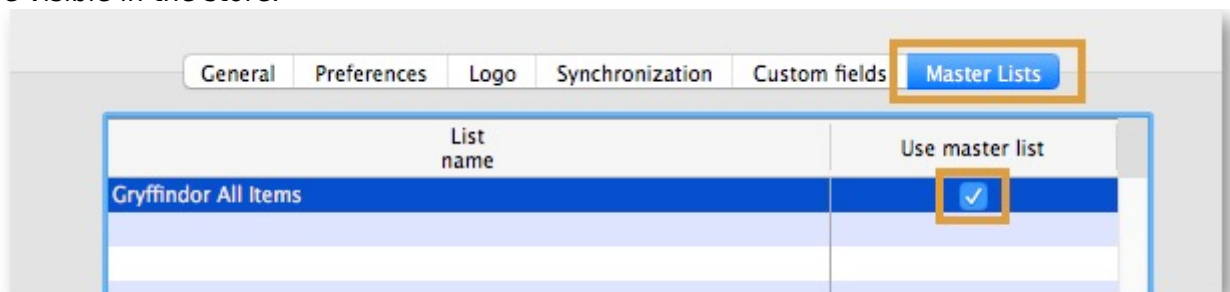


## 4. Configuring the Store and Dispensing

### Making items visible in the new store using Master List(s)

1. Click on the **Master Lists** tab and select at least one Master List. This will define which items are visible in the store.



2. Click **OK**
3. Click **OK** again

### Make the Store visible to other Stores

- Edit the 'name' associated with the Store and configure [store visibility](#) to other Stores appropriately

### Setting up the correct synchronisation settings



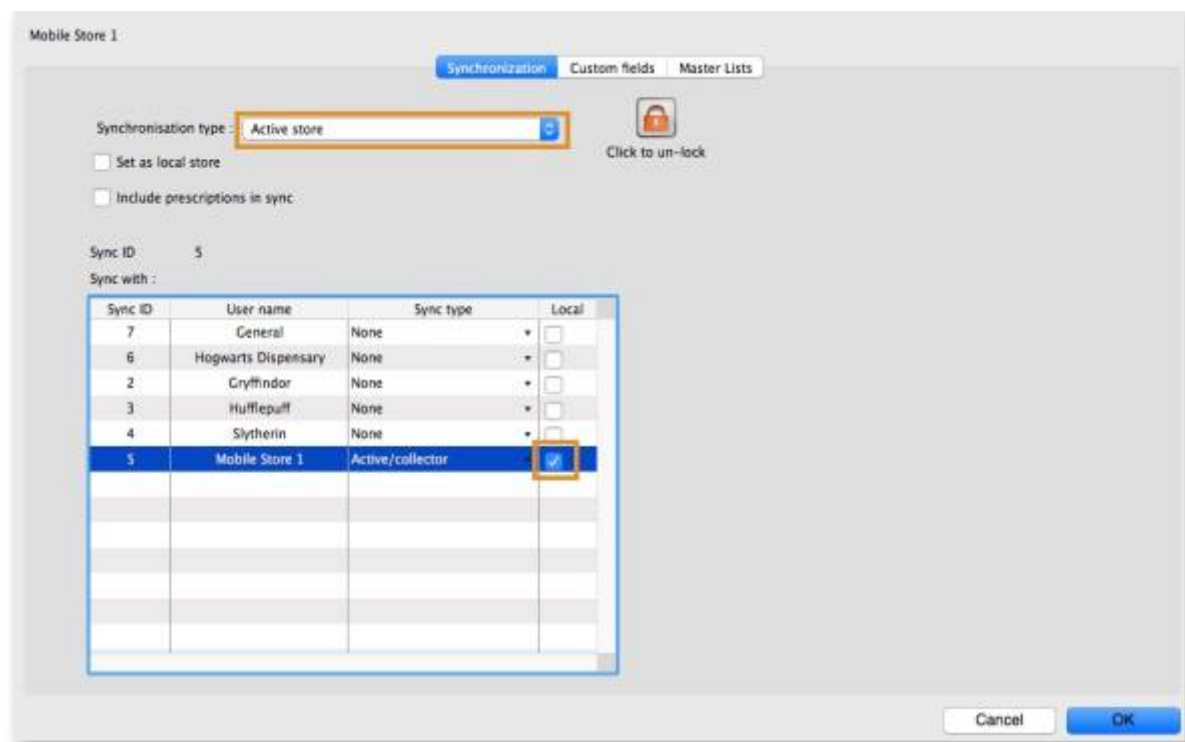
Since [v4.12](#), sync settings are controlled by [store visibility](#). You should not need to do anything described in this step.



