Custom Fields

Overview
The Custom Fields features lets you create extra fields for these database tables: Articles, Banners, Categories, Products, Promotions and Users.

ⓘ **What is a custom field?**

'field' is a database term. All the bits of information that your website uses are contained and managed in a database dedicated to your business. In this database, information is organised in a collection of tables. A table contains data grouped for a function or feature your website uses. Some examples are Users, Products, and Orders. A table has columns or fields that each contain a data type. Each row contains a record of values a single entity has for each data type.

When you add, edit or view a page in the CMS or on your website, you are accessing database fields and values entered for them. Some like Email Address and Default Customer Account for the User table are standard on your website.

Email Address (or Login Id) ◄━━━━

    jane.smith@a.com
ⓘ ✎

Notify Email Address ◄━━━━

    jane.smith@a.com

Default Customer Account ◄━━━━

    A & A Cabinets (AACAB)
ⓘ ✎

◯ Disable User Account ◄━━━━
ⓘ ✎

Custom fields are fields that are not on pages in the out-of-the-box version of the CV ECommerce platform.

Your business may want to maintain or display data in non-standard fields for certain functions in the CMS or even on a website page (product or category-related only). You can create custom fields to these tables:

- Articles
- Banners
- Categories
- Products
- Promotions
- Users

The process for adding custom fields is simple:

1. Identify the table you want to create a custom field for.
2. Create the new custom field for the table.
3. Edit a table's record to include the new data.
4. *(For product or category custom fields only)* Display the field on your website. Add the product field widget to the Product Detail and/or Product List templates. For a category field, add the category field widget to the Category template. See: Add Custom Field to Product or Category

Step-by-step Guide

1. Create a New Custom Field

1. *In the CMS, go to* **E-Commerce Advanced Content Custom Fields**.

2. Select the table you wish to add your custom field to (e.g. Categories, Products, Users).
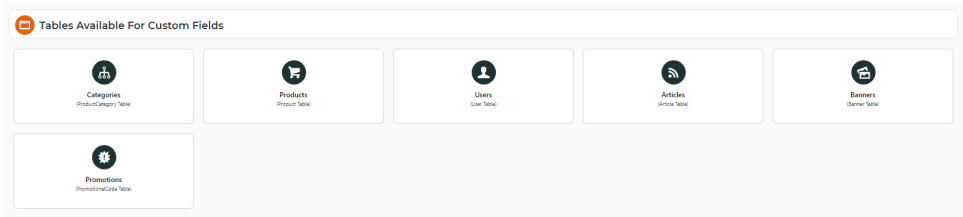
3. The page will load, displaying any existing custom fields for the table you selected.

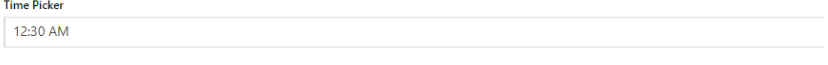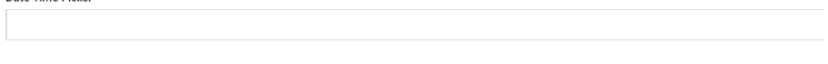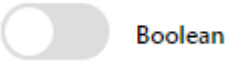4. Click the **Add New Custom Field** button.

5. In **Add Custom Field Details**, enter the field requirements (for display and entry of values by administrators):
   - **Field Name** - a code to identify this field in the database. Alphanumeric only, with no spaces or special characters. Underscore ('_ ') permitted.
   - **Prompt** - the field label displayed next to the field.
   - **Help** - additional information about the field displayed.
   - **Data Type**:
     - **Text** - alphanumeric characters, including spaces, special characters, and html.
     - **Integer** - whole numbers
     - **Decimal** - numeric data including fractional components
     - **DateTime** - calendar dates and times
     - **Boolean** - toggle for a 2 value option, e.g. True/False, Yes/No

   - **Display Type** - the interface displayed to Administrators on the page the field appears in. **NOTE** - Display Type options depend on the Data Type selected.
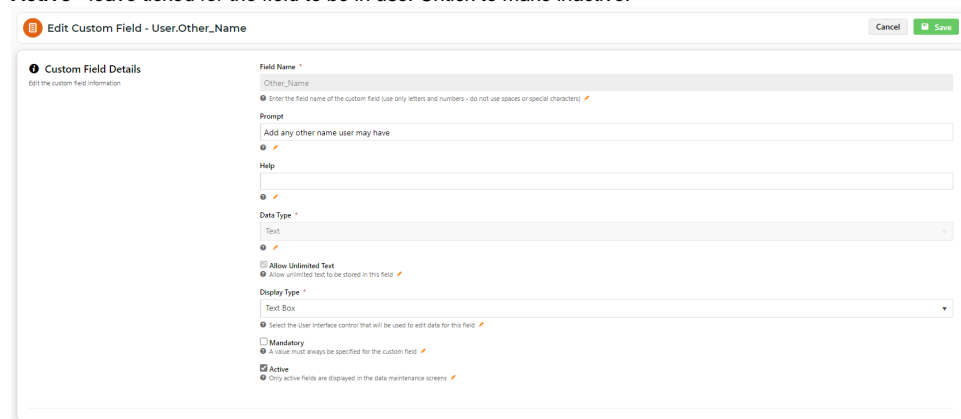
   > ✅ **What is...**
   >
   > - **integer -** a whole number
   > - **boolean** - functionality that only has two possibilities: ON or OFF, YES or NO etc

