



# ASPS TOPS

## Custom Fields Creation

### Quick Reference Guide

Version 1

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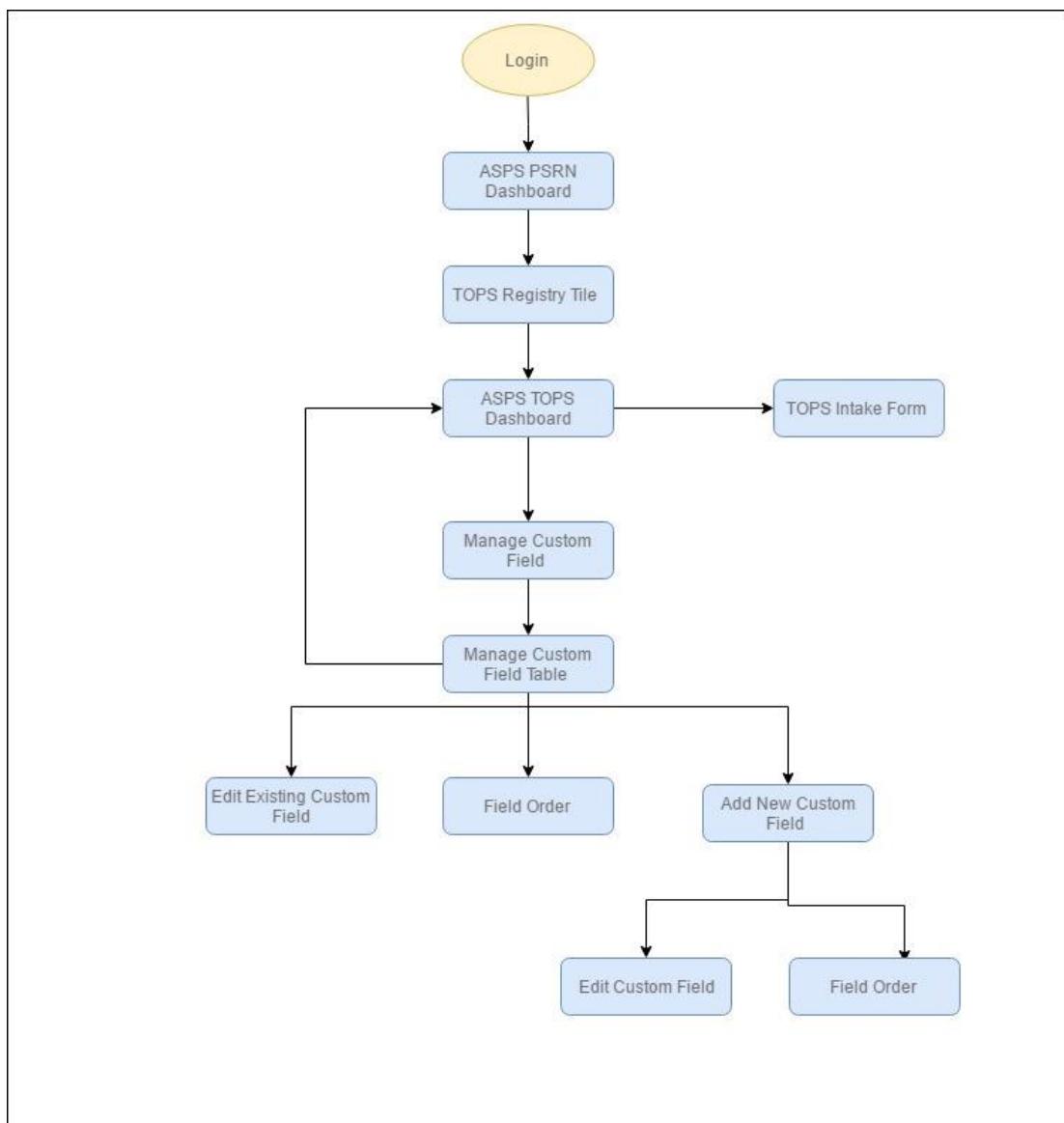
## 1 Introduction

The User Manual outlines the process to use **Custom Fields** in ASPS TOPS Registry.

### The **Manage Custom Fields**

- Provide an easy way to track and manage any information you choose to enter and how you choose to enter it.
- Allows you to enter any additional information which has not been captured through TOPS Intake Form.

