# 15.11. 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.

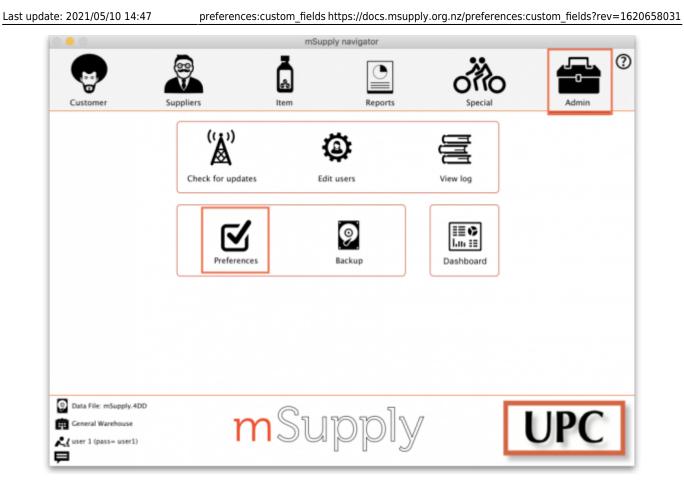
You can create custom fields in the following areas:

- Customer invoice
- Supplier invoice
- Store
- Requisition
- Item
- Item category
- Quote line
- Name (of customers, suppliers, prescribers etc.)
- User
- Purchase orders
- Transaction categories
- Item Category Level 1
- Transaction lines

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 Patient Medication	Field label	Field type	
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 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			Para herri (Perce herrig)
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			
Options			Cancel OK

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 it in 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					
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 how custom fields appear after they are created.

### **Customer invoices**

#### 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.

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0		Customer invo	ce		
Name Merlo Health Centre	1	Confirm date : 00/00/00		Colour	Black
Their ref 8459	MER			Invoice : 0	
Comment	1	Category None	۵	Entry date : 24/10	0/19
	_			Goods received ID : 0	
				Status : nw	
				Entered by : user	
			_		ral Warehouse
G	eneral Summary by It	em Summary by Batch T	ransport details Log	ustom data	
Delivery organised for 21/11/19		📕 Field Type =	Date		
Ship Plane N/A - staff	'will collect	Field Type =	List		
			OK & I	Next Delete	ок

## **Supplier invoices**

### 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	ice	
Name Pulo World Medicine Suppliers	Corr	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
			Requisition ID : 0
			Entered by : user 1 (pass= user1)
			Store: General Warehouse
	General Summary by Item Summary by Bate	h Price Log Custom data	
Payment made	Field Type = Boolean		
Reason if not yet paid	Field Type = Text		
inclusion in the per part	There type = Text		
Hold Export batch: 0			
Finalise Margin: 0.00		OK & Next	Delete OK 🕞

#### **Stores**

#### When creating a store:

Click the Custom Fields tab.

In this example, we added one custom field: a **Number** field type.

• • •		New store
Merio Health Centre		Logo Custom fields Master lists
	Field label	Field value
	Number of staff at facility	2
	Field Typ	e = Number
		Cancel OK

Previous: 16.10. Options (standard reasons) | | Next: 17. Data Import and Export

From: https://docs.msupply.org.nz/ - mSupply documentation wiki Permanent link: https://docs.msupply.org.nz/preferences:custom\_fields?rev=1620658031

Last update: 2021/05/10 14:47