



User Guide

1. About mSupply

- 1.01. Introduction
- 1.02. Why mSupply?
- 1.03. Who uses mSupply?
- 1.04. Which combination of mSupply products best suits your organisation?
- 1.05. Terms, definitions and conventions used in this user guide

2. Setting Up mSupply: Technical Guide

- 2.01. Requirements
- 2.02. Installation
- 2.03. Starting mSupply for the first time
- 2.04. Client/Server FAQ

3. Tutorial

- 3.01. The tutorial like no other
- 3.02. Logging in
- 3.03. Opening the example data file
- 3.04. Navigator
- 3.05. Creating and viewing items
- 3.06. Customers and suppliers
- 3.07. Viewing Names in Google Maps
- 3.08. Enter incoming goods (supplier invoices)

4. Items

- 4.01. About items
- 4.02. Adding a new item
- 4.03. Item categories
- 4.04. Item master lists
- 4.05. Programs
- 4.06. Stock locations and location types
- 4.07. Building (manufacturing) items
- 4.08. Merging two items
- 4.09. Ad hoc items
- 4.10. Non-stock items
- 4.11. Managing drug interaction groups
- 4.12. Managing item access with Departments
- 4.13. Prices in mSupply
- 4.14. Repacking items
- 4.15. Show items with stock
- 4.16. Splitting a stock line
- 4.17. Stocktakes
- 4.18. Phased stocktakes
- 4.19. Inventory adjustments
- 4.20. Units
- 4.21. Forecasting
- 4.22. Pickfaces and Replenishments setup
- 4.23. Pickfaces and Replenishments

5. Customers and Suppliers

- 5.01. Names: using, adding and editing

6. Purchasing

- 6.01. Ordering stock from suppliers
- 6.02. Managing purchase orders
- 6.03. Purchase order categories
- 6.04. Ordering from one store to another
- 6.05. Multi-store Purchase Orders

7. Receiving Goods

- 7.01. Supplier invoices
- 7.02. Goods receipts
- 7.03. Editing pack sizes
- 7.04. Managing outstanding purchase order lines (pipeline stock)
- 7.05. Custom stock fields
- 7.06. Managing donors

8. Issuing Goods

- 8.01. Issuing goods to a customer (customer invoices)
- 8.02. Viewing customer invoices
- 8.03. Backorders
- 8.04. Electronic invoices
- 8.05. Transferring goods to another store
- 8.06. Box management
- 8.07. Stock control methods for your

