15.11. 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.

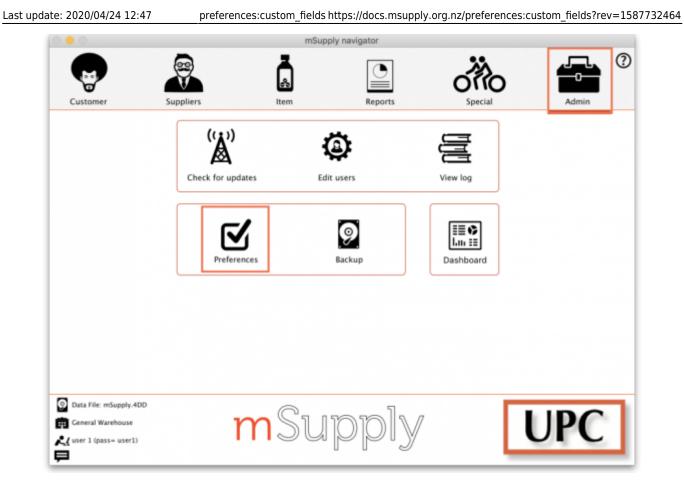
You can create custom fields in the following areas:

- 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.

	Prefer	ences	
Reports Names Tender	Table to set custom item	New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication			
Drug Interactions			÷ —
Registration			Add item Delete Item(s)
Printing			Had item Derete item(a)
OK and print			List
Logo			
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 3	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 herri (Pere herrig)
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 Names	Table to set custom data fields for litem	o 🔹 📼	
Tender		New field Delete field(s)	
Reminders	Field label	Field type	
Patient Medication	Approval to add new item by	List	
Drug Interactions	reprover co dea more receively	000	•
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.

2025/06/27 22:51

0		Customer i	invoice			
Name Merlo Health Centre	1	Confirm date : 00/00	0/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment		Category Non	e	0	Entry date : 24/10/19	,
				c	coods received ID : 0	
					Status : nw	
					Entered by : user 1 (p	uss= user1)
					Store : General V	/arehouse
	General Summary by It	sem Summary by Batch	Transport detai	ls Log Custom da	1a	
Delivery organised for 21/11/19		Field Type	e = Date			
Ship Plane N/A - st	aff will collect	Field Type	e = List			
				OK & Next	Delete	ок

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	r Invoice		
Name Pulo World Medicine Suppliers	1	Confirm date : 00/00/00	Colour	Black
Their ref 4563	pulo		Invoice number :	0
Comment	Cat	tegary None	2	24/10/2019
			Status :	
			Goods received ID :	
			Purchase Order ID :	
			Requisition ID :	
				user 1 (pass= user1)
				General Warehouse
	General Summary by Item Summary b	by Batch Price Log Cuv	om eata	
Payment made	Field Type = Boolean			
Reason if not yet paid	Field Type = Te	avt		
Reason in not yet parts	Field Type - It	FAL		
Hold Export batch: 0				
Finalise Margin: 0.00			OK & Next Delete	ок 🛛 🖶

Stores

When creating a store:

Click the **Custom Fields** tab.

In this example, we added one custom field: a **Number** field type.

• • •	1	lew store
Merio Health Centre	General Preferences L New line Delete line(s)	ogo Custom fields Master lists
	Field label	Field value
	Number of staff at facility	2
	Field Type	= Number
		Cancel OK

Previous: 16.10. Options (standard reasons) | | Next: 17. Data Import and Export

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