

# 14.01. Notifications (Alerts)

Available in version 5.05 onwards

To help with the proper management of your stock, mSupply can inform you of things that need attention - transactions that need completing, stock that you are running out of etc.

This page will tell you how to set up and use the notifications (alerts) that mSupply can give you.



If you want to receive alerts via SMS, email or social media then you can use the mSupply dashboard for that. See the [mSupply dashboard](#) pages for details.

You can also get notifications/alerts for cold chain monitoring events. See the [20.03. Cold Chain App Notifications](#) page for details.

## Setup

### Set the store parameters

Some of the notifications, like understocked or overstocked items, require some parameters to be set for each store. To set them choose *Special > Show stores* from the menus, double-click on the store to change the settings for and go to the *Preferences* tab. The settings you need to make are in the *Notifications* section.

All the details about these settings can be seen on the [26.08. Virtual stores](#) page.

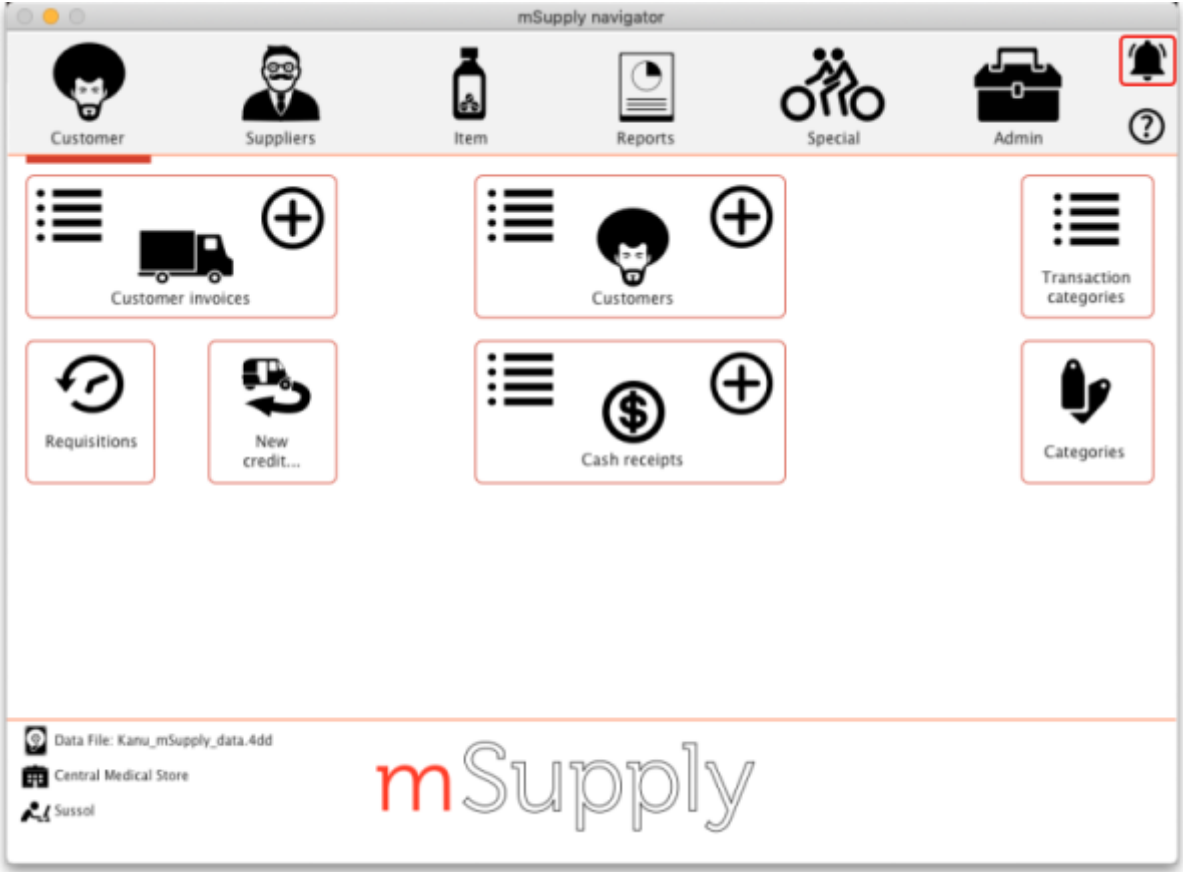
### Select which notifications a user will see

The notifications a user will see and whether they see them on login or only when they click on the Notification icon (see below) is set in a user's settings.

From the menus, select *File > Edit users*, double-click on the user you wish to adjust the settings for and click on the *Notifications* tab. The details on the various preferences can be found on the [25.15. Managing users](#) page.

## Notifications in use

On the top left of the Navigator, you will see the Notifications (bell) icon:

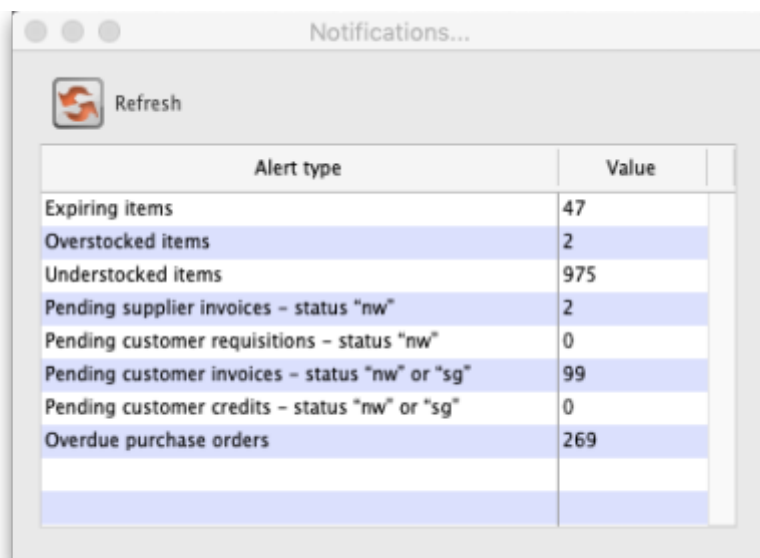


Click on it to show the notifications window:

Notifications...

Refresh

Alert type	Value
Expiring items	47
Overstocked items	Calculating...
Understocked items	Calculating...
Pending supplier invoices – status "nw"	2
Pending customer requisitions – status "nw"	0
Pending customer invoices – status "nw" or "sg"	99
Pending customer credits – status "nw" or "sg"	0
Overdue purchase orders	269



The screenshot shows a window titled "Notifications..." with a "Refresh" button and a table of notifications. The table has two columns: "Alert type" and "Value".

Alert type	Value
Expiring items	47
Overstocked items	2
Understocked items	975
Pending supplier invoices – status "nw"	2
Pending customer requisitions – status "nw"	0
Pending customer invoices – status "nw" or "sg"	99
Pending customer credits – status "nw" or "sg"	0
Overdue purchase orders	269

If your *Show notifications window on login* preference is turned on, the notification window will open as soon as you login and the notifications you have selected to be displayed (see the settings section above) will be shown:

More information coming soon!

Previous: [14. Notifications](#) | Next: [15. Barcode Scanning](#)

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