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.

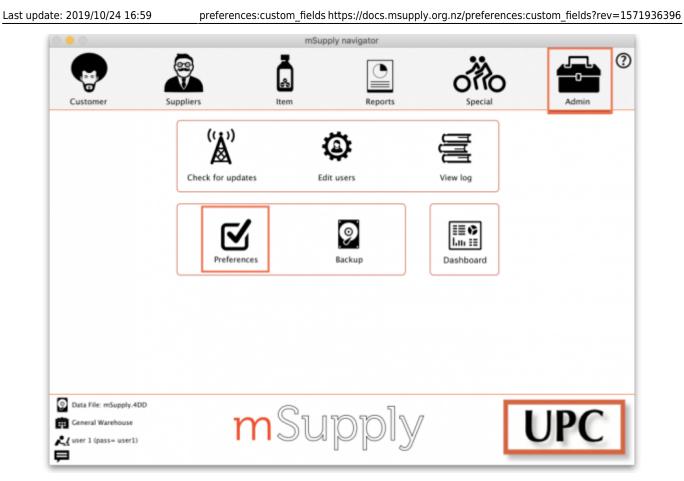
You can create custom fields in the following areas:

- 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	
Names Tender	Table to set custom item 3	New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication	Approval by	List -	
Drug Interactions			+ -
Registration			Add item Delete Item(s)
Printing			
OK and print			List
Logo			
Dispensary mode HIS			
Log			
Backup			
Backup 2 Email			
Server			
Synchronise Customization			
Moneyworks FrontlineSMS			
eLMIS			
LDAP			
DHI52			
Stock			
Custom fields			
Barcode scanning			
			Cancel OK
Options			Oundar On

6. If you choose 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				•	
Registration					
Printing				Add item Del	lete 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	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

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			Custo	mer invoice				
Name Merio He	alth Centre	1	Confirm date :	00/00/00		Colour		Black
Their ref 8459		MER				Invoice :	0	
Comment		1	Category	None	٢	Entry date :	24/10/19	
						Goods received ID :	0	
						Status :	nw	
						Entered by :	user 1 (pass=	user1)
					_		General Ware	house
	Gen	eral Summary by it	em Summary by	Batch Transport de	tails Log Cu	stom data		
Delivery organi	sed for 21/11/19		Field 1	Гуре = Date				
				Type - Dute				
Delivery	method Truck Ship							
	Plane N/A – staff w	ill collect	Field	Type = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	ill collect	Field 1	Гуре = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	ill collect	Field	Гуре = List				
	Plane	il collect	Field	Гуре = List				
	Plane	il collect	Field	Гуре = List				

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 Invo	ce	
Name Pulo World Medicine Suppliers	L Cont	firm date : 00/00/00	Colour Black
Their ref 4563	pulo		Invoice number : 0
Comment	Category	None	Entry date : 24/10/2019
		_	Status : new
			Coods received ID : 0
			Purchase Order ID: 0
			Reguisition ID : 0
			Entered by : user 1 (pass= user1)
			Store: General Warehouse
	General Summary by Item Summary by Batch	h Price Log Custom data	
🕑 Payment made	Field Type = Boolean		
Reason if not yet paid	Field Type = Text		
inclusion in the fee pairs	There Type - Text		
Hold Export batch: 0			
Finalise Margin: 0.00		OK & Next	Delete OK 🛛 🖶

Store

When creating a store:

Click the **Custom Fields** tab.

In this example, we added one custom field: a $\ensuremath{\textbf{Number}}$ field type.

• • • • N	ew store
Merio Health Centre General Preferences Lo New line Delete line(s)	go Custom fields Master lists
Field label	Field value
Number of staff at facility	2
Field Type	= Number
	Cancel OK
	Carlos OK

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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