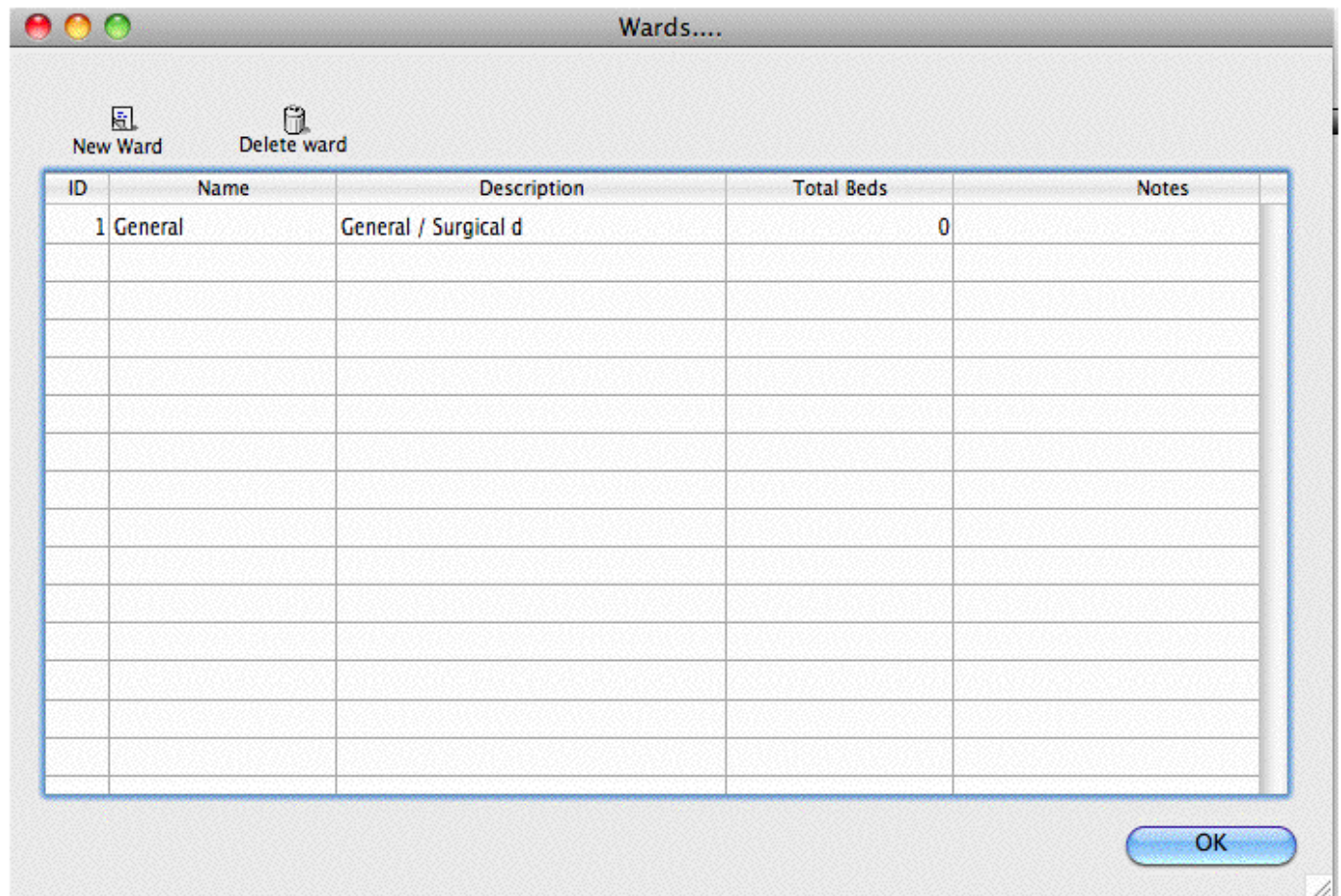


# 19.02. Setting up wards and beds

## Wards

Choose Special > Show Wards

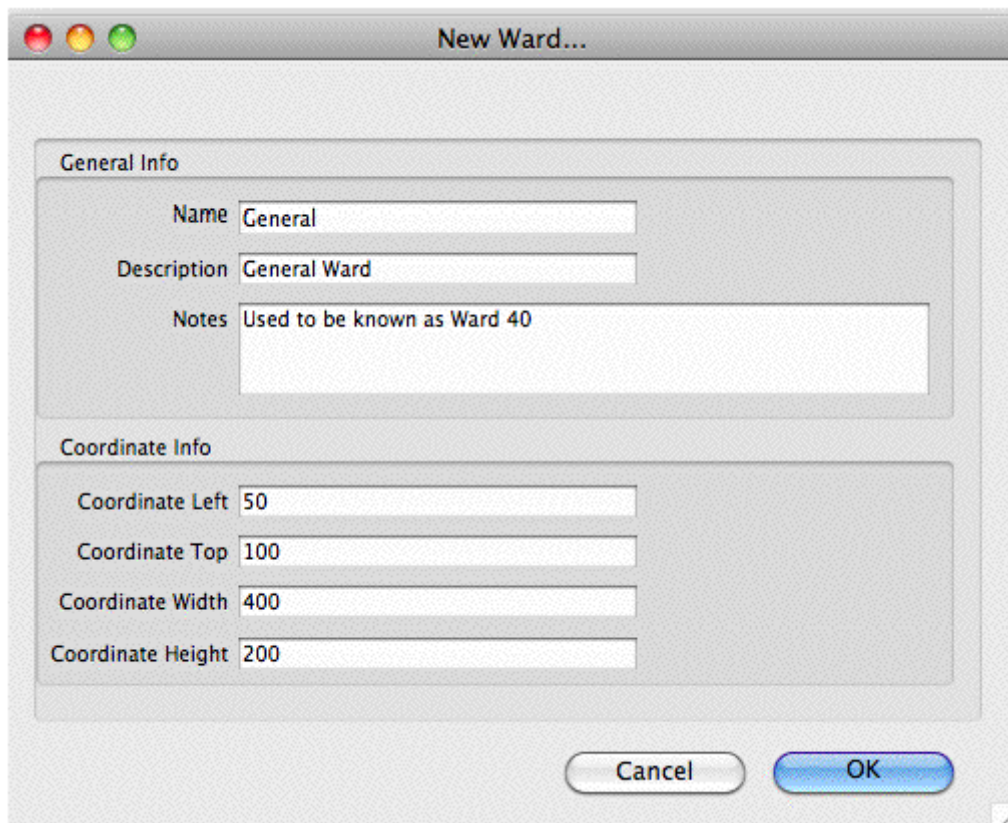
You will be shown a window like this:



The screenshot shows a window titled "Wards...." with a table and two buttons at the top: "New Ward" (with a plus icon) and "Delete ward" (with a trash icon). The table has five columns: "ID", "Name", "Description", "Total Beds", and "Notes". The first row is populated with "1" in the ID column, "General" in the Name column, "General / Surgical d" in the Description column, and "0" in the Total Beds column. The rest of the table is empty. An "OK" button is located at the bottom right of the window.

ID	Name	Description	Total Beds	Notes
1	General	General / Surgical d	0	

Click New Ward to add a ward.



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

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

Buttons: Cancel, OK

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

For now, you can ignore the coordinates.