## 2 Flowchart



### 3 How to Login to TOPS Dashboard?

To access the application,

1. Open a web browser (e.g. Google Chrome, Mozilla Firefox or Internet Explorer etc.)
  2. Type or copy paste the URL <https://psrn.plasticsurgery.org/Dashboard/Login.aspx> in the browser.
- Opens the Login Page.
3. Enter your valid credentials.
  4. Click on the **Login** button to display ASPS PSRN dashboard.

5. Click on the **TOPS Registry** tile to display the TOPS Dashboard.

#### 3.1 ASPS TOPS Dashboard

The dashboard displays graphical representation of Cases and Outcomes of patient cases and allows the User to print Blank Forms, refer to TOPS User Manual, Access Practice Reports, Manage Facility, Manage Template and Manage Custom Field.

## 4 How to Add a Custom Field?

### 4.1 Quick Steps to Add a Custom Field

Follow the steps mentioned below to add a new custom field.

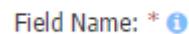
1. Click on the **Manage Custom Field** option located near the top right corner of the screen.



2. Click on the **Add New Custom field** button.



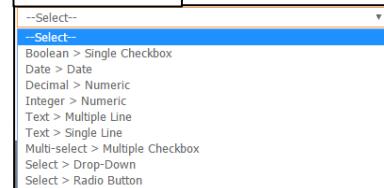
3. Enter the **Field Name**



4. Enter the **Display Label** name



5. Select the required field type from the **Field Type** drop down



6. Select the **Visibility** Option



7. **Save** the Custom Field

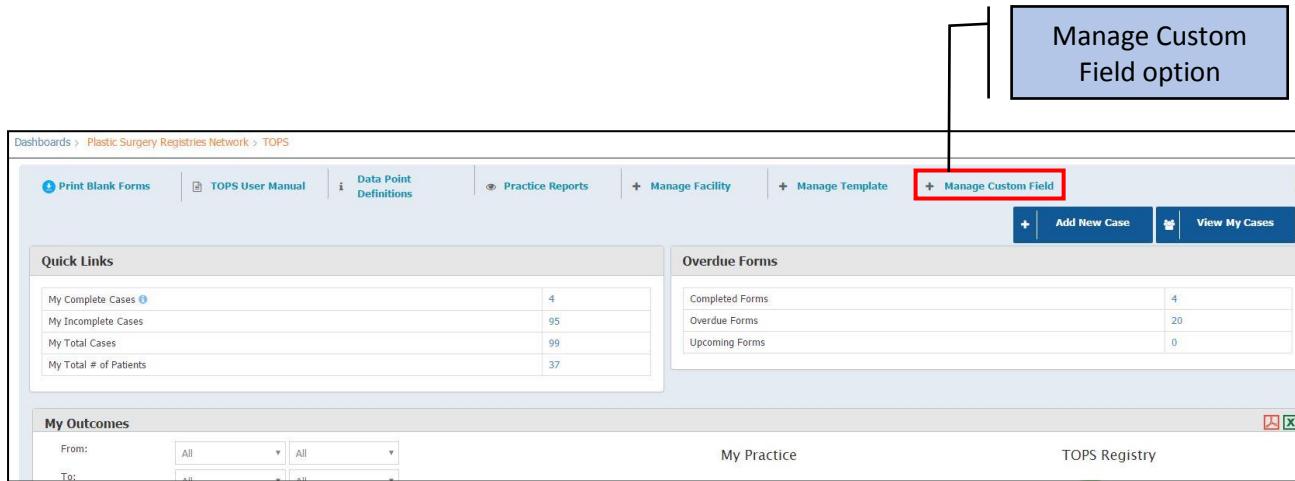


8. If the newly created Custom Field record has a red background, it means that there was an error while creating it. Please refer to [Errors](#) link to correct the error.

## 4.2 Detailed Steps to Add a Custom Field

Follow the 8 steps indicated below to add a custom field

1. Click on the **Manage Custom Field** option located near the top right corner of the screen.



The screenshot shows the TOPS dashboard interface. At the top right, there is a blue rectangular button labeled "Manage Custom Field" with a white border. This button is highlighted with a red rectangular box. Below the dashboard, there are sections for "Quick Links", "My Outcomes", "Overdue Forms", and navigation links for "My Practice" and "TOPS Registry".

Opens the **Manage Custom Field** Table with existing Custom Fields

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	 	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	 	Edit
3	Practice Operation Site	No	Select > Drop-Down	 	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	 	Edit
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	 	Edit

2. Click on the **Add New Custom field** button.

Add New Custom Field

Opens the **Add Custom Field** window.

