

Make sure your new Custom Field shows up on your Orders

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Overview:

You have created a new custom field and you would like it to appear on your Sales Order(s) and/or Purchase Order(s).

Solution:

Once you have created a custom field you can get it to appear on other pages/documents by adding that custom field to the pages.

To do this you will head to the admin on the company page and then select page layouts. You will notice each page has a details and an editor page to edit. You will want to select the editor page.

Here you will find your custom field on the list on the left if it is red it is already in use on this page. If the field on the list shows as green it is unused and can be drug into place. Click and hold on the custom field and drag it onto the page to place it.

In the image below I added the custom field of "Commission". Notice the text on the list is red, indicating that it is currently in use.

The screenshot shows the OrderTime admin interface. At the top, there is a navigation bar with tabs for Home, Sales, Purchasing, Production, Warehouse, and Reports. Below this, a breadcrumb trail reads 'Admin > Page Layouts > Page Layout'. The main heading is 'Edit Editor Page for Sales Order'. On the left, there is a 'Properties' and 'Widgets' sidebar. The 'Widgets' list includes various fields like 'Allow Ship Partial', 'Bill Address Alt. Contact', etc. The 'Commission' field is highlighted in red. The main content area shows the configuration for 'Customer ABC Customer Ltd'. It includes input fields for 'No.' (Sample No.), 'Date' (11/13/2020), and 'Promise Date' (11/13/2020). Below these, there are tabs for 'Address', 'Defaults', 'Memo & Instructions', and 'Custom'. The 'Custom' tab is active, showing two fields: 'Commission' with a value of 10.00 and 'Broker Commission\$' with a value of 100.00.