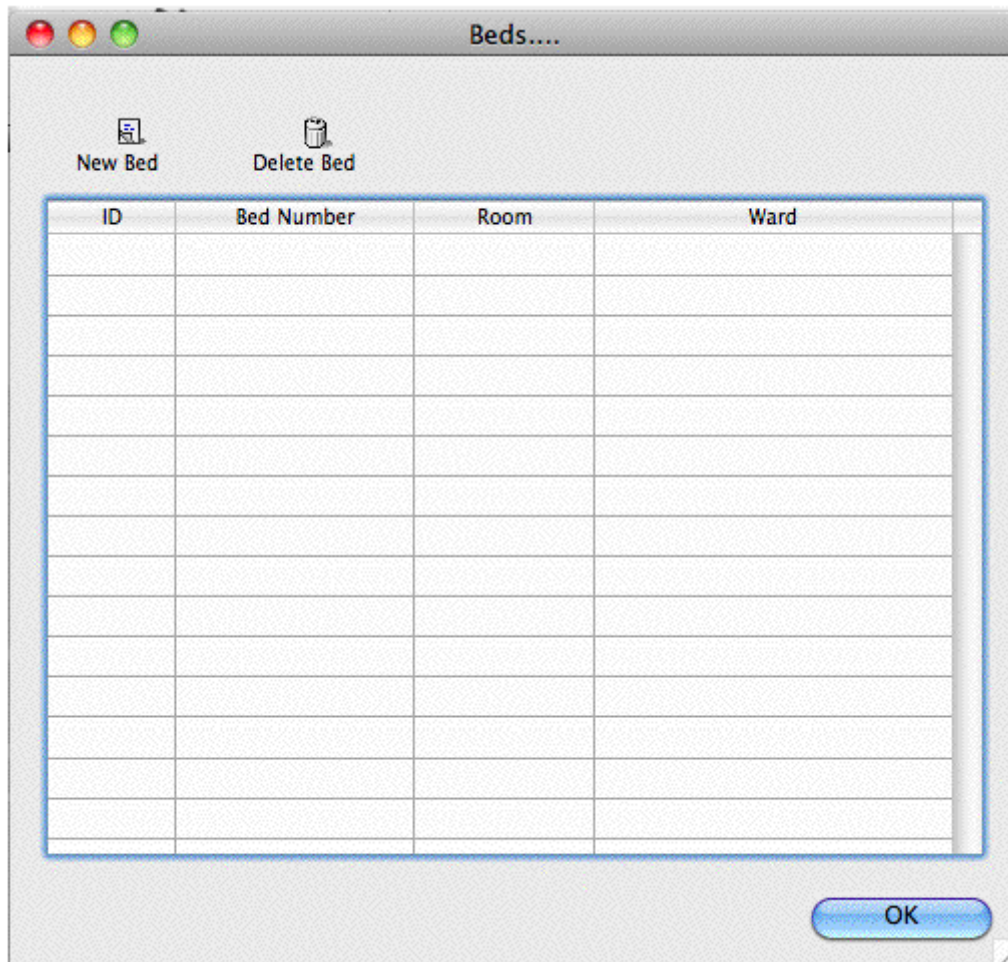
Click OK to save the information and close the window.

Repeat the process for each ward.

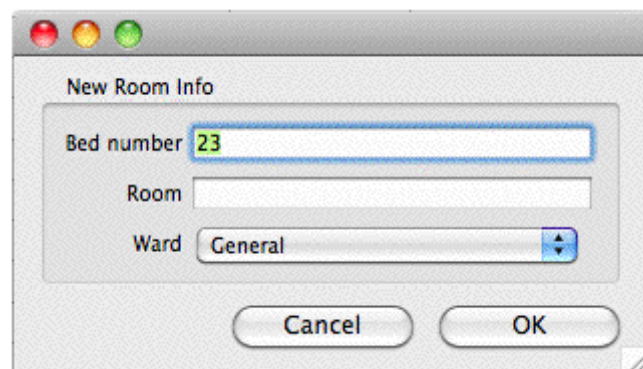
## Beds

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

Choose Special > Show beds...



Click New Bed to add a bed.



Fill in the bed number (or name).

If your wards have rooms, you can enter the room number or name. This is optional.

Choose the ward the bed is in from the drop-down list.

Click OK to save and close the window.