9. Donating Goods

- 9.01. Introduction
- 9.02. Donating goods
- 9.03. Donating stock
- 9.04. Donating items
- 9.05. Donating services
- 9.06. Donating equipment
- 9.07. Donating vehicles
- 9.08. Donating land
- 9.09. Donating buildings
- 9.10. Donating other assets
- 9.11. Donating intangible assets
- 9.12. Donating intellectual property
- 9.13. Donating financial assets
- 9.14. Donating liabilities
- 9.15. Donating equity
- 9.16. Donating derivatives
- 9.17. Donating other financial instruments
- 9.18. Donating other financial assets
- 9.19. Donating other financial liabilities
- 9.20. Donating other financial equity
- 9.21. Donating other financial derivatives
- 9.22. Donating other financial instruments
- 9.23. Donating other financial assets
- 9.24. Donating other financial liabilities
- 9.25. Donating other financial equity
- 9.26. Donating other financial derivatives
- 9.27. Donating other financial instruments
- 9.28. Donating other financial assets
- 9.29. Donating other financial liabilities
- 9.30. Donating other financial equity
- 9.31. Donating other financial derivatives
- 9.32. Donating other financial instruments
- 9.33. Donating other financial assets
- 9.34. Donating other financial liabilities
- 9.35. Donating other financial equity
- 9.36. Donating other financial derivatives
- 9.37. Donating other financial instruments
- 9.38. Donating other financial assets
- 9.39. Donating other financial liabilities
- 9.40. Donating other financial equity
- 9.41. Donating other financial derivatives
- 9.42. Donating other financial instruments
- 9.43. Donating other financial assets
- 9.44. Donating other financial liabilities
- 9.45. Donating other financial equity
- 9.46. Donating other financial derivatives
- 9.47. Donating other financial instruments
- 9.48. Donating other financial assets
- 9.49. Donating other financial liabilities
- 9.50. Donating other financial equity
- 9.51. Donating other financial derivatives
- 9.52. Donating other financial instruments
- 9.53. Donating other financial assets
- 9.54. Donating other financial liabilities
- 9.55. Donating other financial equity
- 9.56. Donating other financial derivatives
- 9.57. Donating other financial instruments
- 9.58. Donating other financial assets
- 9.59. Donating other financial liabilities
- 9.60. Donating other financial equity
- 9.61. Donating other financial derivatives
- 9.62. Donating other financial instruments
- 9.63. Donating other financial assets
- 9.64. Donating other financial liabilities
- 9.65. Donating other financial equity
- 9.66. Donating other financial derivatives
- 9.67. Donating other financial instruments
- 9.68. Donating other financial assets
- 9.69. Donating other financial liabilities
- 9.70. Donating other financial equity
- 9.71. Donating other financial derivatives
- 9.72. Donating other financial instruments
- 9.73. Donating other financial assets
- 9.74. Donating other financial liabilities
- 9.75. Donating other financial equity
- 9.76. Donating other financial derivatives
- 9.77. Donating other financial instruments
- 9.78. Donating other financial assets
- 9.79. Donating other financial liabilities
- 9.80. Donating other financial equity
- 9.81. Donating other financial derivatives
- 9.82. Donating other financial instruments
- 9.83. Donating other financial assets
- 9.84. Donating other financial liabilities
- 9.85. Donating other financial equity
- 9.86. Donating other financial derivatives
- 9.87. Donating other financial instruments
- 9.88. Donating other financial assets
- 9.89. Donating other financial liabilities
