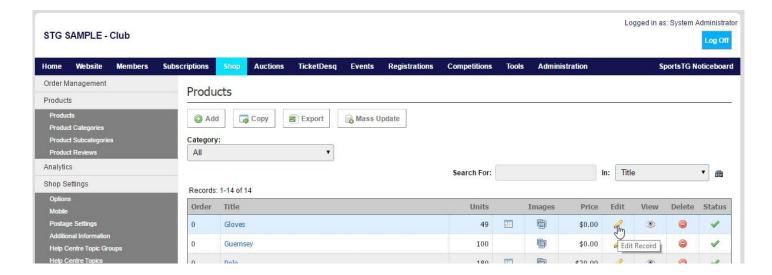
Adding a Custom Field to a Product

Last Modified on 03/02/2017 10:59 am AEDT

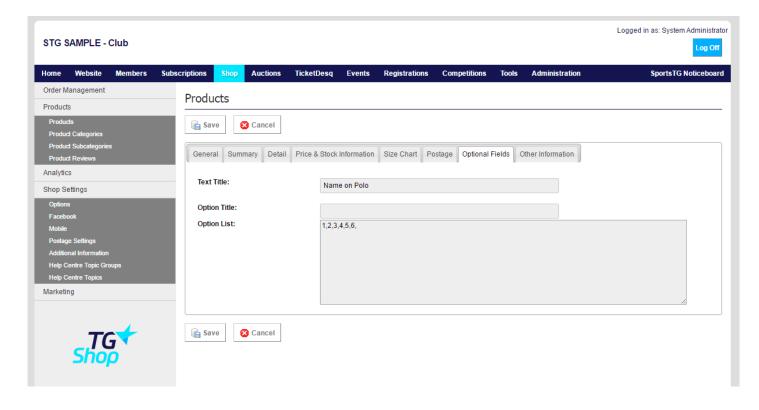
Quick Steps: Shop > Products > Products

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.



- 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



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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