

ADDING A CUSTOM FIELD.

1. From the main **Home** page, click on the 'More' tab at top of screen.
2. Click on '**My custom fields**' on the right hand menu, which opens a new page.
3. Click on **new field profile** at top of page.
4. The next screen shows that the field belongs to your hospital code.
5. Enter **field label**, e.g. Patients on clopidogrel.
6. Choose **field name** from the dropdown box, e.g. 'Userfield 1'. Please note that a maximum of 20 custom fields can be added.
7. Enter **field type**, e.g. dropdown, and enter parameters in dropdown box, e.g. yes and no. The field will default to the first answer, so if you want the default to be blank - use the spacebar for the first option, enter and type 'yes', enter and type 'no' .
8. Specify whether you want this included in your hip fracture records.
9. For **field order** choose the appropriate number from the dropdown menu that corresponds with the **field name**. E.g. Userfield01 should have field number 1.
10. '**Field help, comments or notes**' is a free text box to help you, this can be left blank.
11. Click on **save**.
12. Click on **close**.
13. The additional custom field will now appear in each subsequent record submitted.
14. In addition, for those that export data, you will have the option to include the custom field in your export.
15. If at any time you wish to turn off a custom field, the information will remain on records already submitted whilst that custom field was active.
16. Once a custom field has been created it cannot be changed.
17. If you wish to delete a custom field you will need to contact your NHFD coordinator, but be aware that if a custom field is removed completely, all data relevant to that field, whilst it was active, will be lost.