



User Guide - mSupply Mobile

Mobile Settings

The Mobile Settings is where an user with appropriate permissions can carry out certain administration tasks including:

- Editing the **Sync URL** and **Sync Password** for your mobile store
- View the **Realm Explorer**
- **Export Data** (i.e. export your database file).

Permission to Edit Mobile Settings

To edit mobile settings, the user must have the **View/Edit Preferences** permission set for the mobile store on the Central server. Once these permissions are set, the **Settings** button will be visible the next time the user logs in.

In the mSupply Central server:

1. Log into the mobile store
2. Go to File > Edit users
3. Select the mobile user (whom you want to give permission for backing mobile data up), double click it. An edit user window will open.
4. Go to **Permission (3)** tab and check the **View/edit preferences** permission on

The screenshot shows the 'Edit user' window for the 'Admin' user, with the 'Store' set to 'Hufflepuff Health Centre'. The 'Permissions (3)' tab is active, displaying various permission categories with checkboxes. The 'View/edit preferences' option under the 'Admin' section is highlighted with a red box.

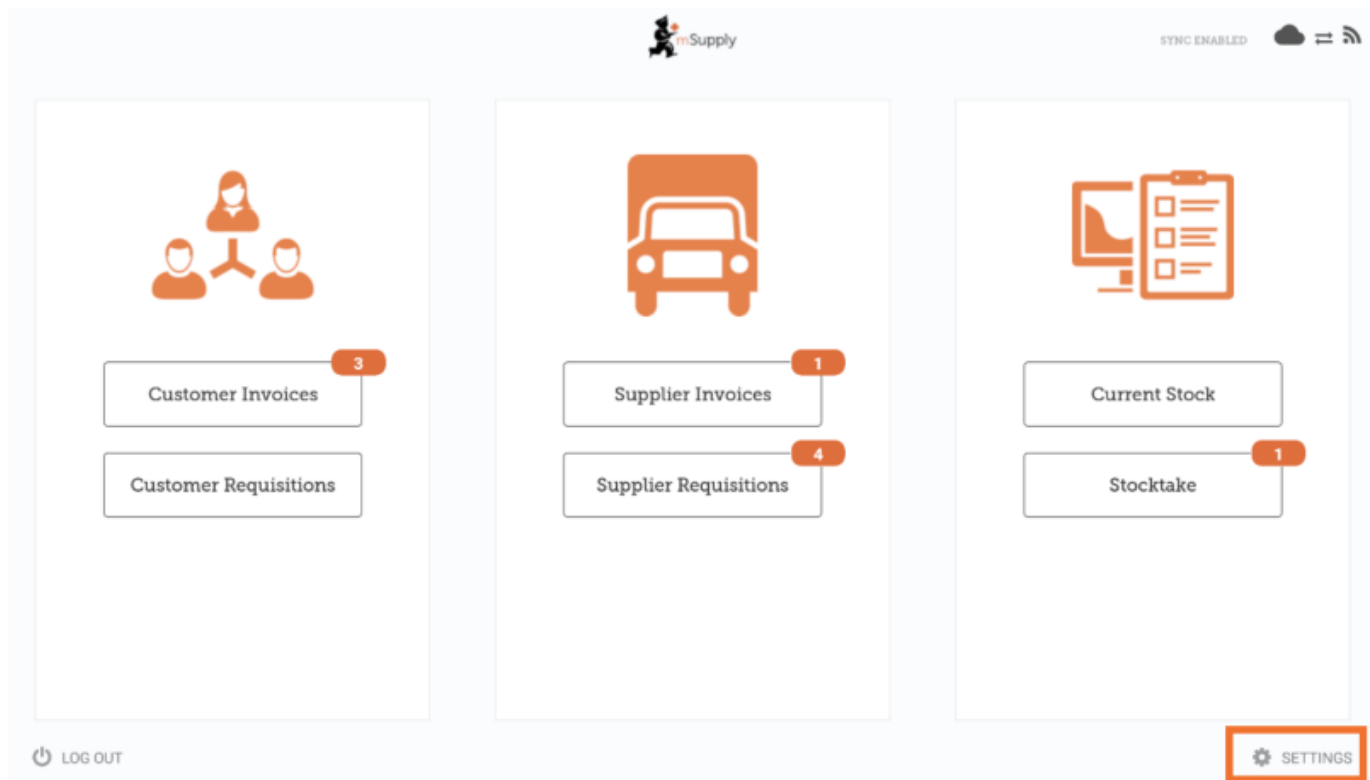
Category	Permissions
Document management	<ul style="list-style-type: none"> Tenders: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Upload tender document <input checked="" type="checkbox"/> Download tender document <input checked="" type="checkbox"/> Delete tender document Quotes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Upload quote document <input checked="" type="checkbox"/> Download quote document <input checked="" type="checkbox"/> Delete quote document <input checked="" type="checkbox"/> Modify quotes entered by the supplier (via the website) Items Lines (Batches of Stock): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Upload batch document <input checked="" type="checkbox"/> Download batch document <input checked="" type="checkbox"/> Delete batch document Stocktakes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create stocktake <input checked="" type="checkbox"/> Delete stocktake <input checked="" type="checkbox"/> Add stocktake lines <input checked="" type="checkbox"/> View stocktake lines <input checked="" type="checkbox"/> Edit stocktake lines <input checked="" type="checkbox"/> Delete stocktake lines <input checked="" type="checkbox"/> Edit stocktake dates
Virtual Stores	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create new stores <input checked="" type="checkbox"/> Edit store details <input checked="" type="checkbox"/> Edit visibility in stores
Reminders	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Edit and delete reminders assigned to me
Admin	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Send email <input checked="" type="checkbox"/> Purge old records <input checked="" type="checkbox"/> View log <input checked="" type="checkbox"/> Set start of year stock <input checked="" type="checkbox"/> View/edit preferences <input checked="" type="checkbox"/> Export & import <input checked="" type="checkbox"/> Backup data file
Assets	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> View assets <input checked="" type="checkbox"/> Add/edit assets <input checked="" type="checkbox"/> Setup assets
Customer budgets	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Add/import customer budgets <input checked="" type="checkbox"/> Edit/delete customer budgets
Registration	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Add/edit registrations <input checked="" type="checkbox"/> Change registration status
Requisitions	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> View requisitions <input checked="" type="checkbox"/> Create and edit requisitions <input checked="" type="checkbox"/> Administer finalised report type requisitions
Supplier Hub	<ul style="list-style-type: none"> <input type="checkbox"/> View and edit supplier hub details