There are 4 fields that you need to enter/select to add a new custom field.

- Field Name
- Display Label
- Field Type
- Validity



The screenshot shows the "Add Custom Field" dialog box. It contains four input fields: "Field Name" (value: 29996Practice\_215909\_), "Display Label" (empty), "Field Type" (dropdown menu with "Select" placeholder), and "Visibility" (radio buttons for "Show" and "Hide"). At the bottom right are "Save" and "Close" buttons.

#### 4.2.1 Field Name

This field is internal and is used to differentiate the fields when entering data into the **TOPS Registry**.

3. Enter the Field name.

Field Name: *	29996Practice_215909_	Location
		Field Name

**Note:**

Ideally, you should name the field something short and without spaces.

#### 4.2.2 Display Label

The Display Label is the field as it appears in the TOPS Intake Form  
–Custom Fields tab.

Display Label: *	Practice Site
------------------	---------------

4. Enter the **Display Label** name

**Note:**

You can enter anything you want, as long as you remember what the question is asking.

#### 4.2.3 Field Type

You can select the different types of data entry tools in the **Field Type** dropdown menu.

5. Select the required field type from the drop down.

Field Type: *	--Select--
	--Select--
	Boolean > Single Checkbox
	Date > Date
	Decimal > Numeric
	Integer > Numeric
	Text > Multiple Line
	Text > Single Line
	Multi-select > Multiple Checkbox
	Select > Drop-Down
	Select > Radio Button

Please refer to [Explanation of each Field Type](#) for details of the field type.

#### 4.2.4 Visibility

You can choose to hide or show a Custom Field by selecting the appropriate radio button.

6. Select the Visibility Option

To hide a Custom Field:

- Select **Hide** radio button.

Visibility: *	<input type="radio"/> Show	<input checked="" type="radio"/> Hide
---------------	----------------------------	---------------------------------------

The selection is no longer displayed in the Custom Fields page.

To show a hidden Custom Field again:

- Select **Show** radio button.

**Visibility:** \*

Show  Hide

The selection is now available in the Custom Fields page.

**Note:**

Hiding a Custom Field does not delete it, the selection will always be available in the Custom Field Table with the **Is Visible** column having a **No** value.

- Click on the **Save** button to save the newly created Custom Field.

**Save**

The added **Custom Field** is displayed in the **Custom Field table**.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line		Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	 	Edit
3	Practice Site	No	Select > Drop-Down	 	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	 	Edit
5	Select Pathological Findings	No	Multi-select > Multiple Checkbox	 	Edit
6	Select Country	Yes	Select > Drop-Down	 	Edit
7	Select Patient Gender	Yes	Select > Radio Button	 	Edit
8	Follow-Up Visit Date	Yes	Date > Date	 	Edit
9	Patient Weight	Yes	Decimal > Numeric	 	Edit
10	Height of Patient	Yes	Integer > Numeric		Edit

**Close:** Clicking the **Close** button closes the **Add Custom Field** window without saving the entered data.

**Close**

- If the newly created Custom Field record has a red background, it means that there was an error while creating it. Please refer to [Errors](#) link to correct the error.

## 5 How to Edit a Custom Field?

This option allows editing the existing custom fields.

### 5.1 Edit through Manage Custom Field Table

- Click on **Edit** link in the **Edit** Column of the record that you wish to change.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line		Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	 	Edit
3	Practice Operation Site	No	Select > Drop-Down	 	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	 	Edit
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	 	Edit

Displays **Edit Custom Field** window

**Note:**

Allows to make changes only to the **Display Label/ Visibility** fields.

**Field Type** is greyed out and is not editable.

2. Make the required changes.

3. Click on **Save** button.

The updated changes are visible in the **Manage Custom Field** Table

## 5.2 Edit Through Add Options Table

This option allows editing the field options in the Add Option table.

1. Click on the **Edit** option.

**Note:** Makes the **Name** column editable and the **Hide** column check box enabled.

The following changes are made visible.

- Edit option changes to Save
- Cancel option is displayed.
- Hide checkbox is enabled (If checked, the hidden option will not be displayed in the TOPS Intake Form.)

NAME	OPTION ORDER	HIDE	EDIT
Male	↓	<input type="checkbox"/>	<a href="#">Save</a> <a href="#">Cancel</a>
Female	↑ ↓	<input type="checkbox"/>	<a href="#">Edit</a>
Unknown	↑	<input type="checkbox"/>	<a href="#">Edit</a>

2. Make the requisite updates

3. Click on the **Save** option.

**Cancel** button will cancel the changes made to the row.

The Updates are visible in the table.

