

# Upgrading Single User mSupply

## Get to know your mSupply

In order to successfully update mSupply, it is important to know the location of the following file :

- Data file. fill in the location of your data file :

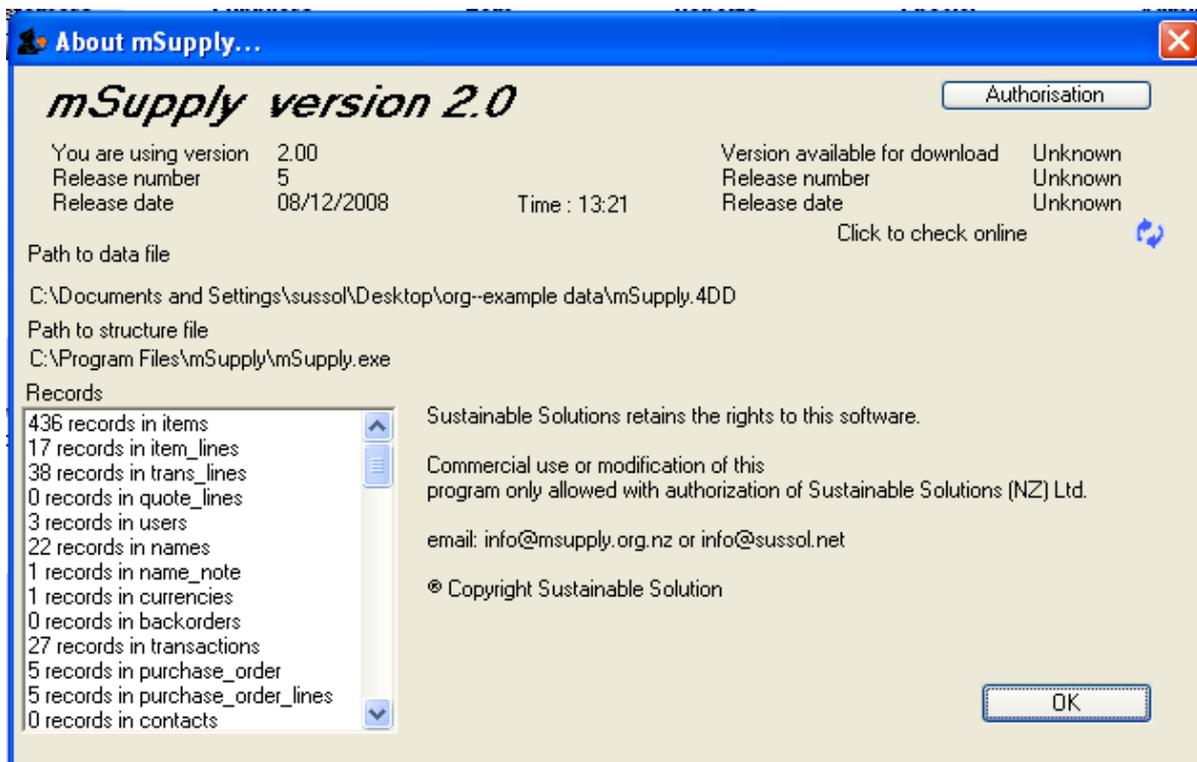
\_\_\_\_\_

- Path the to application or structure file :

\_\_\_\_\_

You can obtain the location of your data file and your application folder by viewing Help > About mSupply... The section “Path to data file” refers to the location of your data file, the other file path shows the location of your mSupply application.

Please note the two file path and fill in the above blank spaces. This is important !



## Backing up mSupply data

It always a good idea to backup your current mSupply data file. There are two ways of doing this.

