



mSupply

tips and shortcuts

Here are just some of the shortcuts you can learn to make using mSupply easier and more productive:

Keyboard shortcuts in the menus.

- All the menu shortcuts are operated by holding down the control key (or command [apple] key on Macintosh) and then pressing one of the letters. Here's the shortcuts you'll use most often:
 - control-n start a new customer invoice
 - control-e edit or view an existing customer invoice
 - control-j start a new supplier invoice
 - control-h edit or view an existing supplier invoice
 - control-i edit or view an item
 - control-u edit or view a supplier
 - control-y edit or view a customer

Keyboard shortcuts in windows:

- for all windows, the highlighted button (the one with the heavy border) is operated by the enter key, and the the cancel button is operated by pressing "control - ." (that's a period / full stop) ["command - ." on Macintosh
- for both supplier and customer invoices, "control-n" is a shortcut for clicking the "new line" button to add a line to an invoice.
- When clicking the "OK" button on customer or supplier invoices, holding down the "shift" key while you click the button will exit without printing, even if the "print" checkbox is checked.
- Selecting items in choice lists
 - when you are presented with a list of either names (customers or suppliers) or a list of items to choose from, you can move down the list one item at a time with the down arrow or the "d" key, and up the list one item at a time with the up arrow or the "u" key.
 - The "enter" key will choose the highlighted

item, so you can usually choose the item you want from the keyboard without having to reach for the mouse.

Opening a different data file from the one you are currently using.

- When you open mSupply, it "remembers" the data file you last had open, and if it is still in the same location, it opens it again. This is good! It means that normally when you start mSupply it just carries on from where you last finished. However, sometime you might actually want to open a different data file (for example, to read information from an old archive copy). Here's how:
 - Start mSupply as usual. Enter your password as usual, but hold down the "alt" key ("option" on Macintosh) while you click the "OK" button in the password window. You will now be asked to choose a data file
 - Remember that you will have to go through this procedure again to go back to using the original data file.

Using the wildcard character "@" when searching for names and items

- When you choose are entering information to search for a name or an item (eg after having chose *supplier / edit supplier or itemsview or edit item*), the "normal" search will find entries starting with the text you enter. If you want to search for values that contain the text you are entering, add an "@" before your text.
- For example, when searching for items, entering "@needle" (without the quotes) will find:
 - needle, 24g
 - 24g needle
 - disposable needle 24g

Sorting list columns

- Any column with a blue title may be clicked to sort the list by that column. Holding down the shift key while you click sorts in reverse order.