NAME	OPTION ORDER	HIDE	EDIT
White Male	↓	<input type="checkbox"/>	<a href="#">Edit</a>
Female	↑ ↓	<input type="checkbox"/>	<a href="#">Edit</a>
Unknown	↑	<input type="checkbox"/>	<a href="#">Edit</a>

## 6 How to Change Custom Field Order?

This option allows you to change the order of the custom fields.

### 6.1 Through Manage Custom Fields Table

This option allows to change the order of the existing custom fields from the **Manage Custom Field Table**.

You can change the order in 2 ways

- Drag and Drop the entire row to re-order the custom field list. OR
- Click on the Up or down arrow to re-order the row accordingly.

**Note:** The sequence number column gets updated as per the changed order.

1	Practice Operation Site	No	Select > Drop-Down	↓	Edit
2	Patient Address	Yes	Text > Multiple Line	↑ ↓	Edit
3	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit

### 6.2 Through Add Options Table

Allows to change the display order of the options in the Name column.

You can change the order in 2 ways

- Drag and Drop the entire row to re-order the custom field list. OR
- Click on the Up or down arrow to re-order the row accordingly.

Updated order is displayed in the table.

Add Options

NAME	OPTION ORDER	HIDE	EDIT
Unknown	↓	<input type="checkbox"/>	Edit
While Male	↑ ↓	<input type="checkbox"/>	Edit
Female	↑	<input type="checkbox"/>	Edit

**Note:** The red colored records indicates the custom fields not added with minimum required options as they are multi-selection type controls. These custom fields need to complete with minimum selection options to display on TOPS Intake form.

**NOTE:** Drag and Drop the row to reorder the Options.

## 7 How to View Custom fields in TOPS Intake Form?

To view the customs fields in the TOPS Intake Form,

1. Go to ASPS TOPS dashboard.
2. Click on **View My Cases** tab located near top right corner of the dashboard.



Displays **My Cases** Table.

3. Select a case from the table to which you would like to add Custom Field values.  
It can be added to either a “**Complete**”, “**Incomplete**” or a “**Submitted to QCDR**” case.

QCDR CASE	MEDICAL RECORD NUMBER (MRN)	NAME	BIRTH DATE	VISIT/PROCEDURE DATE	PROCEDURE FORM STATUS	OUTCOMES POST OP	OUTCOMES FORM STATUS	ACTION
	099098098098	Demo Patient	5/15/2010	5/15/2017	Incomplete	N/A	Enter Outcome Form	<a href="#">Add Follow Up</a> <a href="#">Add New Case</a>

Displays **TOPS Intake Form** for the selected case.

The last tab in the list is the **Customs Fields** tab and it displays the created **Custom Fields**.

Medical Record Number (MRN): 099098098098		TOPS Intake Form: Demographic Details	
<input checked="" type="checkbox"/> Demographic Details	Medical Record Number (MRN)* <input type="text" value="099098098098"/>	<input checked="" type="checkbox"/> Clinical Details	Visit/Procedure Date* <input type="text" value="05-15-2017"/>
<input checked="" type="checkbox"/> Procedures	First Name* <input type="text" value="Demo Patient"/>	<input checked="" type="checkbox"/> ICD-10 Code	Middle Name <input type="text"/>
<input checked="" type="checkbox"/> Applied Measures	Last Name* <input type="text" value="Demo Patient Last"/>	<input checked="" type="checkbox"/> Custom Fields	Date of Birth* <input type="text" value="05-15-2010"/>
	Gender* <input type="radio"/> Male <input type="radio"/> Female		<input type="checkbox"/> White / Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Other / Unknown
	Patient Race/Ethnicity (Check all that apply)*		<input type="checkbox"/> Black or African-American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian / Other Pacific Islander

### Note:

Certain fields created through **Manage Custom Fields** may not be visible in TOPS Intake Form >>Customs fields tab.

Following are the reasons:

- Record in the **Add Option** table is set to **Hide**
- **Visibility** field in the **Add Custom Field** window is set to **Hide**
- If the record has an incomplete data (marked by a red background)

4. Enter the relevant details in the displayed Custom Fields.

Patient Address			
Diagnosis	---Select---		
Sites of the Practice	---Select---		
Select Country	---Select---		
Select Patient Gender	<input checked="" type="radio"/> While Male	<input type="radio"/> Female	<input type="radio"/> Unknown
Follow-Up Visit Date	mm-dd-yyyy		
Patient Weight			
Height of Patient			
<a href="#">Back to Applied Measures tab</a>		<b>Save Custom Fields</b>	

5. Click on the **Save Custom Fields** Button to save the entered values.

## 8 Explanation of each Field Type

Fields marked with a red asterisk (\*) are mandatory.

