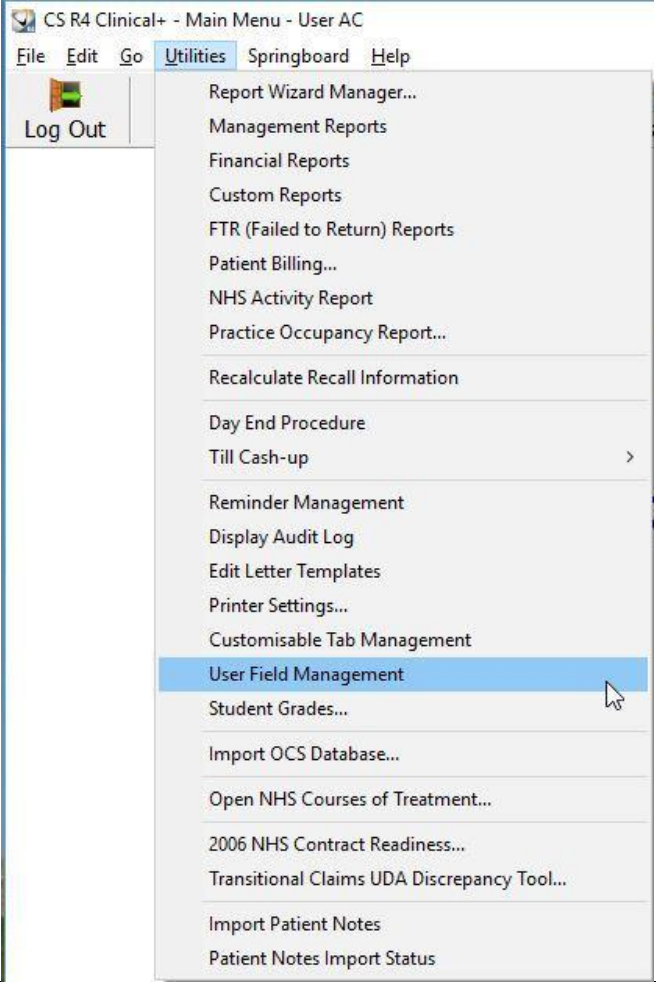
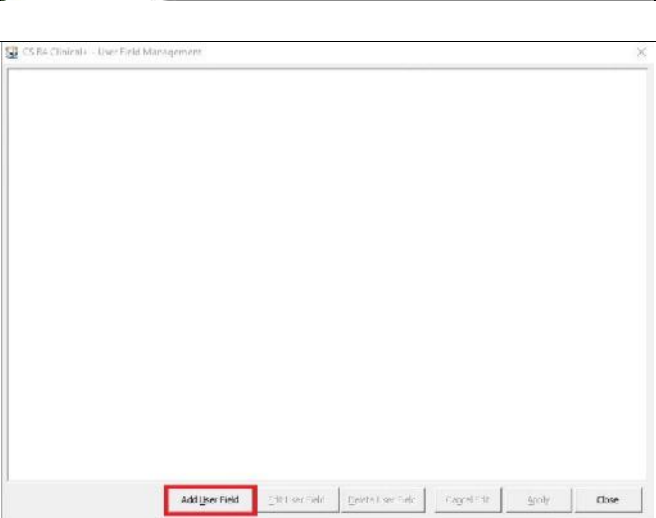
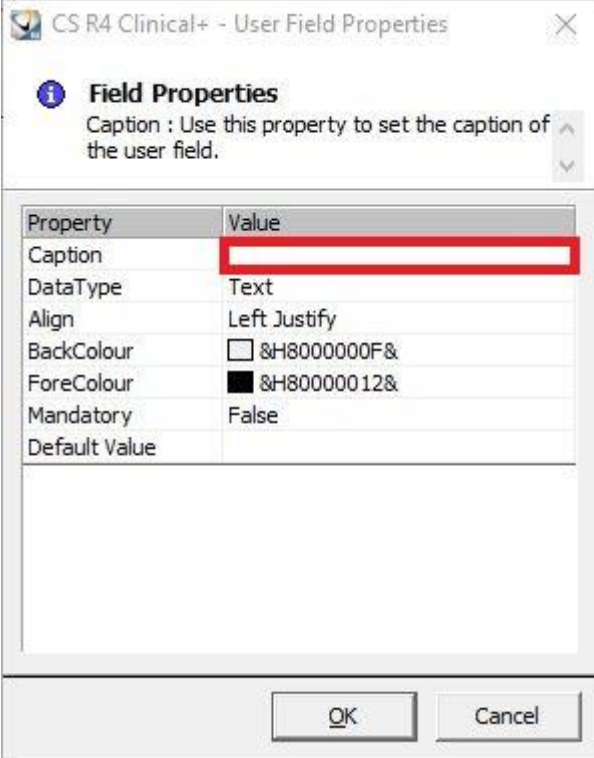
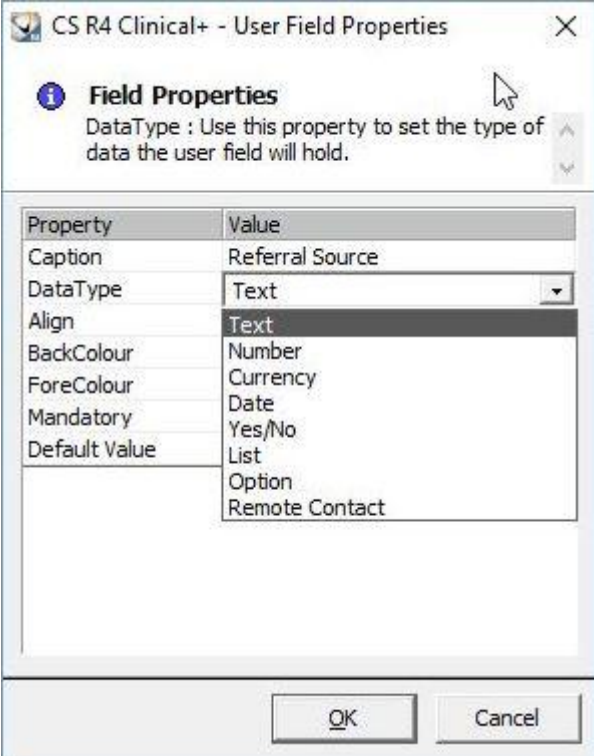
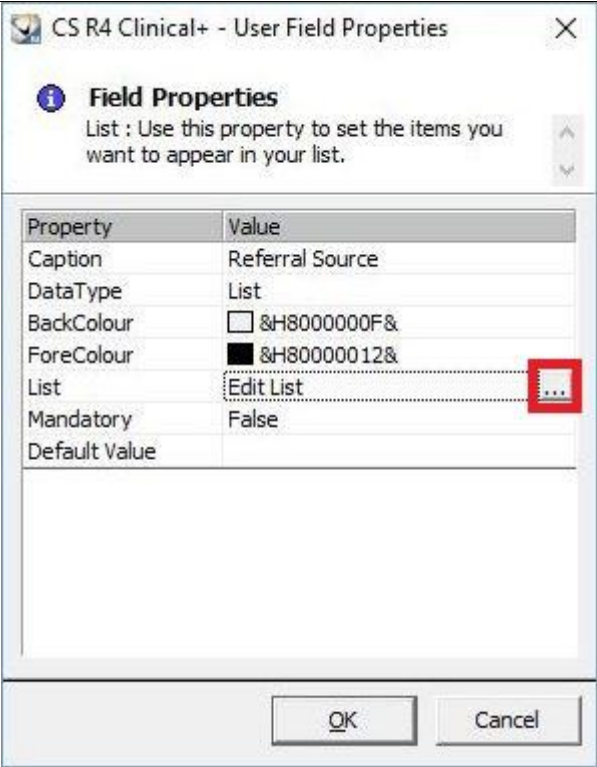
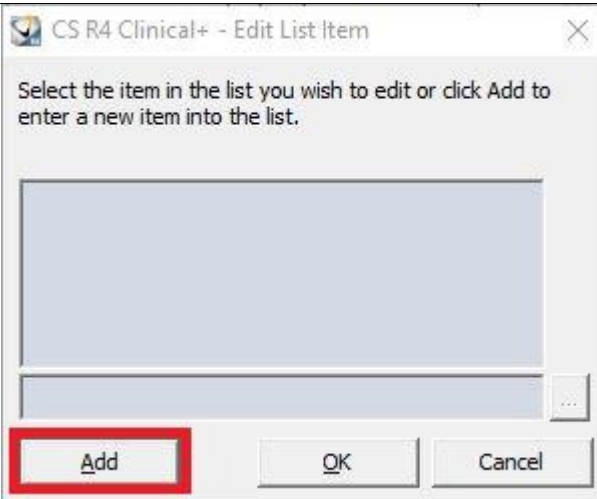
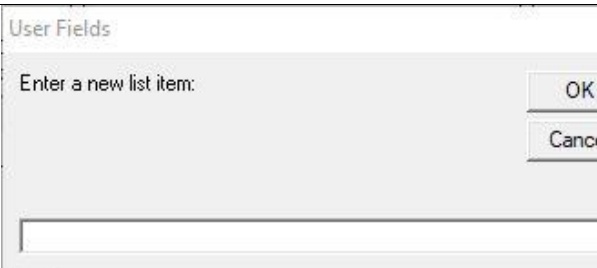
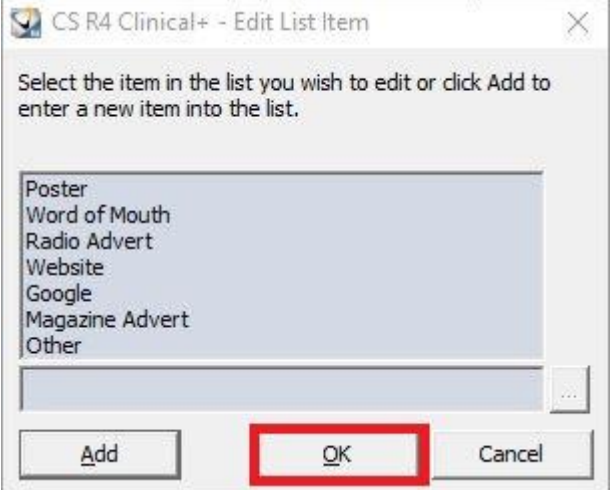
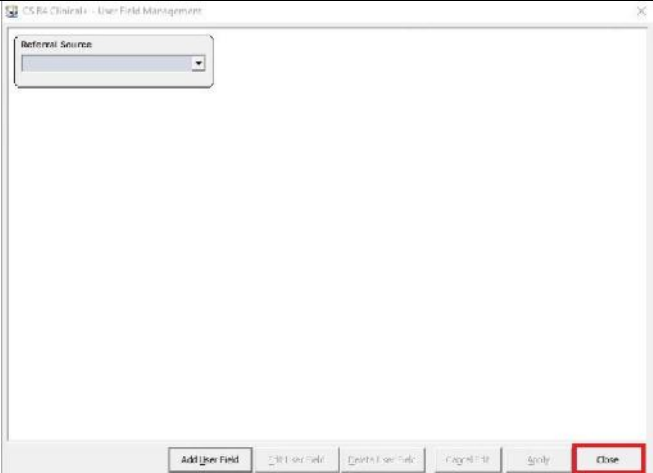


## How to Create a User Field in R4 to Record a Referral Source

<p>1.</p>	<p>From the Main Menu screen click on the Utilities Menu and select User Field Management.</p>	
<p>2.</p>	<p>Click on the Add User Field Button.</p>	

<p>3.</p>	<p>Enter a caption for the new User Field.</p>	 <p>CS R4 Clinical+ - User Field Properties</p> <p><b>Field Properties</b> Caption : Use this property to set the caption of the user field.</p> <table border="1"> <thead> <tr> <th>Property</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Caption</td> <td></td> </tr> <tr> <td>DataType</td> <td>Text</td> </tr> <tr> <td>Align</td> <td>Left Justify</td> </tr> <tr> <td>BackColor</td> <td><input type="checkbox"/> &amp;H8000000F&amp;</td> </tr> <tr> <td>ForeColor</td> <td><input