





Fill in the name and description. You can also add a note if you want to.

For now, you can ignore the coordinates.

Click OK to save the information and close the window.

Repeat the process for each ward.

## Beds

Make sure you have set up wards before setting up beds.

Choose Special > Show beds...



to modify.

Note that if you modify a ward or bed, all historical records will be updated. Therefore, don't change the name of a ward to a totally different name, and don't move a bed to a different ward.

## Setting up user access

### Preferences

Choosing the Preferences menu item from the file menu opens a window with a side bar. Clicking on a subject in the side bar shows the options for that subject:

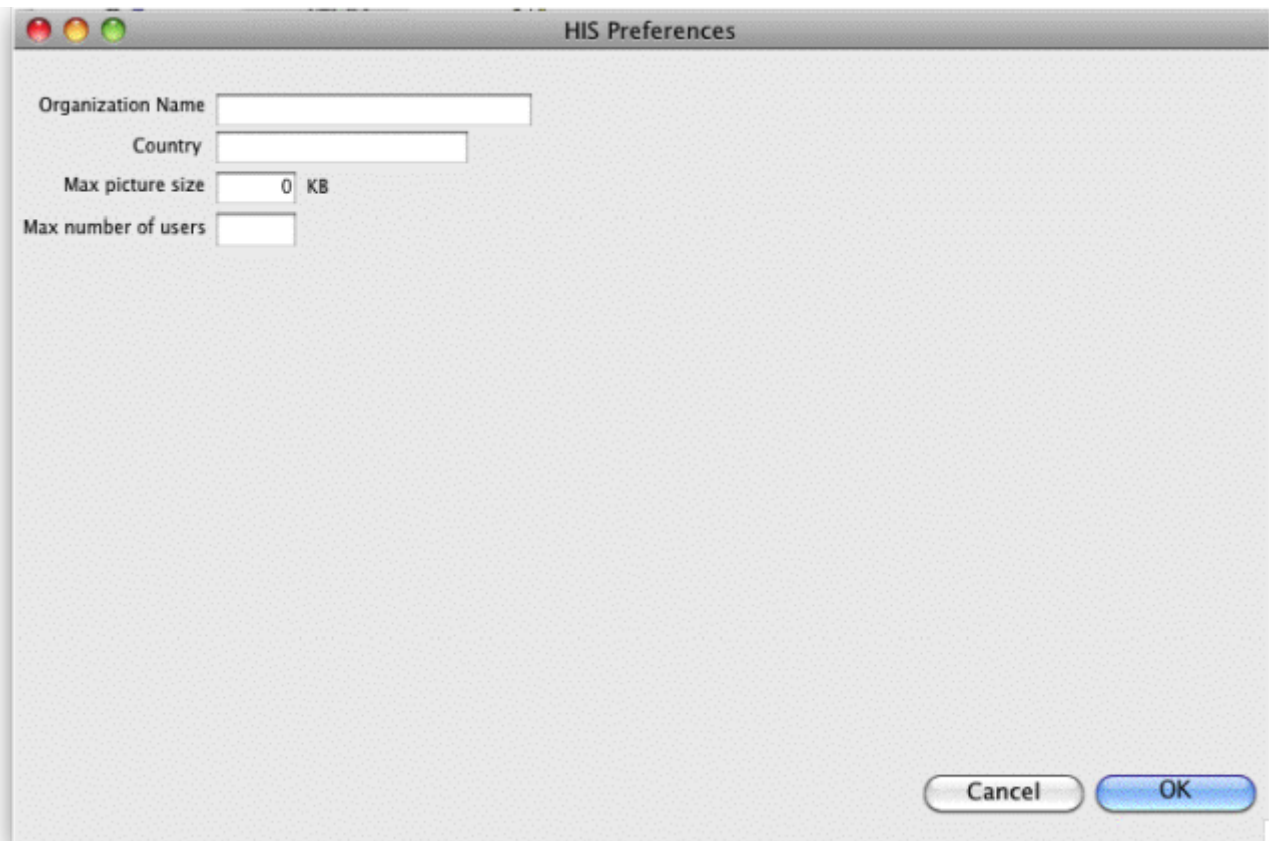
#### General

**Organisation name:** Enter the hospital name here.

**Country:** Enter the country you are located in.

**Max picture size:** Enter the maximum size of patient pictures that can be inserted. We suggest you set this value to 500KB.

**Maximum number of users:** Enter the maximum number of users that can log into the HIS system at one time. For example, if you purchase a 10 user license, and assign 6 users to the HIS system, it will allow 4 users to log in to the pharmacy (mSupply) module.



Previous: [Why an HIS module for mSupply?](#) Next: [ICD10 disease codes](#)

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