Mobile (Android) user guide - new, featuring offline operation

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1. Getting Started

Hardware Requirements

Recommended Specifications:

- Display: 800 × 1280 pixels
- Mobile Data enabled (3G minimum)
- Android 4.4.4 or higher
- 1.5 Gb Ram
- Quad-core 1.3 GHz

Minimum:

- Display can be 768 × 1024 pixels

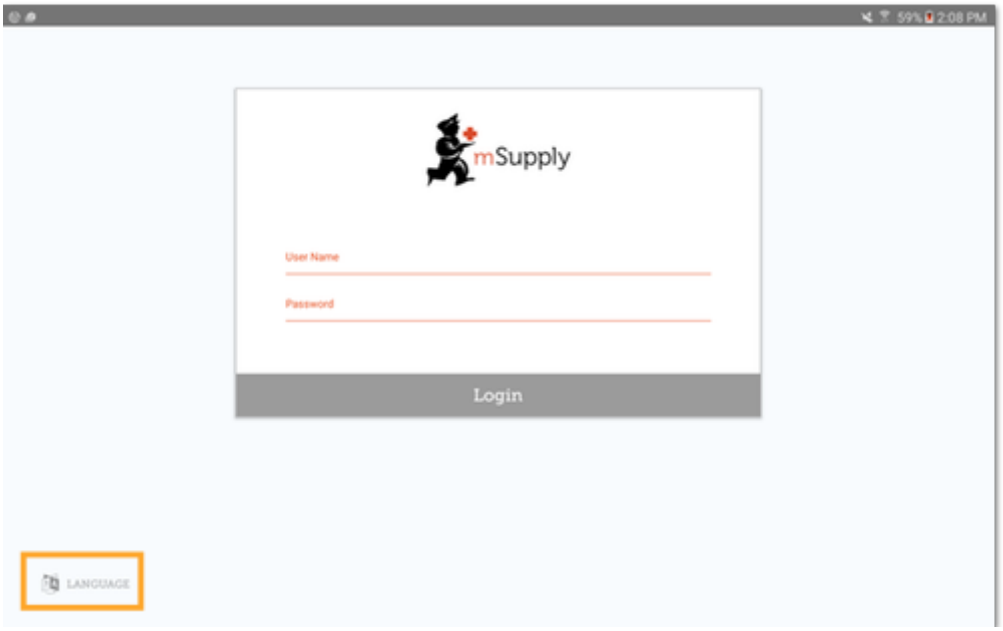
Installation

You can get the latest version from the Google play store

OK. Here we go!

This is the login screen. You will be given a User Name and Password when your tablet computer is installed at your clinic. Your tablet computer can only log in to one facility.

The first thing you will need to do is to choose your preferred language, by clicking 'language' at the bottom left of your screen, as outlined in orange below:



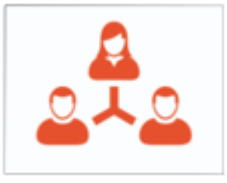
For example, if your first language is Tetum, then you're in luck!



So, once you have selected the language of your choice, enter your User Name and Password and click ‘Login’!

This brings us to the main screen, we will be returning to the main screen a lot as we use mSupply Mobile, so it's important to understand the main functions. Let's go through them one by one.

CUSTOMERS



The **'Customers'** area is for all the stock that goes OUT of your facility. It contains a list of customers and customer invoices. Customers can be ***other facilities*** you supply, ***doctors and nurses*** doing outreach tours, or ***individual patients***.



The **Customers** button will bring up a list of your Customers. From there, you can click on an individual customer and see their details and invoices.



The **Customer Invoices** list will bring up a list of the most recent customer invoices (orders TO customers) and allow you to create new ones.

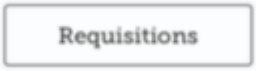
SUPPLIERS



The **'Suppliers'** area shows orders that you have sent for your own stock. Usually, you will only have ONE supplier (a medical store or other healthcare facility) and this will be pre-programmed for you. The Suppliers area allows you to place orders (**Requisitions**), see a list of your pending orders, and shows the stock you have already been sent or are waiting to receive (**Supplier Invoices**).



