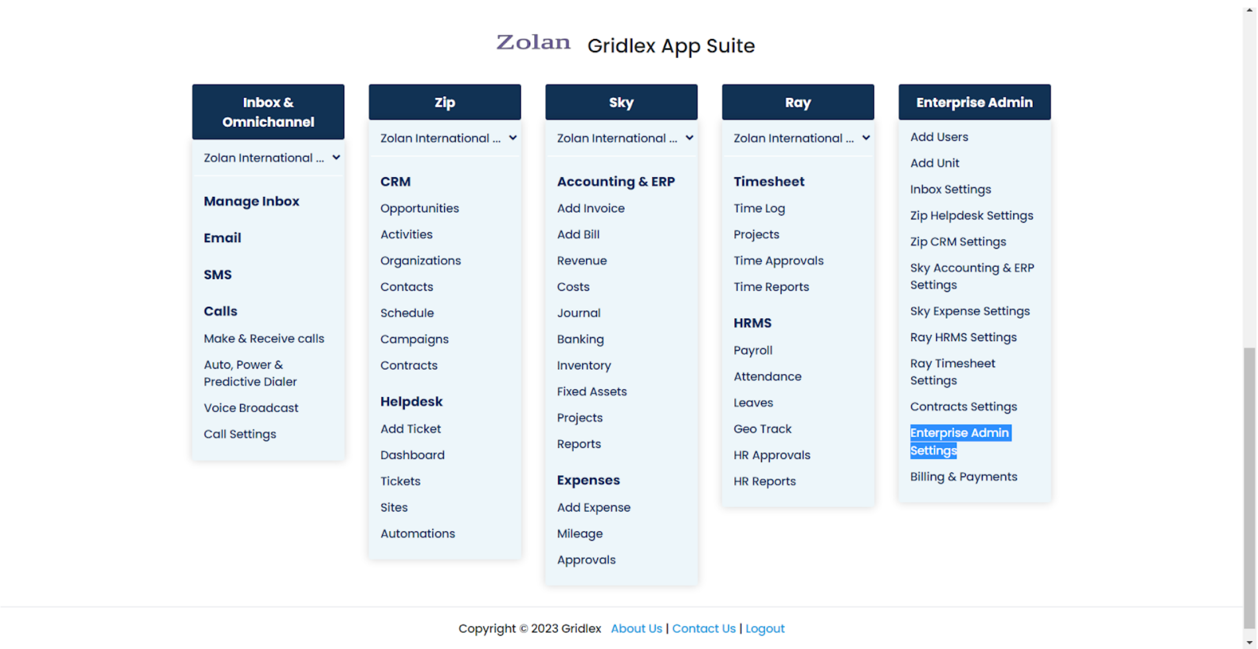
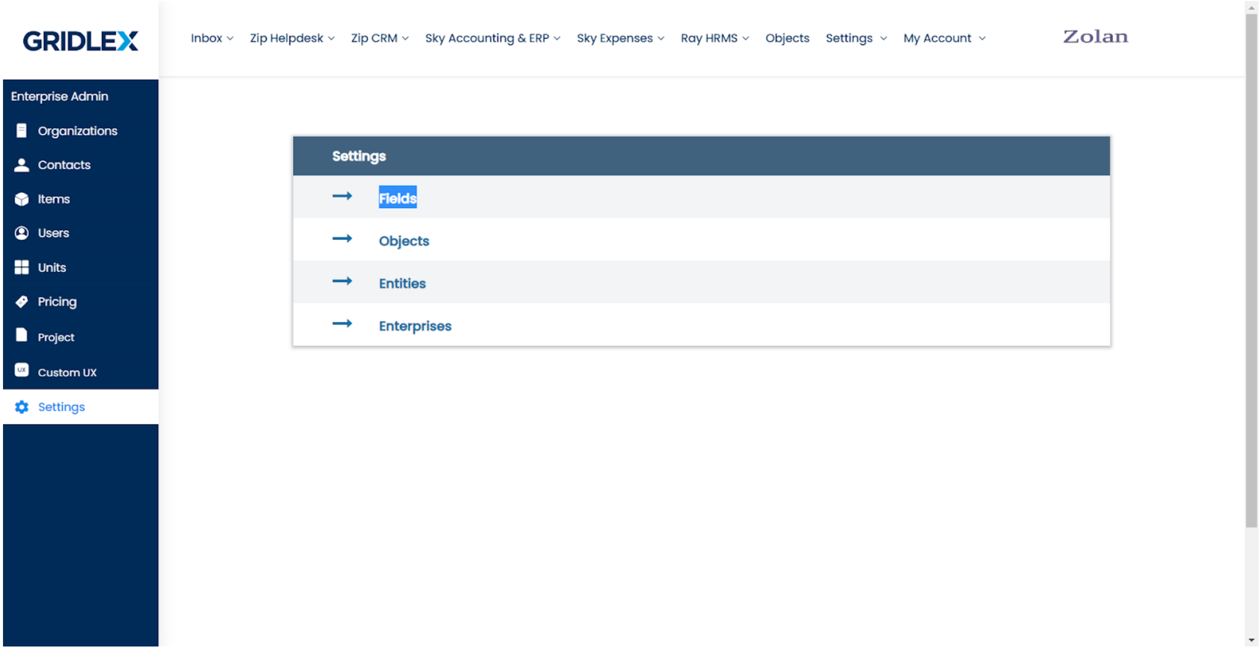
This guide will walk you through the process of creating a custom field in Gridlex App Suite in master data management.

