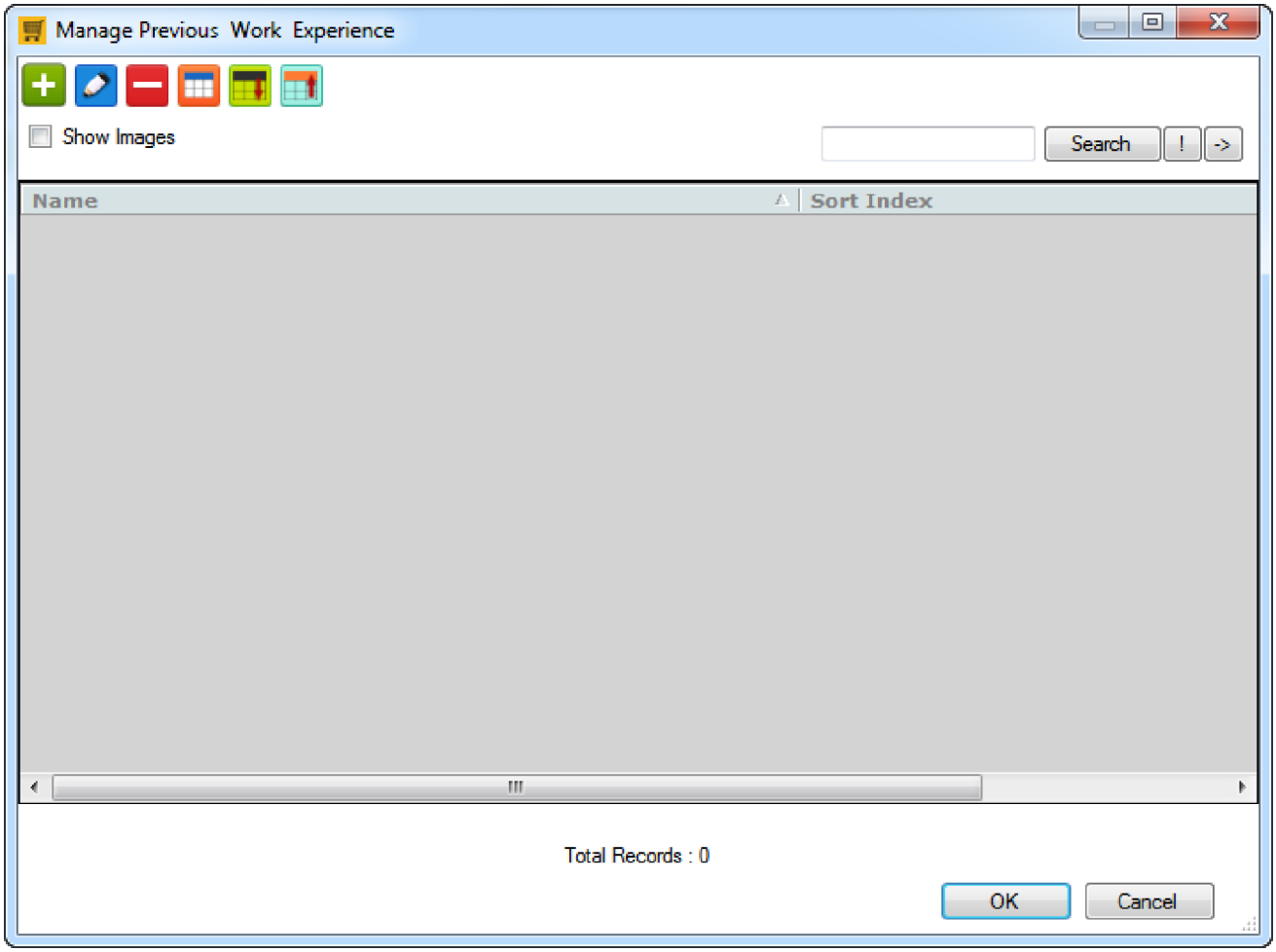
8. From **Manage Employee** screen, Click on **Add Employee** button.



