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.

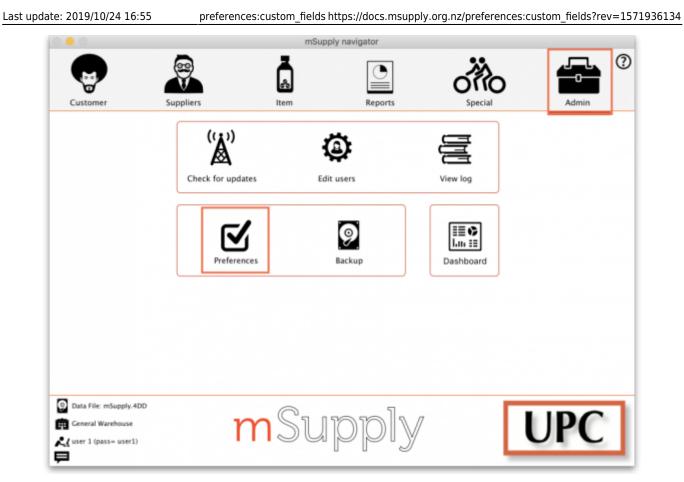
You can create custom fields in the following areas:

- 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.

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)**.

• • •		Preferences			
Reports	Table to set custom item	o 📥			
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					
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					
DHI52					
Stock					
Custom fields					
Barcode scanning					
Options				Cancel 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 two custom fields: a **Date** and a **List** field type.

2025/08/12 10:34

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		Custo	mer invoice			
Name Merlo Health Centre		Confirm date :	00/00/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment	1	Category	None	0	Entry date : 24/10/19	,
					Goods received ID : 0	
					Status : nw	
					Entered by : user 1 (pa	ass= user1)
					Store : General V	Varehouse
	General Summary by Ite	em Summary by	Batch Transport det	tails Log Custo	om data	
Delivery organised for 21/11/19		Field 1	Type = Date			
Delivery method Truck Ship Plane		Field	Type = List			
N/A - st	taff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A – st	aff will collect					
N/A – st	aff will collect					

Supplier invoice

When creating a supplier invoice:

Click the **Custom Data** tab.

In this example, we added two custom fields: a **Boolean** and a **Text** field type.

•••	Supplier	r Invoice		
Name Pulo World Medicine Suppliers	1	Confirm date : 00/00/00	Colour	Black
Their ref 4563	pulo		Invoice number :	0
Comment	Ca	tegary None	2	24/10/2019
			Status :	
			Goods received ID :	
			Purchase Order ID :	
			Requisition ID :	
				user 1 (pass= user1)
				General Warehouse
	General Summary by Item Summary b	by Batch Price Log Cuv	om eata	
Payment made	Field Type = Boolean			
Reason if not yet paid	Field Type = Te	avt		
Reason in not yet parts	Field Type - It	FAL .		
Hold Export batch: 0				
Finalise Margin: 0.00			OK & Next Delete	ок 🛛 🖶

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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