

Importing locations

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Locations are the labelled places in your warehouse where you store stock. Locations can be created individually (see [here](#)) or can be created automatically when you import stock (see [here](#)). The functionality to import locations described here will save you a lot of time if you need to put a lot of locations into mSupply separately from importing stock.

As with the other import features of mSupply, this import uses a tab delimited text file (easily produced by exporting a spreadsheet from Excel or other spreadsheet programme). The columns that must be present in the file and their contents are as follows:



All columns must be present in the import file but only the first 2 (Location code and Store code or name) are mandatory. If either of these fields do not have values entered then the location will be ignored.

Column number	Column letter	Field	Description
1	A	Location code	The code of the location. This is used to identify and select the location throughout mSupply and is the label you apply to the location in your warehouse e.g. "A01" or "A01.03.C". This field is mandatory; if it's not present the location will be ignored.
2	B	Store code or name	The code or name of the store the location is to be created in. You can see the list of store names and their codes currently in your copy of mSupply by going to <i>Special > Show stores...</i> This field is mandatory; if it's not present the location will be ignored.
3	C	Location description	For your reference only, a longer description of the location e.g. "Aisle A, shelf 1, position C". This field is optional.
4	D	Volume	The start date for the period to which the budget belongs in the format dd/mm/yyyy or mm/dd/yyyy (whichever your copy of mSupply is using).
5	E	Priority	The end date for the period to which the budget belongs in the format dd/mm/yyyy or mm/dd/yyyy (whichever your copy of mSupply is using). The budget period start and end dates must match an existing budget period period in mSupply (set up using Budgets), otherwise an error will be generated.
6	F	Is summary location	Whether the location is a summary location that cannot hold stock. "y", "yes", "t" or "true" is interpreted as true, anything else (including nothing) is interpreted as false.
7	G	Location type	.
8	H	Parent location code or description	.

An empty Excel spreadsheet containing these columns for you to use as a template is here: [location_import_template.xlsx](#)

The screenshot shows the 'Import preview...' window. On the left, there are three sections: a checkbox section with 'First line contains column headers' checked and 'Remove quote characters on import' unchecked; a section titled 'If duplicate codes are detected' with five radio button options where 'Update customer budget' is selected; and a warning message about backing up data. At the top right are 'Previous' and 'Next' buttons and a label 'Record number 1'. The main area is a table with two columns, 'Field' and 'Value', containing ten rows of data. At the bottom right are 'Cancel' and 'Import now' buttons.

Import preview...

☒ First line contains column headers
☐ Remove quote characters on import

If duplicate codes are detected

☐ Create new duplicate items and continue
☐ Ask each time
☐ Skip the duplicate without asking
☐ Stop the Import
☒ Update customer budget

We recommend you have an up-to-date backup of your data file before attempting import. Click the cancel button below if you are not sure.

Previous **Next** Record number 1

Field	Value
Budget description	budget description
Customer code	customer name code
Customer name	customer name
Budget period start	budget period start date
Budget period end	budget period end date
Budget amount	budget amount
Additional budget	additional budget
Effective budget date	effective budget date

Cancel **Import now**

- **First line contains column headers:** check this if the first row in your text file contains the column descriptions. If checked, mSupply will ignore the first line of the file.
- **Remove quote characters on import:** check this if fields in your file is surrounded by quote (" or ') characters. If checked, mSupply will attempt to remove them from each field.

- **Skip the duplicate without asking:** The duplicate record is ignored completely
- **Stop the import:** mSupply will stop importing from the file if it detects a duplicate. Any budgets already imported will be kept but no further lines in the file will be processed.
- **Update customer budget:** The budget already in mSupply will be updated with the new details found in the file and the import will continue.

When you're ready to carry out the import, click on the *OK* button. mSupply will carry out the import and tell you how many lines were imported, how many budgets already in mSupply were modified and if there were any errors. You can see more details by viewing the log (see [The log](#)).

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