Using the mSupply remote client

As well as using an mSupply client connecting to a local mSupply server, or using a standalone version of mSupply, it is possible to access a copy of mSupply running on a remotely hosted server. In this case, we use remote access software called TSplus (http://www.tsplus.net).

Connecting to mSupply

The first time you run the remote access client, you'll have to enter your TSplus username and password. These correspond to a Windows account on the remote server and are completely separate from your mSupply username and password.

| 퉣 Remote A | ccess | _ | | \times |
|-------------------|--------------------|---|-------|----------|
| Logon Password | o save credentials | | Conne | ect |

We recommend that you select the "Allow me to save credentials" box so that you don't have to remember it in future.

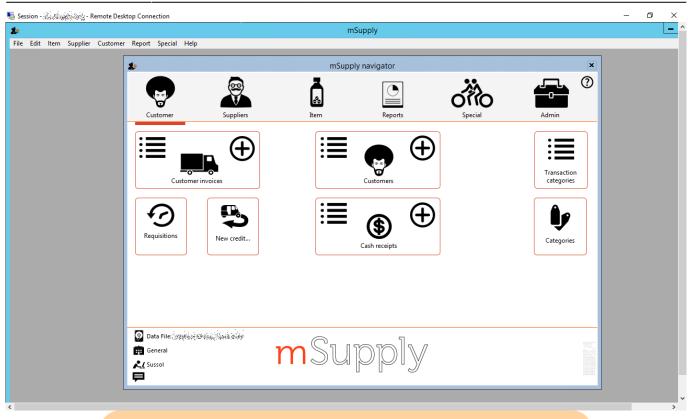
After clicking *Connect*, you may get a warning Window similar to this one:

| 퉣 Remo | Nemote Desktop Connection X | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| The publisher of this remote connection can't be identified. Do you want to connect anyway? | | | | | | | | | |
| | This remote connection could harm your local or remote computer. Do not connect unless you know where this connection came from or have used it before. | | | | | | | | |
| | Publisher: | Unknown publisher | | | | | | | |
| -00 | Туре: | Remote Desktop Connection | | | | | | | |
| | Remote computer: | and the second | | | | | | | |
| Don't ask me again for connections to this computer | | | | | | | | | |
| Show Details Connect Cancel | | | | | | | | | |

If so, then select the "Don't ask me again for conections to this computer" box to avoid seeing it again in future.

You should then see the normal mSupply login screen - simply login as usual to get to the mSupply navigator, which looks exactly the same as normal except that it is enclosed in a session window:

Last update: 2018/08/06 11:42



When you're finished, exit mSupply by using the File \rightarrow Exit mSupply menu item. If you just use the X button at the top right of the session window, it will close the window but mSupply will continue to run on the server, and use a license which may be needed by someone else.

After exiting mSupply, right-click on the empty desktop and click on the *Logout* button to close your session.

Printing from mSupply

Because mSupply is running on a remote server, printing forms and reports is slightly different as there is an extra step involved to download them to your local computer. There are several ways to do this, depending on which print option you choose e.g. printing a customer invoice:

| \$ • | | Printing | options | | _ | | x |
|------------------------|---------------|----------|---------|--------|---------------|----|------|
| Form to use Message | Delivery note | | | | on disk DF | | |
| | | | | Cancel | | OK | |

Universal Printer

TSplus comes with a "Universal Printer" driver, and if you select the *Printer* option and then choose this as your printer, the print job should get downloaded to your local computer and then prompt you to choose one of the printer drivers on your local computer to receive the print job.

| | Print | x |
|--|--|---------------------|
| Printer | | |
| Name: | Universal Printer | ✓ Properties |
| Status: Type: | Foxit Reader PDF Printer Microsoft XPS Document Writer Universal Printer | |
| Where: | CPWPU997: | |
| Comment: | | Print to file |
| Print range | | Copies |
| ● All | | Number of copies: 1 |
| Pages Selection | from: to: | 11 22 33 Collate |
| | | OK Cancel |

PDF Printer

Foxit or some other virtual PDF printer driver will have been installed on the remote server. You can either:

