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# 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.

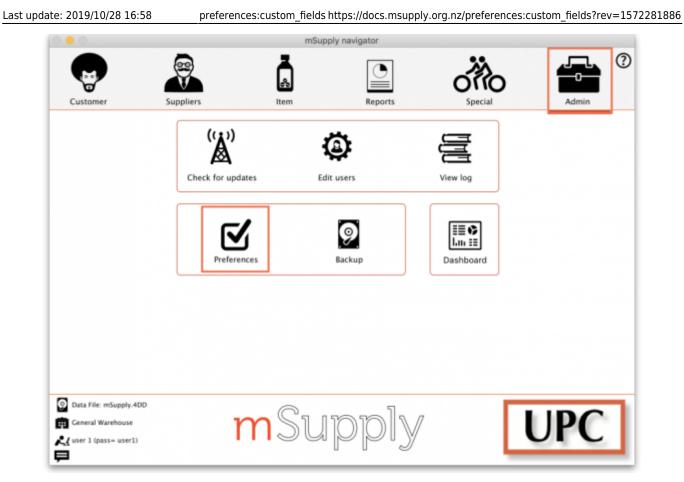
You can create custom fields in the following areas:

- 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 it in the list and click **Delete Item(s)**.

• • •		Preferences			
Reports	Table to set custom	_			
Names	data fields for item	o 💼			
Tender		New fiel	d Delete field(s)		
Reminders	Field label		Field type	1	
Patient Medication	Approval to add new item by	List	Held type		
Drug Interactions	reprise to and new item by	0.51			
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					
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.

2025/06/28 00:12

5/6

Name Merlo Health Centre Confirm date: 00,0000 Colour Bla   Their ref 4559 MER Invoice: 0   Comment Category None Entry date: 24/10/19   Control State: Invoice: 0   State: Invoice: 0 State: 0   Centeral Summary by Kem Summary by Batch Transport details Log Centeral Warehous   Delivery organised for 21/11/19 Field Type = Date Field Type = List   Palare N/A - staff will collect Field Type = List				Custo	mer invoice				
Their ref B459 MER Invoice : 0 Comment Category None C Entry date : 24/10/19 Goods received ID : 0 Status : nw Entered by : user 1 (pass= use Store : Ceneral Summary by Eatch Transport details Log Custom data Delivery organised for 21/11/19 Field Type = Date Delivery method Truck Ship Plane Field Type = List	ne Merlo Health	Centre	1	Confirm date :	00/00/00		Colour		Black
Goods received ID : 0         Status : nv         Entered by : user 1 (pass= use         Store : Ceneral Summary by Eatch         Transport details       Log         Custom data         Delivery organised for 21/11/19         Field Type = Date         Field Type = List	ef 8459						Invoice :	0	
Goods received ID : 0 Status : nw Entered by : user 1 (pass= use Store : General Warehous General Summary by Item Summary by Batch Transport details Log Custom data Delivery organised for 21/11/19 Field Type = Date Field Type = List Field Type = List	nt			Category	None	0	Entry date :	24/10/19	
Centeral Summary by Item       Summary by Batch       Transport details       Log       Custom data         Delivery organised for       21/11/19       Field Type = Date         Delivery method       Truck Ship Plane       Field Type = List							Goods received ID :	0	
Store : Ceneral Warehous         Ceneral Summary by Item Summary by Batch Transport details Log Custom data         Delivery organised for 21/11/19       Field Type = Date         Delivery method       Truck Ship Plane         Field Type = List							Status :	nw	
General     Summary by Item     Summary by Batch     Transport details     Log     Custom data       Delivery organised for 21/11/19     Image: Custom data     Field Type = Date     Field Type = List							Entered by :	user 1 (pass=	user1)
Delivery organised for 21/11/19     Field Type = Date       Delivery method     Truck Ship Plane       Field Type = List						_		General Ware	house
Delivery method Truck Ship Plane Field Type = List		Gen	eral Summary by I	tem Summary by	Batch Transport de	tails Log	Eustom data		
Delivery method Truck Ship Plane Field Type = List									
Ship Plane Field Type = List	livery organised	for 21/11/19		Field	Type = Date				
	Delivery meth	Ship Plane	ill collect	Field	Type = List				
OK & Next Delete OK									

## **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.

•••	s	upplier Invoice		
Name Pulo World Medicine Suppliers	1	Confirm date : 00/00/00	Colou	Black
Their ref 4563	pulo		Invoice number	: 0
Comment		Category None	V .	: 24/10/2019
			Status	
			Goods received ID	
			Purchase Order ID	
			Requisition ID	
				: user 1 (pass= user1)
				: General Warehouse
	General Summary by Item Su	mmary by Batch Price Log	stom data	
Payment made	Field Type = Boolean			
Reason if not yet paid	Field Type	a = Text		
Internet in the Set Bank	There i you	- 1041		
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		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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