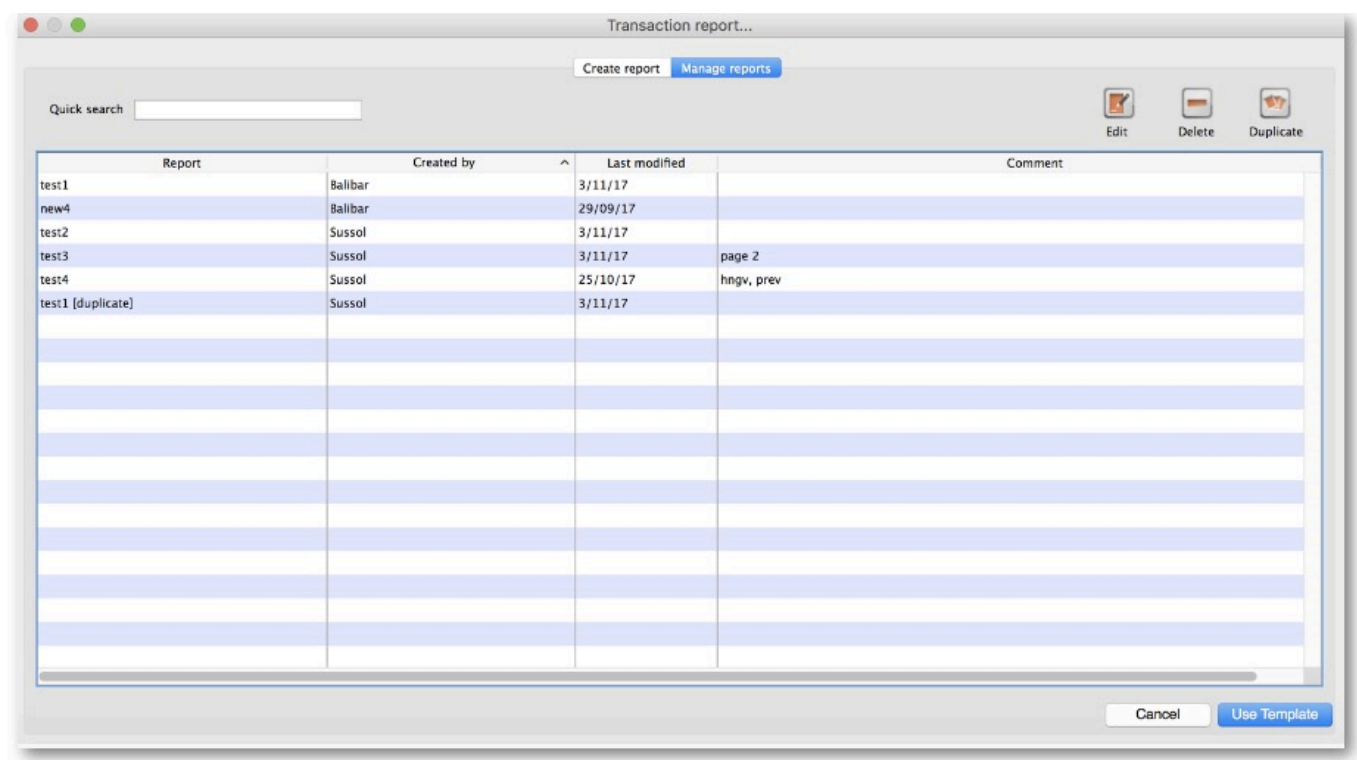


Manage Reports

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

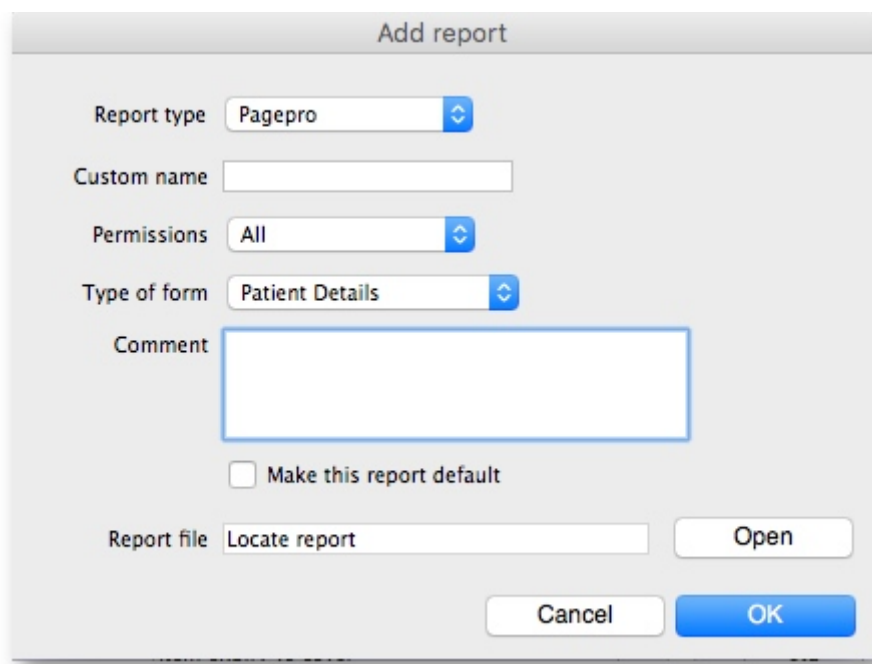
Report(s) no longer required may be selected and deleted from mSupply

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;

Add report

Click on this button, and the following window appears



The 'Add report' dialog box contains the following fields and controls:

- Report type:** A dropdown menu with 'Pagepro' selected.
- Custom name:** An empty text input field.
- Permissions:** A dropdown menu with 'All' selected.
- Type of form:** A dropdown menu with 'Patient Details' selected.
- Comment:** A large empty text area.
- Make this report default:** An unchecked checkbox.
- Report file:** A text input field containing 'Locate report'.
- Buttons:** 'Open', 'Cancel', and 'OK' buttons.

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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