3.11. Working with lists

Whenever you perform a search in mSupply resulting in more than one item being found, you will be presented with a list of records (be they items, names, contacts or another list) that matches the criteria you entered.

mSupply uses two types of list display. Shorter lists, such as those you see when you view an invoice, or view the stock for an item employ a list with a striped background. These lists have resizable and moveable columns, and have an indicator to show the sorted column. Their use is discussed in the next chapter. In this chapter we are concerned with tools for handling lists of names and items and transactions, which run into hundreds of thousands or millions of records.

When these lists are displayed, a series of buttons are present along the top of the window, as shown:

				Item	list				
New item	Report Set values	Find	Order by	Print	Modify	Duplicate	Customise		14/440
Item Code		n name	Default		Stock on han		Customise	Flags	
aci200t	Aciclovir 200mg tal		Densuit	100	Stock on Har	5000		r nigs	
alb400t	Albendazole tab 40			100		800			
amo125tab	Amoxicillin 125mg	Tab		100		28			
amo250t	Amoxicillin 250mg	tab/cap		100		219500			
amo500t	Amoxicillin 500mg	tab/cap		100		8000			
cli150c	Clindamycin 150mg	g cap		100		4300			
dac100i	Dacarbazine 100mg	g inj		100		100			
efi200i	Effornithine hcl inj 2	200mg/ml, 100ml		100		100			
erye250t	Erythromycin ethyls	nate 250mg tab/	cap	100		10000			
gri125t	Griseofulvin 125mg	tab/cap		100		3000			
gri250t	Griseofulvin 250mg	tab/cap		100		15000			
hepby	Hepatitis b vaccine	inj		24		24			
ib1234	Iboprufen 400mg			60		51600			
pen250t	penicillin VK (Pheno	oxymethyl) 250mg t	ab	100		7800			

Customising the columns viewed: Clicking the **Customise** button in the toolbar will display this window:

Available			Chosen	
user_field_2			Item record number	
user_field_3			Item Code	
user_field_4			Item name	
user_field_5			Default pack	
Category			User 1	
Department			Stock on hand	
ATC Category			Flags	
Backorder Quan		>>		
Default Price				
Essential Drug		<<		
Shelf location				
Critical stock				
Normal stock				
Non-stock				
user_field_6				
Ignore for Orders				
SMS code				
Category 2				
Category 3				
Unit				
		-		-
٠	P.		4	

On the right is a list of columns you are currently using.

On the left is a list of available columns. To add a column to the view, click on the item in the lefthand list, then click the right-pointing button in between the lists. You can control-click to add multiple columns at the same time.

To remove a column select the column(s) to remove from the right-hand list, and click the leftpointing button to move the columns back to the available list. You can not remove the first column in chosen list, as it is a hidden key column to identify each row uniquely.

Renaming columns: By clicking twice on a field name in the right hand list you can change the column title.

Column widths: The easiest way to set column widths is to drag the dividers between the columns in the list view..

Note that if the total column width is too wide for the window, a horizontal scroll bar is added to the list allowing you to view columns to the right of those displayed.

Choosing the column order: To change the sequence of the columns in a list, drag a column header to a new location. This is done when viewing the *Item list* window, not in the *Customise columns* window.

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Viewing or editing a particular record: To view or edit a record, double-click the row in the list you wish to view. A new window will open showing the details of the record you clicked.

Ordering (Sorting) lists: Ordering a list is the same as sorting it. Frequently a column may be ordered by clicking on the column heading. The column will be sorted in ascending order. **Ascending** means:

- A > Z (upper and lowercase are not considered different)
- 1 > 2 > 3 for numbers
- earlier dates to later dates

Descending means the opposite of Ascending .

