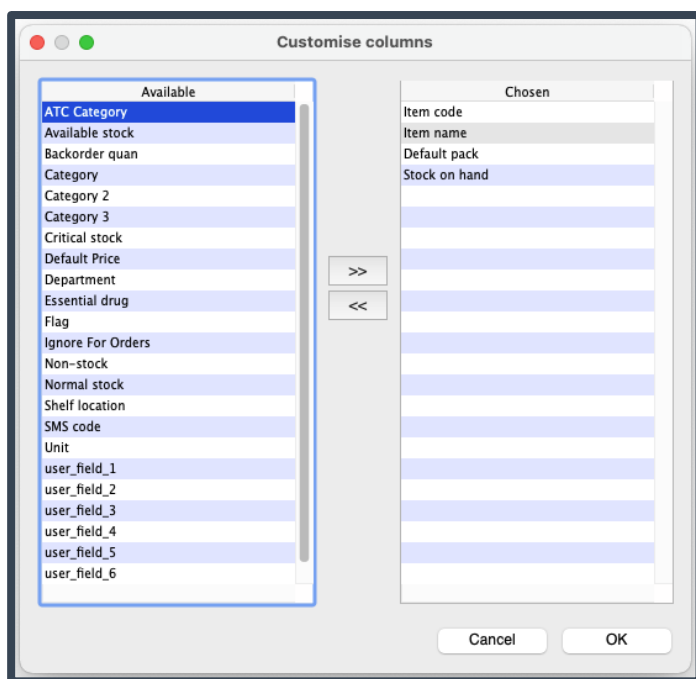




Customising Item Lists

One of the great things about mSupply is that it has been designed with the understanding that not all users have exactly the same requirements. The item list display is a great example of this. mSupply recognizes that in different countries, or different users in the same country, might use different item information. As a result, mSupply allows you to customize the item view display so that you can see the information that you need to see (not what some developer thinks you need to see).

To customize your item display, click on the **CUSTOMISE** button in the **ITEM LIST** window.



This will open the **CUSTOMISE COLUMNS** window.

- The list on the left-hand side, **AVAILABLE**, gives all of the possible fields (columns) for items
- The list on the right-hand side, **CHOSEN**, gives the items that are currently displayed on your item list

To move fields:

- From **AVAILABLE** to **CHOSEN** (add to your display), click on: 
- From **CHOSEN** to **AVAILABLE** (remove from your display), click on: 

And that is all there is to it! Once you have selected your columns, click ok. Now your item list will display the fields you have selected. Too easy, right?

In the **CUSTOMIZE COLUMNS** window, you can also change other parts of the item display:

- **Re-ordering fields:** you can drag and drop fields in the chosen list to change the order they will be displayed.
- **Renaming fields:** you can double-click on a field once it is in your **CHOSEN** list to change its title. This will only change it on your display. Also, if you move the field back to the **AVAILABLE** list, the name will change back to the default.

Once you become a master of customizing the item list, you will be able to use the same technique to customize the field display in other lists as well.