# 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.

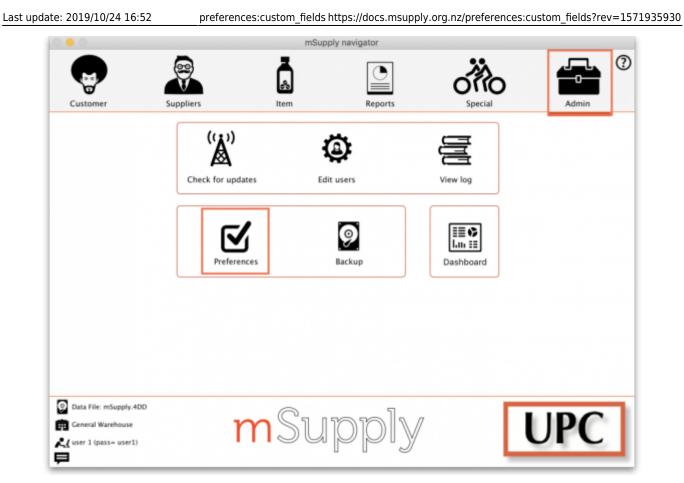
You can create custom fields in the following areas:

- 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	nces	
Reports Names Tender	Table to set custom item	New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication Drug Interactions			
Registration			÷ =
Printing			Add item Delete Item(s)
OK and print			List
Logo			List
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.

Reports   Names   Tender   Reminders   Patient Medication   Drug Interactions   Registration   Printing   OK and print   Logo   Daspensary mode   HS   Rackup 2   Email   Server   Synchronise   Customization   Moreyworks   Friedinges   Exote BedS   Backup   Strontineston   Customization   Moreyworks   Exote BedS   Barcole scanning   Options		Prefere	nces	
Patient Medication       Approval by       List         Drug Interactions	Names Tender	Table to set custom item 3		
Approval by       Lit		Field label	Field type	
Registration       Add item Delete Item(s)         Printing       Add item Delete Item(s)         Logo       Image:		Approval by	List -	
Registration       Add item Delete item(s)         Printing       Add item Delete item(s)         OK and print       Logo         Logo       Image: Strate item item item item item item item it				+ -
OK and print       Image: Sector				
Logo       Image: Construction of the construc				warten berete trents)
Dispensary mode       Indication       Indication         HIS       Indication       Indication         Backup 2       Indication       Indication         Server       Indication       Indication         Synchronise       Indication       Indication         Customization       Indication       Indication         Moneyworks       Indication       Indication         FrontlineSMS       Indication       Indication         LIDAP       Indication       Indication         DHIS2       Indication       Indication         Barcode scanning       Indication       Indication				List
HIS       Image: Constraint of the second of t				
Log       Image: Second S				
Backup       Image: Constraint of the second o	HIS			
Backup 2 Email Server Synchronise Customization Moneyworks FrontlineSMS eLMIS LDAP DHIS2 Stock IDAP DHIS2 Stock IDAP				
Email     Image: Server       Synchronise     Image: Server       Customization     Image: Server       Moneyworks     Image: Server       FrontlineSMS     Image: Server       eLMIS     Image: Server       LDAP     Image: Server       DHIS2     Image: Server       Stock     Image: Server       Barcode scanning     Image: Server	Backup			
Server Synchronise Customization Moneyworks FrontlineSMS eLMIS LDAP DHIS2 Stock Custom fields Barcode scanning	Backup 2			
Synchronise	Email			
Customization       Moneyworks       Frontline5MS       eLMIS       LDAP       DHIS2       Stock       Custom fields       Barcode scanning	Server			
Moneyworks FrontlineSMS eLMIS LDAP DHIS2 Stock Custom fields Barcode scanning	Synchronise			
FrontlineSMS eLMIS LDAP DHIS2 Stock Custom fields Barcode scanning	Customization			
eLMIS LDAP DHIS2 Stock Custom fields Barcode scanning	Moneyworks			
LDAP DHIS2 Stock Custom fields Barcode scanning	FrontlineSMS			
DHI52 Stock Custom fields Barcode scanning	eLMIS			
Stock Custom fields Barcode scanning	LDAP			
Custom fields Barcode scanning	DHI52			
Barcode scanning	Stock			
	Custom fields			
Options Cancel OK	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)**.

• • •	F	Preferences			
Reports	Table to set custom	•			
Names	data fields for				
Tender		New field	Delete field(s)		
Reminders	Field label	Field	type		
Patient Medication	Approval to add new item by	List			
Drug Interactions				<b>•</b>	
Registration					
Printing				Add item Del	lete Item(s)
OK and print				List	
Logo				Mary G	
Dispensary mode				Alfred K	
HIS					
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Customization					
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Stock					
Custom fields					
Barcode scanning	· · · · · · · · · · · · · · · · · · ·				
Options				Cancel	ОК

### 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 two custom fields: a **Date** and a **List** field type.

2025/08/12 10:51

5/6

			Custom	er invoice			
Name	Merlo Health Centre	1	Confirm date : 00	0/00/00		Colour	Black
Their ref	8459	MER				Invoice : 0	
Comment			Category	None	0	Entry date : 24/10/19	,
					Goo	ds received ID : 0	
						Status : nw	
						Entered by : user 1 (pa	iss= user1)
						Store : General W	/arehouse
		General Summary by I	tem Summary by Ba	itch Transport detai	ils Log Custom data		
_							
Delive	ery organised for 21/11/19		Field Ty	/pe = Date			
L	Delivery method Truck Ship Plane N/A -		Field Ty	ype = List			
					OK & Next	Delete	ок

## **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.

## 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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