The **Supplier Invoices** button will bring up a list of the orders *you have been sent* or are waiting to receive.

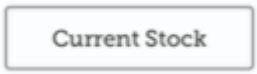


The **Requisitions** button allows you to place an order and shows you a list of orders you have already placed.

STOCK



The **'Stock'** section shows you a list of your current stock and allows you to do stocktakes. You can also use this area to search for an individual item (*"how many paracetamol tablets do I have?"*) or to update the stock levels for each item when you realise there is a mistake, or you are doing your regular stocktake.

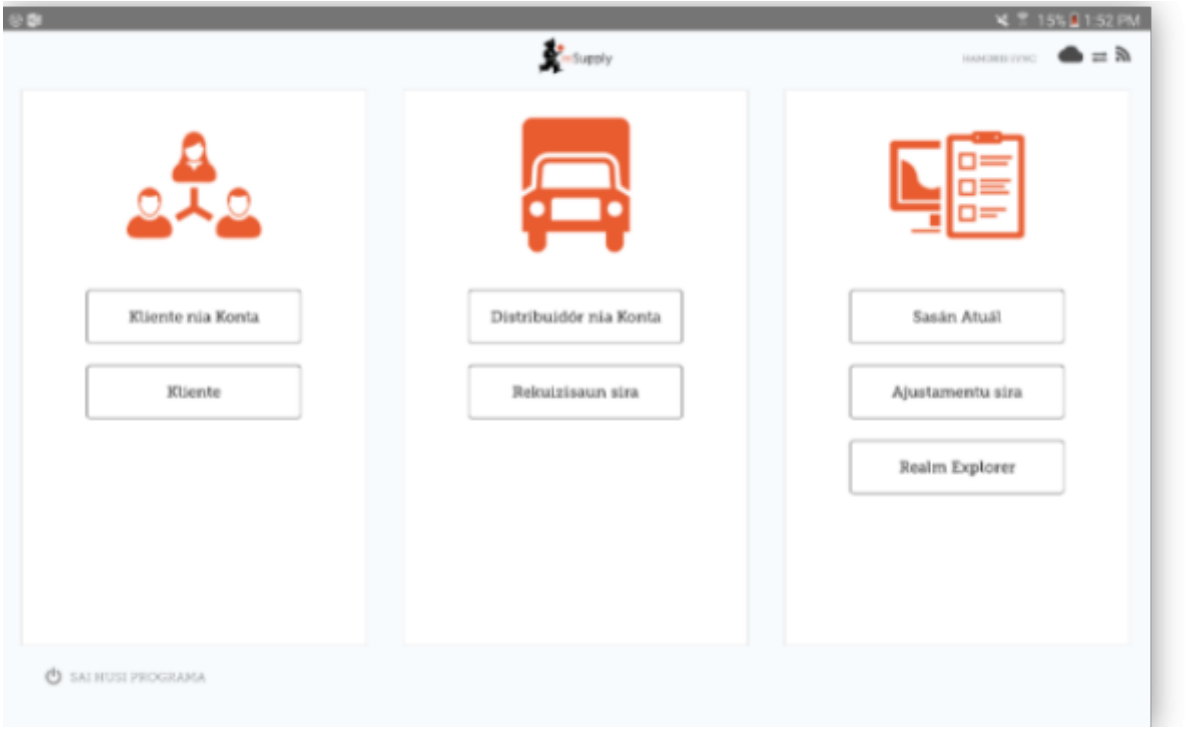


The **Current Stock** button allows you to easily see how much stock you have on hand, search for an individual item, or check expiry dates.



The **Stocktakes** button allows you to do a stocktake on all items or a small selection of items and shows you a list of all previous stocktakes.

(and here's the main screen in Tetum!)



2. Customer Invoices

Aspen Medical Centre sends an order to your facility. They are doing an outreach tour to households in a nearby village and would like to collect some items to take.

