

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:

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".

UD1

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.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=388>