



1. About mSupply

- 1.01. Introduction
- 1.02. Why mSupply?
- 1.03. Who uses mSupply?
- 1.04. Which combination of mSupply products best suits your organisation?
- 1.05. Terms, definitions and conventions used in this user guide

2. Setting Up mSupply: Technical Guide

- 2.01. Requirements
- 2.02. Installation
- 2.03. Starting mSupply for the first time
- 2.04. Client/Server FAQ

3. Tutorial

- 3.01. The tutorial like no other
- 3.02. Logging in
- 3.03. Opening the example data file
- 3.04. Navigator
- 3.05. Creating and viewing items
- 3.06. Customers and suppliers
- 3.07. Viewing Names in Google Maps
- 3.08. Enter incoming goods (supplier invoices)
- 3.09. Enter outgoing goods (customer invoices)
- 3.10. Entering quotations
- 3.11. Working with lists

4. Items

- 4.01. About items
- 4.02. Adding a new item
- 4.03. Item categories
- 4.04. Item master lists
- 4.05. Programs
- 4.06. Stock locations and location types
- 4.07. Building (manufacturing) items
- 4.08. Merging two items
- 4.09. Ad hoc items
- 4.10. Non-stock items
- 4.11. Managing drug interaction groups
- 4.12. Managing item access with Departments
- 4.13. Prices in mSupply
- 4.14. Repacking items
- 4.15. Show items with stock
- 4.16. Splitting a stock line
- 4.17. Stocktakes
- 4.18. Phased stocktakes
- 4.19. Inventory adjustments
- 4.20. Units
- 4.21. Forecasting
- 4.22. Pickfaces and Replenishments setup
- 4.23. Pickfaces and Replenishments

5. Customers and Suppliers

- 5.01. Names: using, adding and editing
- 5.02. Contacts
- 5.03. Merging two names
- 5.04. Name categories
- 5.05. Name tags
- 5.06. Suppliers: adding

6. Purchasing

- 6.01. Ordering stock from suppliers
- 6.02. Managing purchase orders
- 6.03. Purchase order categories
- 6.04. Ordering from one store to another (internal orders)
- 6.05. Multi-store Purchase Orders

7. Receiving Goods

- 7.01. Supplier invoices
- 7.02. Goods receipts
- 7.03. Editing pack sizes
- 7.04. Managing outstanding purchase order lines (pipeline stock)
- 7.05. Custom stock fields
- 7.06. Managing donors

8. Issuing Goods

- 8.01. Issuing goods to a customer (customer invoices)
- 8.02. Viewing customer invoices
- 8.03. Backorders
- 8.04. Electronic invoices
- 8.05. Transferring goods to another store
- 8.06. Box management
- 8.07. Stock control methods for your customers (requisitions)
- 8.08. Customer budgets

9. Returning Goods

10. Departmental Goods

- 10.01. Introduction
- 10.02. Why Departmental Goods?
- 10.03. Who uses Departmental Goods?
- 10.04. Which combination of Departmental Goods products best suits your organisation?
- 10.05. Terms, definitions and conventions used in this user guide
- 10.06. Setting up Departmental Goods
- 10.07. Starting Departmental Goods
- 10.08. Managing Departmental Goods
- 10.09. Issuing Departmental Goods
- 10.10. Receiving Departmental Goods
- 10.11. Returning Departmental Goods
- 10.12. Departmental Goods and mSupply

