

Interface | Make Customer File Fields Compulsory



To make Required Fields you need to be in the RFMS Interface Mode.

In my example, I want to make the Customer Email Address compulsory in the Customer File.

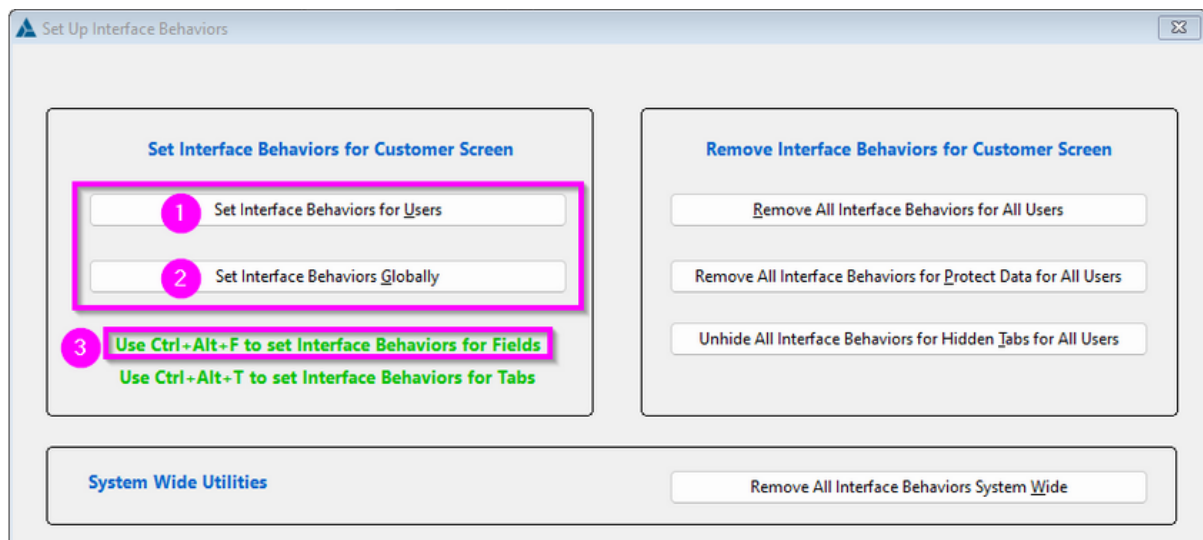
To do this, go to **Order Entry > File > Customers**, then click on the **Green Plus Icon** 

Once in this blank record you press on your keyboard **Alt+Ctrl+F9**.

You will have a pop up box (below) where you need to choose whether you want to set compulsory fields for:

1. Set Interface Behaviors for Users, or:
2. Set Interface Behaviors Globally

In my example I have chosen Globally so that it makes it my chosen field compulsory for everyone.



Once you make your selection, the fields you can choose 'behaviours' for will turn green.

To set the require fields you need to do one at a time.

