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.

General	Preferences	Logo	Synchronization	Custom fields	Master Lists
		List name			Use master list
Gryffindor All Iten	ns				

- 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.
- Edit store synchronisation settings (Special > Show Stores > Double-click on store > Synchronisation > Click to Unlock, enter code to edit):
- 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.

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Synchronis	ation type Active store		B			
Set as i			_	Click to un-lock		
Include	prescriptions in sync					
Sync ID						
Sync ID Sync with :	5					
Sync With .	User name	Sync type	Local	Ť.		
7	General	None	*			
6	Hogwarts Dispensary	None				
2	Gryffindor	None	• 0			
3	Hufflepuff	None				
4	Slytherin	None	· .			
5	Mobile Store 1	Active/collector				
	A CONTRACTOR OF A	III KINA MUNICIPALITA				

- 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) ¹⁾	Description
usesDashboardModule	true or <i>false</i>	Needs to be set to true if using the dashboard
usesVaccineModule	true or false	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 false	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 false	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) ¹⁾	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)	
monthlyConsumptionEnforceLookBackPeriod		if True, then the full lookbackup 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:

Ger	Preferences	Logo	Visibility	Synchronisation	Custom fields	Master lists	
Store	nce		Status				
suppret involues must be automite							
Confirm Supplier Invoices without a				<u> </u>			
Goods received lines must be autho		- 4					
Locations must be entered for good							
Able to specify manufacturer when		g, ordering or quot	ing for items				
Show item unit column while issuin	9						
Log transaction edit							
Set pack to one for all visible items				1 9			
Use remote authorisation for reque				1 1	 Custom Data 	a	
Use remote authorisation for respo					Monthly cons	sumption look back peri	od 0
Use remote authorisation for custor				1 1			
Use remote authorisation for suppli				1 1	Months lead	time	0
Can manually link requisition to sup							
Automatically populate supply quar	titles w	ith requested quari	trites	1 9			
Show extra fields on requisitions		- Incolar Rasa					
Show comment field when entering	supplie	r invoice lines			When finalis	ing a Goods Receipt	
Consolidate batches				1 1	O Durk u	anho manda inte anada	until Supplier Invoice is taken off hold
Edit prescribed quantity on prescrip	otion				O Don't re	ceive goods into stock	until supplier involce is taken om nold
mobile: Enforce look back period mobile: Uses Vaccine Module					Receive	goods into stock, and l	eave Supplier Invoice confirmed
mobile: Uses Vaccine Module				1 8	Receive	goods into stock, and f	inalise Supplier Invoice immediately
mobile: Uses Cash Register Module							
mobile: Uses Cash Register Module mobile: Uses Payment Module					Eng attends too	and four the Supplier in	pice in the receiving store should be:
mobile: Uses Patient Types					FOF SUGER IN	maners, one supprior my	once in the receiving store should be:
mobile: Uses Hide Snapshot Colum	0			1 8	 Finalised 	i	💿 On hold
mobile: uses hide shapshot column	n						

Here are the preferences and what they do:

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

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Preference	Description
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

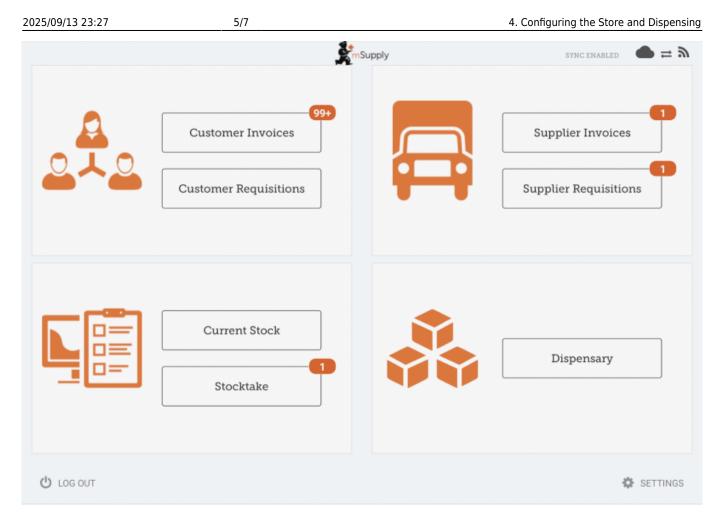
Dispensary mode

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

0					New store				
lemo store									
		General	Preferences	Logo	Synchronisation	Custom fields	Master lists		
Store code	Demo1	disp	ensary	٥					
Name	Demo store					Disable this store			
Organization name									
Address line 1					Responsible off	cer none	0		
Address line 2									
Address line 3									
Address line 4									
Address line 5									
Postal/Zip Code									
Phone									
Tags									
								Cancel	ОК
								Cancel	UK

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



When the Payments module is on

The cost and sell price are visible on supplier invoices:

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ITEM CODE ITEM NAME GUANTITY + EXPIRY COST PRICE SELL PRICE AE01090 PLUNPY NUT such 92g carton/150 150 09/2019 0.00 0.00	
TEM CODE	ST SELL PRICE REMOV
ADD1090 PLUMPY NUT asch 92g carton/150 150 09/2019 0.00 0.00	
	00 0.00 0
1210137 STEMBUR & 500.000 III cross 30 09/2020 0.00 0.00	
	00 0.00 0
AE18124 VITAMINE A 200 000 UI caps 150 12/2019 0.00 D.00	00 0.00 0

The cost and sell price are visible when doing stocktakes:

Comment					<u> </u>		×	
ITEM NAME	ABACAVIR / LAN	4IVUDINE 60/30	MG CP				Add Batch	
BATCH NAME	COST PRICE	SELL PRICE	EXPIRY	SNAPSHOT QUANTITY	ACTUAL \$	DIFFERENCE 🜲	REASON	
stocktake_21	10.00	10.00		56	Not Counted	N/A	N/A	

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

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

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Last update: 2020/09/11 00:22