08e
 • 10n
 02r
 04r
 06r
 08r
 10r
 12r
 14r
 16r
 18r
 20r
 22r
 24r
 26r
 28r
 30r
 32r
 34r
 36r
 38r
 40r
 42r
 44r
 46r
 48r
 50r
 52r
 54r
 56r
 58r
 60r
 62r
 64r
 66r
 68r
 70r
 72r
 74r
 76r
 78r
 80r
 82r
 84r
 86r
 88r
 90r
 92r
 94r
 96r
 98r
 100r
 102r
 104r
 106r
 108r
 110r
 112r
 114r
 116r
 118r
 120r
 122r
 124r
 126r
 128r
 130r
 132r
 134r
 136r
 138r
 140r
 142r
 144r
 146r
 148r
 150r
 152r
 154r
 156r
 158r
 160r
 162r
 164r
 166r
 168r
 170r
 172r
 174r
 176r
 178r
 180r
 182r
 184r
 186r
 188r
 190r
 192r
 194r
 196r
 198r
 200r
 202r
 204r
 206r
 208r
 210r
 212r
 214r
 216r
 218r
 220r
 222r
 224r
 226r
 228r
 230r
 232r
 234r
 236r
 238r
 240r
 242r
 244r
 246r
 248r
 250r
 252r
 254r
 256r
 258r
 260r
 262r
 264r
 266r
 268r
 270r
 272r
 274r
 276r
 278r
 280r
 282r
 284r
 286r
 288r
 290r
 292r
 294r
 296r
 298r
 300r
 302r
 304r
 306r
 308r
 310r
 312r
 314r
 316r
 318r
 320r
 322r
 324r
 326r
 328r
 330r
 332r
 334r
 336r
 338r
 340r
 342r
 344r
 346r
 348r
 350r
 352r
 354r
 356r
 358r
 360r
 362r
 364r
 366r
 368r
 370r
 372r
 374r
 376r
 378r
 380r
 382r
 384r
 386r
 388r
 390r
 392r
 394r
 396r
 398r
 400r
 402r
 404r
 406r
 408r
 410r
 412r
 414r
 416r
 418r
 420r
 422r
 424r
 426r
 428r
 430r
 432r
 434r
 436r
 438r
 440r
 442r
 444r
 446r
 448r
 450r
 452r
 454r
 456r
 458r
 460r
 462r
 464r
 466r
 468r
 470r
 472r
 474r
 476r
 478r
 480r
 482r
 484r
 486r
 488r
 490r
 492r
 494r
 496r
 498r
 500r
 502r
 504r
 506r
 508r
 510r
 512r
 514r
 516r
 518r
 520r
 522r
 524r
 526r
 528r
 530r
 532r
 534r
 536r
 538r
 540r
 542r
 544r
 546r
 548r
 550r
 552r
 554r
 556r
 558r
 560r
 562r
 564r
 566r
 568r
 570r
 572r
 574r
 576r
 578r
 580r
 582r
 584r
 586r
 588r
 590r
 592r
 594r
 596r
 598r
 600r
 602r
 604r
 606r
 608r
 610r
 612r
 614r
 616r
 618r
 620r
 622r
 624r
 626r
 628r
 630r
 632r
 634r
 636r
 638r
 640r
 642r
 644r
 646r
 648r
 650r
 652r
 654r
 656r
 658r
 660r
 662r
 664r
 666r
 668r
 670r
 672r
 674r
 676r
 678r
 680r
 682r
 684r
 686r
 688r
 690r
 692r
 694r
 696r
 698r
 700r
 702r
 704r
 706r
 708r
 710r
 712r
 714r
 716r
 718r
 720r
 722r
 724r
 726r
 728r
 730r
 732r
 734r
 736r
 738r
 740r
 742r
 744r
 746r
 748r
 750r
 752r
 754r
 756r
 758r
 760r
 762r
 764r
 766r
 768r
 770r
 772r
 774r
 776r
 778r
 780r
 782r
 784r
 786r
 788r
 790r
 792r
 794r
 796r
 798r
 800r
 802r
 804r
 806r
 808r
 810r
 812r
 814r
 816r
 818r
 820r
 822r
 824r
 826r
 828r
 830r
 832r
 834r
 836r
 838r
 840r
 842r
 844r
 846r
 848r
 850r
 852r
 854r
 856r
 858r
 860r
 862r
 864r
 866r
 868r
 870r
 872r
 874r
 876r
 878r
 880r
 882r
 884r
 886r
 888r
 890r
 892r
 894r
 896r
 898r
 900r
 902r
 904r
 906r
 908r
 910r
 912r
 914r
 916r
 918r
 920r
 922r
 924r
 926r
 928r
 930r
 932r
 934r
 936r
 938r
 940r
 942r
 944r
 946r
 948r
 950r
 952r
 954r
 956r
 958r
 960r
 962r
 964r
 966r
 968r
 970r
 972r
 974r
 976r
 978r
 980r
 982r
 984r
 986r
 988r
 990r
 992r
 994r
 996r
 998r
 1000r

- [1. Introduction](#)
- [2. Getting started](#)
- [3. User interface](#)
- [4. Configuration](#)
- [5. Order management](#)
- [6. Reporting](#)
- [7. Integration](#)
- [8. Troubleshooting](#)
- [9. Security](#)
- [10. License](#)
- [11. Support](#)
- [12. Contact us](#)
- [13. Feedback](#)
- [14. Privacy policy](#)
- [15. Terms of service](#)
- [16. About us](#)
- [17. Disclaimer](#)
- [18. Acknowledgments](#)
- [19. Appendix](#)
- [20. Glossary](#)
- [21. Index](#)

- 02i
- ngs
- itpp
- hys,
- Exp
- bite
- tec
- itei
- oas
- ansd
- stot
- ick
- 17.
- for.
- Exp
- opti
- 20.
- 02
- atfo
- app
- 17.
- ick
- Exp
- cati
- og
- for
- me
- bile
- 22.
- 08.
- Exp
- opti
- hg
- Ne
- bite
- ase
- 17.
- 09i
- Exp
- orti
- ng
- inv
- oic
- es
- 17.
- 20.
- Exp
- orti
- ng
- inv
- oic

es
to
Mo
ney
wor
ks

- 17. 21. Exporting to MYOB
- 17. 22. Exporting sites
- 17. 23. Exporting assets
- 17. 24. Exporting to the dashboard



