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			
Progration a			.
Printing			Add item Delete Item(s)
OK and print			Liet
Logo			List
Dispensary mode			
HIS			
Log			
Backup			
Backup 2			
Email			
Server			
Synchronise			
Customization			
Moneyworks			
FrontlineSMS			
LDAR			
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 item 🔉	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 nem perce nemps
OK and print			List
Logo			
Dispensary mode			
HIS			
Log			
Backup			
Backup 2			
Email			
Server			
Synchronise			
Customization			
Moneyworks			
Frontline5M5			
eLMIS			
LDAP			
DHI52			
Stock			
Custom fields			
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 Names Tender	Table to set custom Litem	New field Delete field(s)	
Reminders Patient Medication	Field label Approval to add new item by	Field type List	
Registration			Add item Delete Item(s)
OK and print			List Mary G
Dispensary mode HIS			Alfred K
Log Backup			
Email Server			
Synchronise Customization			
Moneyworks FrontlineSMS			
eLMIS LDAP			
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

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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				Category	None	٢	Entry date :	24/10/19	
							Goods received ID :	0	
							Status :	nw	
							Entered by :	user 1 (pass	= user1)
						_	Store :	General War	ehouse
		General	Summary by It	em Summary by	Batch Transport de	tails Log	Custom data		
_									
Deliv	very organised for 21	/11/19		Field	Type = Date				
		Ship Plane N/A = staff will s	ollect	Field	Type = List				
	_	nyn - stan wir c							
L		nyn - saan mit c							
L									

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	ice	
Name Pulo World Medicine Suppliers	L Conf	frm 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 Batc	h Price Log Custom data	
🕑 Payment made	Field Type = Boolean		
Reason if not we naid	Field Type = Text		
New York Park	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 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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