# 24.09. Bulk Store Preferences Editor

The **Bulk Store Preferences Editor** allows changing preferences and other properties for many (or all) stores at once. This will be particularly useful in any system where you have many stores in a single datafile.

Open the editor by choosing the *Special* > *Bulk edit store preferences...* menu item. This window will open:

| Preferences Tags Custom data   |   | Filter stores     |         |     |    | Reset Filter |  |
|--|---|-------------------|---------|-----|----|--------------|--|
| · · · · · · · · · · · · · · · · · · ·                                      |   | Filler slores     |         |     |    |              |  |
| Preference   |   | Store             | Current | New |    | AllNone      |  |
| Sort available batches by VVM Status rather than Expiry                    | ^ | General Warehouse |         |     | 14 |              |  |
| Patients created in other stores not visible in this store                 | _ | Test dispensary   |         |     |    | Reset        |  |
| Vames created in other stores not visible in this store                    |   |                   |         |     |    |              |  |
| Allow users to enter total quantities to distribute                        |   |                   |         |     |    |              |  |
| Round up the distributed quantity  |   |                   |         |     |    |              |  |
| Able to pack items into multiple boxes                                     |   |                   |         |     |    | Save Changes |  |
| Store : Able to issue in foreign currency                                  |   |                   |         |     |    | Save unanyes |  |
| Allow editing selling price on customer invoice lines                      |   |                   |         |     |    |              |  |
| Purchase order must be authorised  |   |                   |         |     |    |              |  |
| Finalise customer involces automatically                                   |   |                   |         |     |    |              |  |
| Customer invoices must be authorised                                       |   |                   |         |     |    |              |  |
| Authorisation needed only if over budget                                   |   |                   |         |     |    |              |  |
| Confirm customer invoices automatically                                    |   |                   |         |     |    |              |  |
| Supplier invoices must be authorised                                       |   |                   |         |     |    |              |  |
| Confirm Supplier Invoices without asking                                   |   |                   |         |     |    |              |  |
| Goods received lines must be authorised.                                   |   |                   |         |     |    |              |  |
| ocations must be entered for goods received.                               |   |                   |         |     |    |              |  |
| Able to specify manufacturer when receiving, ordering or quoting for items |   |                   |         |     |    |              |  |
| Show item unit column while issuing  |   |                   |         |     |    |              |  |
| Log transaction edit   |   |                   |         |     |    |              |  |
| Set pack to one for all visible items in this store                        |   |                   |         |     |    |              |  |
| Jae remote authorisation for request requisitons                           |   |                   |         |     |    |              |  |
| Jse remote authorisation for response requisitions                         |   |                   |         |     |    |              |  |
| Jse remote authorisation for customer invoices                             |   |                   |         |     |    |              |  |
| Jse remote authorisation for supplier invoices                             |   |                   |         |     |    |              |  |
| Can manually link requisition to supplier invoice                          |   |                   |         |     |    |              |  |
| Automatically populate supply quantities with requested quantities         |   |                   |         |     |    |              |  |
| Show extra fields on requisitions  |   |                   |         |     |    |              |  |
| Show comment field when entering supplier invoice lines                    |   |                   |         |     |    |              |  |
| Consolidate batches  | ~ |                   |         | >   | 4  | Close        |  |

# **Types of Preferences**

The editor allows editing of basic **Preferences**, **Custom Data** (Not yet implemented but coming soon!) and **Tags** (Not yet implemented but coming soon!). Preferences are selected by default when the window opens but click one of the others in the top panel if you want to work with another type of store setting:

| Preferences | Tags | Custom data |
|-------------|------|-------------|
|             |      |             |

## **The Preference and Stores List**

The list in the left-hand panel shows all the available preferences (of the type specified above). The

list in the right-hand panel shows all the Stores you have available to edit.

When you select a Preference, the Stores list shows the settings for each of the stores in the **Current** column.

#### **Editing preferences**

To change a selected preference, tick the checkbox  $\square$  in the **New** column to switch the preference on/off.

You can apply a setting to *all* displayed stores with the **All/None** checkbox on the far-right panel. Once you're done making changes for this preference, click the **Save Changes** button to write your preference settings to the database. The **Current** column will be updated with the new settings to reflect the saved changes.

**Please note:** You *must* save changes before switching to another Preference, or your changes will be lost.

### **Filtering stores**

If you only wish to make changes to a subset of stores, you can filter the Stores list with the Filter bar in the top panel:

| Filter stores | Reset Filter |
|---------------|--------------|
|               |              |

In the current implementation, when you click the text entry field, you will be presented with a simple Query editor:

| 🔅 🔻 Create new selection 🔻 |            |        |              |
|----------------------------|------------|--------|--------------|
| Find: [store]name          | © contains | ᅌ disp |              |
|                            |            |        | Cancel Query |

Submitting this query will update the list of Stores accordingly. Restore the full list of Stores with the **Reset Filter** button.

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