# 3.11. Working with lists

Whenever you perform a search in mSupply resulting in more than one item being found, you will be presented with a list of records (e.g. items, names, contacts or another list) that match the criteria you entered.

mSupply uses two types of list display.

- 1. Shorter lists, such as an invoice or stock lists, are displayed with a striped background. These lists have resizable and moveable columns. They also and have an indicator to show the sorted column. Their use is discussed in the next chapter.
- 2. Longer lists, such as item and transaction lists, which can have thousands or millions of records.

In this tutorial section, look at the tools for handling of the longer lists.

When longer lists are displayed, a series of buttons are available along the top of the window, as shown in the below screenshot (note only a small list is shown for the purposes of the tutorial):

New item	Report Set values Find	Order by	Print	Modify	Duplicate	Customise		14/440
Item Code	Item name	Default pa	ick	Stock on hand			Flags	
aci200t	Aciclovir 200mg tab		100		5000			
alb400t	Albendazole tab 400mg		100		800			
amo125tab	Amoxicillin 125mg Tab	100	100		28			
amo250t	Amoxicillin 250mg tab/cap		100		219500			
amo500t	Amoxicillin 500mg tab/cap		100		8000			
cli150c	Clindamycin 150mg cap		100		4300			
dac100i	Dacarbazine 100mg inj		100		100			
efl200i	Effornithine hcl inj 200mg/ml, 100ml		100		100			
erye250t	Erythromycin ethylsnate 250mg tab	/cap	100		10000			
gri125t	Griseofulvin 125mg tab/cap		100		3000			
gri250t	Griseofulvin 250mg tab/cap	1.14	100		15000			
hepbv	Hepatitis b vaccine inj		24		24			
ib1234	Iboprufen 400mg		60		51600			
pen250t	penicillin VK (Phenoxymethyl) 250mg	tab	100		7800			

## General

**Viewing or editing a particular record:** To view or edit a record, double-click the row in the list you wish to view. A new window will open showing the details of the record you clicked.

**Column widths:** The easiest way to change column widths is to drag the dividers (the dividing line) between the columns in the list view. Note that if the total column width is too wide for the window, a horizontal scroll bar is added to the list allowing you to view columns to the right of those displayed.

**Choosing the column order:** To change the sequence of the columns in a list, drag a column header to a new location.

## Customising

Clicking the *Customise* button in the toolbar will display this window:

Available				Chosen	
ATC Category	^		Item Code		1
Available stock			Item name		
Backorder quan			Default pack		
Category			Stock on hand		
Category 2			Flags		
Category 3					
Critical stock					
Default Price		>>			
Department		< <			
Essential drug					
Ignore For Orders					
Non-stock					
Normal stock					
Remarks					
Shelf location					
SMS code					
Unit					
Universal code					
User field 1					
User field 2					
User field 3	~				
<	>		<		>

The list on the left-hand side gives all of the available fields (displayed in columns). The list on the right-hand side is a list of fields (columns) you are currently using.

To add a field to your view, click on the field in the left-hand list. You can control-click to add multiple columns at the same time. Then click > >, the right-pointing button, in-between the lists.

To remove a field from your view, select the field(s) to remove from the right-hand list,. Then click < <, the left-pointing button, to move the fields back to the available list.

You can not remove the first column for any list as it is the key column to identify each row uniquely.

**Renaming columns:** By double-clicking on a field name in the right-hand list you can change the column title.

## Ordering

Ordering a list is the same as sorting it. Frequently a column may be ordered by clicking on the column heading. The column will be sorted in ascending order. **Ascending** means:

- A > Z (upper and lowercase are not considered different)
- 1 > 2 > 3 for numbers
- earlier dates to later dates

Descending means the opposite of Ascending.

Note that ordering a list does not add or remove any records from the list. It simply changes the order in which the records are displayed.

Should you require two (or more) sort parameters, clicking the *Order by* button opens the following window:

ID   A item_name   Imanufacture_method   0.5 default_pack_size   A atc_category   T medication_purpose   I instructions   User_field_7   A flags		
A ddd_value A code T other_names T type_of		
Add For	ormula Modify	y

The *Available Fields* list will reflect the type of records you are viewing. In our example, the list shown is for **Items**.

