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.
- 01.
- 02.
- 03.
- 04.
- 05.
- 06.
- 07.
- 08.
- 09.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

- 3.12. Where to now?

and viewing

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

- [16.01. Payment and Receipts](#)
- [16.02. Payment and Receipts](#)
- [16.03. Payment and Receipts](#)
- [16.04. Payment and Receipts](#)

- pre
- dat
- ins
- 14
- on
- Tes
- 05
- Da
- Reg
- site

19. Supply Web Interface

- Das
- hbo
- ard
- set
- up
- (bef
- ore
- v4.
- 12.
- 0),
- 10.
- Con
- figu
- ring
- the
- me
- wp
- by
- inte
- fac
- 07.
- 09.
- Syn
- Ord
- ers
- Pro
- cess
- Rec
- ord
- ers
- 16.
- Sup
- ply
- Use
- r
- Web
- Inte
- rfac
- e
- Ord
- ers
- Ord
- ers
- Ord
- ers

- 13. Reports
- 17. Data Import and Export

- 20. Cold Chain Equipment

Importing tenders

- 17. 15.

22. mSupply Mobile (Android)

- 17.02. mSupply mobile physical stock take instructions
- 17.16. Exporting
- 17.22. Exporting for mobile
- 17.18. Exporting Mobile
- 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

[illegible]

- 26. 01.
- [illegible]

24. Data Tables and Fields

- 24. Add supplier invoice number to supplier invoice
- 25. Requisition Requisition Key
- 26. Add Key to Requisition Requisition
- 27. Add Key to Stocktake Stocktake
- 28. Add Key to Stock Line Stock Line
- 29. Add Key to Invoice Invoice
- 30. Add Key to Invoice Line Invoice Line
- 31. Add Key to Name Name
- 32. Add Key to Item Item
- 33. Add Key to Item Variant Item Variant
- 34. Add Key to Location Location
- 35. Add Key to Master List Master List
- 36. Add Key to Master List Line Master List Line
- 37. Add Key to Number Number
- 38. Add Key to Activity Log Activity Log
- 39. Add Key to Sensor Sensor
- 40. Add Key to Temperature Breach Temperature Breach
- 41. Add Key to Temperature Log Temperature Log
- 42. Add Key to Temperature Breach Config Temperature Breach Config
- 43. Add Key to Clinician Clinician
- 44. Add Key to Clinician Store Join Clinician Store Join
- 45. Add Key to Document Document
- 46. Add Key to Barcode Barcode
- 47. Add Key to Asset Catalogue Item Asset Catalogue Item
- 48. Add Key to Asset Class Asset Class
- 49. Add Key to Asset Category Asset Category
- 50. Add Key to Asset Type Asset Type
- 51. Add Key to Asset Asset
- 52. Add Key to Asset Log Asset Log
- 53. Add Key to Asset Log Reason Asset Log Reason
- 54. Add Key to Asset Catalogue Type Asset Catalogue Type
- 55. Add Key to Asset Internal Location Asset Internal Location
- 56. Add Key to Asset Log Reason Asset Log Reason
- 57. Add Key to Asset Property Asset Property
- 58. Add Key to Asset Property Value Asset Property Value
- 59. Add Key to Asset Catalogue Property Asset Catalogue Property
- 60. Add Key to Asset Catalogue Property Option Asset Catalogue Property Option
- 61. Add Key to Asset Category Property Asset Category Property
- 62. Add Key to Asset Class Property Asset Class Property
- 63. Add Key to Asset Type Property Asset Type Property
- 64. Add Key to Asset Warranty Asset Warranty
- 65. Add Key to Asset Warranty Asset Warranty
- 66. Add Key to Asset Warranty Asset Warranty
- 67. Add Key to Asset Warranty Asset Warranty
-

27. Help

- 25.
- 27.01 ... Label printer ...
- 25.
- 27.02 ... mSupply ...
- 25.
- 27.03 ... Help
- 25.
- 27.05 ... About ... descriptions

28. Synchronisation / 29. Frequently Asked Questions

- 29.01. Introduction to Synchronisation
- 28.01. How to [illegible]
- 29.02. Synchronisation [illegible]
- 28.02. [illegible]
- 29.03. Sync - Site Wizard (Supervised)
- 28.03. [illegible]
- 29.04. Why is Sync [illegible]
- 28.05. [illegible]
- 29.05. Sync [illegible]

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. Why 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. Wastage Prediction due to expiry when

ord
erin
g

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