

How to Configure User Information Fields

There are two components to user information. The first is about the information; the second is about listing the data for user selection.

There are 0 to 3 user information fields depending on system configuration. These are user configurable.

The following table indicates the seven possible information states for each of the three user defined information fields.

Information Mode	Information	List for Info	Operator Experience
Case 1	Off	N/A	No place for information entry. Entry not permitted.
Case 2	Optional	Off	User can type in text; no list. Entry not required.
Case 3	Required	Off	User must type in text; no list. Entry is required.
Case 4	Optional	Suggested	User can type or select from list. Entry not required.
Case 5	Required	Suggested	User must type or select from list. Entry is required.
Case 6	Optional	Restricted	User can select from list, but can't type an entry. Selection is not required.
Case 7	Required	Restricted	User must select information from the list; they cannot type an entry. Selection is required.

Indicate your intentions in the chart below.

User Info.	Information Screen Name	Information Mode	List Mode	Information Case
UserInfo1				
UserInfo2				
UserInfo3				

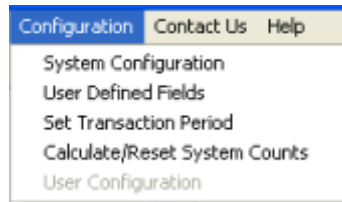
Example

User Info.	Information Screen Name	Information Mode	List Mode	Information Case
UserInfo1	Product	Required	Restricted	Case 7
UserInfo2	Invoice Number	Required	Off	Case 3
UserInfo3	Comments	Optional	Off	Case 2

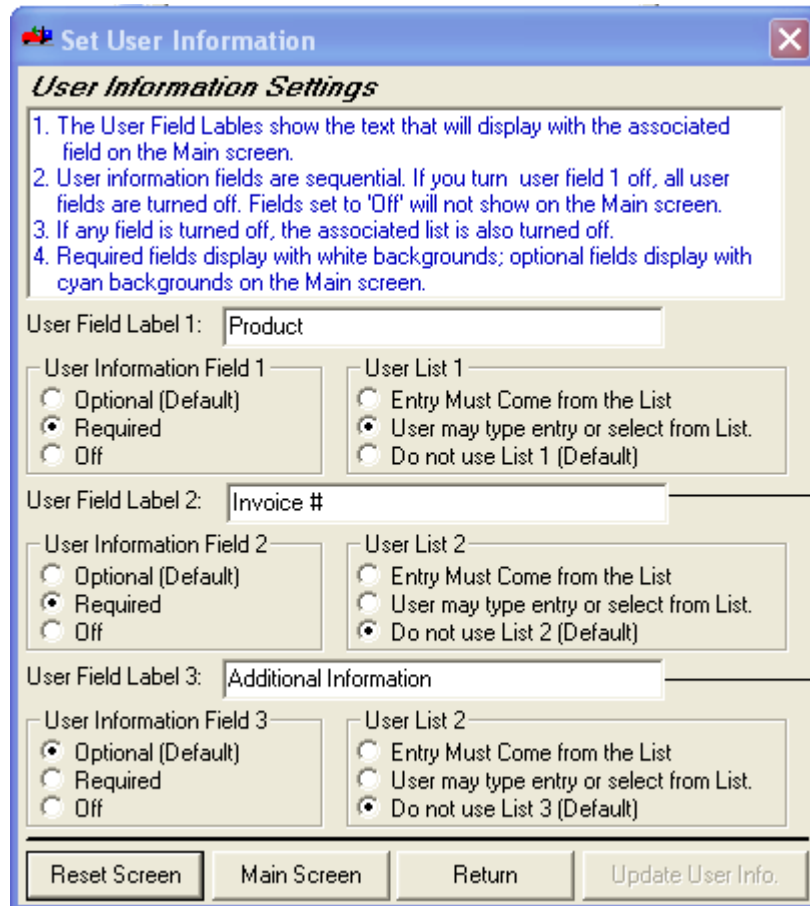
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To configure the User Information fields.

- 1) From the Main Screen click on the 'Configuration' menu on the Menu bar.
- 2) Click on User Defined Fields (see below) menu item.