- 9.90. Donating other financial equity
- 9.91. Donating other financial derivatives
- 9.92. Donating other financial instruments
- 9.93. Donating other financial assets
- 9.94. Donating other financial liabilities
- 9.95. Donating other financial equity
- 9.96. Donating other financial derivatives
- 9.97. Donating other financial instruments
- 9.98. Donating other financial assets
- 9.99. Donating other financial liabilities
- 9.100. Donating other financial equity

- | | | | |
|--|--|--|--|
| <ul style="list-style-type: none"> 3.09. Enter outgoing goods (customer invoices) 3.10. Entering quotations 3.11. Working with lists 3.12. Where to now? | <ul style="list-style-type: none"> 5.02. Contacts 5.03. Merging two names 5.04. Name categories 5.05. Name tags 5.06. Suppliers: adding and viewing | <ul style="list-style-type: none"> 8.08. Customer budgets | <ul style="list-style-type: none"> 13.01. Add new application not for sign 13.02. Add new contract 13.03. Add new order 13.04. Add new requisition 13.05. Add new requisition 13.06. Add new requisition 13.07. Add new requisition 13.08. Add new requisition 13.09. Add new requisition 13.10. Add new requisition 13.11. Add new requisition 13.12. Add new requisition 13.13. Add new requisition 13.14. Add new requisition 13.15. Add new requisition 13.16. Add new requisition 13.17. Add new requisition 13.18. Add new requisition 13.19. Add new requisition 13.20. Add new requisition 13.21. Add new requisition 13.22. Add new requisition 13.23. Add new requisition 13.24. Add new requisition 13.25. Add new requisition 13.26. Add new requisition 13.27. Add new requisition 13.28. Add new requisition 13.29. Add new requisition 13.30. Add new requisition 13.31. Add new requisition 13.32. Add new requisition 13.33. Add new requisition 13.34. Add new requisition 13.35. Add new requisition 13.36. Add new requisition 13.37. Add new requisition 13.38. Add new requisition 13.39. Add new requisition 13.40. Add new requisition 13.41. Add new requisition 13.42. Add new requisition 13.43. Add new requisition 13.44. Add new requisition 13.45. Add new requisition 13.46. Add new requisition 13.47. Add new requisition 13.48. Add new requisition 13.49. Add new requisition 13.50. Add new requisition 13.51. Add new requisition 13.52. Add new requisition 13.53. Add new requisition 13.54. Add new requisition 13.55. Add new requisition 13.56. Add new requisition 13.57. Add new requisition 13.58. Add new requisition 13.59. Add new requisition 13.60. Add new requisition 13.61. Add new requisition 13.62. Add new requisition 13.63. Add new requisition 13.64. Add new requisition 13.65. Add new requisition 13.66. Add new requisition 13.67. Add new requisition 13.68. Add new requisition 13.69. Add new requisition 13.70. Add new requisition 13.71. Add new requisition 13.72. Add new requisition 13.73. Add new requisition 13.74. Add new requisition 13.75. Add new requisition 13.76. Add new requisition 13.77. Add new requisition 13.78. Add new requisition 13.79. Add new requisition 13.80. Add new requisition 13.81. Add new requisition 13.82. Add new requisition 13.83. Add new requisition 13.84. Add new requisition 13.85. Add new requisition 13.86. Add new requisition 13.87. Add new requisition 13.88. Add new requisition 13.89. Add new requisition 13.90. Add new requisition 13.91. Add new requisition 13.92. Add new requisition 13.93. Add new requisition 13.94. Add new requisition 13.95. Add new requisition 13.96. Add new requisition 13.97. Add new requisition 13.98. Add new requisition 13.99. Add new requisition 14.00. Add new requisition |
|--|--|--|--|

