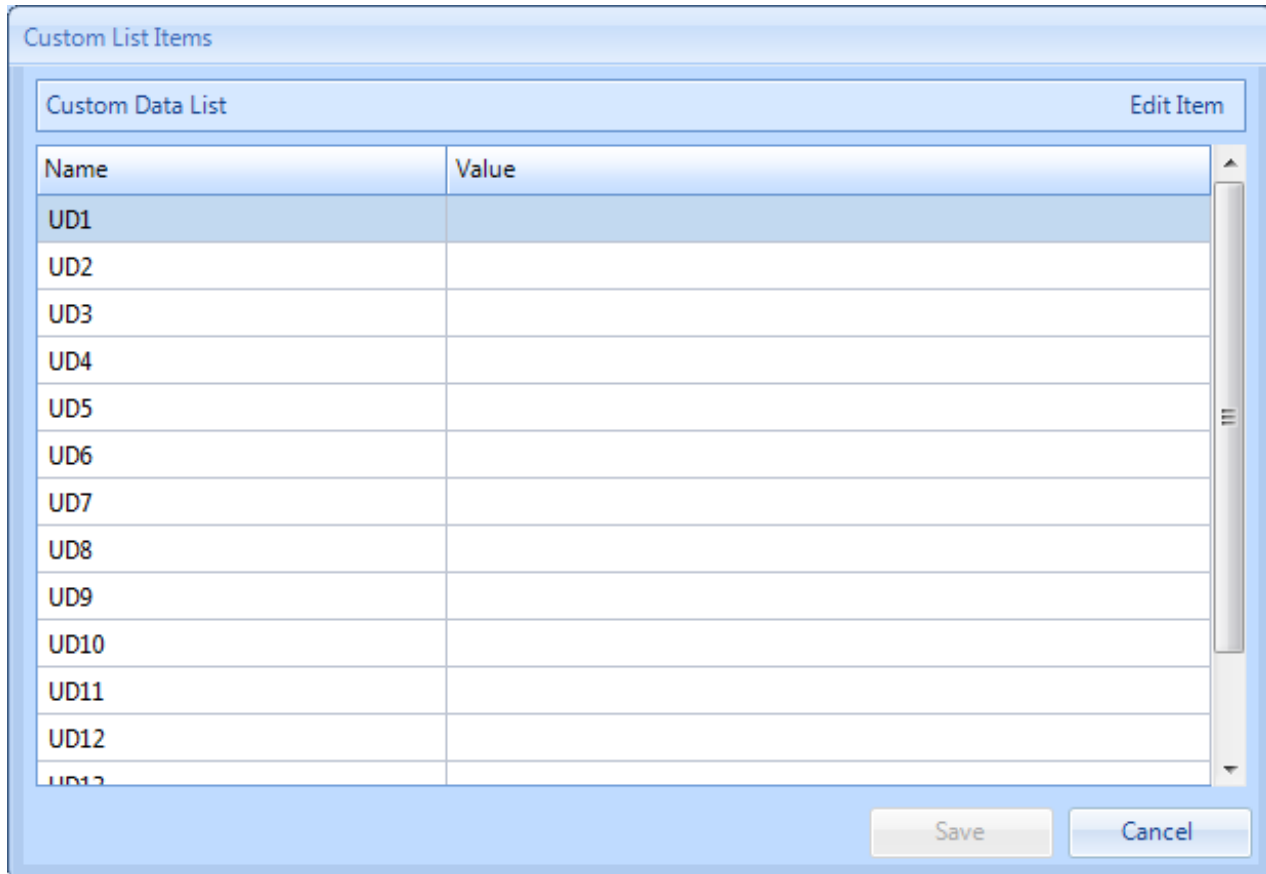


# Custom Data

📅 Wed, Jan 17, 2024    📁 [Common Practices](#)

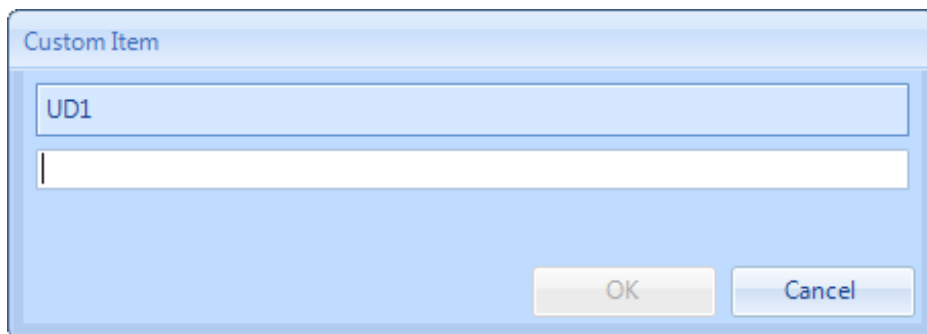
This is the Add/Edit/View Custom Data screen. Custom Data fields are available to allow Users to enter additional information relating to the current module which may not fall into any of the pre-defined fields for that module. Like Add/Edit/View Documents, the ability to provide Custom Data is available in the majority of modules throughout the system. Here is an example:



The screenshot shows a window titled "Custom List Items". Inside, there is a table with two columns: "Name" and "Value". The table contains 15 rows, labeled UD1 through UD15. The "Value" column is empty for all rows. To the right of the table is a vertical scrollbar. Above the table, there is a header bar with "Custom Data List" and an "Edit Item" button. At the bottom right of the window are "Save" and "Cancel" buttons.

| Name | Value |
|------|-------|
| UD1  |       |
| UD2  |       |
| UD3  |       |
| UD4  |       |
| UD5  |       |
| UD6  |       |
| UD7  |       |
| UD8  |       |
| UD9  |       |
| UD10 |       |
| UD11 |       |
| UD12 |       |
| UD13 |       |
| UD14 |       |
| UD15 |       |

Within each Custom Data List are 15 "UD" (User Defined) fields numbered from 1 to 15. Each of these fields can be populated simply by double clicking them or selecting them and clicking the "Edit Item" button. A separate window called "Custom Item" appears and it will display the selected UD field and a text box to enter the desired information. Once the correct information has been entered, click "OK".



The screenshot shows a window titled "Custom Item". Inside, there is a text input field containing "UD1". Below the input field is a large empty text box for entering information. At the bottom right of the window are "OK" and "Cancel" buttons.

Each UD field is limited to 50 characters.

After populating the required "UD" fields, click the "Save" button to apply the changes to the system.  
Click "Cancel" to close the window without saving.

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