Display Type	Available for Data Type	Example
Text Box	Text, Integer, Decimal	One line text box Text Box
Multi-line Text Box	Text	Multi-line Text Box
HTML Text Box	Text	*WYSIWYG* content editor that allows the text to be formatted HTML Text Box File Edit View Insert Format Tools Table Help Paragraph 14px Font Weight Image Size Image Position B U I 99 Fore Colour Back Colour A <> 1.2.3. A
XML Text Box	Text	1
Dropdown List	Text, Integer, Decimal	Drop Down List Option A

Image Selector	Text	**Image Selector** [📷 Select or Upload Image]
Numeric Text Box	Integer, Decimal	**Integer** [5] [+ / −] **Decimal** [2.50] [+ / −]
Date Picker	DateTime	**Date Picker** [|]
Time Picker	DateTime	**Time Picker** 12:30 AM
Date /Time Picker	DateTime	**Date Time Picker** [ ]
Check box (toggle)	Boolean	(◯) **Boolean** **NOTE -** *displays as a toggle*

- **Allow Unlimited Text** - *(for Text Display Type only) tick to allow unlimited amount of text*
- **Mandatory** - *tick to make the custom field required on the page it displays in.*
- **Active** - *leave ticked for the field to be in use. Untick to make inactive.*

2. *To save the custom field, click* **Save***.*
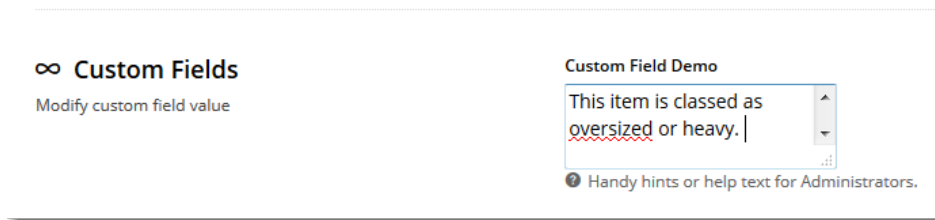
2. Edit a record to include data from a custom field

Where a custom field displays depends on the table it was added to.

Table	Page
• Articles	Article Maintenance Edit Article
• Banners	Banner Maintenance Edit Banner
• Categories	Category Maintenance Maintain Category
	Product Maintenance Maintain Product

• Products	
• Promotions	Promotion Codes Edit Promotion Code
• Users	Website Users Edit User

To add/edit custom field data,

1. Navigate to the page the custom field is on.

2. Click **Edit**.

3. Scroll to the **Custom Fields** section.

∞ **Custom Fields**

Modify custom field value

Custom Field Demo

This item is classed as oversized or heavy.

❷ Handy hints or help text for Administrators.

4. Edit the data as required.

5. Click **Save**.

3. Enable website users to view the custom field on your website. (For Products and Categories only)

1. Navigate to **Content Pages & Templates**.

2. Select the page template to display the custom field.
   a. Custom **Product fields** are commonly displayed on the **Product Detail** Template.
   b. Custom **Category fields** are commonly displayed on the **Product List** or **Category List** Template.

3. Locate the appropriate zone you want the field to display in. The optimal location will depend on your layout.

4. Click the **Add Widget** button.

5. Search for the required widget (for example '**Product List Field**' or '**Category List Field**' widget).

6. Click the **Add** button.

7. Configure options for field display:
   - **Product List Field Widget**
   - **Category List Field Widget**

Category List Field

General Options

Search...

General Options

Common Options

Documentation

Description

Layer *   All Pages

Category Field *   Please Select ..

Show Heading?

Heading Text

Fallback Information

🔘 Fallback if category data is empty

Enable widget on Save   🔴 Cancel   ✔ Save

8. Click **Save**.

The custom field widget will now render on the relevant template.

Related help

- Customisation Resources
- Add Custom Fields To Products and Categories

Related Widgets

- Product List Product Field Widget
- Product Field Widget
- Product List Field Widget

- Category Field List Widget