

8.06. Box management

Added: Version 3.1

On the transport tab of a customer invoice window, there are two methods for managing boxes.


- The simple method allows you to directly enter any Box identifiers in the **Boxes** column
 - To use this method you should **not** turn on the preference mentioned below. You simply click twice (slowly) in the box numbers column of the “Transport details” tab on a customer invoice and enter box numbers.
- If you want to assign exact quantities of each invoice line to a box or boxes, and also possibly record box weights and volumes, you need to:
 - Choose Special > Show Stores
 - Double-click on the store in question (you might only have one)
 - Click on the **preferences** tab
 - Check “Able to pack items into multiple boxes” - see details on the [24.08. Virtual stores](#) page.

The rest of this page assumes you're using mSupply with this preference checked.


Setting up boxes

- Once you've created a customer invoice, and picked goods, the pickers should have marked the pick slip with what quantities of each item were put into what box.
- Now go to the **Transport** tab of your customer invoice.
- Click **Manage Boxes** (Note: if you haven't turned on the preference as above, these buttons are hidden)
- You'll see this window:


Boxes for this invoice



New



Delete



Set wt & vol to
calculated

Description	Type	Calculated vol (m3)	Calculated weight (kg)	Volume (m3)	Weight (kg)	Length (m)	Width (m)	Height (m)

OK

- Click **New** to add boxes
- We suggest you keep box names short. e.g. 1, 2, 3, 4 or A, B, C, D
- Type a box name, click **OK & Next** (shortcut: the Enter key) to add another box.
- On the last box click **OK** to save and close the window.
- If you're Gary, you might have clicked **OK & Next** one too many times. In that case you can use the **Cancel** button to close the window. 😊
- Note that you can't have a blank box name, and you can't have two boxes *on the same invoice* with the same name (You *can* just use the same series of box names over and over on different invoices).
- If you make a mistake with a box name you can double-click a row to edit it.
- Click **OK** to close the Box Management window when you're done.

Using the Box Selected Button

- In most cases you will be able to put the total contents of an invoice line in the one box.
- In that case, click on a row, or hold down <control> (Windows) or <command> (Mac) and click on multiple rows.
- In the example below we have highlighted rows 2, 3 and 4.

Distribute item Water for injection inj 10mL (line 4) across boxes
1900 remaining packs to distribute

Add to box Delete

Box Description	Quantity	Weight(kg)	Volume(m3)
C	100	0	0

OK

- Notice that at the top of the window “1900” is in red. That's the quantity still to distribute.
- Click the **Add to box** button.
- You'll see this window:

Distribute items across Boxes

Distribute item Water for injection inj 10mL (line 4) across boxes

Box: A

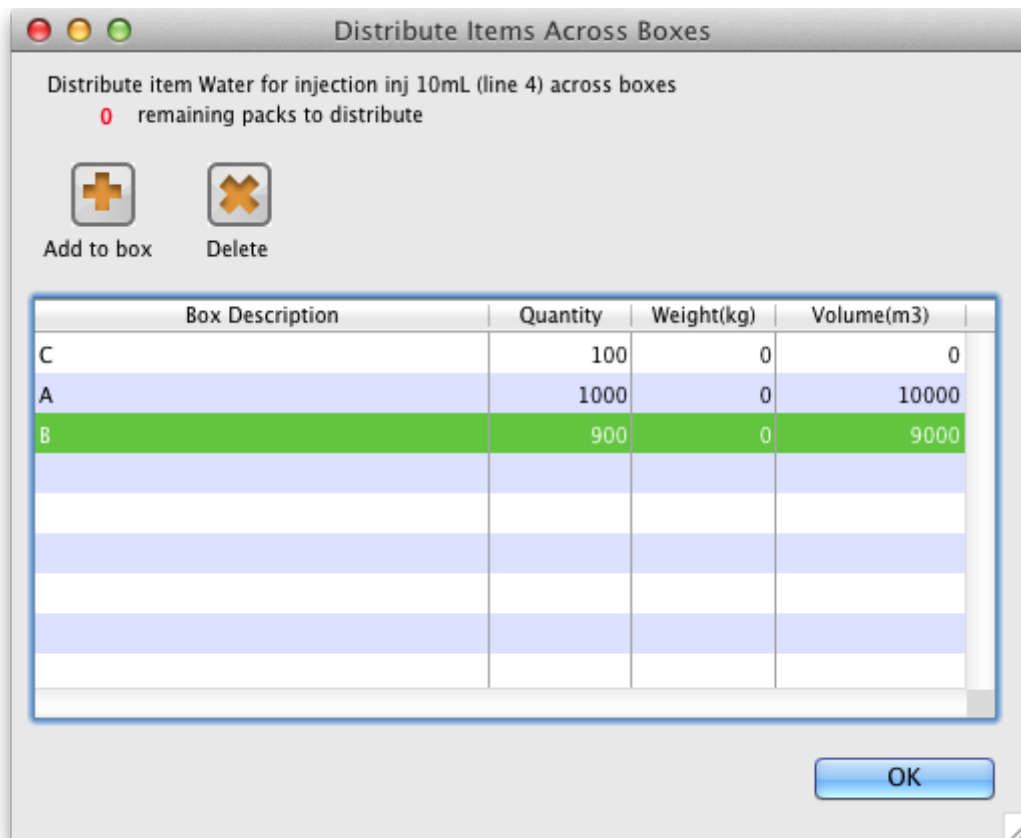
Quantity: 1900 Available : 1900

Weight (kg): 0

Volume (m3): 19000

Cancel OK OK & Next

- Let's say we're going to put 1000 in box A and the remaining 900 in box B
 - Enter 1000 in the quantity field
 - Choose **A** from the drop-down list
 - Click **OK & Next**
 - Fill out the window to enter 900 in box **B** and click **OK** to close the window.
 - Now your window should look like this:



- You can double-click a row to edit it.
- To delete a row, click on it to highlight it, then click **Delete**
- Note that the weight and volume for the item will be calculated automatically if you have set them in the item details window, but you can also override the calculated weight/volume when you are assigning an item to a box.

Removing an invoice line from all boxes

- You can use the **Unbox** button to remove an invoice line from all boxes at once.
- Highlight one or more invoice lines.
- Click **Unbox**
- You're done.

Seeing what is in a box

- If you click **Manage Boxes** and then double-click a box you will be shown a list of items in that box.
- You can also set the measured weight and volume in this window, which will usually be somewhat higher than the calculated weight/volume:

Manage Boxes

Box name

Box1

Type

Please select...

Packed length (m)

0

Packed width (m)

0

Packed height (m)


0

Packed weight (kg)

0

Packed volume (m3)

0



Set wt & vol to calculated

Current box contents

Description	Quantity	Weight (kg)	Volume (m3)
(COVID-19) Nas...ink Tubing, Ad	2	0	0

Total in box:

0 kg

0 m3

Cancel

OK

OK & Next

Printing packing list for each box

- We have custom printing forms available that will print packing lists for each box. Ask us for more details.

Previous: [8.05. Transferring goods to another store](#) | | Next: [8.07. Stock control methods for your customers](#)

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