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.

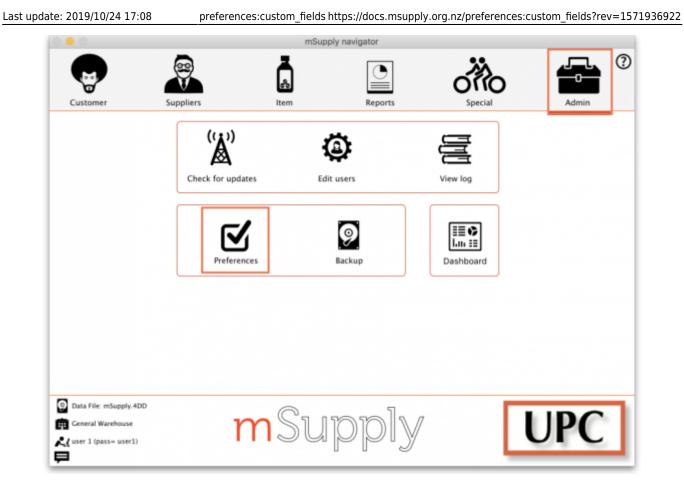
You can create custom fields in the following areas:

- 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.

	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	
Reports 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			Part term berete termay
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)**.

• • •			Preferer	ICes			
Reports Names	Table to set custom data fields for	item	•	•	-		
Tender				New field	Delete field(s)		
Reminders		Field label		Field	d type	1	
Patient Medication	Approval to add new			List	atype		
Drug Interactions	repprovance acid men	i item by		050		•	
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						Can	OK 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.

2025/08/12 20:29

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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	1	Category	None	0	Entry date : 24/10/19	,
					Goods received ID : 0	
					Status : nw	
					Entered by : user 1 (pa	ass= user1)
					Store : General V	Varehouse
	General Summary by Ite	em Summary by	Batch Transport det	tails Log Custo	om data	
Delivery organised for 21/11/19		Field 1	Type = Date			
Delivery method Truck Ship Plane		Field	Type = List			
N/A - st	taff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A - st	aff will collect					
N/A – st	aff will collect					
N/A – st	aff will collect					

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 Invo	ce	
Name Pulo World Medicine Suppliers	Cont	firm 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 Batch	h Price Log Custom data	
🕑 Payment made	Field Type = Boolean		
Reason if not yet paid	Field Type = Text		
inclusion in the fee pairs	There Type - Text		
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	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	e = Number	
		· · · · · · · · · · · · · · · · · · ·	
		Cancel OK	

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