Manage Reports

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

		Create report	Manage reports				
Quick search					Edit	Delete	Duplicate
Report	Created by	^ Last modifi	ed	Comment			
test1	Balibar	3/11/17					
new4	Balibar	29/09/17					
test2	Sussol	3/11/17					
test3	Sussol	3/11/17	page 2				
test4	Sussol	25/10/17	hngv, prev				
test1 [duplicate]	Sussol	3/11/17					
)					
			-				
			0				
			22				-

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;

	Duplicate report
Report type	Quick report
Custom name	expiring items date
Permissions	All
Type of form	Patient Details
Comment	
	Make this report default
	Cancel OK

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.

• • •			Ed	lit report				
File View Style Cells	Columns							
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Title	Item Code	Item Name		Cust Name	Stock	Back order	quant	
Detail								
[name]name changed								
[item]code changed								
[item]item_name changed				Total		Σ	Sum	
Grand total								

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.

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Add report

Click on this button, and the following window appears

Add	report	
Pagepro	0	
All	0	
Patient Details	0	
		1
Make this report	t default	
Locate report		Open
	Cancel	ОК
	Pagepro All Patient Details Make this report	All Patient Details Make this report default Locate report

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

Permanent link: https://docs.msupply.org.nz/reports:manage_reports?rev=1502752240



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