The CUSTOMER is Ami CHC

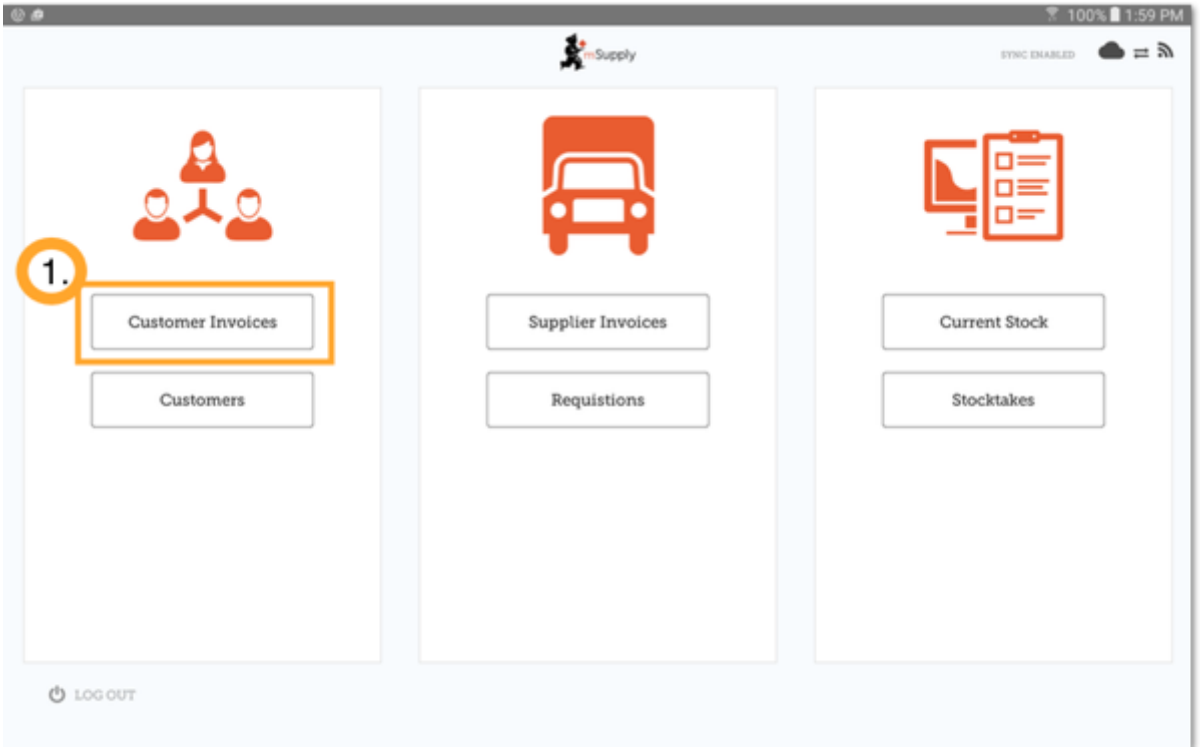
They have ordered:

Amoxicillin 500mg tabs x 11 Paracetamol 500mg tabs x 100 Diazepam Injection 5mg/ml Amp/2ml x 50