### Option 1

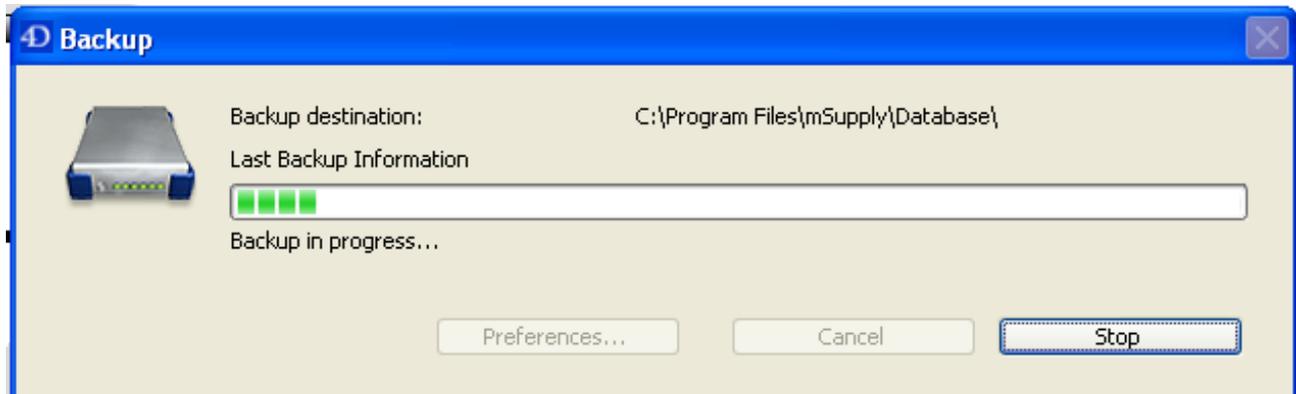
Using windows explorer navigate to the file location that you have located above. Copy and paste the data files with “.4dd” and “.4dr” extension on to a external flash drive or on to a another computer.

## **Option 2**

The second option is to use the backup module within mSupply. On the mSupply single user application select :

File > Backup.... from the mSupply menu.

You will then be presented with a window similar to below. Backup will start immediately.



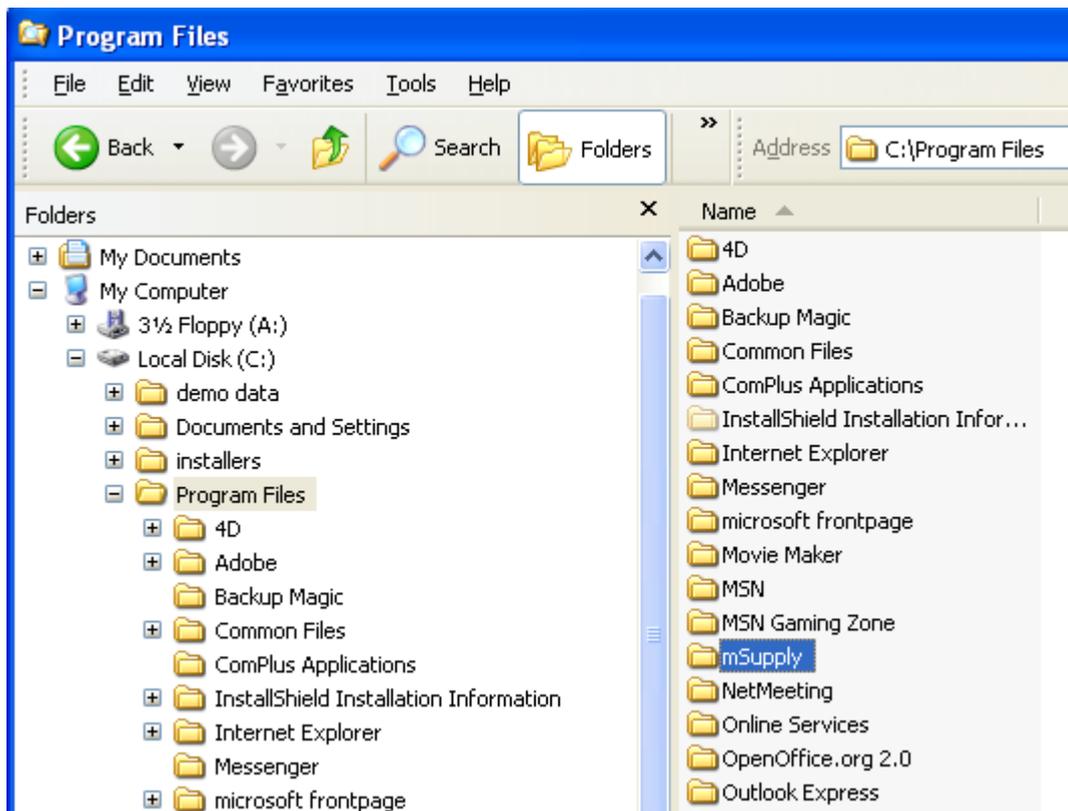
This process insures that you have a backup of the data before attempting to upgrade single user version of mSupply. Please also note the “Backup destination” path as shown above. It may be worth navigating and locating the recently created backup file with “.4bk” extension. Again feel free to copy and paste this file to a external flash drive or to another computer.

