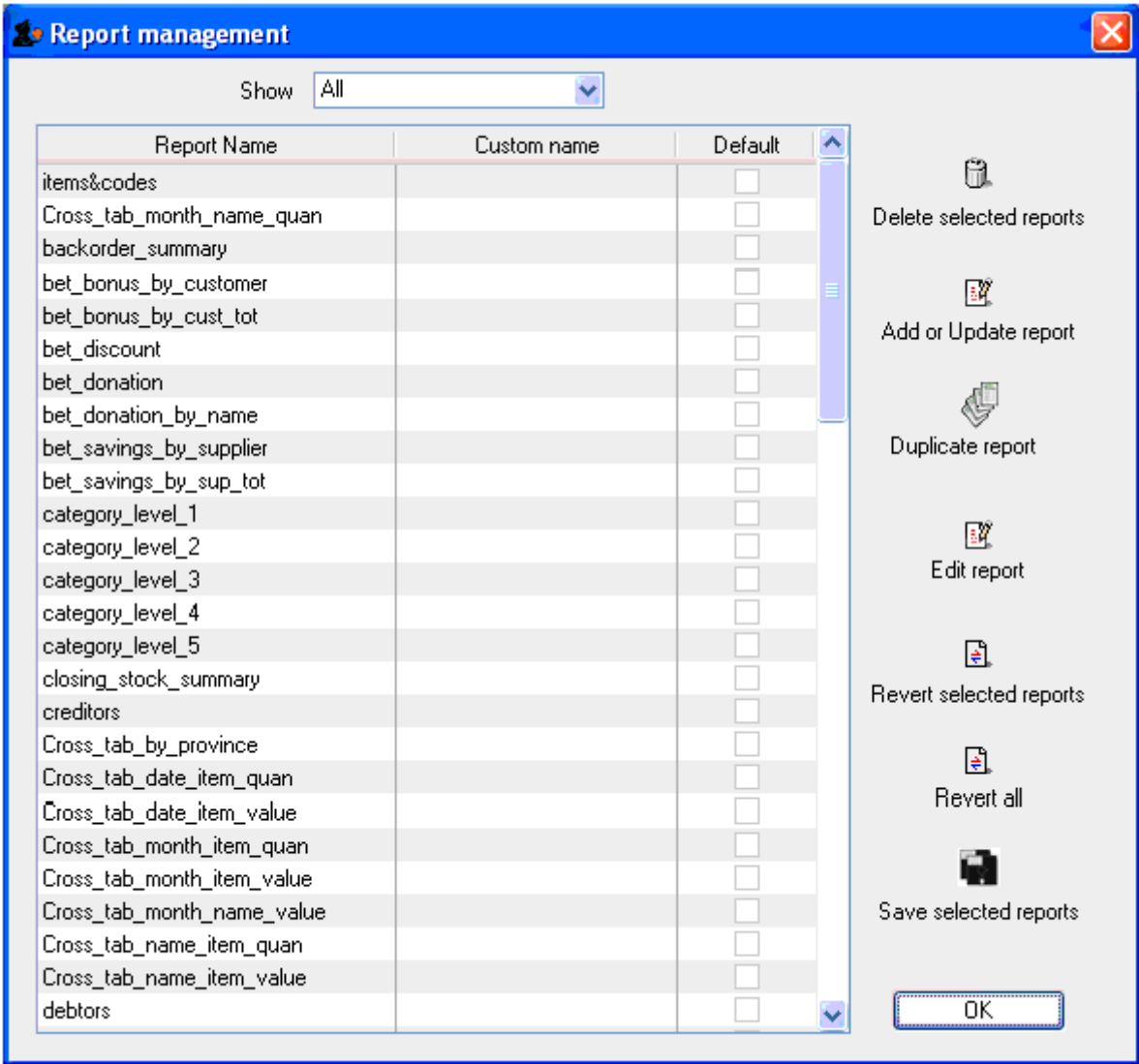


# Manage Reports

Choosing this item shows a list of built-in reports and any custom reports which have been designed:



The built-in reports may well be sufficient for your needs, but mSupply's versatility allows you to manage the reports to meet any specific requirements you have.