To order by a particular field, double-click it in the left-hand list. You can also drag fields to the righthand list, or highlight the field in the left-hand list and click the right-pointing arrow. You can order by multiple fields by adding further fields to the right-hand list. Double-clicking on the *flags* and *item name* fields in our example results in this window:

ailable Fields	Ordered by Fields/Formulas
<pre>     ID     item_name     start_of_year_date     T manufacture_method     0.5 default_pack_size     A atc_category     medication_purpose     instructions     user_field_7 </pre>	[item]flags ▲ [item]item_name ▲
A flags A ddd_value A code T other_names T type_of	Add Formula Modify

To remove a field: Highlight the field in the Ordered by Fields list, then click the single leftpointing arrow between the two lists. The double left-pointing arrow will clear all fields from the Ordered by Fields list

**To change field ordering:** Each item in the **Ordered by Fields** list has a small triangle to the right. If pointing up, the ordering will be ascending. If pointing down, descending. To change the direction, click on the *triangle* for each field.

**Using formulae:** If you want to order by a formula, click the *Add Formula* button. Here the formula window is shown, and the formula *Length([items]code)* has been entered.

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Master Table	String Operators	f(x) Commands by Themes
dose_picture	:= Assignment	Boolean
atc_category	<ul> <li>Concatenation</li> </ul>	Date and Time
redication_purpose	* Repetition	SON
[ instructions	[[]] Indexes	Math
user_field_7	Empty string	Objects (Language)
flags ddd_value		<ul> <li>Image: On a Series</li> <li>Image: On a Series</li> <li>Image: On a Series</li> <li>Image: On a Series</li> </ul>
A code		▶ @ Pictures
Cother_names		Printing
P		► O Presente

Using this formula would allow you to identify items whose item code is shorter/longer than your organisation's specifications.

Click the OK button to close the window.

Once the details are entered, click the Order by button to order the list.

### **Printing lists**

You can press the print icon to send the list to Excel. The list will display in Excel with the column headings you have selected.

#### Find

This button opens a simple find window where you can enter the start of the item name or code.

	Find Iten	n
ltem name	starts with	•
and	category is	
and	VEN category is	; Don't Care ᅌ
and	Department is	Don't care
R: Exclude hid	,	items from returned list.
Complex F	ind	Cancel Find

**Complex finds:** The window shown above has a *Complex Find* button. This allows you to perform a search using multiple criteria. Clicking this button shows the query editor

Query in	[item]	
Recent queries 🔹		
(is	<b>\$</b>	00
		Cancel Query
	Recent queries 🔻	

Within this window there are four areas from which you have to choose or set a value for each line of a query.

- 1. Available fields, select the field that you are looking for
- 2. Operands, select the operand that is appropriate for your search
- 3. Value, enter your specific criterion
- 4. For queries with more than one criterion, click *Add line*, then complete as above but also with the appropriate conjunction

For example, if you want to find all items whose default pack size is greater than ten and whose code starts with **A** these are the required steps:

- 1. Click on *default\_pack\_size* in the available fields list
- 2. Click on *is strictly greater than* in the Comparisons list
- 3. Enter 10 in the value field
- 4. Click the *Add line* button
- 5. Scroll down the available fields lists then click on *code* in the available fields list.
- 6. Click on *is* in the Comparisons list
- 7. Enter a@ in the value field (note the wildcard character @ has been used to find all items whose code has **a** as the first character)
- 8. Click the *Query* button to perform the query

Before step 8, the window would look like this:

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	Query in [item]		
	Recent queries 🔹		$\Theta$
Find: [item]default_pack_size	(s strictly greater than	0	$\odot$
And 🗘 [item]code	(s		$\odot$
			Cancel Query

The upper area of the query editor shows a summary of the query that is about to be performed.

This example will return a list of items where both the search criteria are met because the conjunction *And* was used. If you wanted to find items that matched only one of the criteria entered, you would click on the second line in the large upper panel to select it, and then click on the *Or* button where the conjunctions are displayed.

**Saving and Using saved queries:** If you have spent time on developing a particular query, and you are likely to use the same query in the future, click the *Save…* button. You will be asked to choose a name and location to save the query. The saved file is very small.

Then when a blank query window is first shown, you can click the *Load…* button and locating the saved query.

Thanks for working through the tutorial. We hope you learnt something useful, and now feel confident to start using mSupply!

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From: https://docs.msupply.org.nz/ - **mSupply documentation wiki** 

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