3.02. Logging in

When mSupply starts you will be presented with the log-in window:



This is the way the window appears when mSupply is started for the **first time**

- **User name:** select your user name from the list. Only users from your facility will be displayed. If you're just opening mSupply for the first time after installing it, select *user 1(pass=user1)*. If the list is long, you can type the first few characters of your username in the *Search users* field to shorten the list to usernames that begin with what you have typed. On subsequent logins mSupply will default to the last logged in user.
- **Password:** enter your password. The password for the *user 1(pass=user1)* user is “user1” (without the quotes - the hint is in the user name!).
- **Store:** from the drop down list, select the store which you want to login to.
  - Most mSupply users will be operating with a single store, but for users operating with more than one store, the login screen allows you to select any of the stores to which you have access.
  - Once you have logged in you can switch the store without logging out - see Switching stores.
  - After selecting the desired store, all transactions you process will relate to that store.
  - **Supervisors and other Level 1 users** will have an additional menu item, *Supervisor - All stores*. In this mode, all stores are accessible and you would use this mode, for instance, when placing an order for supplies which will be distributed to a number of stores or for reporting over more than one store. Further information is available in section 26.07. Virtual stores.
  - **HIS** - if you have enabled the Hospital Info System (HIS) in the user login permission settings, and at least one license is allocated to HIS (see HIS preferences), then you will also see // Hospital Info System// in the list of stores. If you select this, the login mode automatically changes to *HIS mode*.
- **Messages:** view any messages that might be displayed.
- Finally, click *OK* to login. If login is successful you will be taken to the navigator.

There are various options that can be set that cause a successfully logged-in user to be taken to other screens or shown other information. For example, Reminders or Invoices preferences.

// Previous: **3.01. The tutorial like no other** | Next: **3.03. Opening the example data file** //

From:
https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link:
https://docs.msupply.org.nz/tutorial:log_in?rev=1578902936

Last update: **2020/01/13 08:08**