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.
Hemovigilance Module: Customizing forms

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.

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

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**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.