If you have used [store\\_create\\_from\\_name](#) for creation of the store, and you have specified the sync site that the store will be **Active** on, then all you need to do here is:

- Change the Synchronisation type for this store on the Primary Server to **Collector** if so desired (normally the case)
- Configure this new store's Sync type to be **Transfer** or **Active/Collector** for any *other* sync sites that need to deal with this store.

1. Edit store synchronisation settings (**Special > Show Stores > Double-click on store > Synchronisation > Click to Unlock**, enter code to edit):
2. In the table below, in row of the Sync site that was created for this store, tick the tickbox in the **Local** column. This will automatically change the Sync type for that site to Active/Collector.



3. Set **Synchronisation type** at the top to Collector
4. Click **OK**

## Custom settings

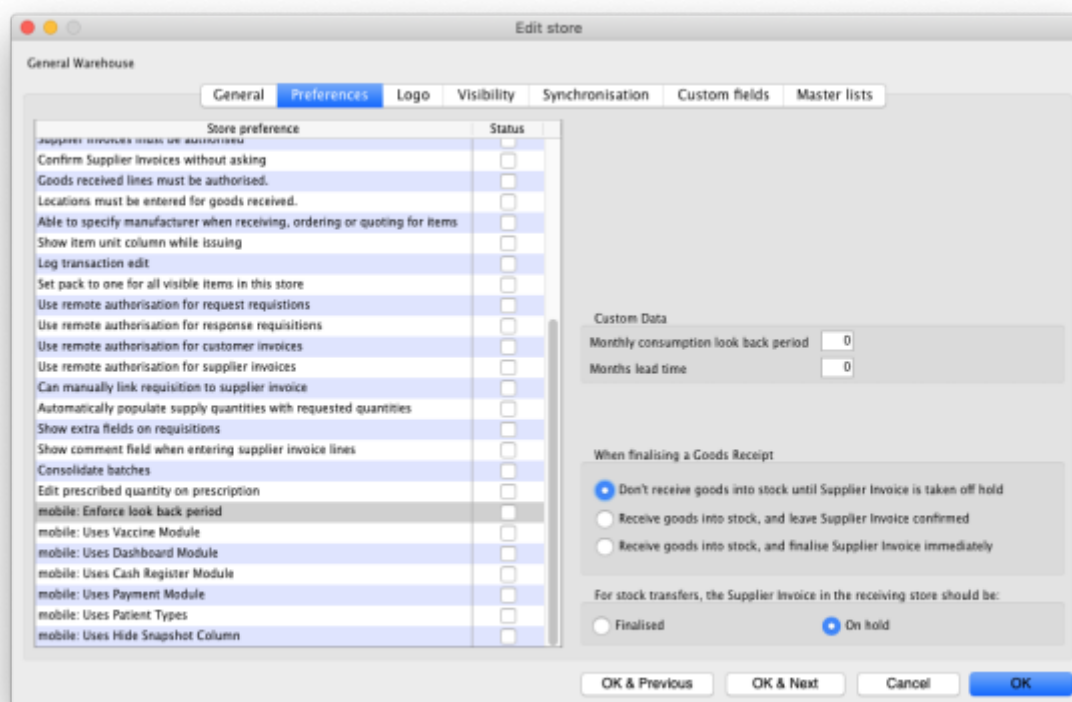
These are set on the **Custom fields** tab of the store preferences in mSupply desktop (**Special > Show Stores**, Double-click on store > **Custom fields tab**).