checked="" type="checkbox"/> &amp;H80000012&amp;</td> </tr> <tr> <td>Mandatory</td> <td>False</td> </tr> <tr> <td>Default Value</td> <td></td> </tr> </tbody> </table> <p>OK Cancel</p>	Property	Value	Caption		DataType	Text	Align	Left Justify	BackColor	<input type="checkbox"/> &H8000000F&	ForeColor	<input checked="" type="checkbox"/> &H80000012&	Mandatory	False	Default Value							
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Mandatory	False																							
Default Value																								
<p>4.</p>	<p>From the DataType drop down menu select List.</p>	 <p>CS R4 Clinical+ - User Field Properties</p> <p><b>Field Properties</b> DataType : Use this property to set the type of data the user field will hold.</p> <table border="1"> <thead> <tr> <th>Property</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Caption</td> <td>Referral Source</td> </tr> <tr> <td>DataType</td> <td>Text</td> </tr> <tr> <td>Align</td> <td>Text</td> </tr> <tr> <td>BackColor</td> <td>Number</td> </tr> <tr> <td>ForeColor</td> <td>Currency</td> </tr> <tr> <td>Mandatory</td> <td>Date</td> </tr> <tr> <td>Default Value</td> <td>Yes/No</td> </tr> <tr> <td></td> <td>List</td> </tr> <tr> <td></td> <td>Option</td> </tr> <tr> <td></td> <td>Remote Contact</td> </tr> </tbody> </table> <p>OK Cancel</p>	Property	Value	Caption	Referral Source	DataType	Text	Align	Text	BackColor	Number	ForeColor	Currency	Mandatory	Date	Default Value	Yes/No		List		Option		Remote Contact
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	List																							
	Option																							
	Remote Contact																							

<p>5.</p>	<p>Click the button on the right-hand side of Edit List.</p>	 <p>CS R4 Clinical+ - User Field Properties</p> <p><b>Field Properties</b> List : Use this property to set the items you want to appear in your list.</p> <table border="1"> <thead> <tr> <th>Property</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Caption</td> <td>Referral Source</td> </tr> <tr> <td>DataType</td> <td>List</td> </tr> <tr> <td>BackColor</td> <td><input type="checkbox"/> &amp;H8000000F&amp;</td> </tr> <tr> <td>ForeColor</td> <td><input checked="" type="checkbox"/> &amp;H80000012&amp;</td> </tr> <tr> <td>List</td> <td>Edit List</td> </tr> <tr> <td>Mandatory</td> <td>False</td> </tr> <tr> <td>Default Value</td> <td></td> </tr> </tbody> </table> <p>OK Cancel</p>	Property	Value	Caption	Referral Source	DataType	List	BackColor	<input type="checkbox"/> &H8000000F&	ForeColor	<input checked="" type="checkbox"/> &H80000012&	List	Edit List	Mandatory	False	Default Value	
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List	Edit List																	
Mandatory	False																	
Default Value																		
<p>6.</p>	<p>Click on the Add button.</p>	 <p>CS R4 Clinical+ - Edit List Item</p> <p>Select the item in the list you wish to edit or click Add to enter a new item into the list.</p> <p>Add OK Cancel</p>																
<p>7.</p>	<p>Enter the name for the new list item and then click on OK.</p>	 <p>User Fields</p> <p>Enter a new list item:</p> <p>OK Cancel</p>																

<p>8.</p>	<p>Repeat this process until all of the required items have been added and then click the OK button.</p>	
<p>9.</p>	<p>Click the Close button to return to the Main Menu screen in R4.</p>	
<p>10.</p>	<p>The User Field can be accessed from the patient's record or from the patient's chart by clicking on the relevant icon.</p>	