



[Knowledgebase](#) > [SalesPad](#) > [Inventory](#) > [Item Sales Options](#)

Item Sales Options

Megan De Freitas - 2025-07-09 - [Inventory](#)

Overview

The Item Sales Options plugin allows users to add custom details to items (such as color, personalized message, etc.) via one or more SalesPad User Defined Fields. Once configured, item options can be entered/selected during sales document entry.

Item Sales Options can be set up in the following ways:

- True or false options (via check box)
- Single or multi-line text values
- A pre-defined dropdown list or free text edit of values

Additionally, an Item Sales Option can be set up as another item number, which is added to the original item during sales document entry.

In order to set up Item Sales Options, *Sales Entry Options*, *Item Sales* and *Item Sales Options* must be enabled in the Security Editor (Modules > Security Editor):

Make sure all three security settings are checked.

Save any changes. You must log out and log back in to SalesPad for security changes to take effect.

In Modules > User Field Editor, create a User Defined Field called uf_ItemOptions on the Sales Line Item.

***NOTE:** Cavallo will not be supporting changes to this feature. If you require more advanced functionality, we recommend exploring our documentation on [Configurator](#), [Configurator Advanced](#), [Configurator Kits and Packages](#), and [Configurator with Manufacturing](#).

Procedure

1. From the Bus. Object column, select Sales Line Item
2. Click the **New** button in the User Fields column
3. Enter uf_ItemOptions in the New User Field popup:

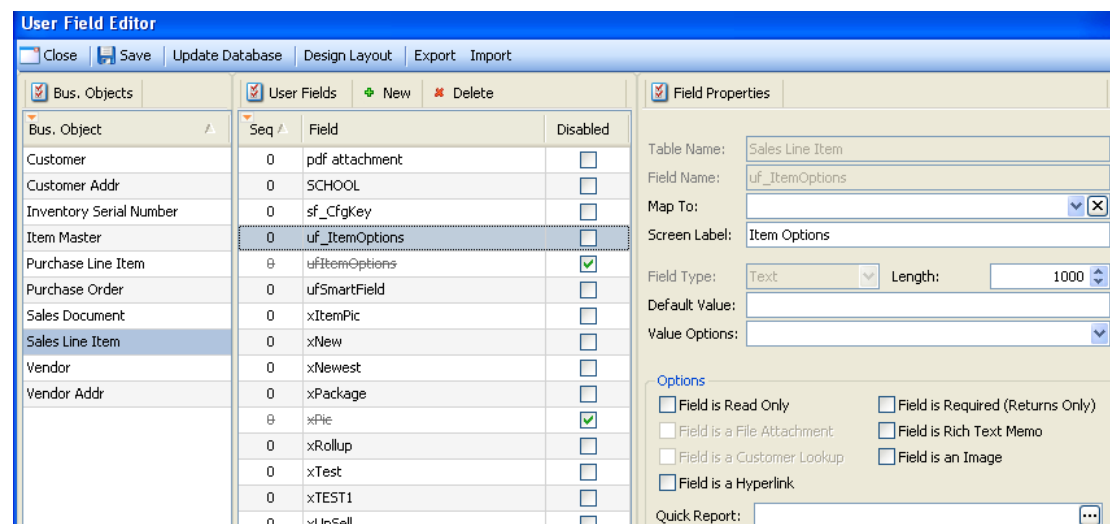


A dialog box titled "New User Field" with a close button (X) in the top right corner. It contains a label "Field Name?" above a text input field. The text input field contains the text "uf_ItemOptions". At the bottom of the dialog are two buttons: "OK" and "Cancel".

4. Click **OK**
5. In the Field Properties column, Type "Item Options" in the Screen Label field
6. Set the Field Type to "Text" and enter a length for the new field

Note: Under Options, if **Field is Read Only** is checked, options chosen for a line item during sales order entry will not be editable. If the box remains unchecked, options can be changed after entry.