Setting name	Allowed Value(s) <sup>1)</sup>	Description
usesDashboardModule	true or <i>false</i>	Needs to be set to true if using the dashboard
usesVaccineModule	true or <i>false</i>	Needs to be set to true if using the vaccines module
usesCashRegisterModule	true or <i>false</i>	Needs to be set to true if using the cash register
usesPaymentModule	true or <i>false</i>	Needs to be set to true if handling cash payments. There are some (good!) side effects if this setting is true: The sell and cost price columns are shown on Supplier Invoices and are also shown when editing batches in a stocktake where the sell price is editable. See below for examples.
usesPatientTypes	true or <i>false</i>	If set to true then you can choose between "Inpatient and Outpatient" when dispensing. The data is stored in the transact.user1 field. Of course, <u>usesDispensaryModule</u> must be set to true for this to have any effect (see above)

Setting name	Allowed Value(s) <sup>1)</sup>	Description
monthsLeadTime	number (0)	The months of lead time - will be multiplied by 30 to use in mobile as months of lead time
monthlyConsumptionLookBackPeriod	number (12)	The number of months to look back when calculating average monthly consumption (AMC)
monthlyConsumptionEnforceLookBackPeriod	true or false	if True, then the full lookback period will be used, even if there is no consumption in those periods. We don't recommend this, but it's here to comply with the rules in some countries

## Other preferences

You can set other preferences for mobile in the Store preferences by going to **Special > Show Stores**, Double-click on store > **Preferences tab**) in mSupply desktop:



Here are the preferences and what they do:

Preference	Description
mobile: Alert if a patient is dispensed the same vaccine multiple times in a week	Information coming soon!
mobile: Enforce lookback period	Information coming soon!
mobile: Uses vaccine module	Information coming soon!
mobile: Uses dashboard module	Information coming soon!
mobile: Uses cash register module	Information coming soon!

Preference	Description
mobile: Uses Payment module	Information coming soon!
mobile: Uses patient types	Information coming soon!
mobile: Uses Hide Snapshot column	Information coming soon!

## Other configurations that then affect how mobile behaves

Item	Description
Programs	If you have a master list configured as a program, in mobile you will then be able to perform stock takes or supplier requisitions by program.
Reasons	If you have BOTH positive and negative inventory adjustments, have to apply a reason to stocktake lines with a difference = 0
Prescription Categories	If you have transaction categories with type of "prescription" mobile will display a drop down list of prescription categories to select from
Insurance Providers	If you configured an insurance provider, then mobile will give you the ability to choose a policy, and to edit and create them at the end of a prescription
Payment Types	If you have configured any payment types, they'll show up in a list at the end of a prescription