Buttons at the bottom: All on, Copy, Paste, Delete, Cancel, OK.

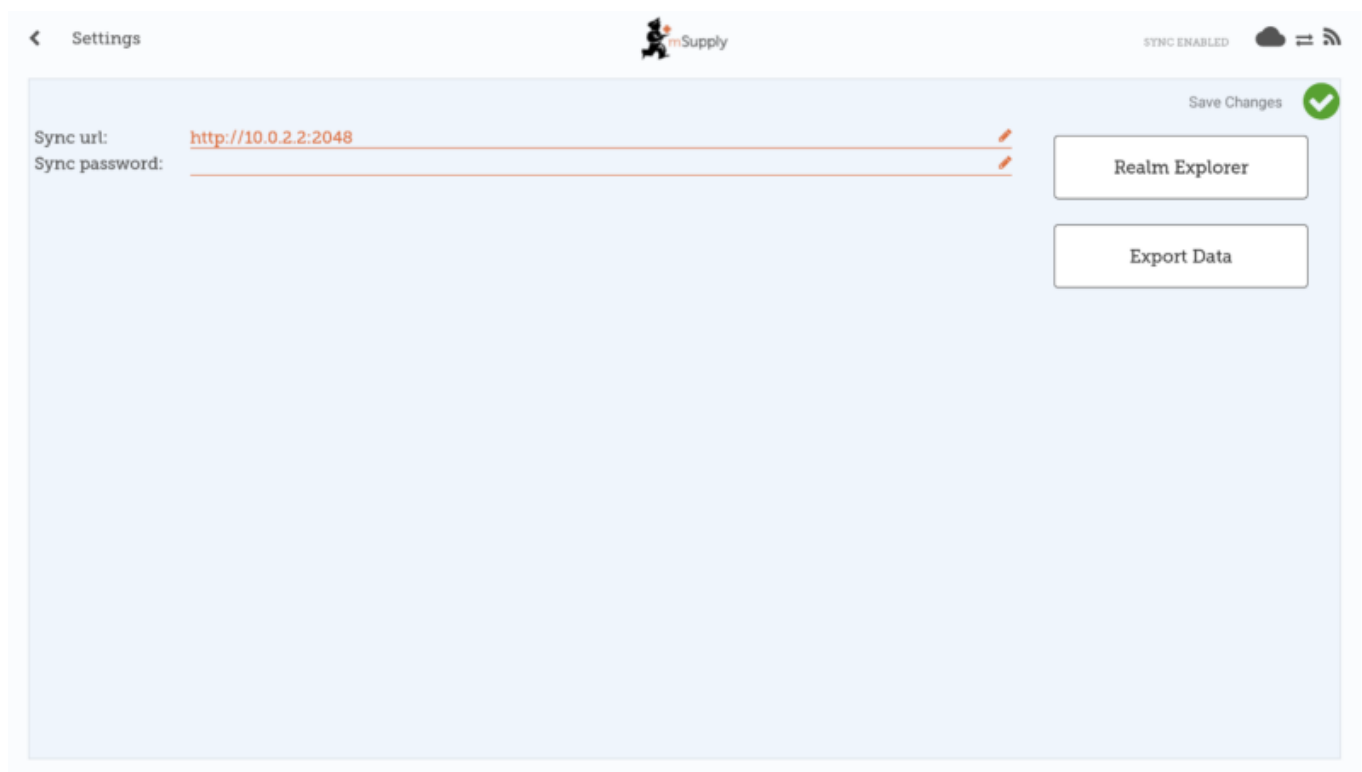
Click **OK** to save it and again click **OK** to close **User list...** window.

