2025/08/13 20:11

You will have two icons on your desktop - double-click the **mSupply** icon.

If you are opening mSupply $\ensuremath{\mathbb{B}}$ for the first time, the program should automatically open the example data file.

The full path to the data file is displayed, along with other useful information by choosing **Menu** >**Help**>**About mSupply**:

1 About mSupply							
mSupply version	n	۵					
You are using version 3.50 Release number 0 Release date 17/05/201	16 t14:18	Authorisation Version available for download Unknown Release number Unknown Date Unknown					
Path to data file : C:\mSupply350\Database\mSupply	ADD	Click to check online					
Path to log file : Log file not used							
Path to structure file : C:\mSupply350\mSupply.exe							
Records	Sustainable	Solutions retains the rights to this software.					
0 records in abbreviation	Commercial	Commercial use or modification of this software only allowed with authorization of Sustainable Solutions (NZ) Ltd. email: info&msupply.org.nz					
3 records in account							
0 records in Admitted_from		Copyright Sustainable Solutions (NZ) Ltd.					
0 records in asset							
0 records in asset_condition							
0 records in asset_location							
0 records in asset_status 0 records in asset type							
0 records in backorder							
0 records in bill_of_material	Structure up	pdate : 160517t1423 OK					
	-						

If you have already been using mSupply® and have another data file open, but would like to open the example data file for use with this tutorial, then you can use the mSupply® menu **File > Open data file...** to open the example data file. In Windows, by default the example data folder is stored inside **c:/mSupply/database**/; navigate to the location and open the data file.

Last update: 2019/08/28 04:23 tutorial:opening_example_datafile https://docs.msupply.org.nz/tutorial:opening_example_datafile?rev=1566966221

⊖	is PC → Local Disk (C:) → mSupply	> Database >		v C	Search Databa	850 *		م ۲
Admin (theoffice Admin (theoffice Cityside (theoffice Cityside (theoffice Curators (theoffice Desktop Documents Documents Downloads pieannie (theoffice Music Pictures Videos Local Disk (Ci)	Name Logs Preferences Resources MSupply.4DD MSupply1.4DD MSupply1.4DD MSupply2.4DD	23/03/2015 9:37 a Fi 5/03/2015 12:12 a Fi 18/02/2015 11:05 a Fi	le folder DD File DD File	Size 4,801 3,009 3,009	CB			
File <u>n</u> a	me			v	4D Data File (<u>O</u> pen	*.4dd;*.da	ata) Cancel	~
-	chosen a different der will be in your	location from the o chosen location.	ne sugge	sted b	y the in	stall	er, t	he

A password entry window is presented as mSupply $\$ opens up a data file. The message panel informs the user that the example data base is in use.

b	Log-in – 🗆 🗙					
Search users						
1. Click on your name in the list user 1 (pass= user1)	2. Enter your password					
user3	3. Choose store if available General					
	4. Choose login mode if available Store ▼					
	5. Check any messages					
	Warning: example data file loaded. Log in, then use File > Open data file if you want to connect to a different data file. This data file is C:\mSupply\Database\mSupply.4DD					
	6. Click the OK button to proceed					
~	Quit OK					

The "User 1" (pass= "user1") entry should be highlighted, but if it is not, it should be selected.

Enter "user1" (without the quotes) at **2.Enter your password**.

The **Choose store** drop-down list will display **General**, and the **Choose login mode** ... dropdown list will display **Store** - these should not be changed. Click the **OK** button. After you have logged on, the Navigator screen appears:

Previous: **3.1. Logging in** | | Next: **3.3. Working with lists**

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