

Activating Custom Form Custom Field Controls



Purpose	Activate custom fields that store data in the Form Designer form itself.
Who should do this	CAREWare administrators and form designers who manage custom fields.
Use this guide when you need to	Add custom fields that are unique to a form rather than another CAREWare location.
Main warning	Custom Form Custom Field controls store data in the form, not in another custom field location.

Quick path

Administrative Options > Custom Features > Custom Fields > Custom Form Custom Fields > select form > Manage > activate field. Then add the control in Form Designer.

Before you begin

- Create the custom field before activating it for the form.
- Confirm the field should be unique to the form.
- Know which form should receive the custom field control.

Important

Do not confuse this with custom fields activated in other CAREWare locations, such as custom subforms, annual review fields, or [service](#) fields.

Activate and place the custom field

First activate the field for the form, then add it from the Form Data Node.

Step 1. Click Administrative Options.

Step 2. Click Custom Features.

Step 3. Click Custom Fields.

Step 4. Click Custom Form Custom Fields.

Step 5. Select a form.

Step 6. Click Manage.

Step 7. Select a custom field.

Step 8. Click Activate.

Step 9. Click Back three times.

Step 10. Click Form Designers.

Step 11. Select the same form and click Edit.

Step 12. With the page highlighted, click Add Control.

Step 13. Select the custom field in the Form Data Node.

Step 14. Click Add.

Step 15. Drag the control to the desired location.

Step 16. Click Save.

How to confirm it worked

1. The custom field appears in the form when it is opened in a client record.
2. The control is placed on the selected form.
3. Data entered in the field is stored with the form record.

Troubleshooting and common questions

Why is the custom field not in Form Designer?

Confirm it was activated under Custom Form Custom Fields for the same form.

Does adding data in a custom form custom field update another CAREWare area?

Custom Form Custom Field data is stored in the form itself and in the area of CAREWare where the custom field is located.

Related References

Document	Use it for
Form Designer	Overview, planning guidance, key terms, and permissions.
Form Designer Adding Encounter Grids	Add an encounter grid in a custom form that displays clinical data for a client.