**28. Deleted Topics
Athenist systems**

- 20. 01. 20s
0all
010
60p

- 22ef
00e
kkt7
srad
E8R
bns
- 26/
00ti
00s
R0pp
- 25t
07e
- 07ed
00n
- 03r
00s
00s
- 00X
- 27ie
00a
00a
- 207ie
00n
00gr
00ac
00ed
00as
00no
00da
- 25o
09.
- 20a
00o
00ic
00uc
- 25.
00r.
00pi
00gi
00ed
00an
- 26a
00o
00h
- 25.
00el
00s
- 24p
00y
00m

**24. Data
Tables
and
Fields**

- [026. Get help with the installation](#)
- [027. Get help with the installation](#)
- [028. Get help with the installation](#)
- [029. Get help with the installation](#)
- [030. Get help with the installation](#)
- [031. Get help with the installation](#)
- [032. Get help with the installation](#)
- [033. Get help with the installation](#)
- [034. Get help with the installation](#)
- [035. Get help with the installation](#)
- [036. Get help with the installation](#)
- [037. Get help with the installation](#)
- [038. Get help with the installation](#)
- [039. Get help with the installation](#)
- [040. Get help with the installation](#)
- [041. Get help with the installation](#)
- [042. Get help with the installation](#)
- [043. Get help with the installation](#)
- [044. Get help with the installation](#)
- [045. Get help with the installation](#)
- [046. Get help with the installation](#)
- [047. Get help with the installation](#)
- [048. Get help with the installation](#)
- [049. Get help with the installation](#)
- [050. Get help with the installation](#)
- [051. Get help with the installation](#)
- [052. Get help with the installation](#)
- [053. Get help with the installation](#)
- [054. Get help with the installation](#)
- [055. Get help with the installation](#)
- [056. Get help with the installation](#)
- [057. Get help with the installation](#)
- [058. Get help with the installation](#)
- [059. Get help with the installation](#)
- [060. Get help with the installation](#)
- [061. Get help with the installation](#)
- [062. Get help with the installation](#)
- [063. Get help with the installation](#)
- [064. Get help with the installation](#)
- [065. Get help with the installation](#)
- [066. Get help with the installation](#)
- [067. Get help with the installation](#)
- [068. Get help with the installation](#)
- [069. Get help with the installation](#)
- [070. Get help with the installation](#)
- [071. Get help with the installation](#)
- [072. Get help with the installation](#)
- [073. Get help with the installation](#)
- [074. Get help with the installation](#)
- [075. Get help with the installation](#)
- [076. Get help with the installation](#)
- [077. Get help with the installation](#)
- [078. Get help with the installation](#)
- [079. Get help with the installation](#)
- [080. Get help with the installation](#)
- [081. Get help with the installation](#)
- [082. Get help with the installation](#)
- [083. Get help with the installation](#)
- [084. Get help with the installation](#)
- [085. Get help with the installation](#)
- [086. Get help with the installation](#)
- [087. Get help with the installation](#)
- [088. Get help with the installation](#)
- [089. Get help with the installation](#)
- [090. Get help with the installation](#)
- [091. Get help with the installation](#)
- [092. Get help with the installation](#)
- [093. Get help with the installation](#)
- [094. Get help with the installation](#)
- [095. Get help with the installation](#)
- [096. Get help with the installation](#)
- [097. Get help with the installation](#)
- [098. Get help with the installation](#)
- [099. Get help with the installation](#)
- [100. Get help with the installation](#)

- 20. Doc with article registration nag
- 27. **Help** ement
- 25. Dab Sup printer had the app set Up-
- 25. Dat The sys tem log
- 23. 00. Res vop tyo Sup esh boti We
- 25. 20r tel
- 27. 02e Hel
- 25> 200 Eitel chS dep brip tion s



- neg
ativ
e?
- 28.04. How to remove stock lines that have '0' available
- 28.05. What do I need to set up mSupply Mobile?
- 28.06. Why is my stock on hold?
- 28.07. How

- to
- correct
- wrong
- packing
- sizes
- 28.08. How to report by invoice category
- 28.09. Imprest work flow
- 28.10. Tips and tricks
- 28.11. Benefits of a multi-store system
- 28.

- 12. How to access Temp folder
- 28. 13. Fixing incorrect y received stock
- 28. 14. Navigating inactive windows or form
- 28. 15. Wastage Prediction due to expiry when

ord
erin
g

A PDF version of the user guide can also be downloaded from the [mSupply site](#)