Sales Line Item User Defined Field Configuration



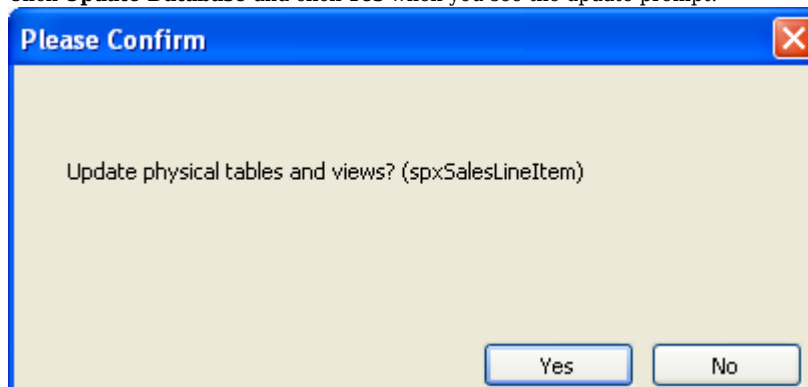
The "User Field Editor" window is shown. It has a menu bar with "Close", "Save", "Update Database", "Design Layout", "Export", and "Import". Below the menu bar are three tabs: "Bus. Objects", "User Fields", and "Field Properties". The "User Fields" tab is active, showing a table with columns "Seq", "Field", and "Disabled". The "Field Properties" tab is also visible, showing fields for "Table Name", "Field Name", "Map To", "Screen Label", "Field Type", "Length", "Default Value", "Value Options", and "Options".

Seq	Field	Disabled
0	pdf attachment	<input type="checkbox"/>
0	SCHOOL	<input type="checkbox"/>
0	sf_CfgKey	<input type="checkbox"/>
0	uf_ItemOptions	<input type="checkbox"/>
0	ufItemOptions	<input checked="" type="checkbox"/>
0	ufSmartField	<input type="checkbox"/>
0	xItemPic	<input type="checkbox"/>
0	xNew	<input type="checkbox"/>
0	xNewest	<input type="checkbox"/>
0	xPackage	<input type="checkbox"/>
0	xPie	<input checked="" type="checkbox"/>
0	xRollup	<input type="checkbox"/>
0	xTest	<input type="checkbox"/>
0	xTEST1	<input type="checkbox"/>
0	xUpSell	<input type="checkbox"/>

The "Field Properties" tab shows the following configuration for the selected field:

- Table Name: Sales Line Item
- Field Name: uf_ItemOptions
- Map To: (empty)
- Screen Label: Item Options
- Field Type: Text
- Length: 1000
- Default Value: (empty)
- Value Options: (empty)
- Options:
 - ☐ Field is Read Only
 - ☐ Field is Required (Returns Only)
 - ☐ Field is a File Attachment
 - ☐ Field is Rich Text Memo
 - ☐ Field is a Customer Lookup
 - ☐ Field is an Image
 - ☐ Field is a Hyperlink
- Quick Report: (empty)

1. Click **Save**
2. Click **Update Database** and click **Yes** when you see the update prompt:



A dialog box titled "Please Confirm" with a close button (X) in the top right corner. It contains the text "Update physical tables and views? (spxSalesLineItem)". At the bottom of the dialog are two buttons: "Yes" and "No".

3. After saving the user field, close the User Field Editor. SalesPad will prompt you to log out and log back

in.

Note: Refer to the SalesPad User Defined Fields document for more information on creating user defined fields.

After enabling security and configuring the user defined fields, go to Modules > Inventory Lookup to set up Item Options.

Procedure

1. Search for and select the item to create options for

2. Click the Item Sales Options tab and select New Sales Option
3. Name the new option in the screen that appears (for example, Color)

4. Click OK
5. In the Options field, click the ellipsis to begin entering an options set

6. In the screen that appears, type in options for the item

SalesPad - Enter a comma delimited list...

? = Single line, ??? = Multi-line, + = Free form option, yes/no = checkbox

Walnut,White,Blue,Black,Red,Green,Burl,Oak,Mahogany+

OK Cancel

7. Options separated by commas will result in a dropdown list. Putting a + after the list will allow free-form entry in addition to a drop-down list (for example, an additional color could be added manually during sales entry instead of the pre-defined choices). Otherwise, simply enter "?" for a single line entry field, "???" for a multi-line entry field, or "yes/no" for a check box.
- Note:** In a sales document, a multi-line entry will appear in the Comments column of the Line Items tab. Other options will appear under the Item Options column.
8. Click **OK**. The options entered will be visible:

GP-10 - SalesPad

File Modules View Help Customer Search Vendor Search Inventory Lookup Sales Documents Purchase Order Search Sales Monitor Security Editor

Sales Monitor Customer Search **Inventory Lookup**

Close Search

Search By Item #: plaque Description: Search Options Match Beginning Search 3rd Party Catalog