Note that ordering a list does not add or remove any records from the list. It simply changes the order in which the records are displayed. Should you require two (or more) sort parameters, clicking the **Order by** button shows the **Order by** window:

ailable Fields	Ordered by Fields/Formulas
 ID item_name start_of_year_date manufacture_method default_pack_size atc_category medication_purpose instructions user_field_7 flags ddd_value code other_names 	
T type_of	Add Formula Modify

The **Available Fields** list will reflect the type of records you are viewing. The list shown is for **Items**. To order by a particular field, double-click it in the left-hand list; double-clicking on the "flags" and "item name" fields results in this window:

vailable Fields	Ordered by Fields/Form	ulas
 ID item_name start_of_year_date manufacture_method o.5 default_pack_size atc_category medication_purpose instructions user_field_7 flags ddd_value code other_names 	[item]flags [item]item_name	
T type_of	Add Formula	Modify

(You can also drag fields to the right, or click the right-pointing arrow after highlighting the field on the left)

You can order by multiple fields by adding further fields to the right-hand list.

To change to ascending/descending ordering: Each item in the "Ordered by Fields" list has a small triangle to the right. If pointing up, the ordering will be ascending. If pointing down, descending.

To change the direction, click on the triangle.

To remove a field: Highlight the field in the right-hand column, then click the red single left-pointing arrow between the two lists. The double left-pointing arrow will clear the "Ordered by Fields" list

Using formulae: If you want to order by a formula, click the **Add formula** button. Here the formula window is shown, and the formula "Length([items]code)" has been entered.

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Master Table	<= String Operators	f(x) Commands by Themes
dose_picture atc_category medication_purpose instructions user_field_7 flags ddd_value code other_names	 Assignment Concatenation Repetition Indexes Empty string 	 Boolean Date and Time JSON Math Objects (Language) On a Series Pasteboard Pictures Printing

Using this formula would allow you to identify items whose item code is shorter/longer than your organisation's specifications.

Click the OK button to close the window.

Once the details are entered, click the **Order by** button to order the list.

Printing lists

You can press the print icon to send the list to Excel. The list will display in Excel with the column headings you have selected.

Finding records

In the item list shown above there is a Find button.

This button shows a simple find window where you can enter the start of the item name or code.

	Find Iten	n
ltem name	starts with	•
and	category is	
and	VEN category is	; Don't Care ᅌ
and	Department is	Don't care
R: Exclude hid	,	items from returned list.
Complex F	ind	Cancel Find

Complex finds: The window shown above has a *Complex find* button. This allows you to perform a search using multiple criteria. Clicking this button shows the query editor

queries 🔻			
	2		
		Cancel	Query
			Is ♀

Within this window there are four areas from which you have to choose or set a value for each line of a query.

- 1. Available fields, from where you make your selection
- 2. Operands, from where you select the one appropriate
- 3. Value, where you enter your specific criterion
- 4. For queries with more than one criterion, click Add line , .then
- 5. Click the appropriate conjunction.

For example, if you want to find all items whose default pack size is greater than ten and whose code starts with "A" these are the required steps:

- 1. Click on "default_pack_size" in the available fields list.
- 2. Click on "is strictly greater than" in the Comparisons list
- 3. Enter "10" (no quotes) in the value field.
- 4. Click the **Add line** button
- 5. Scroll down the available fields lists then click on "code" in the available fields list.
- 6. Click on "is" in the Comparisons list
- 7. Enter "a@" (no quotes) in the value field.
- 8. Click the **Query** button to perform the query.

Before step 8, the window would look like this

2025/08/13 20:12	7/7		3.11. Working with lists
	Query in [ite	m]	
🔅 🔻 Create new selection 🔻	Recent queries 🔻		Θ
Find: [item]default_pack_size	is strictly greater th	an ᅌ 10	\odot
And 📀 [item]code	(v) is	○ a@	\ominus

The upper area of the query editor shows a summary of the query that is about to be performed.

Note that the wildcard character "@" has been used following "a" to find all items whose code has "a" as the first character

This example will return a list of items where both the search criteria are met, because the conjunction **And** was used. If you wanted to find items that matched only one of the criteria entered, you would click on the second line in the large upper panel to select it, and then click on the *Or* button where the conjunctions are displayed.

Saving and Using saved queries: If you have spent time on developing a particular query , and you are likely to use the same query in the future, click the **Save** button. You will be asked to choose a name and location to save the query. The saved file is very small.

When a blank query window is first shown, you can re-use a previously saved query by clicking the **Load...** button and locating the query file.

Thanks for working through the tutorial. We hope you learnt something useful, and now feel confident to start using mSupply!

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