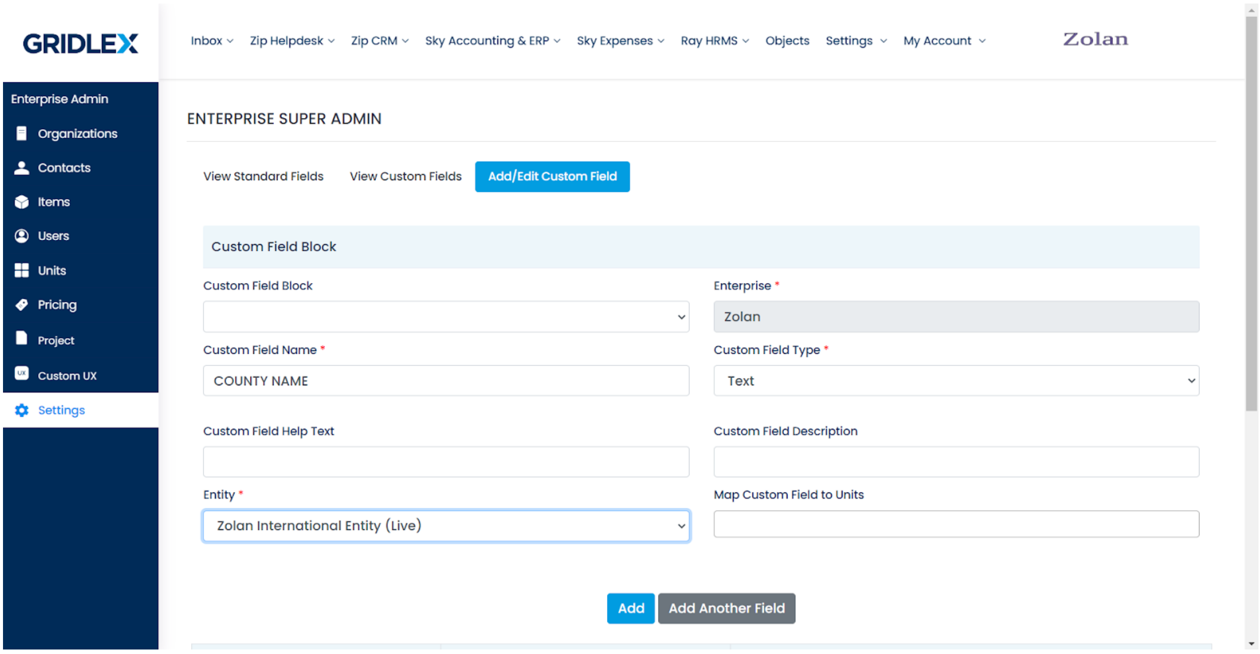
Step 1: Log in to Gridlex App Suite and click on "Enterprise Admin Settings" located under the Enterprise Admin section.



Step 2: After clicking on "Enterprise Admin Settings," you will be redirected to a new page. On this page, find and click on the "Fields" option to proceed.



