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. Scanning Goods

- 18.

- 3.12. Where to now?

and viewing

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

16. Payments and Receipts

[illegible]

Dashboard set up (before v4.

[illegible]

- 14. Setup for new organisation
- 15. Support
- 16. Training
- 17. Data Import and Export
- 18. Miscellaneous
- 19. Glossary
- 20. Index

13. Reports

- 13.01 Common Reports
- 13.02 Customising Reports
- 13.03 Dashboard
- 13.04 Report Builder
- 13.05 Report Parameters
- 13.06 Report Templates
- 13.07 Standard Reports
- 13.08 Stock Reports

17. Data Import and Export

- 17.01 Importing Data
- 17.02 Importing Items
- 17.03 Importing Names
- 17.04 Importing Stock
- 17.05 Importing Transactions
- 17.06 Exporting Data

- 20. Cold Chain Equipment

- Importing tenders

22. mSupply Mobile (Android)

- 17.15.
- 22. Exp

- 17.16. Exporting
- 17.17. Exporting for mobile
- 17.18. Exporting
- 17.19. Exporting invoices
- 17.20. Exporting invoic

es to Moneyworks
- 17.21. Exporting to MYOB
- 17.22. Exporting sites
- 17.23. Exporting assets
- 17.24. Exporting to the dashboard

25. Topics for Administrators
- 26.01. Systems

24. Data Tables and Fields

- 2026.01.14. Mobile app: Improved barcode scanning
- 2026.01.13. Mobile app: Improved barcode scanning
- 2026.01.06. Mobile app: Improved barcode scanning
- 2025.12.15. Requisition line: Improved validation
- 2025.12.15. Mobile app: Improved barcode scanning
- 2025.12.15. Mobile app: Improved barcode scanning
- 2025.12.15. Mobile app: Improved barcode scanning

[illegible]
nag
em
ent

27. Help

- 25.
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
tion
s
- 25.
23.

mSupply Client for a MAC

28. Synchronisation

29. Frequently Asked Questions

- 29.01. Introduction
- 28.01. How to synchronise the ...
- 29.02. ...
- 28.02. Synchronisation ...
- 29.03. Support ...
- 28.03. ... Sites not ...
- 29.04. Why is ...
- 28.04. ...

- Site Export
- 28.05. Sync site with 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

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