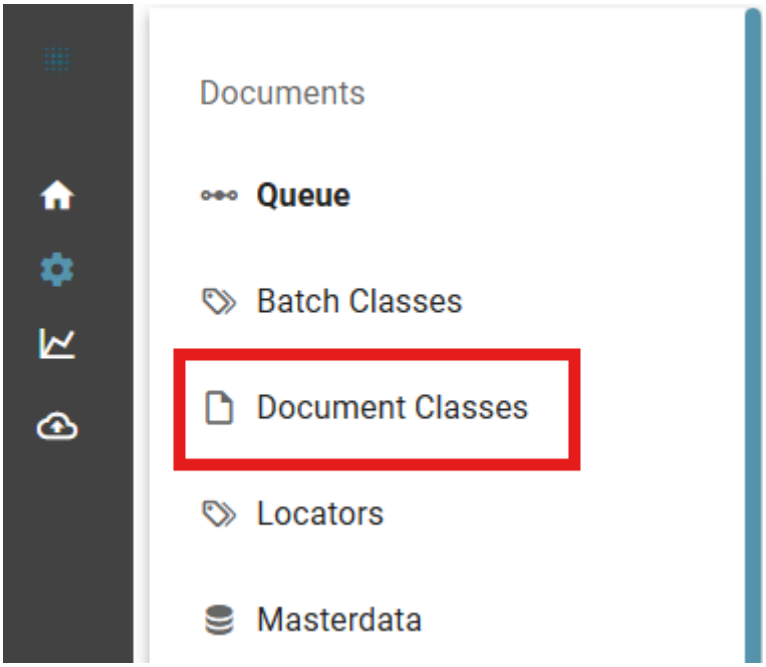
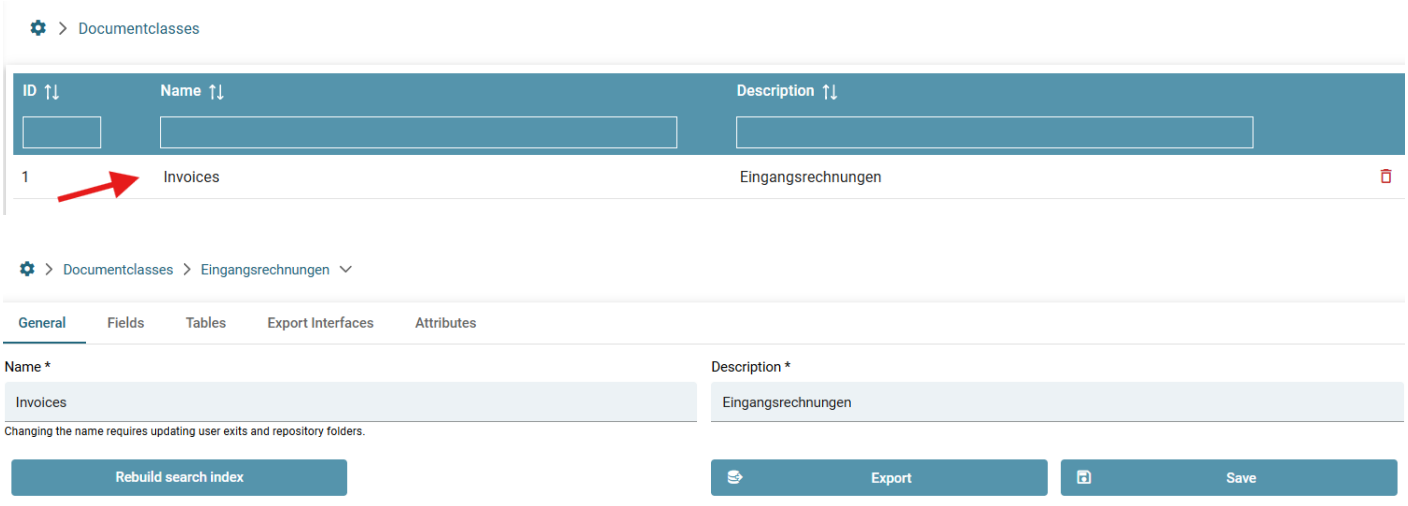
Add new fields

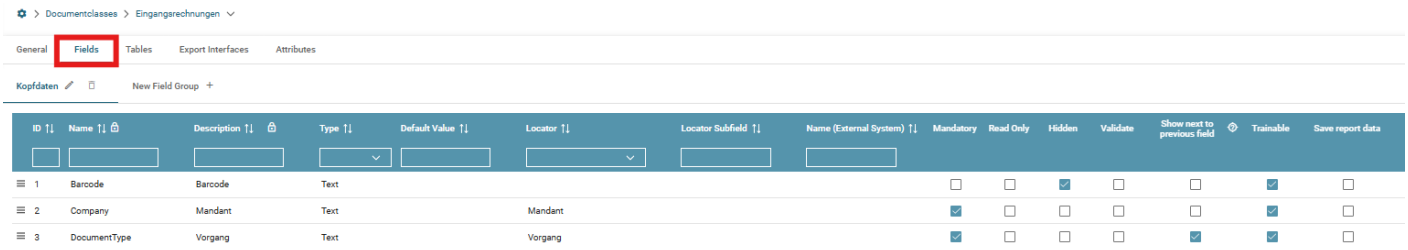
If one of your documents has new fields that now also need to be added in Squeeze you can do this quickly and easily. To do this, click on the "Document Classes" tab in the administration:



