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)
- 3.09. Enter outgoing goods (customer invoices)
- 3.10. Entering quotations
- 3.11. Working with lists

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
- 5.02. Contacts
- 5.03. Merging two names
- 5.04. Name categories
- 5.05. Name tags
- 5.06. Suppliers: adding

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 (internal orders)
- 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 customers (requisitions)
- 8.08. Customer budgets

9. Returning Goods

10. Dispensing & Scanning Goods

- 18.01. Introduction
- 18.02. Adding a new item
- 18.03. Item categories
- 18.04. Item master lists
- 18.05. Programs
- 18.06. Stock locations and location types
- 18.07. Building (manufacturing) items
- 18.08. Merging two items
- 18.09. Ad hoc items
- 18.10. Non-stock items
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- 18.19. Inventory adjustments
- 18.20. Units
- 18.21. Forecasting
- 18.22. Pickfaces and Replenishments setup
- 18.23. Pickfaces and Replenishments

- 3.12. Where to now?

and viewing

- 9.01. Return goods to a supplier
- 9.02. Receiving goods back from a customer

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16. Payments and Receipts

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- Dashboard set up (before v4.12.0)
- Configuring the mSupply mobile interface
- Synchronising with mSupply Central Server
- Supplier Credits
- Customer Returns
- Inventory Adjustments
- Stocktakes
- Purchase Orders
- Supplier Invoices
- Customer Invoices
- Customer Requisitions
- Supplier Requisitions
- Reports
- Users
- Preferences
- Data Sites
- Backing up the mSupply mobile database
- Logging in to mSupply mobile for the first time

12. Supplier Credits
13. Customer Returns
14. Inventory Adjustments
15. Stocktakes
16. Purchase Orders
17. Supplier Invoices
18. Customer Invoices
19. Customer Requisitions
20. Supplier Requisitions
21. Reports
22. Users
23. Preferences
24. Data Sites
25. Backing up the mSupply mobile database
26. Logging in to mSupply mobile for the first time

13. Reports

17. Data Import and Export

20. Cold Chain Equipment

- 17. 14. Importing tenders
- 17. 15.

22. mSupply Mobile (Android)

- 17.02. mSupply mobile physical stock take
- 17.03. Exporting for mobile
- 17.04. Exporting for mobile
- 17.05. Exporting for mobile
- 17.06. Exporting for mobile
- 17.07. Exporting for mobile
- 17.08. Exporting for mobile
- 17.09. Exporting for mobile
- 17.10. Exporting for mobile
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es to Moneyworks
- 17.21. Exporting to MYOB
- 17.22. Exporting sites
- 17.23. Exporting assets
- 17.24. Exporting to the dashboard

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24. Data Tables and Fields

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- 25.17 Document management

27. Help

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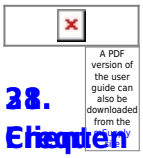
- 25.23.

mSupply Client for a MAC



A PDF version of the user guide can also be downloaded from the

28. Frequently Asked Questions

- 28.01. How to re-set the mSupply client
- 28.02. Remote Support - Installing TeamViewer
- 28.03. Why is

my stock balance report showing negative?
- 28.04. How to remove stock lines that have ‘0’ available
- 28.05. What do I need to set up mSupply Mobile?
- 28.06. Wh

y is my stock on hold?
- 28. 07. How to correct wrong pack sizes
- 28. 08. How to report by invoice category
- 28. 09. Imprest work flow
- 28. 10. Tips and tricks
- 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 windows or form
- 28.15. Wa

stage Prediction due to expiry when ordering
- 28.16. Microsoft Print To PDF Issue
- 28.17. Zebra Label Printer: How to print via the windows driver