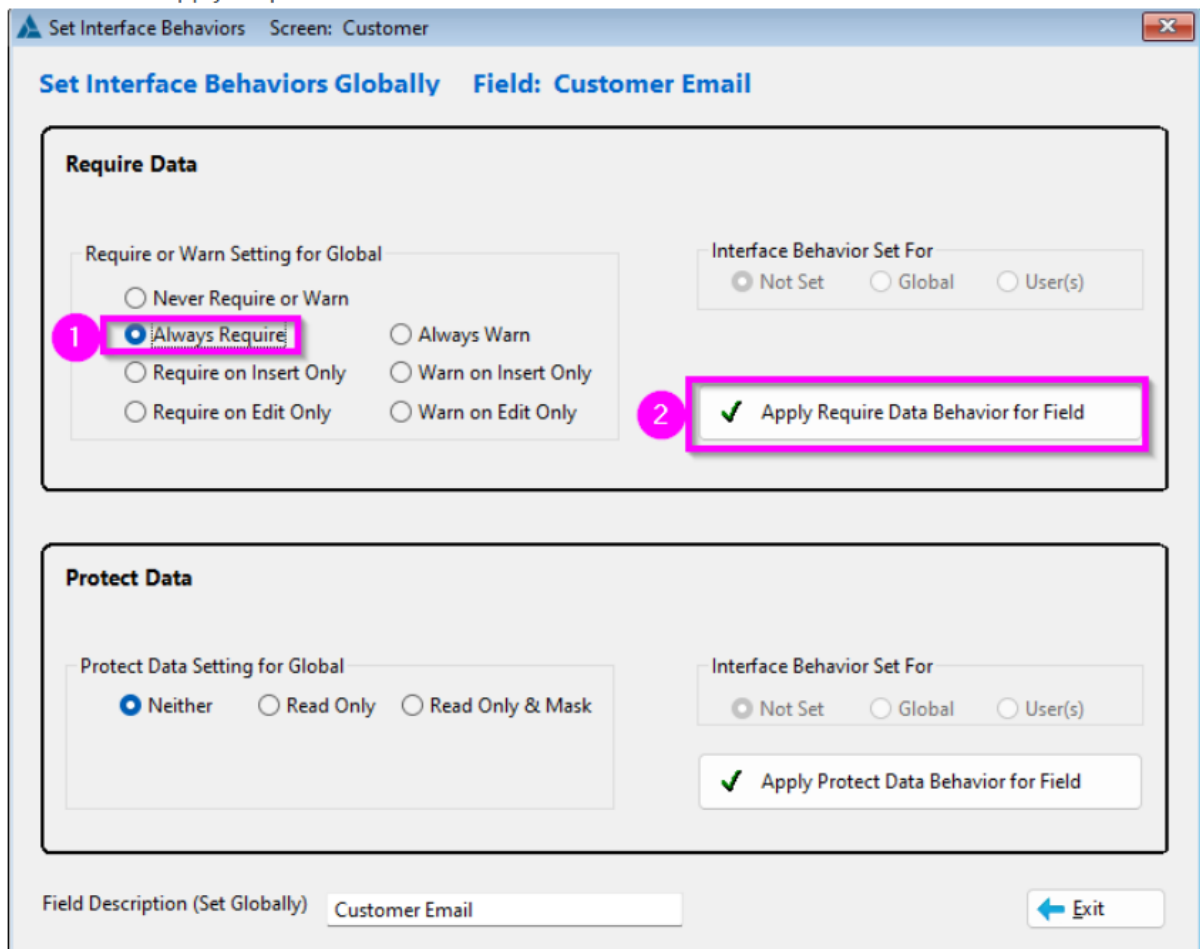
Click in the fields you wish to make compulsory. I clicked in the Email field and then press **Ctrl+Alt+F** (as shown in point 3 in screenshot above).

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I selected:

1. 'Always Require' (see below)
2. Then click Apply Require Data Behaviour for Field



You will now see from the screenshot below that the fields which now have Interface Behaviors applied to them have turned a dark green colour - Address #1 (this was done earlier) and Email.

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Interface Mode - Set Behaviors for Selected Users

Customer Information | Additional Information | **Additional Commissions** | Active Customer | Change Status

Customer # [] Default Store 2 F8
Customer Type RESIDENTIAL Relationship []

Sold To | Ship To

Salutation [] Export Name Individual []
First Name []
Last Name []

Business []
Address #1 []
#2 []
City [] F8
State [] PC
Country [] Copy

Home Phone [] Ext []
Work Phone []
Mobile []
Fax []
Email []

Active Since [] F8
Renewal Date [] F8
Renew Amount 0.00
Renew Group (none) []
Sales Rep #1 [] 0.00% []
Sales Rep #2 [] 0.00% []

Exit Interface Mode

Once you are happy with this, click on Exit Interface Mode.

[Last Update: 10/09/24]