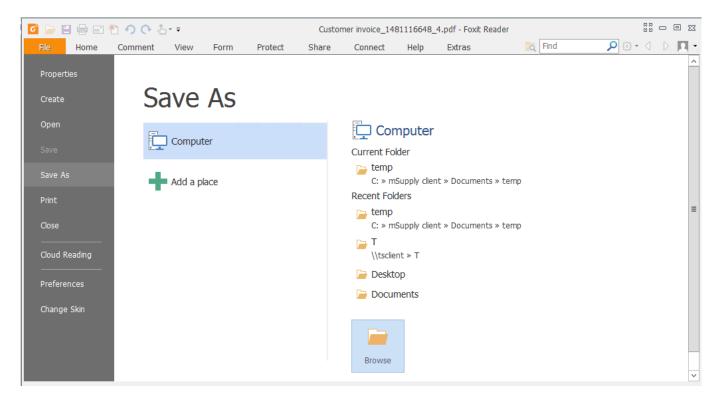
- select the *Printer* option and choose the virtual PDF printer driver as your printer this will
 prompt you for a location to save the PDF file and then open it in the default PDF viewer (you
 may be prompted to choose either Foxit or Sumatra the screen shots below use Foxit, but
 Sumatra is similar)
- select the *Preview* option this will generate a PDF file in the default location (*C*:\mSupply

client\Documents\temp) and then open it in the default PDF viewer

• select the *PDF file on disk* option - this will generate a PDF file in the default location and open that folder, and then you can double-click on the file to open it in the default PDF viewer

| 🧖 🍃 🗄 🖶 🖬 | * •) (• &+ = | New Report.pdf - Foxit Reader | r | |
|-----------|--|----------------------------------|------------------------------|--|
| File Home | Comment View Form Protect | Share Connect Help Extras | s 🗖 Find | 🔎 🗇 र 🗇 🗖 र |
| | apShot bboard • D Fit Vidth Actual Ac | Typewriter Highlight From | DE Bookmark | Attachment ge Annotation io & Video |
| Tools | View | Comment Create Pr | rotect Links I | Insert 🔨 |
| Start | New Report.pdf | | • | Free Form Publishing |
| | | Quantity Pack Expiry Batch Units | Volume (m3) Weight (kg) Sell | voice: 3 mmed: 03/12/16 tted: 07/12/2016 |
| | ine falle and a line of a line of the life | | | |
| | • | < 1/1 ► ► ► 5 | 83.87% | • 🗇 ——•+—— 🕀 /// |

Regardless of which of these you choose, you can use $File \rightarrow Save As$ to save the PDF file to a folder on your local computer:



Click on *Browse* to choose where to save it - *This PC* includes all of your local drives as well as the ones on the remote server:

Cancel

| 2 | | Save As | 5 | | |
|--------------------------------------|----------|---------------------------------|------------------|------------------|----------|
| 🕞 🕘 🔻 🚺 · | « 09 | Disk (C:) | • temp | Search temp | م |
| Organize 👻 New fo | lder | | | | :== 👻 🧃 |
| Desktop | ^ | Name | Date modified | Туре | Size |
| Downloads | | 📓 Customer invoice_1480698604_1 | 02/12/2016 16:20 | Foxit Reader PDF | 1,894 KE |
| 📳 Recent places | | 🕵 Customer invoice_1480703026_1 | 02/12/2016 16:16 | Foxit Reader PDF | 1,894 Ki |
| - Tit no | ≡ | 🕵 Customer invoice_1480711590_1 | 02/12/2016 16:12 | Foxit Reader PDF | 1,894 K |
| 4 🖳 This PC | | 🕵 Customer invoice_1480722901_1 | 02/12/2016 16:13 | Foxit Reader PDF | 1,894 KI |
| D C on ADRIAN-L | | 🕵 Customer invoice_1480771033_2 | 03/12/2016 12:26 | Foxit Reader PDF | 172 Ki |
| D on ADRIAN-L D on ADRIAN-L | 4 | Customer invoice_1480772234_2 | 03/12/2016 12:31 | Foxit Reader PDF | 1,899 KI |
| ▷ 朣 Desktop ▷ 📗 Documents | | 🕵 Customer invoice_1480774135_2 | 03/12/2016 12:15 | Foxit Reader PDF | 1,899 K |
| Documents Documents Documents | | 🕵 Customer invoice_1480776195_2 | 03/12/2016 12:14 | Foxit Reader PDF | 1,899 Ki |
| | | Customer invoice_1480776334_2 | 03/12/2016 12:15 | Foxit Reader PDF | 1,899 KI |
| F on ADRIAN-LA Q Q L on ADRIAN-LA | | Customer invoice_1480777739_1 | 03/12/2016 10:03 | Foxit Reader PDF | 1,894 KI |
| | ` | < | III | | > |
| File name: | Custo | mer invoice_1481116648_4 | | | |
| Save as type: P | DF F | iles (* ndf) | | | |

Exporting to Excel

Hide Folders

MS Office won't normally have been installed on the remote server, but Open Office will have been. The first time you try to export to Excel, you'll have to choose the location of "Excel" - in this case, it will be something like C:\Program Files(x86)\Open Office 4\program\scalc.exe.

