

Adding a Custom Field to a Product

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Quick Steps: Shop > Products > Products

Administrators have the option of setting up two custom fields to collect information from a customer next to each product. This is in the form of one text field, and one dropdown options field.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click on **Edit** next to the product that you wish to make changes to.

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Products

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Category: All

Search For: In: Title

Records: 1-14 of 14

Order	Title	Units	Images	Price	Edit	View	Delete	Status
0	Gloves	49		\$0.00	Edit Record			
0	Guernsey	100		\$0.00				
0	Dele	100		\$20.00				

4. Go to the **Optional Fields** tab.

5. Give the Text or Options field a title, then create the Options List. Options should be separated with a comma without any spaces. For example: 1,2,3,4,5

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Marketing



Products

General Summary Detail Price & Stock Information Size Chart Postage **Optional Fields** Other Information

Text Title:

Option Title:

Option List:

6. Once you have updated the options, click **Save**.

Note: Optional Fields allow you to collect further information from a customer in regards to a product that they are ordering. You can also use Personalization to allow customers to add names and numbers to their product.

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