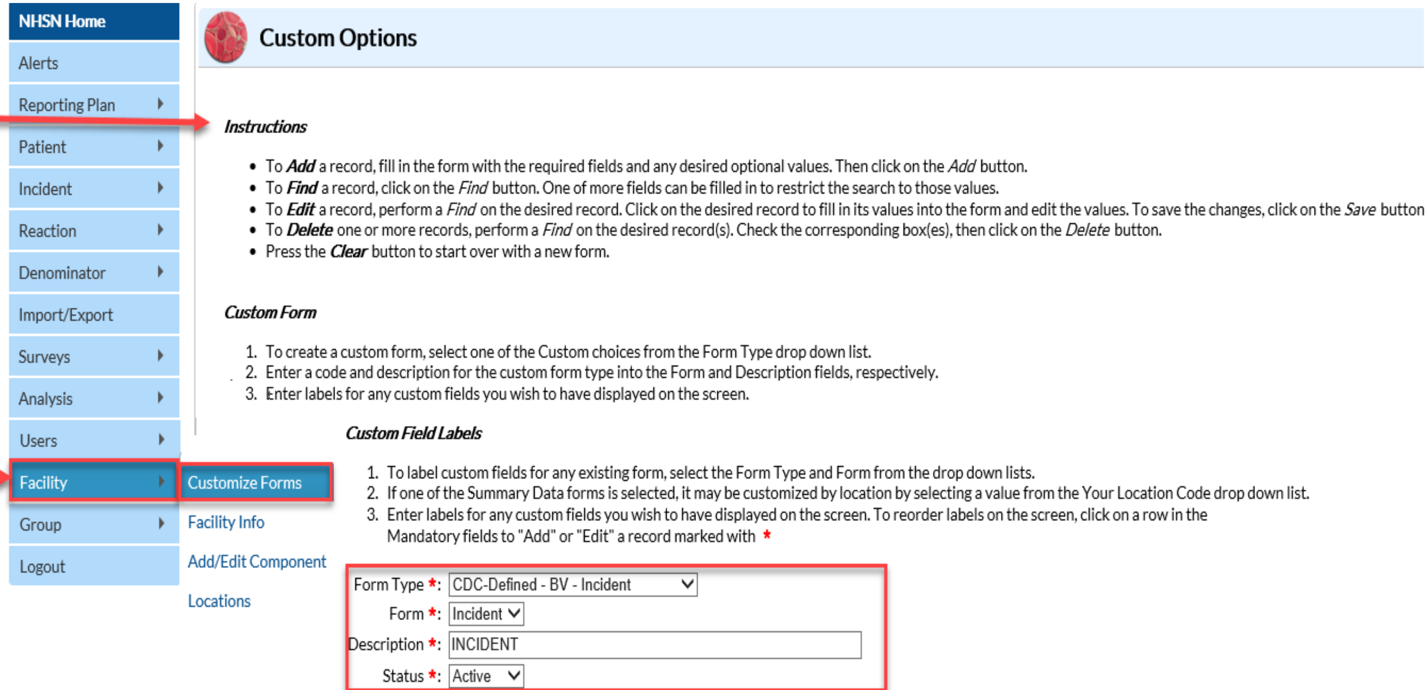
Hemovigilance Module: Customizing forms

Facilities can add custom fields to collect additional facility-specific information. Custom fields can only be added to the Adverse Reaction, Monthly Reporting Denominator and Incident forms.

1 A user with **Administrator Rights** selects Facility then Customize Forms.

2 Read the instructions on the **Custom Options** screen.



3 Complete all mandatory fields.

Form Type – Select the form that will be customized.
Form – This field is auto-filled.
Description – This field is auto-filled but can be edited.
Status – This field should be set as '**Active**.' Setting a customized field to '**Inactive**' will not allow data to be entered in the custom field on the form.

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4 Enter a Label for the new custom field that will be added.

5 Select the **Type**. The options are Alphanumeric, Numeric or Date.

6 Select the **Status**.
Active indicates a custom field will be available for use.
Inactive indicates a custom field will be visible but no data can be entered.

Define Custom Fields

Add Row

Delete	Label	Type	Status
☐	SPECIMEN ID #	Alphanumeric	Active
☐	PATIENT ROOM #	Numeric	Active
☐	ADMIT DATE	Date	Active
☐			

Find | Save | Clear

7 Select the **Type**. The options are Alphanumeric, Numeric or Date.

Important Tips

- Up to 50 custom fields can be added to each customizable form.
- Custom fields can be deleted from the **Define Custom Fields** table by selecting the corresponding box and clicking **Delete Row(s)**.
- Custom fields may only be deleted if data have never been entered.