**Options in the Report Management window:**

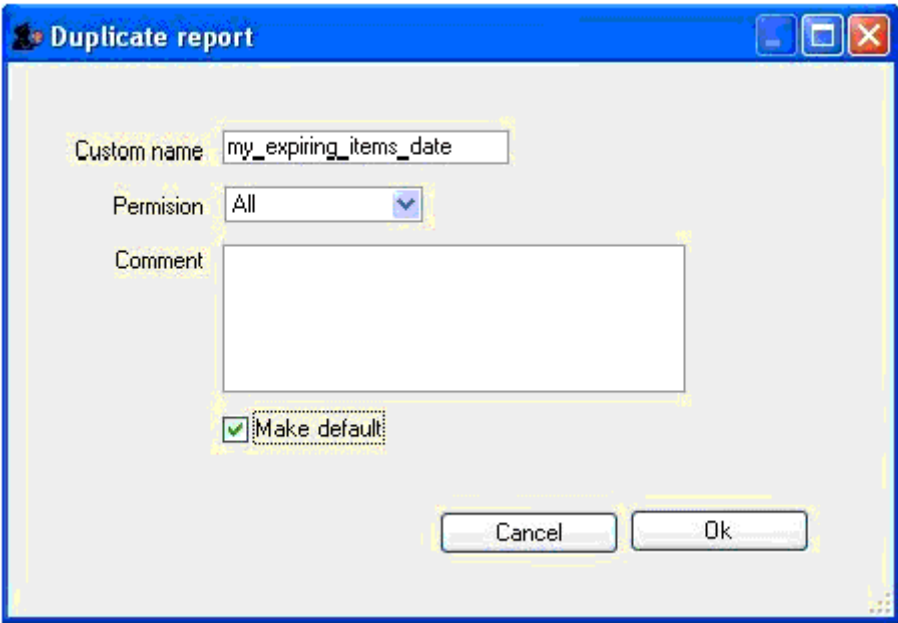
**Delete selected reports**

Report(s) no longer required may be selected and deleted from mSupply

**Duplicate report**

Should one of the built-in reports not quite meet your needs, you have the opportunity to create a duplicate of that report, and then modify it to meet your needs. The first step is to select the closely

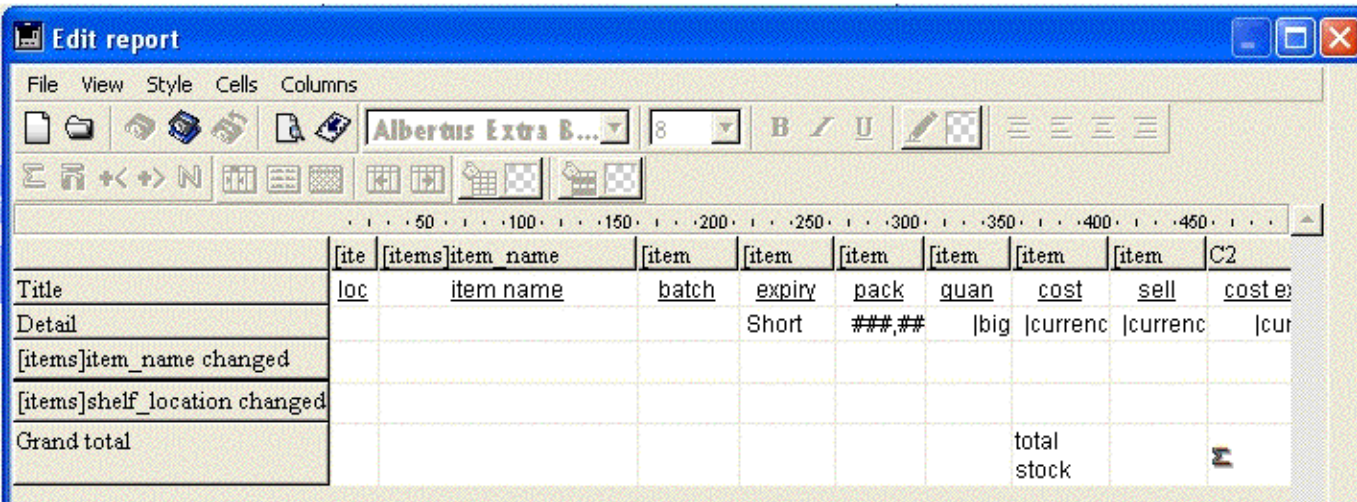
matching in-built report; in our example we'll use the *expiring\_items\_date* report, then click on the *Duplicate report* button;