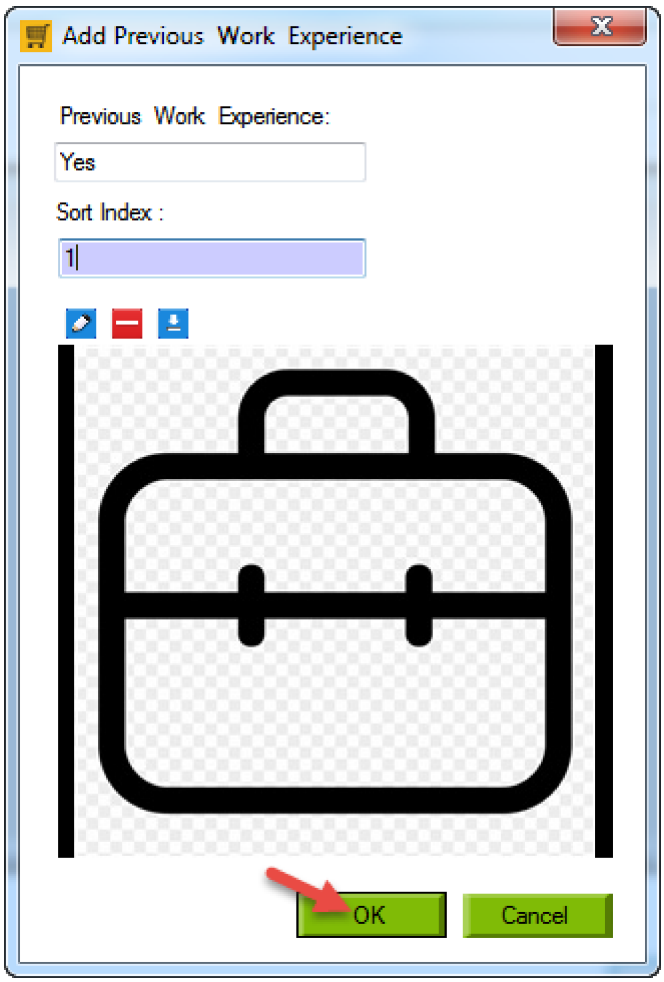
9. In the **Add New Employee** screen, enter the required details for employee.

- Click on **User Fields** tab.
- You can see the defined user fields here.
- Select a date for Date Time field type user field.

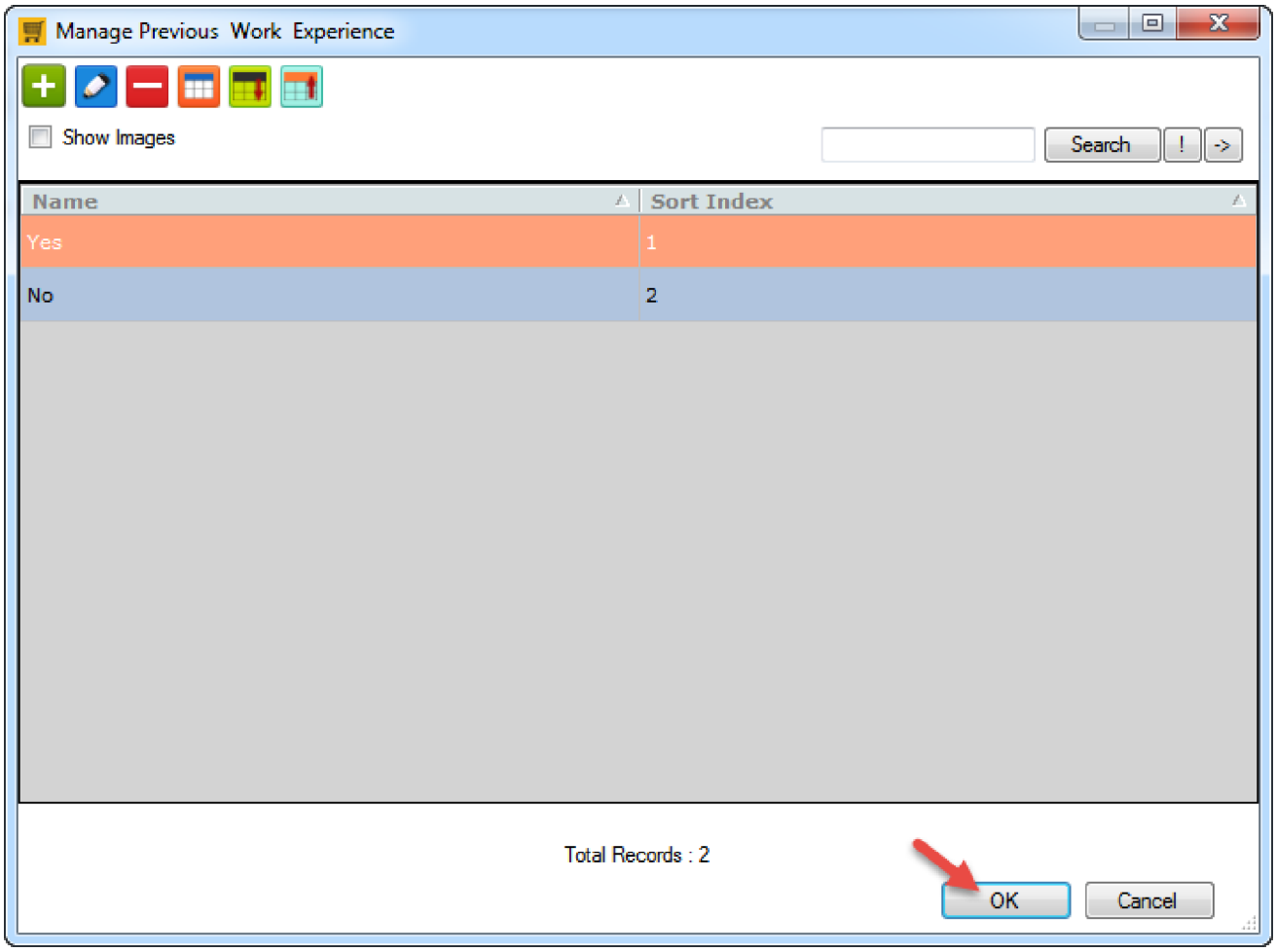
- To define values for look up value, click on 3-dotted button beside the field name and you will see the below screen.



