

- **Description:** The name of the status and how you will see it referred to throughout mSupply. This is a mandatory field and mSupply will tell you if you do not fill it in.
- **Is active:** Will be checked by default for a new status. If this is checked, it means the status is available for selecting. If it is not checked the status will not appear anywhere for selection, it will only appear in existing assets where it has already been chosen. Statuses you no longer wish to use are not deleted, they are made inactive by unchecking this checkbox.
- **Can be first status:** If this is checked it means that this status can be selected when first creating an asset.
- **This is a final status:** If this is checked it means that this status is final and an asset cannot be changed to another status once it has been assigned this one.
- **These statuses can be proposed after this one:** In this section you set the statuses that can be selected as proposed statuses when this status is the current one. This is how you construct status “paths” that assets can take. If you enter no statuses in this table then there is no restriction and all statuses will be proposable when this status is the current one. To add a status to this list, click on the **Add** button. This will add a drop down list to the table which will contain all the available, active statuses you can select. To remove a status from the list, select it in the table and click on the **Remove** button.

Click on the **Cancel** button to close this window without saving any of the changes you have made to this status or click on the **OK** button to save any changes. Clicking on either will take you back to the list of statuses, which will have been updated to reflect any changes you made.

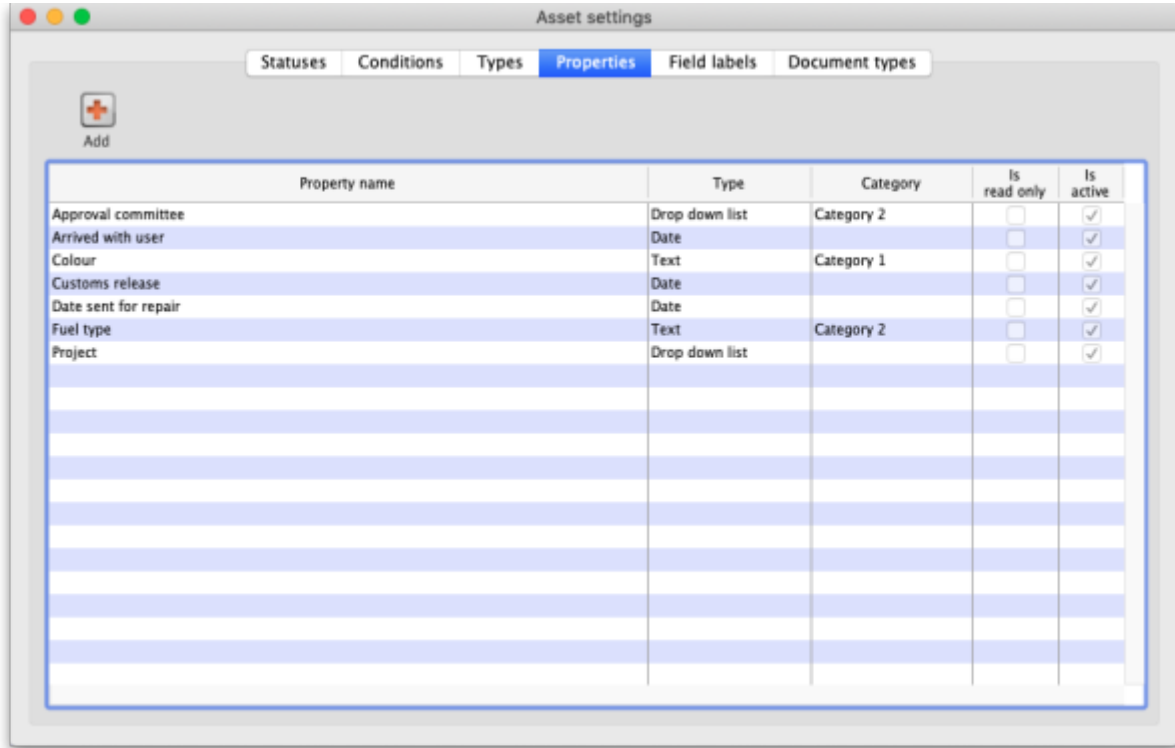
If you want to edit a status, simply double-click it in the list. This will open the same window as above populated with the status's current values and you can edit them as you require.

Note: The *Possible proposed statuses* column in the list of statuses will show:

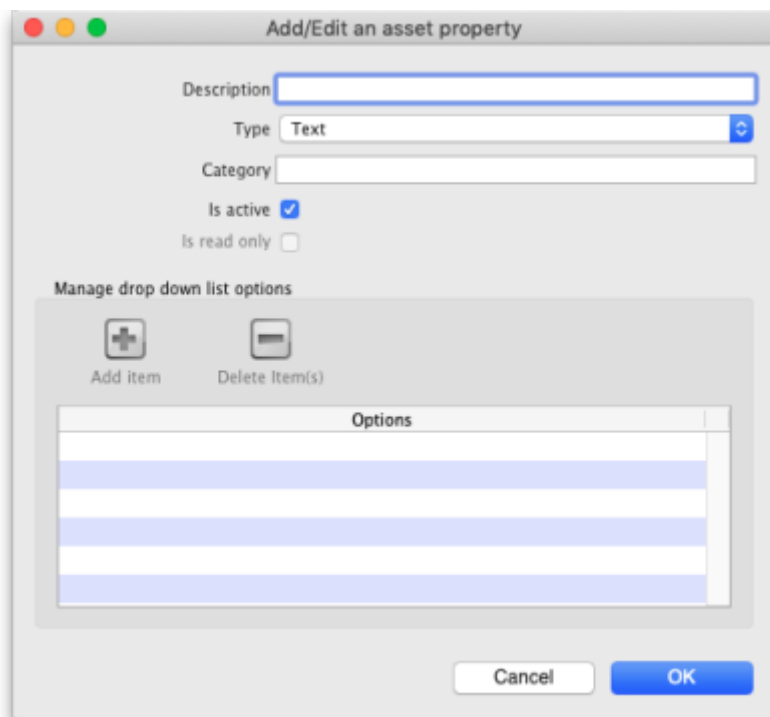
Properties

You can think of properties as user-definable fields that you can add to assets. They give you the ability to add extra drop down lists, dates or text fields to capture information that isn't covered by the standard fields provided in mSupply.

Clicking on the *Properties* tab will show the list of properties:



To add a property, click on the **Add** button. This window will open:



- **Description:** The name of the property and how you will see it referred to throughout mSupply. This is a mandatory field and mSupply will tell you if you do not fill it in.
- **Type:** Select the type of property this is; a *Date*, *Drop down list* or *Text* field.
- **Category:** Enter the category of the property here. Can be used with custom functionality for changing where certain properties are displayed for example, but otherwise not used in mSupply at the moment.
- **Is active:** Will be checked by default for a new property. If this is checked, it means the property is available for selecting. If it is not checked the property will not appear anywhere for selection, it will only appear in existing assets where it has already been chosen. Properties you no longer wish to use are not deleted, they are made inactive by unchecking this checkbox.
- **Is read only:** If this is checked, this property is read only and none of its settings will be editable. It is used to protect properties that are used in custom functionality and you cannot manually change this setting; it can only be changed by Sustainable Solutions.
- **Manage drop down list options:** This section is only enabled if the **Type** is set to *Drop down list* and is used to add and remove options that will appear in the drop down list.

Click on the **Cancel** button to close this window without saving any of the changes you have made to this property or click on the **OK** button to save any changes. Clicking on either will take you back to the list of properties, which will have been updated to reflect any changes you made.

Field labels

Document types

Preferences

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