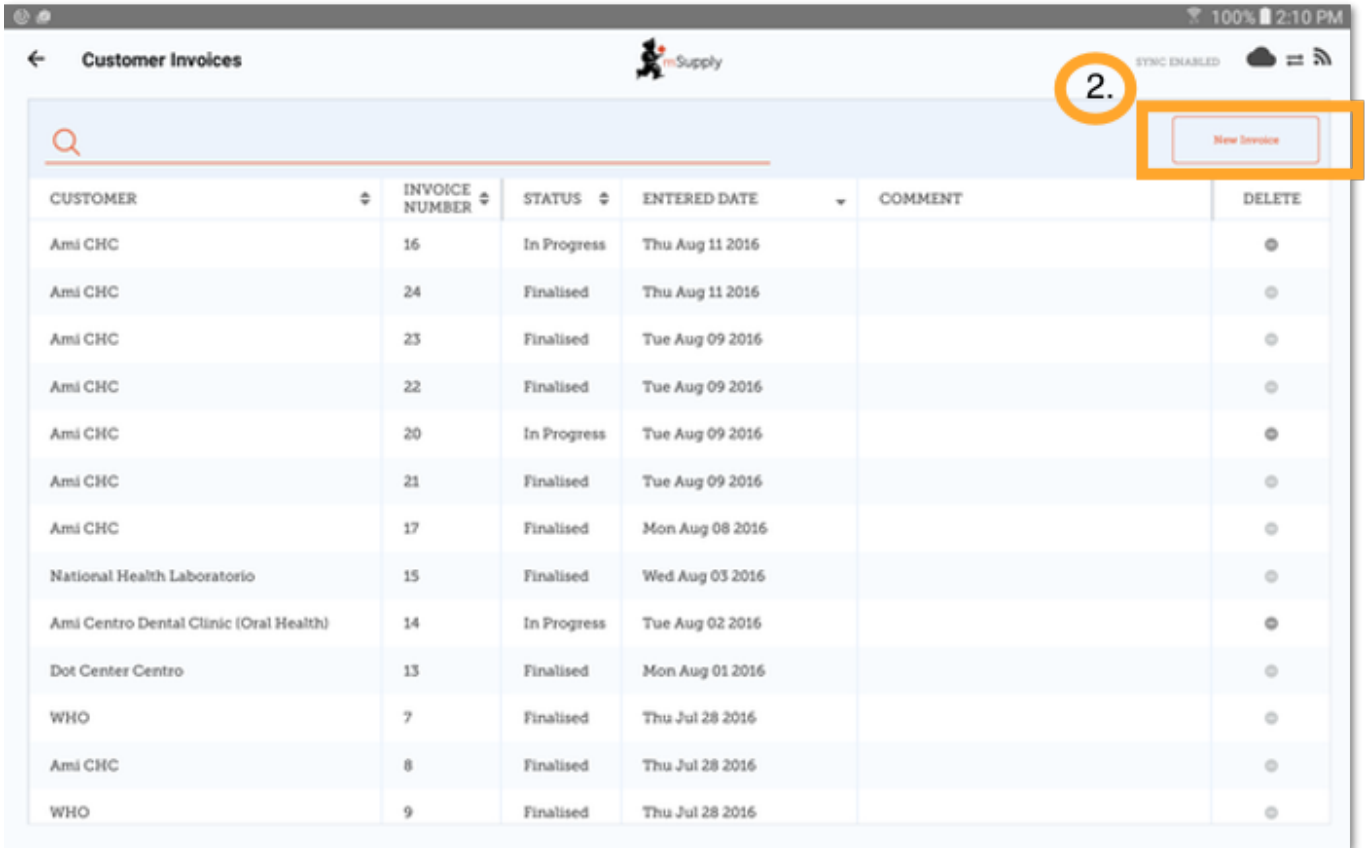
Let's create a Customer invoice...