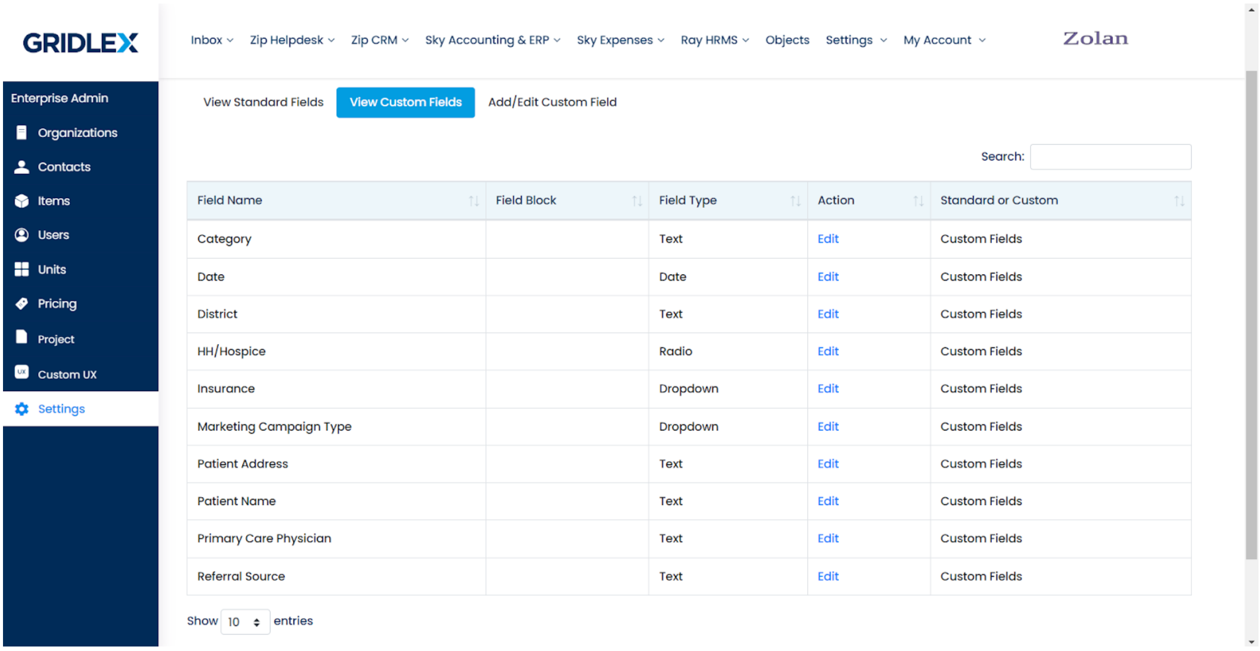
Step 3: Click on "Add/Edit Custom Field". Fill in the required details for your custom field, such as the field name, description, and select the field type (e.g., text, time, date, image, checkbox, etc.). Once you have entered the necessary information, click on the "Add" button to create the custom field. If you wish to add more fields at once, click on "Add Another Field" and repeat the process.



Step 4: If you want to restrict the visibility of these custom fields to specific units or disable the ability to edit and delete the field's values, check the corresponding boxes next to the respective units.

Units	Cannot View the field ☐ Select all	Cannot Edit & Delete the value of field ☐ Select all
Zolan Ray	☐	☐
Zip Helpdesk Demo	☐	☐
Super Admin	☐	☐
Tejaswini	☐	☐
Sandeep	☐	☐
Dua Unit - Ray	☐	☐

Step 5: To view the entire list of custom fields you have created, click on "View Custom Fields" on the same page.



Field Name	Field Block	Field Type	Action	Standard or Custom
Category		Text	Edit	Custom Fields
Date		Date	Edit	Custom Fields
District		Text	Edit	Custom Fields
HH/Hospice		Radio	Edit	Custom Fields
Insurance		Dropdown	Edit	Custom Fields
Marketing Campaign Type		Dropdown	Edit	Custom Fields
Patient Address		Text	Edit	Custom Fields
Patient Name		Text	Edit	Custom Fields
Primary Care Physician		Text	Edit	Custom Fields
Referral Source		Text	Edit	Custom Fields

You have successfully created custom fields in Gridlex App Suite. Your custom fields will now be available for use in your application. If you encounter any difficulties or have any questions, feel free to reach out to Gridlex support at apps@gridlex.com.