# 13.11. Custom fields

You can create custom fields that appear in different areas in mSupply. These allow you to record additional information and customise mSupply for your needs.

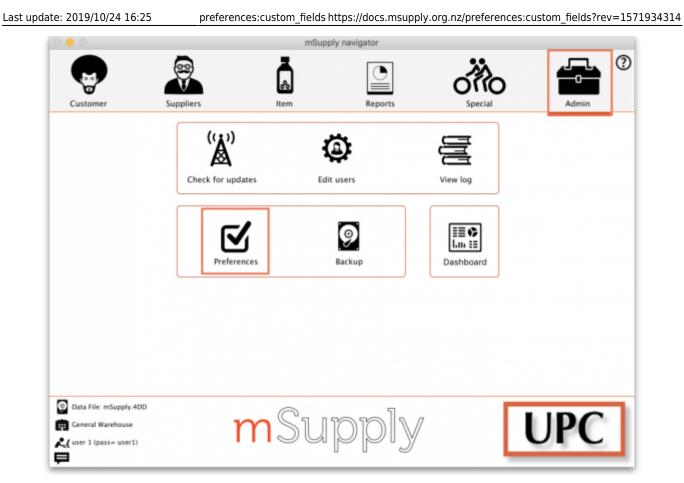
You can create custom fields in the following areas:

- Customer invoice
- Supplier invoice
- Store
- Requisition
- Item
- Item category
- Quote line
- Name (of customers, suppliers, prescribers etc.)
- User

Only edit custom fields if you are confident with the information in this page and fully understand the content. Otherwise you could cause some things to stop working in your copy of mSupply! This is true for all settings, but please be especially careful with custom fields.

## **Creating custom fields**

1. Navigate to the **Admin** tab and click the **Preferences** button.



2. Select **Custom Fields** from the list on the left.

3. Select the area requiring custom fields from the **Table to set custom data fields for** dropdown list.

• • •	Prefere	mces	
Reports Names Tender	Table to set custom data fields for item	New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication			
Drug Interactions			÷ —
Registration			Add item Delete Item(s)
Printing			Add item Delete item(s)
OK and print			List
Logo			
Dispensary mode			
HIS			
Log			
Backup			
Backup 2			
Email			
Server			
Synchronise			
Customization			
Moneyworks			
FrontlineSMS			
eLMIS			
LDAP			
DHIS2			
Stock			
Custom fields			
Barcode scanning			
Options			Cancel OK

#### 4. Click the **New Field** button.

5. Click on the new line in the Field Label column to change the name of the custom field.

6. Click the small arrow in the **Field Type** column and choose from the drop-down list. The options for your new field are:

- Text: User can type free text.
- Number: User can only type a number.
- **Boolean:** User can tick a checkbox.
- Date: User can only enter a date.
- List: User can only select an option from a list.

• • •	Prefere	nces	
Reports Names Tender	Table to set custom data fields for	New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication	Approval by	List ·	
Drug Interactions			÷ –
Registration			Add item Delete Item(s)
Printing			Add item (Delete item(s))
OK and print			List
Logo			
Dispensary mode			
HIS			
Log			
Backup			
Backup 2			
Email			
Server			
Synchronise			
Customization			
Moneyworks			
FrontlineSMS			
eLMIS			
LDAP			
DHIS2			
Stock			
Custom fields			
Barcode scanning	·		
Options			Cancel OK

6. If you use a **List** field type, highlight the line and click **Add Item** to enter the options that will appear in the list. To delete an option, select the item from the list and click **Delete Item(s)**.

• • •			Preferer	ICes			
Reports Names	Table to set custom data fields for	item	0	•	-		
Tender				New field	Delete field(s)		
Reminders		Field label		Field	d type	1	
Patient Medication	Approval to add new			List	a type		
Drug Interactions	repprovance acid men	i item by		050		•	
Registration							_
Printing						Add item	Delete Item(s)
OK and print							List
Logo						Mary G	
Dispensary mode						Alfred K	
HIS							
Log							
Backup							
Backup 2							
Email							
Server							
Synchronise							
Customization							
Moneyworks							
FrontlineSMS							
eLMIS							
LDAP							
DHIS2							
Stock							
Custom fields							
Barcode scanning						-	
Options						Car	oel OK

### 7. Click **OK**.

If you want to delete a custom field, highlight the line and click **Delete field(s)**.

## Using custom fields

This section shows where custom fields appear in each area after they are created.

## **Customer invoice**

#### When creating a customer invoice:

Click the **Custom Data** tab. In this example, we added a # custom field.

## **Supplier invoice**

#### When creating a supplier invoice:

Click the **Custom Data** tab. In this example, we added a # custom field.

### Store

#### When creating a store:

Click the **Custom Fields** tab. In this example, we added a # custom field.

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## Requisition

When creating a requisition:

Item

When creating a new item:

Item category

When creating a new item category:

**Quote line** 

When creating a quote line:

#### Name

When creating a new name (e.g. customer, supplier, prescriber etc.):

User

When creating a new user:

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