## ***Backing up the mSupply application***

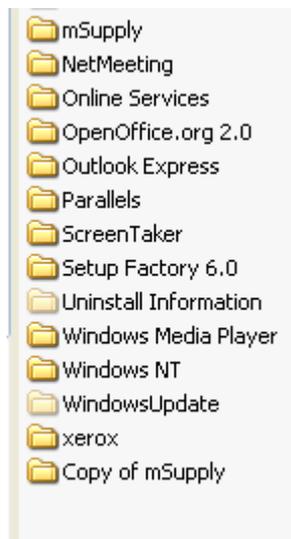
This is optional but its good if you can do it. In a worse case scenario you will be able to revert to a older version of mSupply if you need to.

Here we want to keep a current copy of the mSupply application.

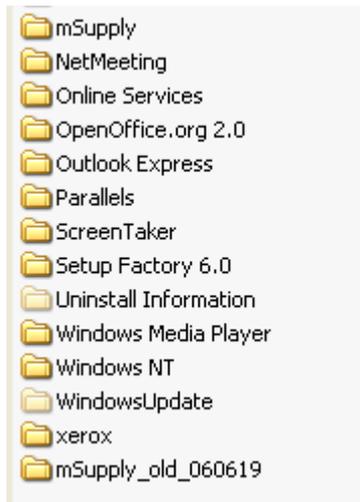
- You should by now know the location of the mSupply application. The second blank space at the top of this document should contain this information. By default mSupply is installed inside [c:\program files\mSupply\](#)
- Shut down the mSupply.
- Start Windows explorer and navigate to “[c:\Program files\](#)”



- Copy and Paste the “mSupply” folder into “c:\Program Files” so that you have a new folder called “Copy of mSupply”



Rename the “Copy of mSupply” folder to something more meaning full like “mSupply\_old\_090106”, where the last set of numbers represents the date in the format ”year:month:day”.