### 8.1 Boolean > Single Checkbox

The **Boolean > Single Checkbox** selection creates a checkbox on custom field tab. You can either click on the checkbox or leave it unselected.

**Example:**

Boolean > Single Checkbox

PathologicalTest

### 8.2 Date > Date

The **Date > Date** selection creates a date field. You can then enter the date just like you would when you are entering any Date by either typing the date in, **Date > Date** or using the calendar icon to the right.

After selecting this option, User will receive a default validation for allowing Future date entry.

Future Date Allowed?

**Example:**

Follow-Up Visit Date



### 8.3 Decimal Numeric

The **Decimal > Numeric** selection creates a field that you can enter numbers with decimal points. You can select the minimum value, the maximum value, and how many decimal places you would like to be able to record.

Decimal > Numeric

These fields open up when entering information for a decimal:

**Note:**

Pre-defined values displayed are auto-populated but can be changed as per requirement.

Minimum Value\*

Maximum Value\*

Decimal Places(10 max)\*

**Example:**

Patient Weight

## 8.4 Integer Numeric

The **Integer > Numeric** selection creates a field that you can enter whole numbers without decimal points into. You can select the minimum value and the maximum value you would like to be able to record.

These fields open up when entering information for an integer:

Minimum Value*	<input type="text"/>
Maximum Value*	<input type="text"/>

**Example:**

Height of Patient	<input type="text"/>
-------------------	----------------------

## 8.5 Text multiple Line

The **Text > Multiple Lines** selection creates a text box that you can enter text and numbers into. You can select the maximum length of data and the maximum number of rows.

[Text > Multiple Line](#)

These fields open up when entering information for a text box:

**Note:**

Pre-defined values displayed are auto-populated but can be changed as per requirement.

Maximum Length of Data (4000 max)*	<input type="text" value="50"/>
Number Of Rows (10 max)*	<input type="text" value="5"/>

**Example:**

Patient Address	<input type="text"/>
-----------------	----------------------

## 8.6 Text Single Line

The **Text > Single Line** selection creates a textbox that you can enter text and numbers into. You can set the maximum length of data with this selection.

This field opens up when entering information for a text box:

Maximum Length of Data (4000 max)\*

50

**Example:**

Patient Name

## 8.7 Multi – Select > Multiple Checkbox

The **Multi-select > Multiple Checkbox** selection creates more than one checkbox so that you can check all options that apply.

Multi-select > Multiple Checkbox

**Process:**

Enter text in the following fields:

1. Field Name
2. Display Label
3. Select Field Type – Multiple Checkbox.
4. Click on the **Save** button.  
Displays **Add Options** field.
5. Enter the option.
6. Click on **Add** Button
7. Repeat steps 5 to 6 to add multiple options

Add Options

On adding, the options get added to the table:

NAME	OPTION ORDER	HIDE	EDIT
HB	↓	<input type="checkbox"/>	Edit
Sugar	↑	<input type="checkbox"/>	Edit

**Note:**

For the Multiple Checkbox, Drop Down and Radio button options, you **first** needs to click on **Save** button for the “**Add Options**” to be displayed.

**Example:**

Diagnosis	----Select----
<input type="checkbox"/> Diagnosis 1 <input type="checkbox"/> Diagnosis 2 <input type="checkbox"/> Diagnosis 3	

## 8.8 Select Dropdown

The Select > Drop-down selection creates a drop-down menu so that you can select the option you would like.

[Select > Drop-Down](#)

**Process:**

Enter text in the following fields:

1. Field Name
2. Display Label
3. Select Field Type – Dropdown.
4. Click on the Save button.  
Displays Add Option field.
5. Enter the option.
6. Click on **Add** Button
7. Repeat steps 5 to 6 to add multiple options

Add Options


On adding the options get added to a table:

NAME	OPTION ORDER	HIDE	EDIT
Iceland	↓	<input type="checkbox"/>	Edit
India	↑ ↓	<input type="checkbox"/>	Edit
United States	↑	<input type="checkbox"/>	Edit

**Example:**

Select Country

----Select----

----Select----

Iceland  
India  
United States

## 8.9 Select Radio Button

The Select > Radio Button selection creates a radio button, which is a mutually exclusive selection.