Inventory Items (3 items found) Alternate Items (0 items found)

Item Number	Description	UOM Sched	Avail	Onhand	Item Class
PLAQUE-A	Autograph Plaque - 3/4"	EACH	0	0	RETAIL
PLAQUE-D	Deluxe Plaque - 3/4" Standard	EACH	0	0	RETAIL
PLAQUE-S	Slimline Plaque - 1/2"	EACH	0	0	RETAIL

Item Properties Item Sales Item Purchases Item Notes Item Serial/Lot Numbers Item Analysis Serial Number Lookup Item Inventory Analysis **Item Sales Options** Item User Fields Inventory Matrix V

+ New Sales Option - Delete Sales Option

Seq	Item Number	Option Prompt	Is Item#	Is Label	Options
10	PLAQUE-D	Plaque Color	<input type="checkbox"/>	<input type="checkbox"/>	Walnut,White,Blue,Black,Red,Green,Burl,Oak,Mahogany+

Note: The process can be repeated for additional options on the same item number:

GP-10 - SalesPad

File Modules View Help Customer Search Vendor Search Inventory Lookup Sales Documents Purchase Order Search Sales Monitor Security Editor

Sales Monitor Customer Search **Inventory Lookup**

Close Search

Search By Item #: plaque Description: Search Options Match Beginning Search 3rd Party Catalog

Inventory Items (3 items found) Alternate Items (0 items found)

Item Number	Description	UOM Sched	Avail	Onhand	Item Class
PLAQUE-A	Autograph Plaque - 3/4"	EACH	0	0	RETAIL
PLAQUE-D	Deluxe Plaque - 3/4" Standard	EACH	0	0	RETAIL
PLAQUE-S	Slimline Plaque - 1/2"	EACH	0	0	RETAIL

Item Properties Item Sales Item Purchases Item Notes Item Serial/Lot Numbers Item Analysis Serial Number Lookup Item Inventory Analysis **Item Sales Options** Item User Fields Inventory Matrix V

+ New Sales Option - Delete Sales Option

Seq	Item Number	Option Prompt	Is Item#	Is Label	Options
10	PLAQUE-D	Plaque Color	<input type="checkbox"/>	<input type="checkbox"/>	Walnut,White,Blue,Black,Red,Green,Burl,Oak,Mahogany+
20	PLAQUE-D	Beveled Edge/Trim Color	<input type="checkbox"/>	<input type="checkbox"/>	Gold,Silver,Black,White,Walnut,Oak
30	PLAQUE-D	Finish	<input type="checkbox"/>	<input type="checkbox"/>	Glossy,Linen
40	PLAQUE-D	Back-side	<input type="checkbox"/>	<input type="checkbox"/>	Slot (Std),Easel,Cord
50	PLAQUE-D	Plate Needed	<input type="checkbox"/>	<input type="checkbox"/>	yes/no
60	PLAQUE-D	Plate Type	<input type="checkbox"/>	<input type="checkbox"/>	Quick Plate,Engraved Plate
70	PLAQUE-D	Plate Finish	<input type="checkbox"/>	<input type="checkbox"/>	Brass, Silver
80	PLAQUE-D	Plate Artwork Supplies	<input type="checkbox"/>	<input type="checkbox"/>	yes/no
90	PLAQUE-D	Plate Message	<input type="checkbox"/>	<input type="checkbox"/>	???


The Seq column in the grid represents the order (in intervals of ten) that the options will appear in sales order entry. By clicking in the field, the order can be changed.

