3.04. The navigator

Overview

The mSupply® Navigator provides access to most of the functions you will be using regularly in mSupply®. You will learn that many of these functions may also be opened with shortcut key sequences from the various **Menu items**, and once you have gained some experience, you may find it quicker to use the shortcuts.

The Navigator always opens at the **Customers** screen in Store mode, shown above, or the **Patients** screen in Dispensary mode, shown below:

Displayed along the top of the screen are four items of information:

- the **mode** selected at logon (store or dispensary),
- the **store** in which you are working - for most users, “General”,
- the active **data file**,
- the **user** currently logged on.

Immediately below this, there are six large icons, **Customers** *or* **Patients, Suppliers ……. Admin** .“ Click on the icon appropriate to the task you are performing, and you will be presented with a panel displaying annotated icons listing the available functions and procedures; these are in turn selected either by clicking on the icon of your choice with the mouse, or by advancing through the icons with the right or left arrow keys and pressing the **Enter** key. You will be using the **Items** panel of the Navigator in the next step in the tutorial, and as the same procedures are common to all panels, you will quickly become familiar with them.

The bottom right area of the Navigator screen is available for displaying your own logo - the logo of “Acme Medical Supplies” is displayed in our example. The placing of your logo is performed by choosing **File > Preferences > Logo**. You can also read how to do it here.

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