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
Preference		Store	Current	New		AllNone
Sort available batches by VVM Status rather than Expiry	^	General Warehouse			1	
Patients created in other stores not visible in this store	_	Test dispensary				Reset
Names 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 Changes
Allow editing selling price on customer invoice lines						
Purchase order must be authorised						
Finalise customer invoices automatically						
Customer invoices must be authorised						
Authorisation needed only if over budget						
Confirm customer invoices automatically						
Supplier involces must be authorised						
Confirm Supplier Invoices without asking						
Goods received lines must be authorised.						
Locations 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						
Use remote authorisation for request requistions						
Use remote authorisation for response requisitions						
Use remote authorisation for customer invoices						
Use 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

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 *Preferences* table in the left hand panel shows all the available settings of the type specified above. The *Stores* list in the right hand panel shows all the stores in your datafile that you can edit the settings for.

When you select a Preference, the Stores list shows the current settings for each of the stores in the **Current** column - this column is read only and can't be changed.

To change a selected preference, click on the checkbox in the **New** column to switch the preference

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on or off.

You can apply a setting to all displayed stores with the **All/None** checkbox on the far right panel. If you want to undo what the **All/None** button did then click on the **Reset** button.

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 setting, or your changes will be lost. mSupply won't stop you moving to another preference before saving changes but it will tell you if you lose unsaved changes.

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	🗘 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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