

## 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
- Purchase orders
- Transaction categories
- Item Category Level 1



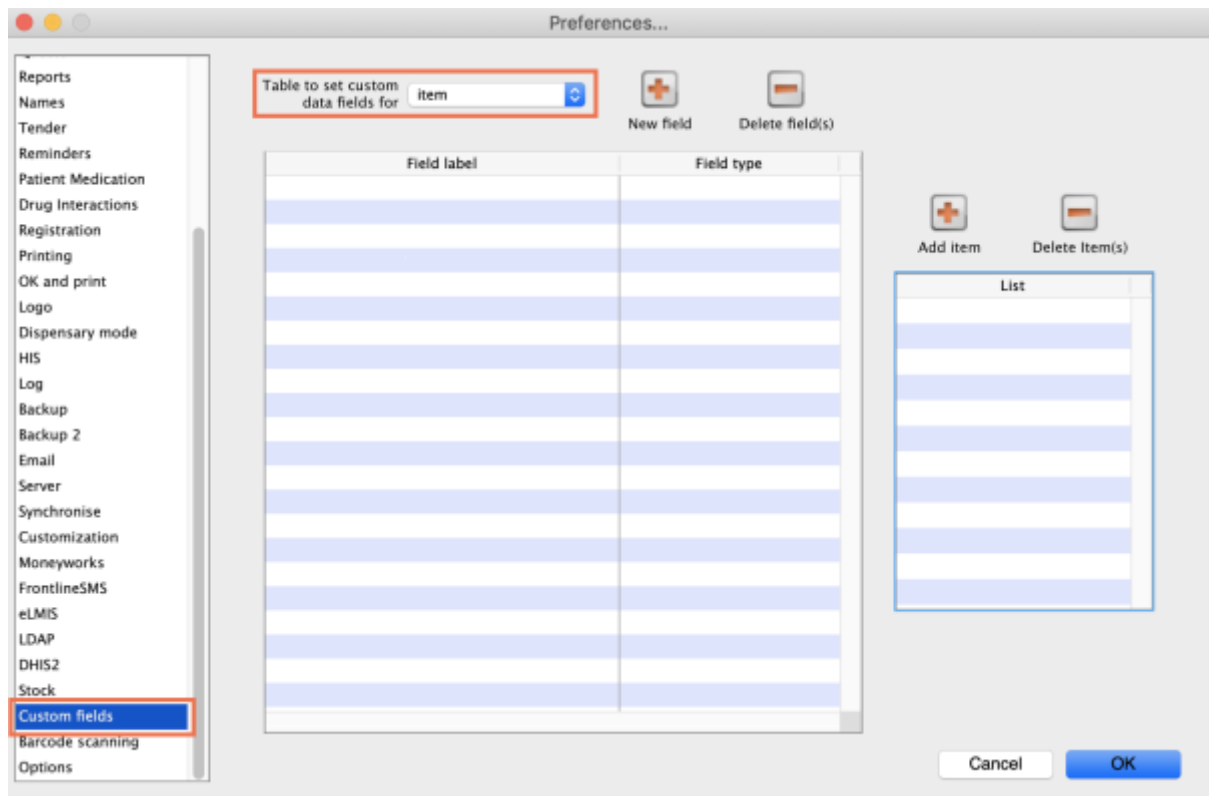
**Only edit custom fields if you are confident with the information in this page and fully understand the content.** Otherwise you could cause some things to stop working in your copy of mSupply! This is true for all settings, but please be especially careful with custom fields.

### 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.



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.



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)**.



## Using custom fields

## Customer invoices

Click the **Custom Data** tab.

In this example, we added two custom fields: a **Date** and a **List** field type.

The screenshot shows the 'Customer invoice' form. At the top, there are fields for Name (Merlo Health Centre), Their ref (8459), Comment, Confirm date (00/00/00), Category (None), Colour (Black), Invoice number (0), Entry date (24/10/19), Goods received ID (0), Status (nw), Entered by (user 1), and Store (General Warehouse). Below these are tabs: General, Summary by Item, Summary by Batch, Transport details, Log, and Custom data. The 'Custom data' tab is selected and highlighted with a red box. It contains two custom fields: 'Delivery organised for' with a date value of 21/11/19, and 'Delivery method' with a dropdown menu showing options: Truck, Ship, Plane, and N/A - staff will collect. Red boxes highlight these fields with labels: 'Field Type = Date' and 'Field Type = List'. At the bottom are buttons: OK & Next, Delete, OK, and a printer icon.

## 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.

The screenshot shows the 'Supplier Invoice' form. At the top, there are fields for Name (Pulo World Medicine Suppliers), Their ref (4563), Comment, Confirm date (00/00/00), Category (None), Colour (Black), Invoice number (0), Entry date (24/10/2019), Status (nw), Goods received ID (0), Purchase Order ID (0), Requisition ID (0), Entered by (user 1), and Store (General Warehouse). Below these are tabs: General, Summary by Item, Summary by Batch, Price, Log, and Custom data. The 'Custom data' tab is selected and highlighted with a red box. It contains two custom fields: 'Payment made' with a checked checkbox, and 'Reason if not yet paid' with a text input field. Red boxes highlight these fields with labels: 'Field Type = Boolean' and 'Field Type = Text'. At the bottom are buttons: OK & Next, Delete, OK, and a printer icon.

### When creating a **store**:

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

[illegible]

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

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