- [illegible]

10. **Payments and Receipts**

- Mike
fair
day
- 182
- 05
04
high
pig
pre
- 196
02
Rec
- 18.1
09.
stop
like
Das
first
and
cut
top
fire
- 10
04
ing
- 10

16. Remote User Web Interface

11. Reports

• 16.04. Synchr

• 16.04.5. bhr

• 16.04.5. regi

• 16.04.5. stat

• 16.04.5. on

• 16.04.5. pre

• 16.04.5. here

• 16.04.5. file

• 16.04.5. Intr

• 16.04.5. Ou

• 16.04.5. Oo

• 16.04.5. Rep

• 16.04.5. mti

• 16.04.5. baS

• 16.04.5. Me

• 16.04.5. ac

• 16.04.5. 09.

• 16.04.5. 88r

• 16.04.5. 02d

• 16.04.5. enid

• 16.04.5. Up

• 16.04.5. hri

• 16.04.5. nro

• 16.04.5. pres

• 16.04.5. here

• 16.04.5. de

• 16.04.5. 3Ea

• 16.04.5. 03a

• 16.04.5. mto

• 16.04.5. Opp

• 16.04.5. hep

• 16.04.5. orts

• 16.04.5. 15ra

• 16.04.5. 01a

• 16.04.5. Per

• 16.04.5. bea

• 16.04.5. site

• 16.04.5. Jac

• 16.04.5. Rep

• 16.04.5. 001

• 16.04.5. 001

14. Data Import and Export

- **Data port**
- **I/O port**
- **7ch**
- **03.**
- **06.**
- **07.**
- **08.**
- **09.**
- **10.**
- **11.**
- **12.**
- **13.**
- **14.**
- **15.**
- **16.**
- **17.**
- **18.**
- **19.**
- **20.**
- **21.**
- **22.**
- **23.**
- **24.**
- **25.**
- **26.**
- **27.**
- **28.**
- **29.**
- **30.**
- **31.**
- **32.**
- **33.**
- **34.**
- **35.**
- **36.**
- **37.**
- **38.**
- **39.**
- **40.**
- **41.**
- **42.**
- **43.**
- **44.**
- **45.**
- **46.**
- **47.**
- **48.**
- **49.**
- **50.**
- **51.**
- **52.**
- **53.**
- **54.**
- **55.**
- **56.**
- **57.**
- **58.**
- **59.**
- **60.**
- **61.**
- **62.**
- **63.**
- **64.**
- **65.**
- **66.**
- **67.**
- **68.**
- **69.**
- **70.**
- **71.**
- **72.**
- **73.**
- **74.**
- **75.**
- **76.**
- **77.**
- **78.**
- **79.**
- **80.**
- **81.**
- **82.**
- **83.**
- **84.**
- **85.**
- **86.**
- **87.**
- **88.**
- **89.**
- **90.**
- **91.**
- **92.**
- **93.**
- **94.**
- **95.**
- **96.**
- **97.**
- **98.**
- **99.**
- **100.**
- **101.**
- **102.**
- **103.**
- **104.**
- **105.**
- **106.**
- **107.**
- **108.**
- **109.**
- **110.**
- **111.**
- **112.**
- **113.**
- **114.**
- **115.**
- **116.**
- **117.**
- **118.**
- **119.**
- **120.**
- **121.**
- **122.**
- **123.**
- **124.**
- **125.**
- **126.**
- **127.**
- **128.**
- **129.**
- **130.**
- **131.**
- **132.**
- **133.**
- **134.**
- **135.**
- **136.**
- **137.**
- **138.**
- **139.**
- **140.**
- **141.**
- **142.**
- **143.**
- **144.**
- **145.**
- **146.**
- **147.**
- **148.**
- **149.**
- **150.**
- **151.**
- **152.**
- **153.**
- **154.**
- **155.**
- **156.**
- **157.**
- **158.**
- **159.**
- **160.**
- **161.**
- **162.**
- **163.**
- **164.**
- **165.**
- **166.**
- **167.**
- **168.**
- **169.**
- **170.**
- **171.**
- **172.**
- **173.**
- **174.**
- **175.**
- **176.**
- **177.**
- **178.**
- **179.**
- **180.**
- **181.**
- **182.**
- **183.**
- **184.**
- **185.**
- **186.**
- **187.**
- **188.**
- **189.**
- **190.**
- **191.**
- **192.**
- **193.**
- **194.**
- **195.**
- **196.**
- **197.**
- **198.**
- **199.**
- **200.**
- **201.**
- **202.**
- **203.**
- **204.**
- **205.**
- **206.**
- **207.**
- **208.**
- **209.**
- **210.**
- **211.**
- **212.**
- **213.**
- **214.**
- **215.**
- **216.**
- **217.**
- **218.**
- **219.**
- **220.**
- **221.**
- **222.**
- **223.**
- **224.**
- **225.**
- **226.**
- **227.**
- **228.**
- **229.**
- **230.**
- **231.**
- **232.**
- **233.**
- **234.**
- **235.**
- **236.**
- **237.**
- **238.**
- **239.**
- **240.**
- **241.**
- **242.**
- **243.**
- **244.**
- **245.**
- **246.**
- **247.**
- **248.**
- **249.**
- **250.**
- **251.**
- **252.**
- **253.**
- **254.**
- **255.**
- **256.**
- **257.**
- **258.**
- **259.**
- **260.**
- **261.**
- **262.**
- **263.**
- **264.**
- **265.**
- **266.**
- **267.**
- **268.**
- **269.**
- **270.**
- **271.**
- **272.**
- **273.**
- **274.**
- **275.**
- **276.**
- **277.**
- **278.**
- **279.**
- **280.**
- **281.**
- **282.**
- **283.**
- **284.**
- **285.**
- **286.**
- **287.**
- **288.**
- **289.**
- **290.**
- **291.**
- **292.**
- **293.**
- **294.**
- **295.**
- **296.**
- **297.**
- **298.**
- **299.**
- **300.**
- **3**

- 62.
 - [mSupply
Supply
Management
Module
Big
Step
Pharmaceutical
Catalog
Test
Into
Ten
For
Set](#)
 - [Up.](#)
 - 22.
 - [Exp
on
app
ly
con
fig
ration
of
for
ms
billed](#)
 - [22
02.](#)
 - [mSupply
Supply
Export
Module
Big
Loss
atio
gati](#)
 - [15.
15.
Export
ing
na
me
s](#)
 - [17.
16.
Export
ing](#)

