## 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
- 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 Goods

- 18.01. Introduction
- 18.01. Bio-potential scanner
- 18.02. Adding a new item
- 18.02. Stock control
- 18.03. Editing
- 18.03. Bar
- 18.04. Adding a new item
- 18.04. Pricing and price
- 18.05. Transferring goods to another
- 18.05. Pricing sets
- 18.06. Bar
- 18.06. Adding a new item

- 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.
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Receipts

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- Dashboard set up (before v4.12.0)
- Configuring the mSupply web interface
- Synchronisation
- Backing up mSupply
- Updating mSupply
- Command line options
- Troubleshooting mSupply
- Adding a new user
- Using the mSupply Mobile interface

- 13. Reports
- 17. Data Import and Export

- 20. Cold Chain Equipment

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

**22. mSupply Mobile (Android)**

- 17.16. 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

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- [illegible]
- [illegible]

## 24. Data Tables and Fields

- 26.14. Adding a new supplier
- 26.15. Re-installation
- 26.16. Mission and vision
- 26.17. Key
- 26.18. Product
- 26.19. Migration
- 26.20. Open concepted
- 26.21. Se

- 25.17 Document management

## 27. Help

- 25.
- 27.01 ...
- 25.
- 27.02 ...
- 25.
- 27.03 ...
- 25.

**[illegible] Questions**

- 29. 01. Intr[illegible]
- [illegible]
- [illegible]
- [illegible]
- 29. 03. [illegible]
- [illegible]
- [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

ordering

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