

Field Groups

'Field Groups' allow fields from a database table to be grouped together. The Field Group can then be used to present the fields to a user on a particular page of the website.

Examples of Field Groups in use would be:

- User Registration page
- Checkout Address fields
- User Maintenance screens

System Administration User Details
User Email Address : cvsupport
First Name : Commerce Vision
Surname : Support User
Contact Phone Number : 07 33693733
Password :
Confirm Password :
Order Limit : \$99999.00
Initial Role After Login : Administrator
Notification Email Address : support@commercevision.com.au
Disable Favourites Maintenance : No
Customer Code : WEBCASUAL
Account Administrator : Yes
Rep Code :
Additional Rep Codes :
Default Rep Customer Code :
CC User :
Disable Baynote Recommendations : No
Allow Price Override? :
Enable Email Approval : No
Allow Password Reset : Yes

Step-by-step guide

Create a Field Group

To create a Field Group:

1. As Administrator logged into your site, navigate to **Settings Field Groups** (/zFieldGroups.aspx).
2. Click **New**.
3. Update values as follows:
 - a. **Table Name** - the table name from the CSS Dictionary. Examples of common table names are **PRODUCT**, **USER**, **CUSTOMER**, **PRONTOSALESORDER**.
 - b. **Field Group Name** - a unique code/name for the new Field Group.
 - c. **Field Group Description** - a description for the use of the Field Group, e.g. 'User Administration'.
 - d. **Lookup Description** - leave blank.
4. To save, click **OK**.

5. To refresh the site's cache, click **Refresh Dictionary**.

Search For :

☒ Contains ☐ Starts With

	Table Name	Field Group Name	DescriptionTrans
☐	UserCustomers	UserMaintenanceAccountDisplay	
☐	UserCustomers	UserMaintenanceAccountEdit	

 Modify : New : Delete : Fields : Refresh Dictionary : [Cancel](#) : [OK](#)

232 records. (24 pages) [\[... \]](#) [\[15 \]](#) [\[16 \]](#) [\[17 \]](#) [\[18 \]](#) [\[19 \]](#) [\[20 \]](#) [\[21 \]](#) [\[22 \]](#) [\[23 \]](#) [24](#)

Table Name :

Field Group Name :

Description :

Lookup Description :

Once the Field Group has been created, it can be populated with Fields.

Add a Field Group

To add Field Group fields:

1. As Administrator logged into your site, navigate to **Settings Field Groups** (/zFieldGroups.aspx).
2. Search for the required Field Group.
3. Select the record via radio button.

4. Click **Fields**.

The Field list screen will load.

	Table Name	Field Group Name	Field Name	Field Sequence	Grid Formatter	From Version	IsHidden
☒	User	ADMINISTRATION	PhoneNumber	2			
☐	User	ADMINISTRATION	NotifyEmailAddress	3			
☐	User	ADMINISTRATION	OrderEntryLines	4			
☐	User	ADMINISTRATION	DisplayHeaderGraphics	5			Yes
☐	User	ADMINISTRATION	OrderEnquiryRange	5			
☐	User	ADMINISTRATION	DisplayGridGraphics	6			Yes
☐	User	ADMINISTRATION	DisplayTemplateGraphics	7			Yes
☐	User	ADMINISTRATION	DisplayHelp	8			Yes
☐	User	ADMINISTRATION	OptimizeScreen	9			Yes
☐	User	ADMINISTRATION	DisplayOrderEntryAvail	10			Yes
 Modify : New : Delete : Refresh Dictionary : Back							
19 records. (2 pages)							1 [2]

Field Name : PhoneNumber (Inactive)
Field Sequence : 2
From Version :
Grid Formatter :
IsHidden :

5. To add a new field, click **New**.

6. Update values as follows:

- Field Name** - select from the drop-down list. (If the required field does not already exist, it will need to be defined in the CSS Dictionary.)
- Field Sequence** - the order in which the field will appear to the user.
- From Version** - if required, specifies that this field should only be available in a specific version or later.
- Grid Formatter** - restricts the field value to a particular data type (e.g. numeric, date, etc). Can be left at default / 'Please Select'.
- IsHidden** - tick if the field should not be made visible to the user.

7. To save, click **OK**.

8. Repeat Steps 6 - 8 as required.

9. To refresh the site's cache, click **Refresh Dictionary**.

Maintain Field Group fields

To maintain Field Group fields:

- As Administrator logged into your site, navigate to **Settings Field Groups** (/zFieldGroups.aspx).
- Search for the required Field Group.
- Select the record via radio button.
- To load the Field list screen, click **Fields**.
- Select the required Field via radio button.
- To edit, click **Modify**. Or to remove the field, click **Delete**.



It is recommended that field group fields are never deleted, but rather hidden (unless the field group has been created by the editing user). Otherwise, the field will be added back in during a site upgrade.



When changes, including creating and removing fields, are made to Field Groups, the website's cache must be refreshed for the changes to display on the site. After you update a Field Group or the Field Group fields, click the **Refresh Dictionary** link. You can also refresh the cache by going to **zDictionary.aspx** and clicking the **Refresh Cache** button. See [Cache Refreshing](#).

Related help

- [Report Subscriptions \(Scheduled Reporting\)](#)
- [Configure Scheduled Reporting](#)
- [Report Generator \(Scheduled Reporting\)](#)
- [Create Users to Approve Report](#)
- [Google Tag Manager with Universal Analytics](#)

Related widgets

- [Checkout Field Groups Widget](#)
- [Warranty Claim Checkout Field Group Widget](#)