1. **Click on 'Customer Invoices'**

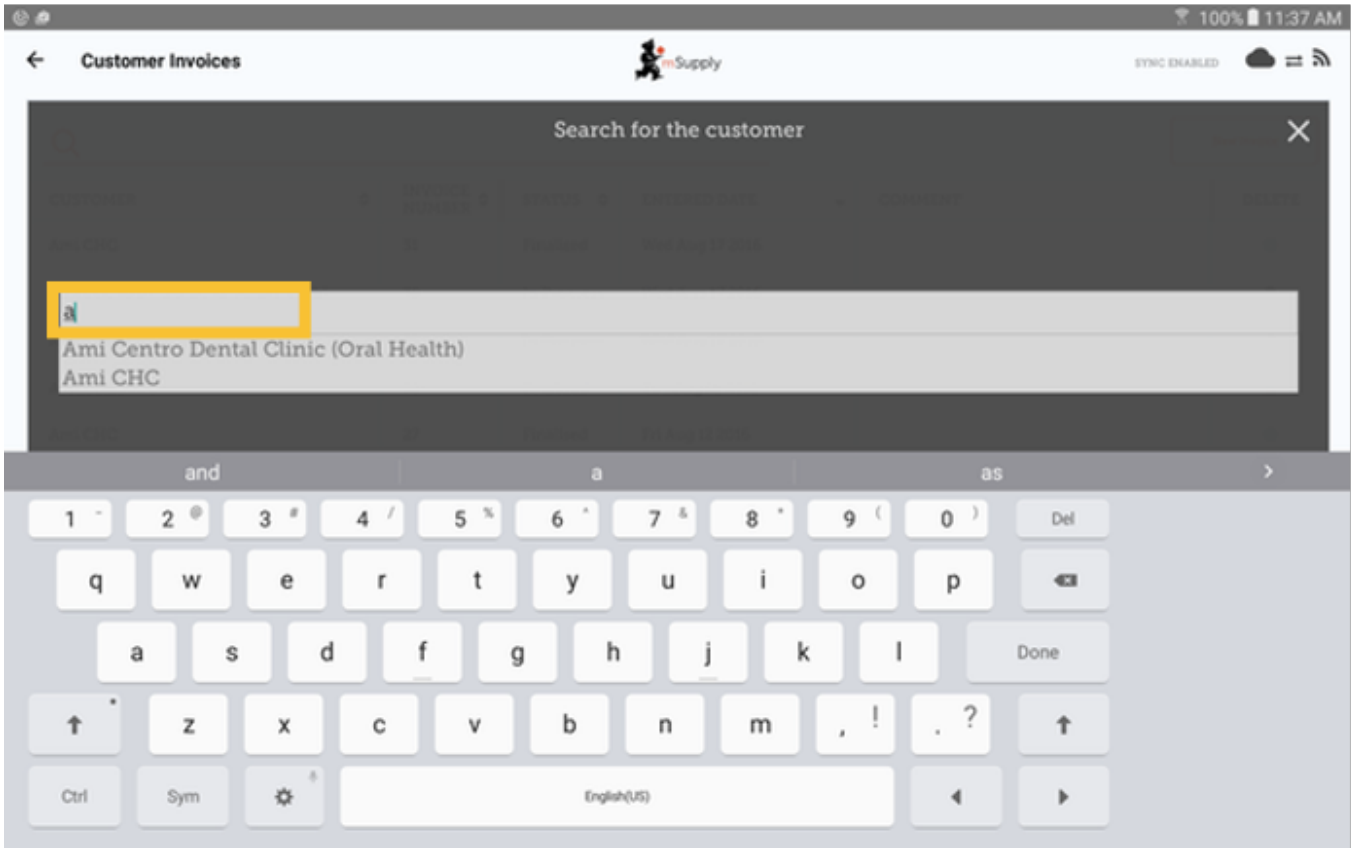
The Customer Invoice button will bring up a list of invoices. If you haven't finished working on an invoice and you have not confirmed it, you can click on it now to bring it up and keep working on it.



