1.05. Conventions used in this user guide

If you aren't familiar with using a computer, you should read this chapter, and also work through the tutorial in section 3.

**Menus: **Choose // New item...// from the // Item// menu (sometime also written as // Choose// // Items > New item...// means ... Click on the word // Item// in the menu bar, then choose // New item...// from the menu that drops down.

**Keyboard keys: **A handful of keys on the keyboard are used extensively and are indicated in *italics* font. The most common are: *Tab*, *Shift*, *Ctrl*, *Alt*, *Enter* and *Backspace*.

**Field: **An area where you can make an entry, either text or numbers - usually a white coloured box. In many places a user can hover over an input field for a description of what is required.

**Typed data: **Anything that must be typed into a field is shown in `monospace font`. For example: Type `100` and press *Enter*.

**Check box: **is a box that changes from having an “X” in it to being blank each time you click in it. To “check” a check box means to click it so that an “X” appears (if there is not one already present). Check boxes have text beside them explaining what the box is for.

**Tab & Shift: **You can generally move the “focus” (the active area) from field to field in a window by using the *Tab* key. Holding down the *Shift* key while pressing the *Tab* key will move the focus from field to field in the reverse order to normal. Note that on Windows, some buttons are “tabable”- that is, pressing the *Tab* key moves the “focus” to a button. Pressing the *Return* or *Enter* key then activates that button.

**Highlight button: **Pressing the // Enter // key will operate the highlighted button in a window, which is usually the OK button.

**Double-click: **In lists (e.g. of Names or of Items), double click the left mouse button on a line to edit or view more details.

**Insertion point: **is the blinking line in a field that indicates which field is currently accepting typed input.

**OK button: **The OK button can be operated by pressing the *Enter* key.

**Cancel button: **The cancel button can be operated by holding down *Ctrl* key (*cmd* on Macs), and pressing the period key (full stop).

**Path to a file (or document): ** is a way of describing where a document is stored on your hard disk. It is written as “hard disk:folder 1: folder 2:document”, which is the same as “C:\folder 1\folder 2\document”.

**Modifier keys: **Windows and Macs have different// // modifier keys. We've tried to list both in the manual, but sometimes one might slip through, so

- The Windows *Ctrl* key does the same as the *cmd* (command) key on Macs
- The Windows *Alt* key does the same as the *opt* (option) key on Macs.

**Column headings: **Column headings can be clicked to sort the list by that column.

**Stock: **Also called “inventory”- an entry in mSupply that represents physical stock (inventory) in your store.

**Item: **An “item” in mSupply is a particular product. An item may or may not have stock lines at any given time. For example: In the example data file provided with mSupply, “Amoxycillin 250mg tab/cap” is an item. When you first start to use the example data file it has 2 stock lines. (You can view them under the “stock” tab of the // Item details // window (more on that later!).

Item lines (or “stock lines”) represent different batches of the same item in your store.

**Negative values: **In general, there is no need to enter negative values in mSupply. Even when you are entering returned goods from customers, or returned goods to suppliers, you must enter positive values. mSupply automatically converts the invoice total to a negative amount when it is a credit to a supplier or from a customer.

**Supplier invoice: **A supplier invoice is the same as a “bill” or a “purchase”

**Build: **A transaction that records the manufacturing of an item by turning raw materials into a finished product - refer Building (Manufacturing) Items.

// Previous: **1.04. Which mSupply package best suits your organisation?**	Next: **2. Setting Up mSupply: Technical Guide** //

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