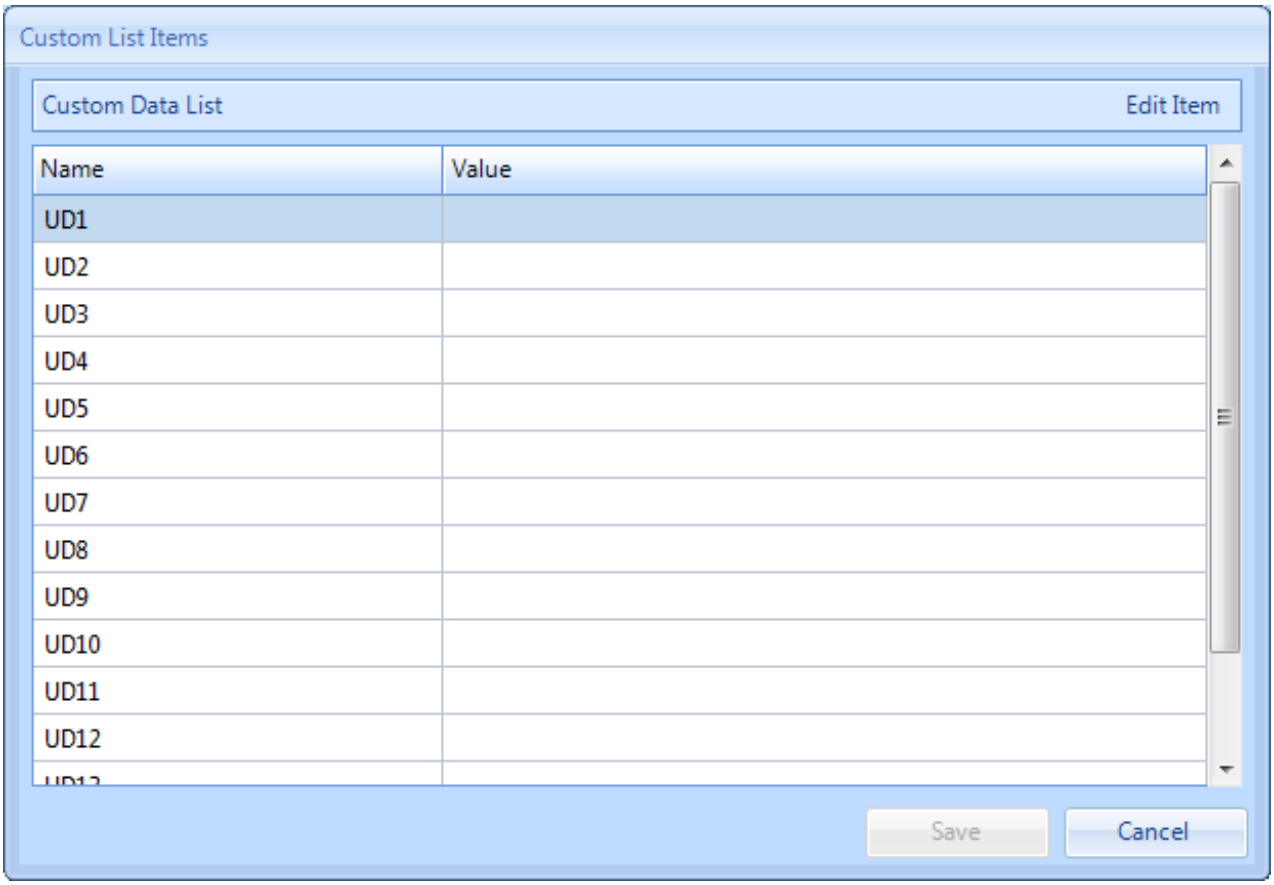
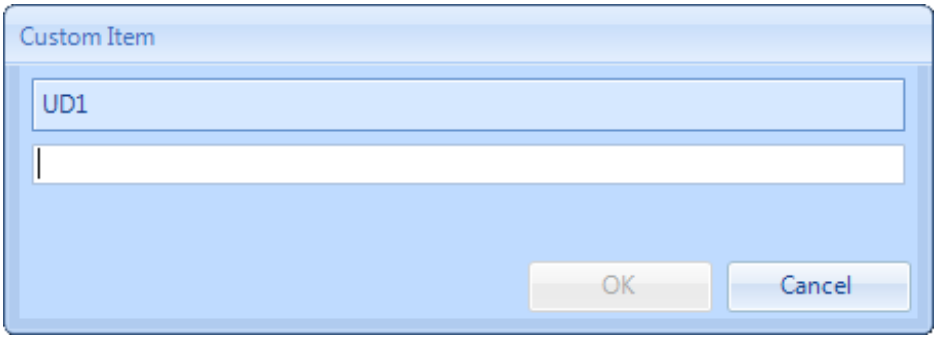
Custom Data

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:



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".



Each UD field is limited to 50 characters.

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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