rec
ord
s

- 17.
17.
Exp
orti
ng
inv
oic
es
- 17.
18.
Exp
orti
ng
inv
oic
es
to
Mo
ney
wor
ks
- 17.
19.
Exp
orti
ng
to
MY
OB
- 17.
20.
Exp
orti
ng
site
s
- 17.
21.
Exp
orti
ng
ass
ets
- 17.
22.
Exp
orti
ng

to
the
das
hbo
ard



22. Hospital Tropics Systemist (HHS) Module 26

- 25s
- 2011
the
top
topic
this
- 26/
set
her
first
this
tipp
- 27r
- 28.
- 29a
29a
tiring
app
star
this
and
top
er
- 20d
20a
- 20m
20r
20a
- 25t
20d
- 26s
- 20p
Edit
the
not
- 26e
26r

- [Trestle](#)
- [85a](#)
- [Elliott](#)
- [pat](#)
- [sat](#)
- [290](#)
- [06s](#)
- [86h](#)
- [070](#)
- [16s](#)
- [20b](#)
- [07n](#)
- [04b](#)
- [25.](#)
- [08s](#)
- [20d](#)
- [08.](#)
- [5te](#)
- [vise](#)
- [Presf](#)
- [20e](#)
- [08e](#)
- [11s](#)
- [16a](#)
- [tase](#)
- [25e](#)
- [00.](#)
- [Bas](#)
- [komp](#)
- [25t](#)
- [07.](#)
- [26d](#)
- [10n](#)
- [gurn](#)
- [me](#)
- [5](#)
- [dies](#)
- [26.](#)
- [23.](#)
- [08i](#)
- [04h](#)
- [02e](#)
- [02e](#)
- [inte](#)
- [gner](#)
- [tion](#)
- [23d](#)
- [pas](#)
- [Evan](#)
- [nta](#)
- [286](#)
- [MS.](#)
- [Data](#)

19. **Integration of Other Systems with mSupply**

- 23.08: Digital image generation
- 23.09: 2D pass framework
- 23.06: MS
- Data

20. Data Tables and Fields

• 20c

• 20d

• 20e

• 20f

• 20g

• 20h

• 20i

• 20j

• 20k

• 20l

• 20m

• 20n

• 20o

• 20p

18.

Time

tbl

• 25h

05ti

Ma

nag

ing

use

rs

• 23.

08.

Sup

por

ton

and

tes

upp

ly

• 25-

107.

Dae

ase

pra

gra

em

• 27t

• 03.

ms

upp

ly

Sup

per

har

We

are

for

tal

• 25.

19.

The

sys

tem

log

• 25.

20.

Ser


ver

tro

ubl

esh

ooti
ng
• 25.
21.
Hel
p
me
nu
• 25.
22.
Fiel
d
des
crip
tion
s



A PDF version of the user guide can also be downloaded from the [wiki](#)

24.
Frequen
tly
Asked
Questio
ns

- 28.
01.
Ho
w
to
re-
set
the
mS
upp
ly
clie
nt
- 28.
02.
Re
mot
e
sup
por
t -
inst
alli
ng
Tea

mVi
ew
er
• 28.
03.
Wh
y is
my
sto
ck
bal
anc
e
rep
ort
sho
win
g
neg
ativ
e?
• 28.
04.
Ho
w
to
rem
ove
sto
ck
line
s
tha
t
hav
e
'0'
ava
ilab
le
• 28.
05.
Wh
at
do I
nee
d to
set
up
mS
upp

ly
Mo
bile
?
• 28.
06.
Wh
y is
my
sto
ck
on
hol
d?
• 28.
07.
Ho
w
to
corr
ect
wro
ng
pac
k
size
s
• 28.
08.
Ho
w
to
rep
ort
by
inv
oic
e
cat
ego
ry
• 28.
09.
Imp
rest
wor
k
flo
w
• 28.
10.

- Tip
s
and
tric
ks
- 28. 11. Benefits of a multi-store system
 - 28. 12. How to access Temp folder
 - 28. 13. Fixing incorrectly received stock
 - 28. 14. Navigating inactive window

ws
or
for
m
• 28.
15.
Wa
sta
ge
Pre
dict
ion
due
to
exp
iry
wh
en
ord
erin
g