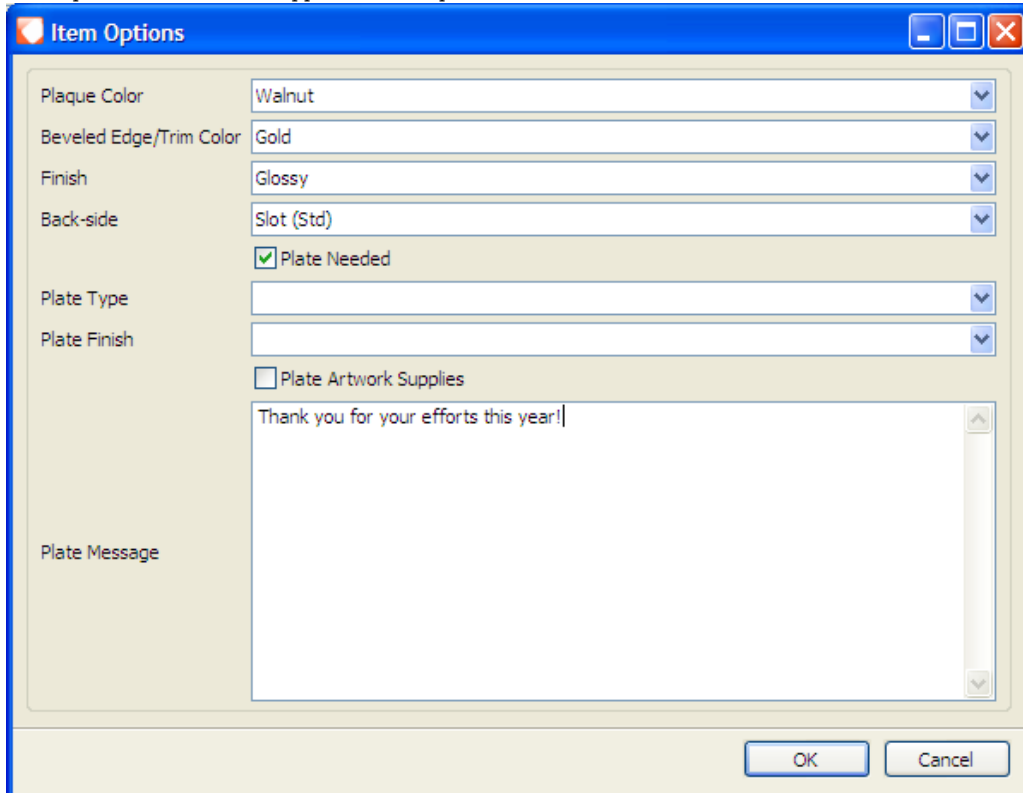
If the **Is Item#** box is checked, the option will require an item number, which will add an additional item in conjunction with the original (for example, an accessory). If the option is configured as a free form entry, an item number must be entered; if configured as a dropdown list, pre-set item numbers can be chosen from that list. If the **Is Label** box is checked, text typed into the Options field will appear automatically and be read only.

Note: All Inventory Lookup/Item Sales Options changes are saved automatically.

Once Item Sales Options are configured, they can be selected during sales document entry when an item with options is entered in the Line Items tab.

Procedure

1. Open a new sales document for a customer
2. Enter the item with options as a new Line Item
3. Press the **Enter** key or select Item Options from the **Actions** dropdown () on the Line Items tab. The Item Options screen should appear, where options can be entered or selected:

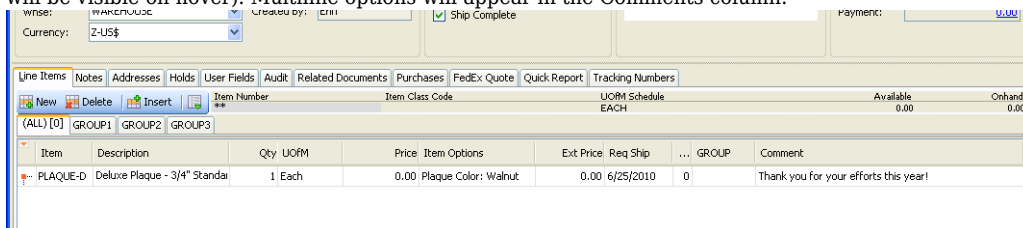


The **Item Options** dialog box is shown. It contains the following fields and options:

- Plaque Color:** Walnut
- Beveled Edge/Trim Color:** Gold
- Finish:** Glossy
- Back-side:** Slot (Std)
- ☒ **Plate Needed**
- Plate Type:** (empty dropdown)
- Plate Finish:** (empty dropdown)
- ☐ **Plate Artwork Supplies**
- Plate Message:** Thank you for your efforts this year!

Buttons: OK, Cancel

4. Enter or select options and click **OK**
5. Single line, check box, and dropdown menu Options will appear in the Item Options column (all options will be visible on hover). Multiline options will appear in the Comments column:



The sales document entry screen is shown. The **Line Items** tab is active. The following table is displayed:

Item	Description	Qty	UoM	Price	Item Options	Ext Price	Req Ship	...	GROUP	Comment
PLAQUE-D	Deluxe Plaque - 3/4" Stand	1	Each	0.00	Plaque Color: Walnut	0.00	6/25/2010	0		Thank you for your efforts this year!