

The screenshot shows a 'New Ward...' dialog box with the following fields and values:

| Section | Field | Value |
|-----------------|-------------------|-----------------------------|
| General Info | Name | General |
| | Description | General Ward |
| | Notes | Used to be known as Ward 40 |
| Coordinate Info | Coordinate Left | 50 |
| | Coordinate Top | 100 |
| | Coordinate Width | 400 |
| | Coordinate Height | 200 |

Fill in the name and description. You can also add a note if you want to.

For now, you can ignore the coordinates.

Click OK to save the information and close the window.

Repeat the process for each ward.

Beds

Make sure you have set up wards before setting up beds.

Choose Special > Show beds...

to modify.

Note that if you modify a ward or bed, all historical records will be updated. Therefore, don't change the name of a ward to a totally different name, and don't move a bed to a different ward.

Setting up user access

Preferences

Choosing the Preferences menu item from the file menu opens a window with a side bar. Clicking on a subject in the side bar shows the options for that subject:

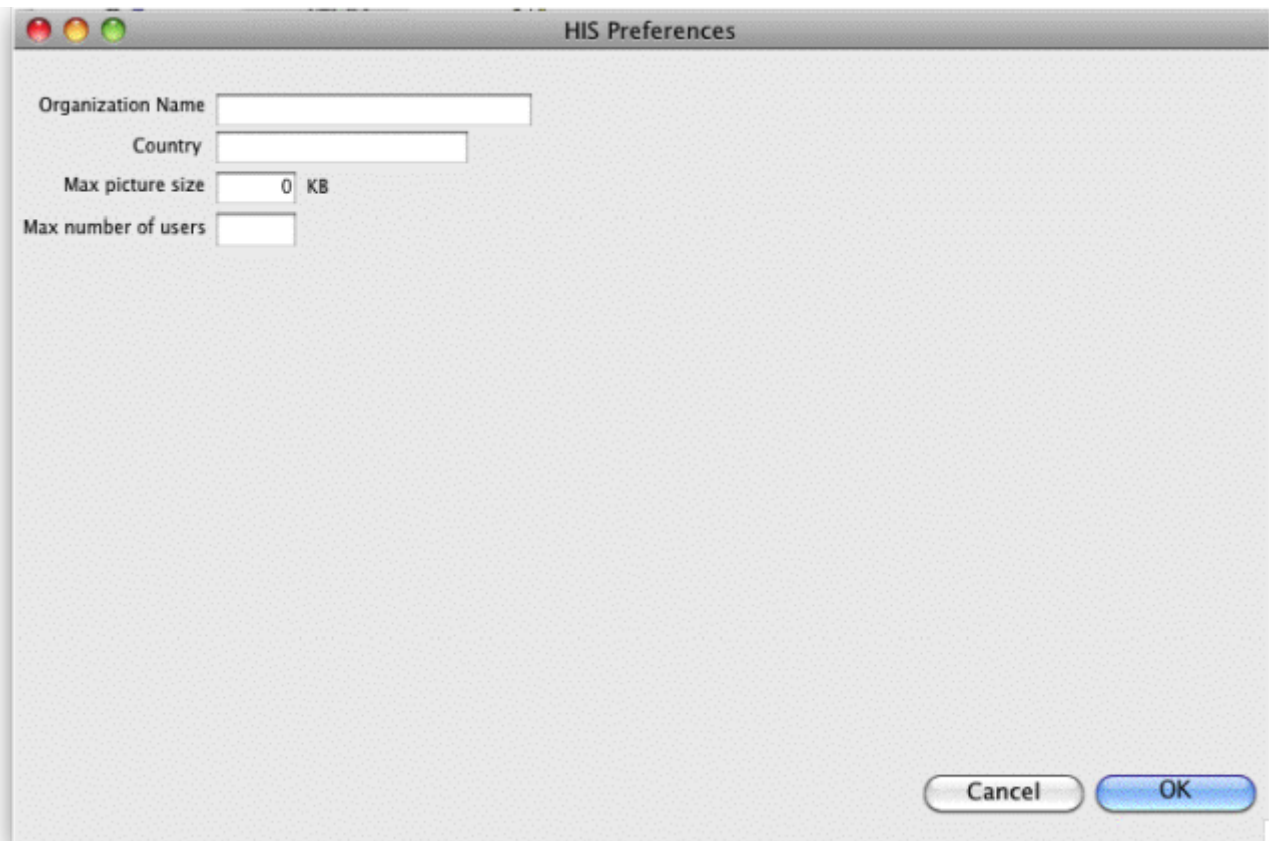
General

Organisation name: Enter the hospital name here.

Country: Enter the country you are located in.

Max picture size: Enter the maximum size of patient pictures that can be inserted. We suggest you set this value to 500KB.

Maximum number of users: Enter the maximum number of users that can log into the HIS system at one time. For example, if you purchase a 10 user license, and assign 6 users to the HIS system, it will allow 4 users to log in to the pharmacy (mSupply) module.



Previous: [Why an HIS module for mSupply?](#) Next: [ICD10 disease codes](#)

From:

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

Permanent link:

<https://docs.msupply.org.nz/his:setup?rev=1345410915>

Last update: **2012/08/19 21:15**