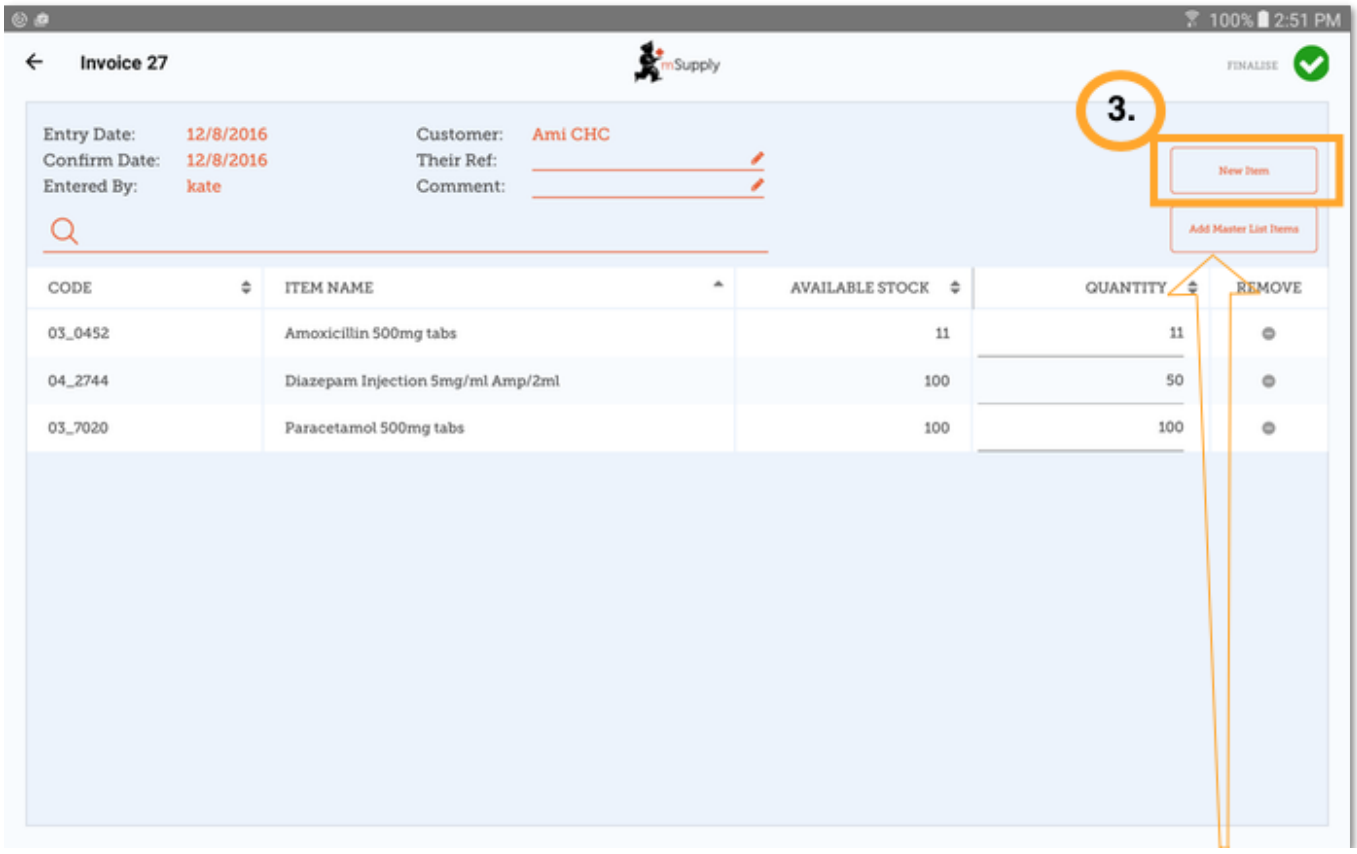
2. To start a new Customer Invoice, **click 'New Invoice'**.



Add the customer you are ordering for..



3. You can add items to the customer invoice one by one. **To do this, click on 'New Item'.**



If you have a lot of items to add to the invoice, it can be slow to add them one by one. To add a lot of items at once, **click 'Add Master List item'.**

Here you can see we have completed this invoice by adding the 3 items we need.

4. When you have finished, **click the 'FINALISE'** button at the top, and then **CONFIRM**.

What is a Master List?

The Master List is a list of all the items available to you at your facility. The list is set by your supplier, and/or the Ministry of Health.

3. Supplier Requisitions

You would like to order some stock from your supplier (Medical Stores). You need to place an emergency order for Ampicillin injections and Co-Trimoxazole tablets.

