

## 3.02. Logging in

When mSupply starts you will be presented with the log-in window:



This is the way the window appears when mSupply is started for the **first time**

- **User name:** select your user name from the list. Only users from your facility will be displayed. If you're just opening mSupply for the first time after installing it, select *user 1(pass=user1)*. If the list is long, you can type the first few characters of your username in the *Search users* field to shorten the list to usernames that begin with what you have typed. On subsequent logins mSupply will default to the last logged in user.
- **Password:** enter your password. The password for the *user 1(pass=user1)* user is "user1" (without the quotes - the hint is in the user name!).
- **Store:** from the drop down list, select the store which you want to login to.
  - Most mSupply users will be operating with a single store, but for users operating with more than one store, the login screen allows you to select any of the stores to which you have access.
  - Once you have logged in you can switch the store without logging out - see [Switching stores](#).
  - After selecting the desired store, all transactions you process will relate to that store.
  - **Supervisors and other Level 1 users** will have an additional menu item, *Supervisor - All stores*. In this mode, all stores are accessible and you would use this mode, for

instance, when placing an order for supplies which will be distributed to a number of stores or for reporting over more than one store. Further information is available in section [26.07. Virtual stores](#).

- **HIS** - if you have enabled the Hospital Info System (HIS) in the user login permission settings, and at least one license is allocated to HIS (see [HIS preferences](#)), then you will also see *Hospital Info System* in the list of stores. If you select this, the login mode automatically changes to *HIS mode*.
- **Messages:** view any messages that might be displayed.
- Finally, click *OK* to login. If login is successful you will be taken to the navigator.



There are various options that can be set that cause a successfully logged-in user to be taken to other screens or shown other information. For example, [Reminders](#) or [Invoices preferences](#).

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