Setting...

Save

Select the *Export to Excel* option to open the report/form in Open Office:

| 1 | | Customer invo | ice_1481118462_4_1. | xlsx - | OpenOffice C | Calc | | | | _ |
|--------------|--|---|---|----------|--------------|-----------|--|-----|-----|--|
| <u>F</u> ile | | ools <u>D</u> ata <u>W</u> indow <u>H</u> elp | | | | | | | | |
| | • 💆 • 🔲 👒 📝 🔛 | 🖴 🖎 🏷 😅 😹 🛍 🛍 • 🏈 🧐 • 🤍 • 🚳 🐉 👬 | 🏥 🤣 👬 🧭 💼 | |] ا 💽 🔍 | Find [| ✔ 🖑 🖡 | | | |
| 9 | Verdana 🗸 | 8 ▼ B I U ≡ Ξ ≡ ≡ 1, % % ∞ | 28 ∉ ∉ 🗆 📲 | 2 - 1 | <u>A</u> • . | | | | | |
| A3 | ✓ ½ ∑ = | = | | | | | | | | Properties |
| | В | С | D | E | F | G | Н | | | 🖻 Text |
| 1 | | Delive | ry Note | | | | | | | Verdana 👻 8 |
| 2 | Selve . | | • | | | | | | | BIU - ABG AA A |
| 3 4 | | | | | | | | | | |
| 5 | | | | | | | | | = | Alignment |
| 7 | | | | | | | | | - | |
| 8 | Item Code | Description | Quantity | Pack | Expiry | Batch | Units | Vol | h | |
| 9 | sirsk(bis) | and the second second second second | | 123 | (Ringhond | Section . | (internet in the second | | | Left indent: Wrap text |
| 10 | offeth | | lipe de la serie serie a decembre de la serie de la | | e destado | en santa | Maria | | - | 0 pt <u>·</u> <u>M</u> erge cells |
| 11 | Carlos Alt res Constant Constant and Al | Contraction Charles and Charles | de la compañía de la | la ois A | i soniochd | | Millio | | : | Text orientation: |
| 12 | | | | | | | | | | 0 degrees |
| 13 | | | | | | Total: | Volume (m3) | We | ei | <u> </u> <u>V</u> ertically stacked |
| 14 | | | | | | | | 0 | 11 | Cell Appearance |
| | | | | | | | | | | <u>C</u> ell background: |
| 15 | | | | | | | | | | |
| | | | | | | | | | - 1 | Cell <u>b</u> order: |
| 16 17 | | | | | | | | | 11 | ······································ |
| 18 | | | | | | | | | 11 | • |
| 19 | | | | | | | | | | |
| 20 | | | | | | | | | | Show cell grid lines |
| 21 | | | | | | | | | - 1 | Number Format |
| 23 | | | | | | | | | | |

In the same way as for PDFs, you can select a local drive from the *File* \rightarrow *Save As* menu (either as an Open Office .ods document, or an Excel .xls document):

| 1 | Save As | | X |
|---|---|------------------------------------|--|
| 🔄 🕘 = 🕇 📕 < | < Documents + temp v C | Search temp | Q |
| Organize 👻 New fo | lder | | :== 🕶 🔞 |
| Desktop | Name Da | ate modified | Туре |
| 🗼 Downloads 🖭 Recent places | /- | 2/12/2016 16:25 2/12/2016 16:29 | Microsoft Excel 97 Microsoft Excel 97 |
| ▲ I This PC ▷ I C on ADRIAN-LA ▷ I D on ADRIAN-LA | - | | |
| ▷ <u> Desktop</u> ▷ 📄 Documents | | | |
| ▷ 🝌 Downloads ▷ 坖 F on ADRIAN-LA | | | |
| ▷ 🚾 L on ADRIAN-LA | ✓ < III | | > |
| File name: | Customer invoice_1481118462_4_1 | | ~ |
| Save as type: N | licrosoft Excel 97/2000/XP (.xls) | | ~ |
| | Automatic file name extension Save with password Edit filter settings | | |
|) Hide Folders | | Save | Cancel |

Transferring Data

Dropbox will have been installed on the remote server, and can be used to transfer saved reports or other data between the server and any other computer which has access to the Dropbox account.

Previous: Drug Registration Next: Currencies