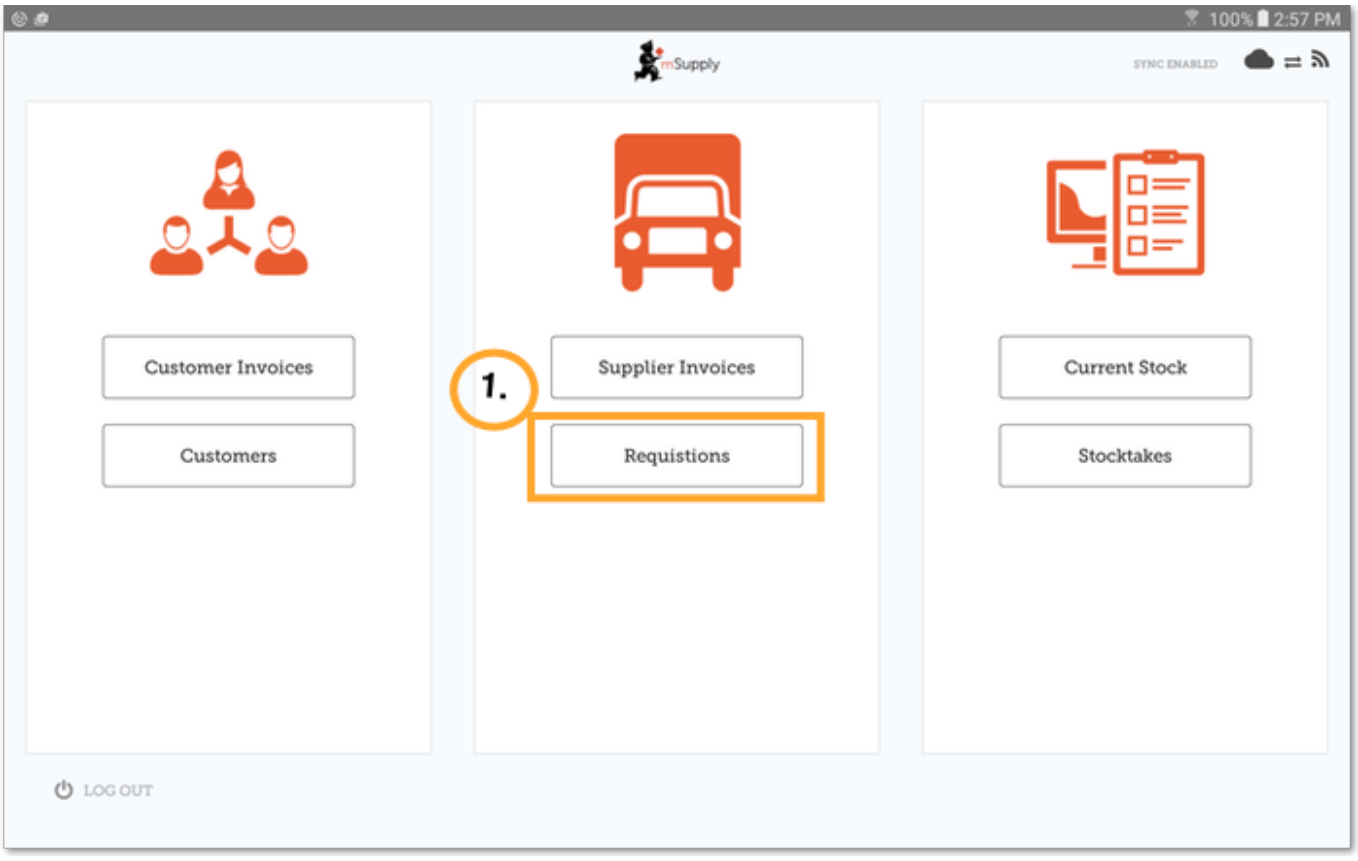
To do this, you must send a 'Requisition' for:

Ampicillin 1g inj x 300

Co-Trimoxazole 480mg tabs x 500

So let's do it!

1. **Click on 'Requisitions'**



This will bring up a list of recent requisitions you have placed. If you have started working on the requisition previously, it will display in the Status column as 'In Progress'. If you haven't finalised it, you can click on it and keep working on it.