## Modifying wards and beds.

To modify a ward or bed, show the list from the Special menu, then double-click on the entry you wish

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:

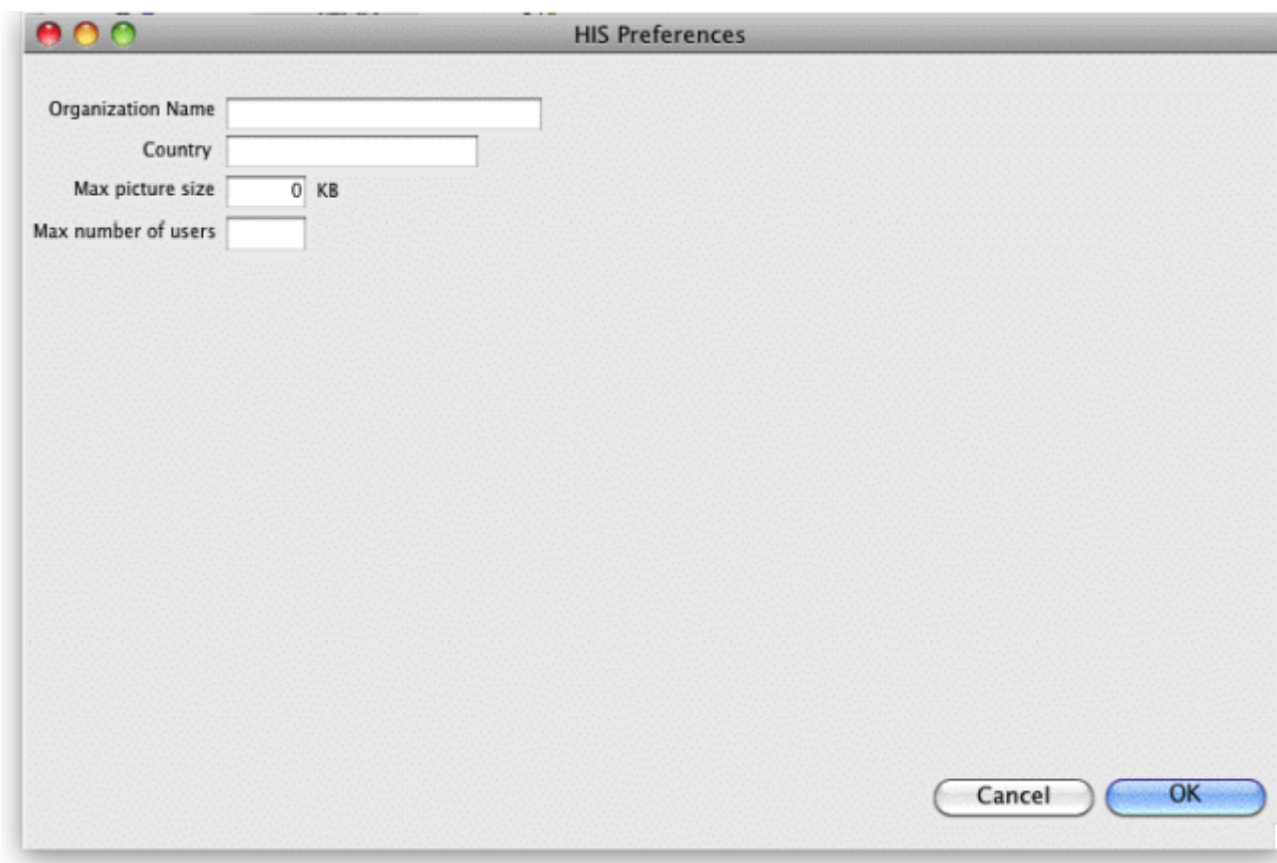
#### General

**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.

A screenshot of a macOS-style dialog box titled "HIS Preferences". The dialog has a light gray background and a title bar with standard macOS window controls (red, yellow, green buttons). Inside the dialog, there are four labeled text input fields arranged vertically on the left side: "Organization Name", "Country", "Max picture size", and "Max number of users". The "Max picture size" field has a small "0" entered and "KB" to its right. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

Previous: **19.01. Why a HIS module for mSupply?** | | Next: **19.03. ICD10 disease codes**

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Last update: **2020/03/16 10:17**

