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.

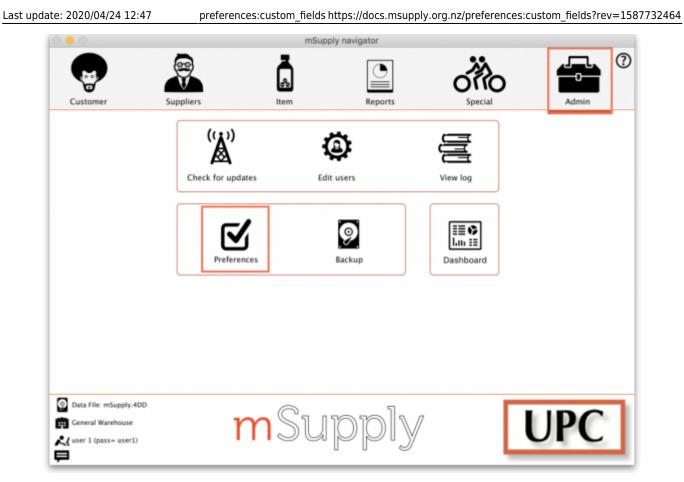
You can create custom fields in the following areas:

- 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.

• • •		Preferences			
Reports Names Tender	Table to set custom data fields for	New field	Delete field(s)		
Reminders	Field label	Fiek	d type		
Patient Medication					
Drug Interactions				-	
Registration				Add item	Delete Association
Printing				Add item	Delete Item(s)
OK and print				Li	st
Logo					
Dispensary mode					
HIS					
Log					
Backup					
Backup 2					
Email					
Server					
Synchronise					
Customization			_		
Moneyworks					
FrontlineSMS					
eLMIS					
LDAP					
DHIS2					
Stock					
Custom fields					
Barcode scanning	-				
Options				Cance	ol 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 nem perce nemp)
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.

2025/08/12 20:32

		Custo	mer invoice			
Name Merlo Health Centre		Confirm date :	00/00/00		Colour	Black
Their ref 8459	MER				Invoice : 0	
Comment	1	Category	None	٥	Entry date : 24	/10/19
					Goods received ID : 0	
					Status : nv	v
					Entered by : us	er 1 (pass= user1)
				_	Store : Ge	neral Warehouse
	General Summary by It	em Summary by	Batch Transport de	etails Log 🤇	Custom data	
Delivery organised for 21/11/19		Field	Type = Date			
Plane N/A -	staff will collect	Field	Type = 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.

Name Not World Medkine Suppier: Image: Confirme date:::00/00/00 Color: Elack Their ref 4563 puid Category Name Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00 Image: Confirme date::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00/00 Image: Confirme date:::00/00	• • •	Suppl	ier Invoice		
Their ref 4563 pulo Commenti Image: Category None Store: re Codi received 10 : 0 Store: Field Type = Boolean Field Type = Text	Name Pulo World Medicine Suppliers	I.	Confirm date : 00/00/00	Colou	Black
Indid Lungary work Status: Field Status: Field Status: Field Status: Field Status: Field Field Field Field Type = Text	Their ref 4563			Invoice number	0
India Summary by term Summary by	Comment		Category None	Entry date	: 24/10/2019
Initial Section 10 : 0 Initial Section 10 :					
Initial State Initial State<					
Intered by: store: 1 (pass= user) General Summary by Item: Summary by Batch Price Log Payment made Payment made Field Type = Boolean Reason if not yet paid Field Type = Text					
Image: State Stat					
Image: Contrast Summary by Net Price Log Image: Payment made Field Type = Boolean Reason if not yet paid Field Type = Text					
Meid Expert batch: 0 Field Type = Boolean					: General Warehouse
Reason if not yet paid Field Type = Text Held Export back: 0		General Summary by Item Summar	y by Batch Price Log Cus	tom data	
Reason if not yet paid Field Type = Text Held Export back: 0	Payment made	Field Type = Boolean			
Heid Expert batch: 0			Tout		
	Reason if not yet paid	Field Type =	lext		
Finalise Margin: 0.00 OK & Next Delete OK	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.

• • •	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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