mSupply documentation wiki - https://docs.msupply.org.nz/

# 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.

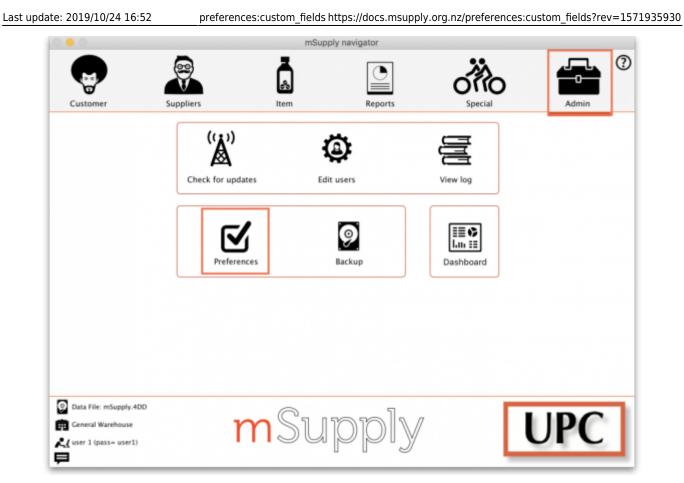
You can create custom fields in the following areas:

- 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.

• •	Prefere	nces	
Reports Names Tender	Table to set custom data fields for term	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			
Options			Cancel OK
options			

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.

2025/06/28 00:11

0		Custome	r invoice			
Name Merlo Health Centre	1	Confirm date : 00/	00/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment		Category No	one	0	Entry date : 24/10	0/19
					Goods received ID : 0	
					Status : nw	
					Entered by : user 1	l (pass= user1)
					Store : Gener	al Warehouse
	General Summary by It	em Summary by Bato	th Transport deta	iils Log Custon	i data	
Delivery organised for 21/11/19		📕 Field Typ	pe = Date			
Ship Plane N/A - st	aff will collect	Field Ty	pe = 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:

From: https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/preferences:custom\_fields?rev=1571935930



Last update: 2019/10/24 16:52