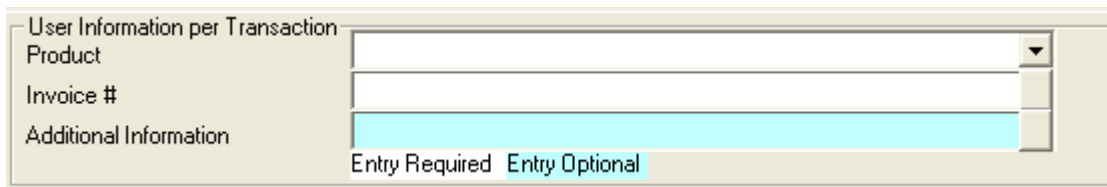
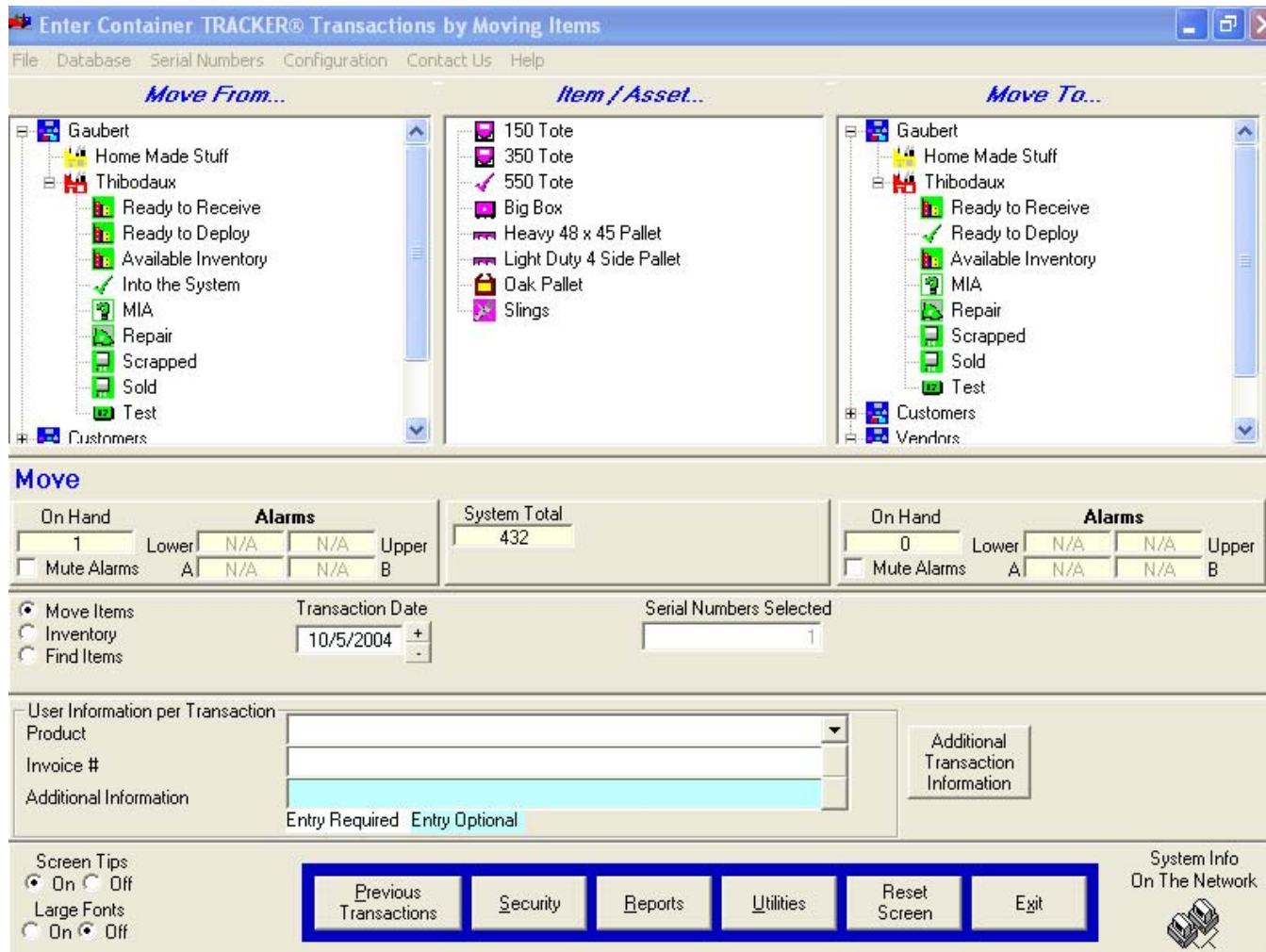


- 3) This produces the following screen.

A screenshot of a dialog box titled 'Set User Information'. The dialog box has a blue title bar and a close button in the top right corner. The main content area is titled 'User Information Settings' and contains four numbered instructions: 1. The User Field Labels show the text that will display with the associated field on the Main screen. 2. User information fields are sequential. If you turn user field 1 off, all user fields are turned off. Fields set to 'Off' will not show on the Main screen. 3. If any field is turned off, the associated list is also turned off. 4. Required fields display with white backgrounds; optional fields display with cyan backgrounds on the Main screen. Below the instructions are three sections for configuring user fields. Each section has a text input field for the 'User Field Label' and two columns of radio button options. The first section is for 'User Field Label 1' with the value 'Product'. The second section is for 'User Field Label 2' with the value 'Invoice #'. The third section is for 'User Field Label 3' with the value 'Additional Information'. At the bottom of the dialog box are four buttons: 'Reset Screen', 'Main Screen', 'Return', and 'Update User Info.'.

- 4) Follow the screen instructions. Enter the desired Field Labels (these will show on the Main Screen) and select the appropriate options for each field you choose to use.

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User Information on Main Screen (Top), User Information Frame (middle), User Information List Displayed (bottom).