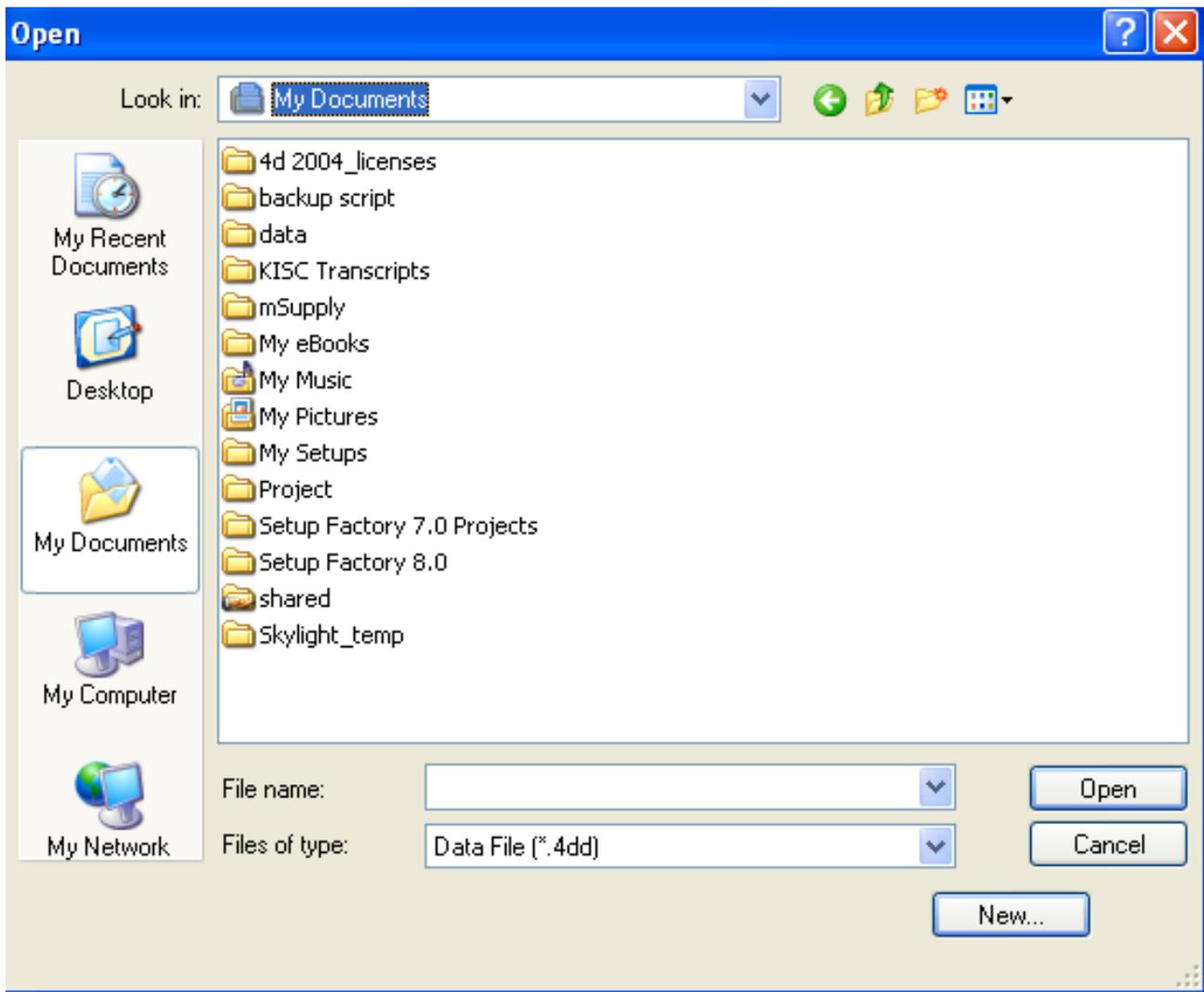


Now you have finally backed up your old mSupply application. If the new version of mSupply happens to be faulty, then you will now be in a position to re-install the old working version.

Please note that if you have the full installer for the previous version of mSupply on a CD or on your hard disk, then you will be able to revert to a old version, without you having to manually backup the application as above. However in the future we may ask you to upgrade mSupply manually (most probably using a few small files) so its worth backing up your applications.

### ***Upgrading mSupply***

- Shut down the mSupply.
- Please double click on mSupply installer or the upgrader file provided by Sustainable Solutions.
- Follow the instruction and install. By default the updated files will be copied inside “[c:/program](#) Files/mSupply . Hence the by “Backing up the mSupply application” in the section above, we are safe guarding ourselves.
- Start mSupply by clicking on the “mSupply” icon which is located in your desktop. You can also start the mSupply by using Windows menu “Start >> All Programs >> mSupply >> mSupply”.
- The new version of mSupply is unlikely to know the location of your existing data file and will in most cases open an example data file. If this happens, simply login and open your existing data file using File > Open data file...



- Depending on your operating system, you may encounter a window similar to below. In this case, simply navigate to the location of the data file, select it and click the “Open” button. Warning : the window below also allows you to create a blank new data file by clicking the “New” button. Theoretically it is possible to overwrite your existing data file with a empty file, so please be careful.
- Once the valid data file has been chosen, log in and check that your data file is recent.
- Help > About mSupply should confirm that upgrade has occurred. The version number and the release date should be recent.

**About mSupply...** ✕

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***mSupply version 2.0*** Authorisation

You are using version	2.00	Version available for download	Unknown
Release number	5	Release number	Unknown
Release date	08/12/2008	Release date	Unknown

Time : 13:21

Click to check online

Path to data file  
C:\Documents and Settings\sussol\Desktop\org--example data\mSupply.4DD

Path to structure file  
C:\Program Files\mSupply\mSupply.exe

Records

436 records in items	▲
17 records in item_lines	☰
38 records in trans_lines	☰
0 records in quote_lines	☰
3 records in users	☰
22 records in names	☰
1 records in name_note	☰
1 records in currencies	☰
0 records in backorders	☰
27 records in transactions	☰
5 records in purchase_order	☰
5 records in purchase_order_lines	☰
0 records in contacts	▼

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