3.03. Opening the example data file

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

If you are opening mSupply® 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**:

| Le About mSupply | | | | | | | |
|---|---|---|--|--|--|--|--|
| mSupply version | | • | | | | | |
| You are using version 3.50 Release number 0 Release date 17/05/2016 | t14:18 | Authorisation Version available for download Unknown Release number Unknown Date Unknown | | | | | |
| Path to data file : C:\mSupply350\Database\mSupply.4Dl | D | Click to check online 🛛 🗐 | | | | | |
| Path to log file : Log file not used | | | | | | | |
| Path to structure file : C:\mSupply350\mSupply.exe | | | | | | | |
| Records | Sustainable Solut | ions retains the rights to this software. | | | | | |
| 0 records in abbreviation A | Commercial use o | r modification of this software only allowed with | | | | | |
| 3 records in account | | horization of Sustainable Solutions (NZ) Ltd. sil: info&msupply.org.nz | | | | | |
| 0 records in Admitted_from 0 records in asset | Copyright Sustainable Solutions (NZ) Ltd. | | | | | | |
| 0 records in asset_condition | | | | | | | |
| 0 records in asset_location | | | | | | | |
| 0 records in asset_status | | | | | | | |
| 0 records in asset_type | | | | | | | |
| 0 records in backorder | Structure update | : 160517t1423 | | | | | |
| 0 records in bill_of_material v | and a second second | 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.

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| Organise 👻 New folder | | | | | | • | | 0 |
|--|--|--|--|--|-----------------------------------|-------|--------------|----|
| This PC Admin (theoffice admin@cityside. Cityside (theoffice Cityside (theoffice Curators (theoffice Documents Documents Downloads jeannie (theoffice Music Pictures Videos Local Disk (Ci) | Name Logs Preferences Resources MSupply.4DD MSupply1.4DD MSupply2.4DD | Date modified 23/03/2015 9:37 a 5/03/2015 12:12 a 18/02/2015 11:05 a 23/03/2015 9:37 a 19/03/2015 11:29 a 19/03/2015 11:39 p | File folder File folder 4DD File 4DD File | Size 4,801 KB 3,009 KB 3,009 KB | 1 | | | |
| Network v | e | | | v | 4D Data File (* 4 <u>O</u> pen | | 8) Cancel | ~ |
| | | location from the chosen location. | one sug | gested by | the ins | talle | r, tl | 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 | D |
| 1. Click on your name in the list user 1 (pass= user1) | 2. Enter your password |
| user2 user3 | 3. Choose store if available |
| | General |
| | 4. Choose login mode if available |
| | 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:

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