the window that appears has already selected a name for your report, using the name of the in-built report prefixed by " my\_ "; you may change this name should you wish. The Permissions drop down list allows you to specify users having access to your report; the options are *All users* , or *Only me* . Should you wish your report to become the default one rather than the in-built report, then check the *Make default* checkbox. When you click on OK, the report you have just created now appears at the foot of the list of reports from the item on the menu Report>Manage reports.

**Edit report**

The editing of reports using the powerful editor has been extensively covered earlier in this section.



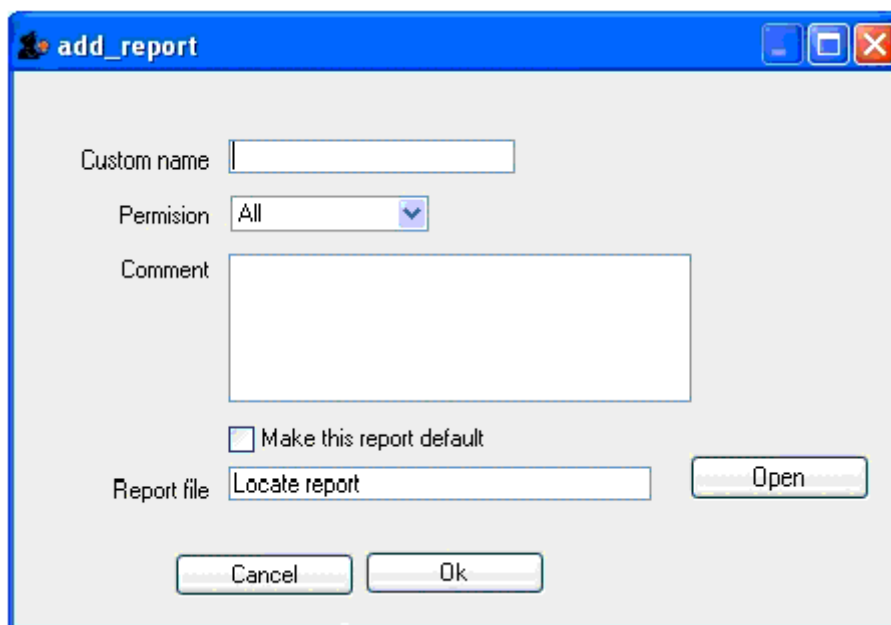
Using the report editor is complex, but it has the potential to produce a wealth of useful information. Contact Sustainable Solutions for a link to download a separate manual on the subject.

Note that in a multi-user installation, changes you make to a report will affect all users, so don't

change a report without some forethought.

### Add report

Click on this button, and the following window appears



### Revert selected reports

This button allows intrepid souls to save face by undoing the damage they have done to a particular report! The report that was installed with mSupply will be reloaded from the disk, and any changes you have made to the version stored with the data will be discarded.

### Revert All

This button returns all in-built reports to their original state when you installed mSupply; exercise caution when using it. Custom reports which you have designed are not affected.

### Save selected reports

All reports are automatically saved by mSupply in the default folder. There may be occasions when you wish to save one or more reports on a removable storage medium - e.g. a pen drive - and this button allows you to do this; a window appears allowing you to specify the location in which you wish to save the selected reports.

From:

<https://docs.msupply.org.nz/> - **mSupply documentation wiki**

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