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.

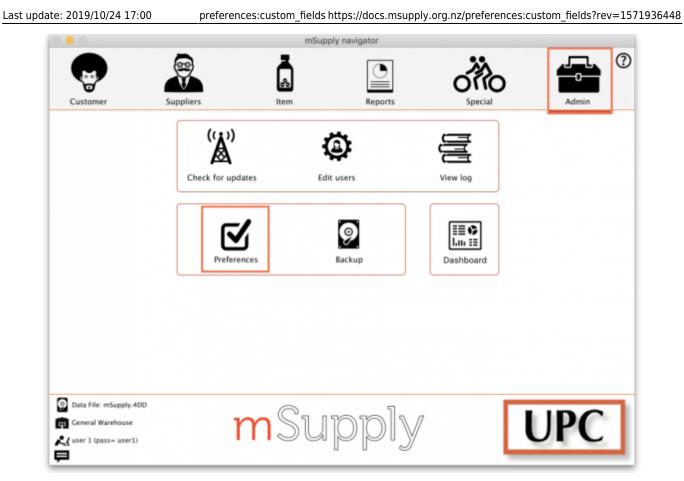
You can create custom fields in the following areas:

- 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	
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			Add Rent Delete Rent(s)
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 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 how custom fields appear 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 00:13

5/7

		Custom	er invoice			
Name Merlo Health Centre	I.	Confirm date : 00	0/00/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment	1	Category	None	٥	Entry date : 24/10/19	
				Goo	ds received ID : 0	
					Status : nw	
					Entered by : user 1 (pas	s= user1)
					Store : General Wa	rehouse
	General Summary by It	em Summary by Ba	tch Transport deta	ils Log Custom data		
		Tiold T	una - Data			
Delivery organised for 21/11/19		Field Iy	/pe = Date			
Delivery method Truck Ship Plane N/A - s	taff will collect	Field Ty	/pe = List			
				OK & Next	Delete	ĸ

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.

• • •	Supp	lier Invoice		
Name Pulo World Medicine Suppliers	1	Confirm date : 00/00/00	Colour	Black
Their ref 4563	pulo		Invoice number :	0
Comment		Category None	2 C	24/10/2019
			Status :	
			Goods received ID :	
			Purchase Order ID :	
			Requisition ID :	
				user 1 (pass= user1)
				General Warehouse
		ry by Batch Price Log Cust	om data	
Payment made	Field Type = Boolean			
Reason if not yet paid	Field Type =	Toxt		
Reason in not yet part	Field Type -	ICAL		
Hold Export batch: 0 Finalise Margin: 0.00			Bullet	
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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