## Dispensary mode

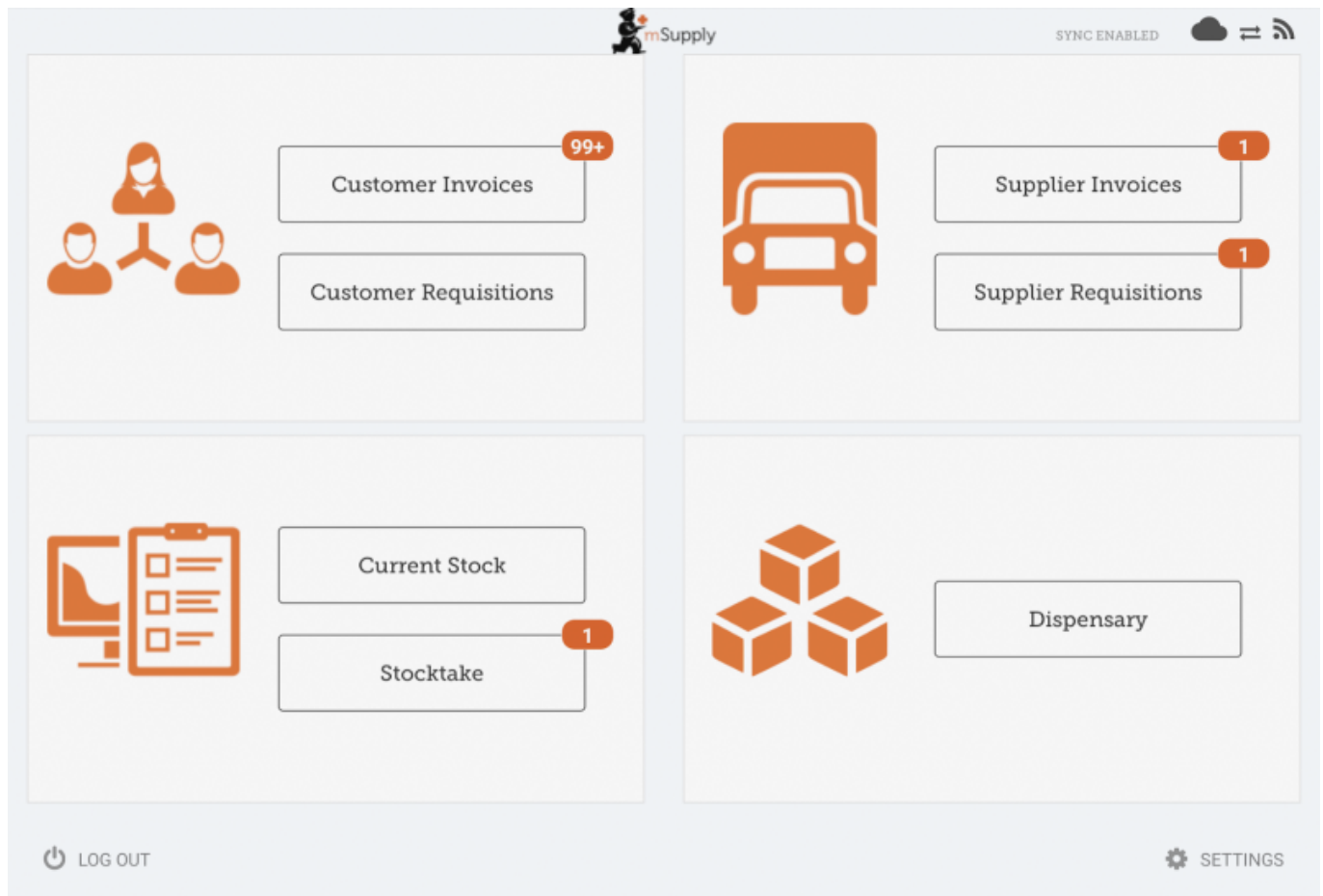
1. Ensure that your store is a Dispensary by choosing **Dispensary** from the drop-down list on the **General** tab of the store preferences.

The screenshot shows a 'New store' dialog box with the following fields and values:

- Store code:** Demo1
- Store type:** dispensary (selected from a dropdown)
- Name:** Demo store
- Organization name:** (empty)
- Address line 1-5:** (all empty)
- Postal/Zip Code:** (empty)
- Phone:** (empty)
- Tags:** (empty)
- Responsible officer:** none (selected from a dropdown)
- Disable this store:** (unchecked checkbox)
- Buttons:** Cancel, OK

2. The mobile store needs to have the following field in Custom Fields for the dispensary to be visible in mobile

Of course you will need to synchronise mSupply mobile with the server before the mobile device receives these configuration settings. After sync, your Navigator window will look like this:



## Vaccine dispensing

If you want to use mobile for dispensing vaccines then see the setup instructions on the [Vaccine Dispensing Setup](#) page.

## When the Payments module is on

The cost and sell price are visible on supplier invoices:

Invoice 5

Entry Date: 27/6/2019

Confirm Date:

Supplier:

Their Ref:

Comment: Stock transfer

Search by item name

New Item

ITEM CODE	ITEM NAME	QUANTITY	EXPIRY	COST PRICE	SELL PRICE	REMOVE
AE01090	PLUMPY NUT sach 92g cartons/150	150	09/2019	0.00	0.00	
AE18123	VITAMINE A 100 000 UI caps	20	09/2020	0.00	0.00	
AE18124	VITAMINE A 200 000 UI caps	150	12/2019	0.00	0.00	

The cost and sell price are visible when doing stocktakes:

Comment

ITEM NAME ABACAVIR / LAMIVUDINE 60/30 MG CP

Add Batch

BATCH NAME	COST PRICE	SELL PRICE	EXPIRY	SNAPSHOT QUANTITY	ACTUAL QUANTITY	DIFFERENCE	REASON
stocktake_21	10.00	10.00	mm/yyyy	56	Not Counted	N/A	N/A

Previous: ***3. Create the Store*** | | Next: ***5. Setting up the Users to access the store***

<sup>1)</sup>

Default value is in italics - this is used if preference is not configured

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