# 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.

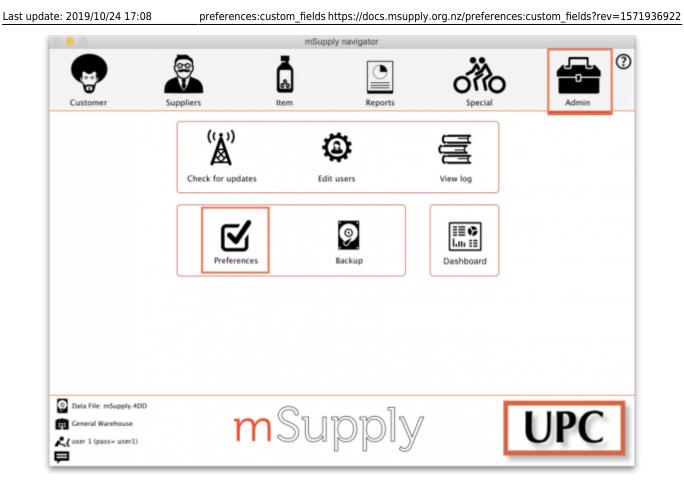
You can create custom fields in the following areas:

- 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			Para nemi secrete nemijaj
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)**.

• • •	P	references	
Reports Names Tender	Table to set custom data fields for	New field Delete field(s)	
Reminders Patient Medication Drug Interactions Registration	Field label Approval to add new item by	Field type	•
Printing OK and print Logo Dispensary mode			Add item Delete item(s)
HIS Log Backup			Alfred K
Backup 2 Email Server Synchronise			
Customization Moneyworks FrontlineSMS		_	
eLMIS LDAP DHIS2 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 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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		Custor	mer invoice			
Name Merlo Health Centre	1	Confirm date :	00/00/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment	1	Category	None	0	Entry date : 24/10/19	
					Goods received ID : 0	
					Status : nw	
					Entered by : user 1 (par	is= user1)
					Store : General W	arehouse
	General Summary by it	em Summary by	Batch Transport deta	ills Log Custon	n data	
Delivery organised for 21/11/19		📕 Field T	Type = Date			
Delivery method Truck Ship		Elected 7	Suma and Link			
Plane N/A - sta	iff will collect	Field	Гуре = List			
	iff will collect		iype = List			
	iff will collect		iype = List			
	iff will collect		iype = List			
	iff will collect		iype = List			
	If will collect		iype = List			
	If will collect		iype = List			
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	If will collect		iype = List			

## **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 In	voice	
Name Pulo World Medicine Suppliers	c	ionfirm date : 00/00/00	Colour Black
Their ref 4563	pulo		Invoice number : 0
Comment	Catego	ary None	Entry date : 24/10/2019
			Status : nw
			Goods 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 I	latch Price Log Custom da	
🛃 Payment made	Field Type = Boolean		—
Reason if not yet paid	Field Type = Tex	•	
Reason in not yet paro	Field Type – Tex	A	
Hold Export batch: 0			
Finalise Margin: 0.00		0	K& 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	General Preferences	ogo Custom fields Master lists
	Field label	Field value
	Number of staff at facility	2
	Field Typ	e = Number
		Cancel OK

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