**2. Now click on 'New Requisition'.

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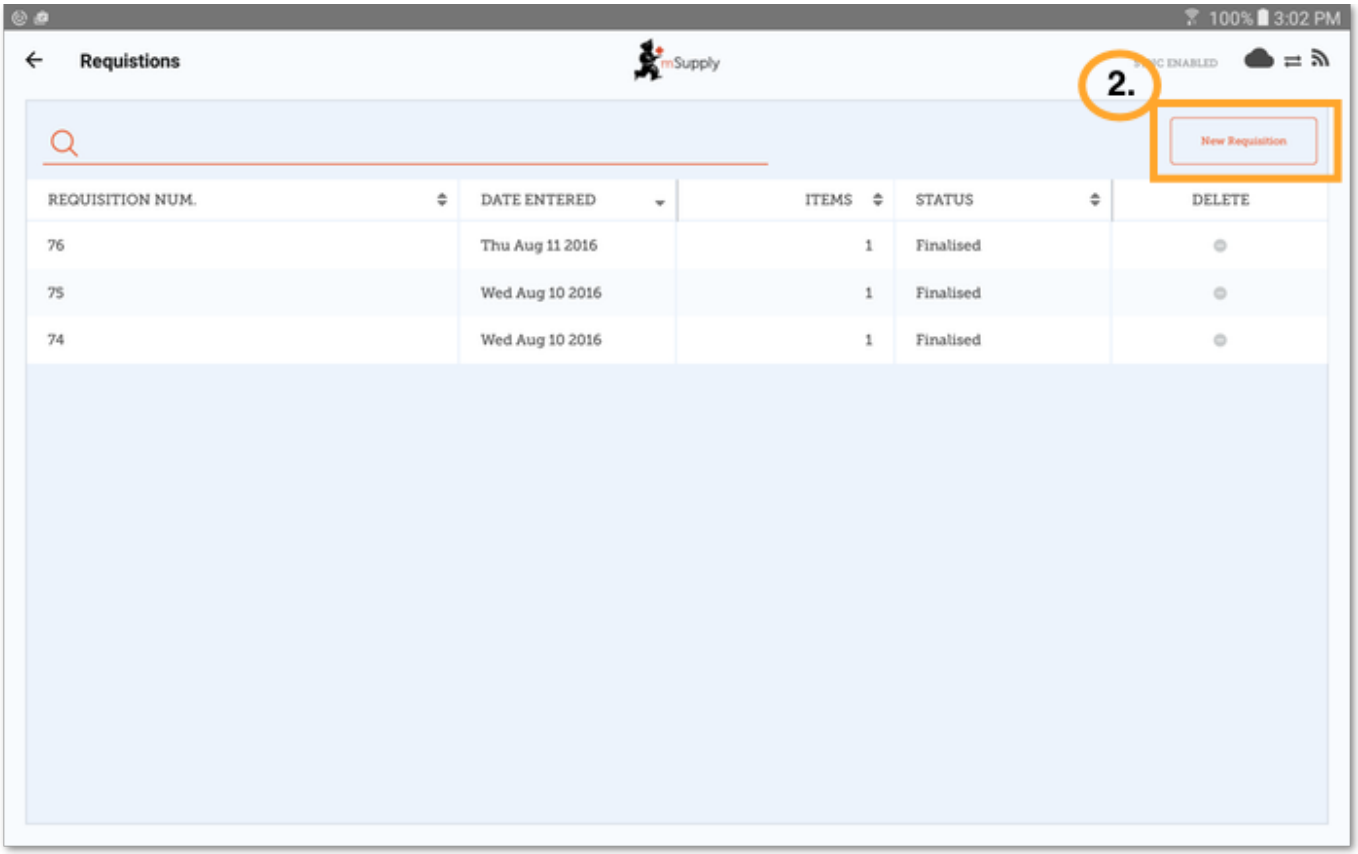

These are the two ways to add items to the requisition.

To add a lot of items (for example, when you are placing your main order), click 'Add Master List item'.

If you only have a few items, click 'New Item'. This is the best option for small orders.

3. We only have two items, so click 'New Item'.

Add in the details for the items:

Ampicillin inj x 50

Co-Trimoxazole 480mg tabs x 100

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Last update: **2017/04/19 03:28**