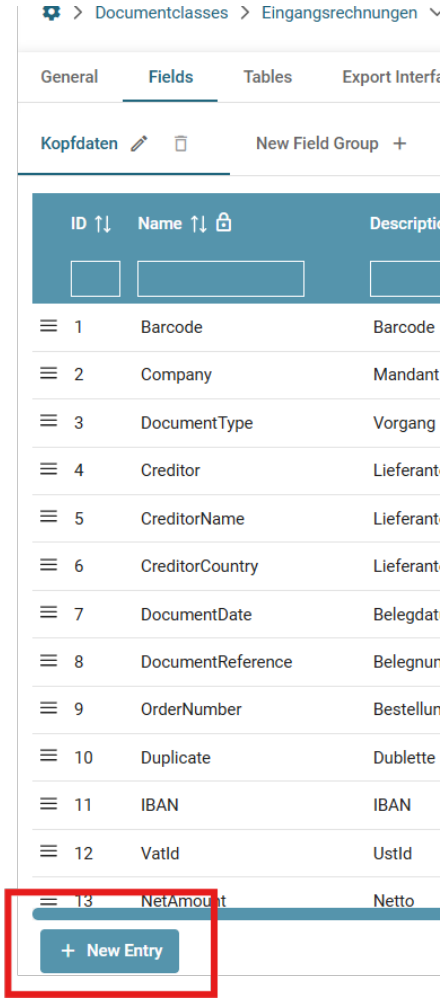
Click on your document type to open the overview of the document class.

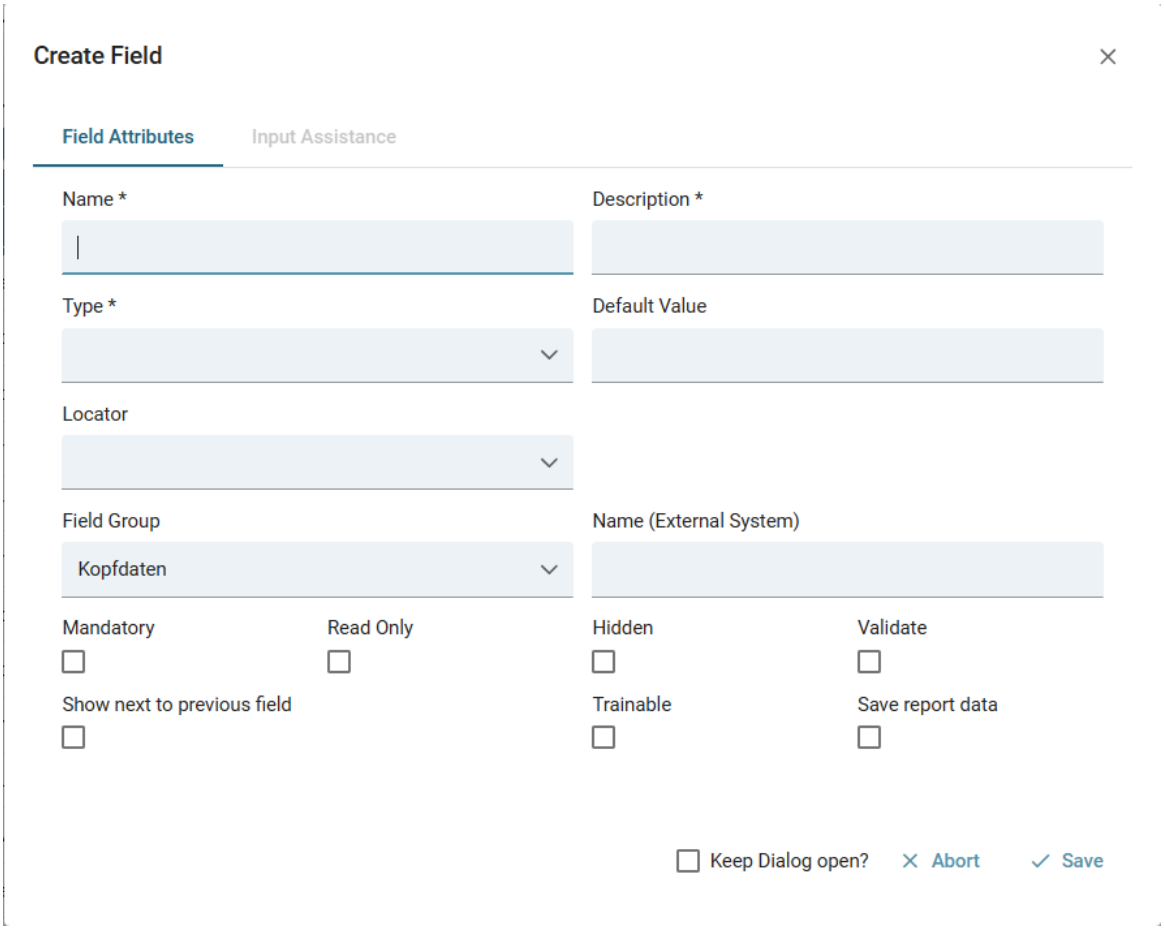


The "Fields" tab shows all existing fields and their details



To add a new field, click on "New entry" in the bottom left-hand corner. You can now add the field properties.





The name is a technical designation from the database or the target system.

The description is the displayed label of the field. The "Type" determines the type of field, do you need a checkbox, a radio button, a text or date field?

If you need locators to automatically fill the new field with a value from your document please contact your admin. In the group, you differentiate whether the field is in the header data on the document or in the items.

The following selections determine whether the field is mandatory, whether it can be edited or whether it must be confirmed before the voucher can be validated.

When everything is filled in press "Save" and the field is ready for use.

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