**Process:**

Enter text in the following fields:

1. Field Name
2. Display Label
3. Select Field Type – Radio button.
4. Click on the Save button.  
Displays Add Option field.
5. Enter the option.
6. Click on **Add** Button
7. Repeat steps 5 to 6 to add multiple options

Add Options

On adding, the options get added to a table:

NAME	OPTION ORDER	HIDE	EDIT
Male	↓	<input type="checkbox"/>	<a href="#">Edit</a>
Female	↑ ↓	<input type="checkbox"/>	<a href="#">Edit</a>
Unknown	↑	<input type="checkbox"/>	<a href="#">Edit</a>

**Example:**

Select Patient Gender  Unknown  Male  Female

## 9 Errors and Warnings

### 9.1 Errors

The red colored records indicate the custom fields are not added with minimum required option as they are multi selection type controls.

Example – Drop-down, Radio button and Multi-Select Multiple Check Box.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	<a href="#">Edit</a>
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
3	Practice Site	No	Select > Drop-Down	↑ ↓	<a href="#">Edit</a>
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
5	Select Pathological Findings	No	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
6	Select Country	Yes	Select > Drop-Down	↑ ↓	<a href="#">Edit</a>
7	Select Patient Gender	Yes	Select > Radio Button	↑ ↓	<a href="#">Edit</a>
8	Follow-Up Visit Date	Yes	Date > Date	↑ ↓	<a href="#">Edit</a>
9	Patient Weight	Yes	Decimal > Numeric	↑ ↓	<a href="#">Edit</a>
10	Height of Patient	Yes	Integer > Numeric	↑	<a href="#">Edit</a>

Refer to [Edit through Manage Custom Field Table](#) to make the required corrections.

On making the corrections, the red colored record changes to white.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	<a href="#">Edit</a>
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
3	Practice Operation Site	No	Select > Drop-Down	↑ ↓	<a href="#">Edit</a>
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	↑ ↓	<a href="#">Edit</a>
6	Select Country	Yes	Select > Drop-Down	↑ ↓	<a href="#">Edit</a>
7	Select Patient Gender	Yes	Select > Radio Button	↑ ↓	<a href="#">Edit</a>
8	Follow-Up Visit Date	Yes	Date > Date	↑ ↓	<a href="#">Edit</a>
9	Patient Weight	Yes	Decimal > Numeric	↑ ↓	<a href="#">Edit</a>
10	Height of Patient	Yes	Integer > Numeric	↑	<a href="#">Edit</a>

### 9.2 Warnings

The field names marked **Hide** or Visibility set to **hide** will not display these fields in the **Custom Field** tab in **TOPS Intake Form**.

## 10 Important Notes

### 10.1 Clear Cache

To Clear Cache of old js/css file version, follow the following steps:

1. Login to the application
2. When on the landing/ default/ dashboard page,
  - For Windows OS press **Ctrl+F5** keys.
  - For MAC systems, press **Cmd+R** keys.

This clears the cache of old js/ css file versions.

### 10.2 Help Text

Hover the mouse over the blue information icon to display the Help Text for the corresponding field.



The screenshot shows the 'Add Custom Field' dialog box. At the top, it says 'Add Custom Field'. Below that, there's a 'Field Name:' input field containing '29996Practice\_215909...' with a blue info icon. To the right of this is a 'Location' dropdown menu. A red box highlights the 'Help Text' section, which contains a tooltip: 'Field Name: Field name you choose should be short and without spaces.' Below this is a 'Field Type:' dropdown set to 'Select...'. At the bottom, there's a 'Visibility:' dropdown with options 'Show' and 'Hide', followed by 'Save' and 'Close' buttons.

## 11 Glossary

<b>Add New Custom Field</b>	Allows to add New Custom Field.
<b>Add</b>	Allows to add multiple options to field type <ul style="list-style-type: none"> <li>• Multiple Check-box <b>OR</b></li> <li>• Drop Down <b>OR</b></li> <li>• Radio Button</li> </ul>
<b>Save</b>	Saves the information entered in the <ul style="list-style-type: none"> <li>• Add Custom Field window <b>OR</b></li> <li>• Edit Custom Field window</li> </ul>
<b>Close</b>	Closes the following windows without saving the entered information <ul style="list-style-type: none"> <li>• Add Custom Field window <b>OR</b></li> <li>• Edit Custom Field window</li> </ul>

This concludes the **ASPS TOPS Custom Fields Creation** User Manual.