24.11. Managing data files

File > New data file...

This command will present you with a standard open/save window where you can choose the name and location of a new data file: If you click the OK button, mSupply will close the data file currently in use (saving any changes made automatically), and then open the new data file. The new data file will contain no items, names or transactions. You can either enter these manually or use the import commands (see later in this chapter) to import items, names and stock.

File > Open data file...

This command will present you with a standard open/save window where you can select an existing data file to open. If you click the OK button after successfully selecting a valid mSupply data file, mSupply will close the data file currently in use (saving any changes made automatically), and then open the new data file. Note that if you regularly use more than one data file, use the “About mSupply...”. Command from the help menu (mSupply menu on Macintosh), where the data file currently in use is displayed. Warning:: Do not try to open the same data file from 2 or more single user copies of mSupply at the same time. You will corrupt your data. If you require multi-user access, buy a multi-user licence!

// Previous: **25.10. Finalising transactions** | Next: **25.12. mSupply dispensary installation** //

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