Access Mobile Settings

Users with the appropriate permissions can access the mobile **Settings** on the bottom right of the main screen.



Clicking this button opens the **Settings** window.

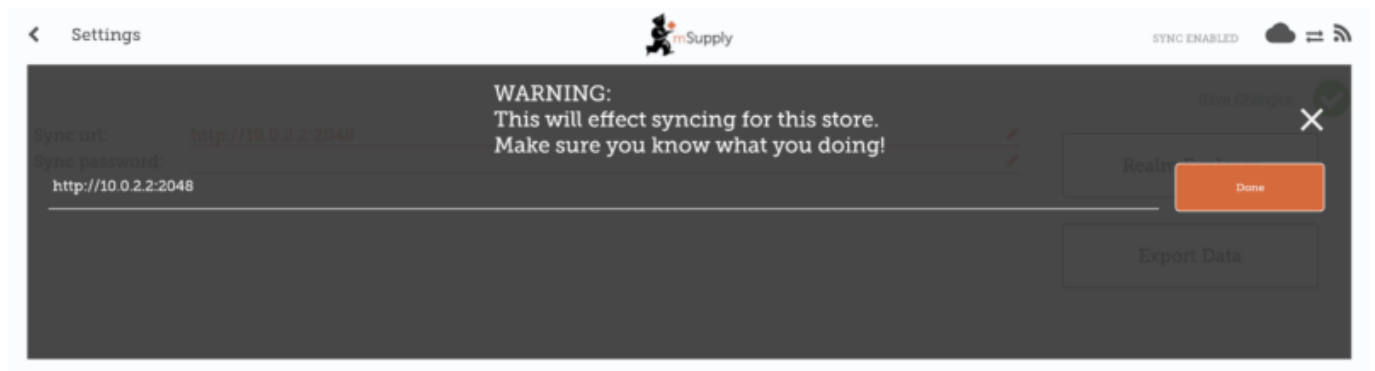


Editing Sync URL or Sync Password

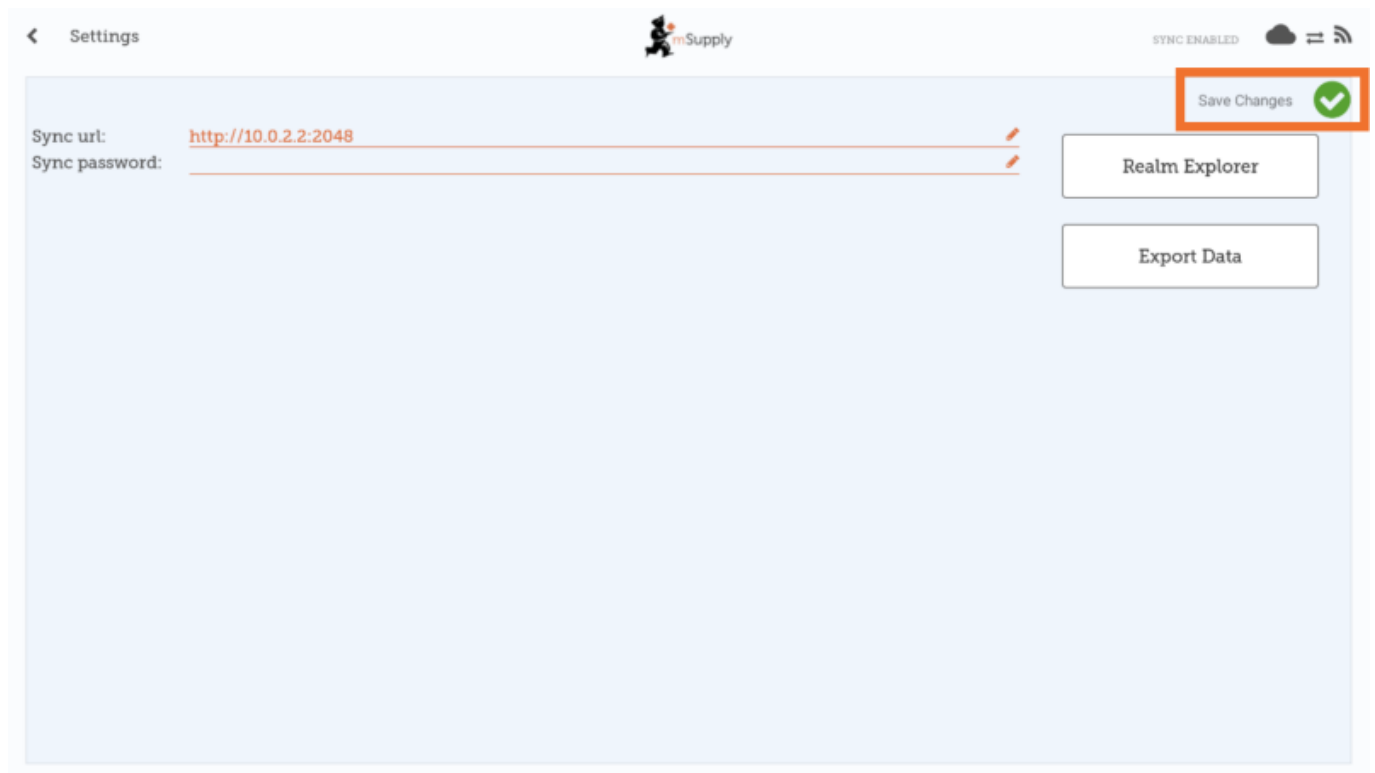


Be careful when editing this, as synchronisation will not work if the **Sync URL** or **Sync Password** do not match what is set on the primary server.

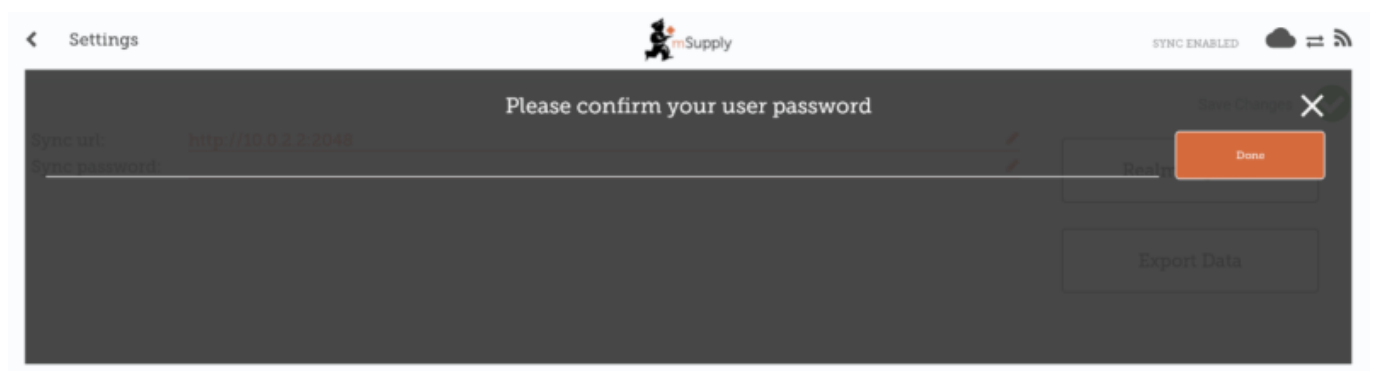
When edited, the following warning will appear:



For changes to occur, click the **Save Changes** button.



When prompted, re-enter your password to confirm the changes.



Export data to backup mSupply Mobile database

For support purposes, it may be necessary to recover a backup of the mSupply Mobile database from the device. Click **Export Data** button to generate the backup. You will get a [toast notification](#) saying *Exported data file*.



An admin worker will then be able to recover this backup file from **Download > mSupplyMobile_data** folder.

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