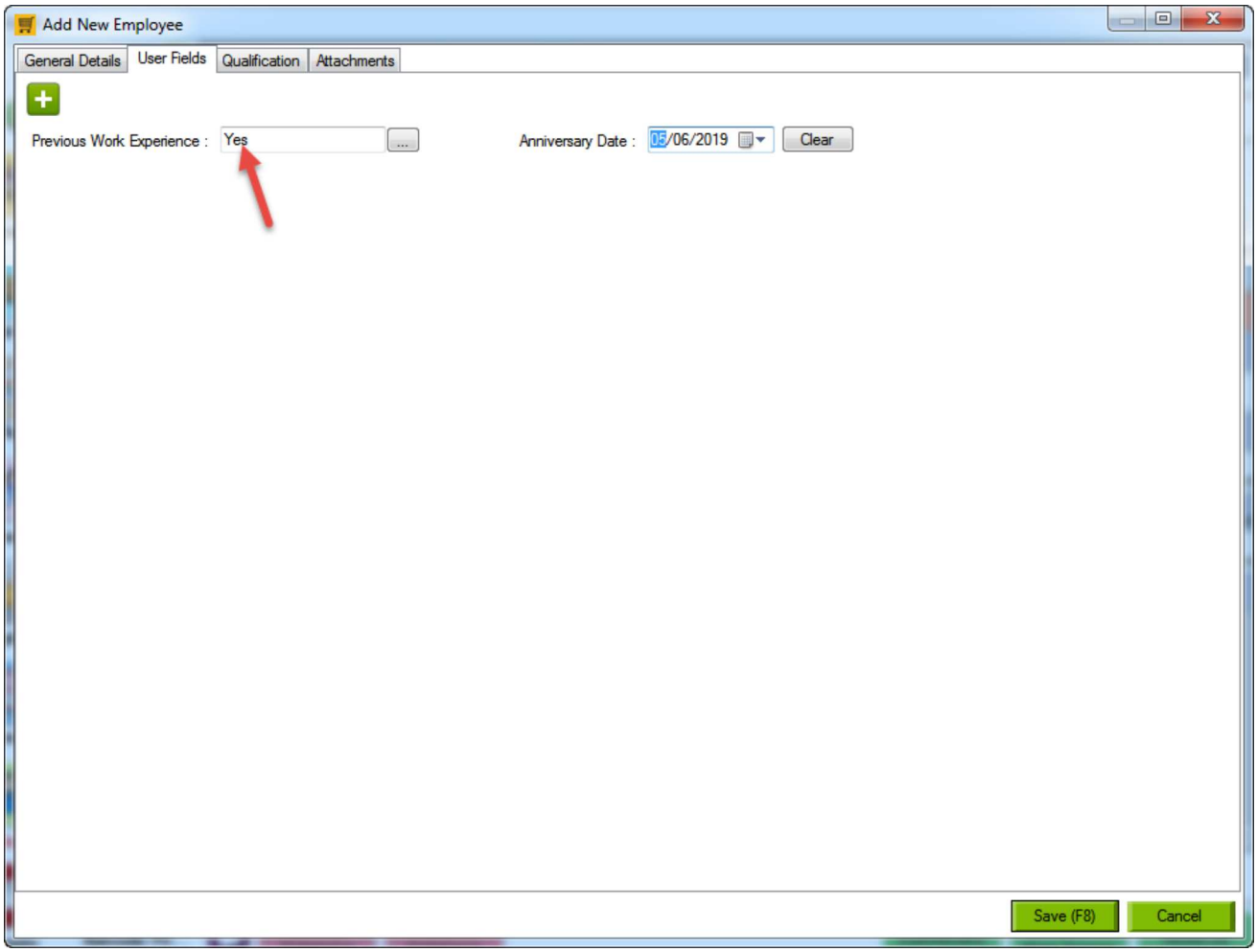
i. Click on the button. Enter the value for user field. You can enter a value for sort index also. Click on **OK**. Repeat this Step to create as many values of user fields as you want.



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



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



11. You can see Add User Fields 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.

