2.02. Installation

Synced system

If you are installing mSupply within a synced system, then it is quite likely that you should not be installing the single-user version as described in the section below. The instructions to follow depend on which sort of site you are installing:

- Server on a Client / Server satellite site
- Single-User sync satellite site:
  - Contact the mSupply Foundation support to obtain the correct version of mSupply Single-User. It may *not* be the version on the mSupply Downloads web page
  - Then follow the instructions for Sync Site Import
- mSupply Mobile
- Open mSupply

Contact mSupply Foundation support for clarification: support@msupply.foundation

Single-User system

We are assuming you have obtained mSupply from the mSupply Downloads web page.

- If you are using a Windows machine, you have downloaded the file you need, and you have saved it to your desktop, it is important that you saved the file with an `.exe` extension or it will not run. You can rename a file by right-clicking on it. The name of the file should be something like `mSupply_Single_User_V4-07-09`.
- It is possible to allow mSupply to be run from multiple Windows accounts (e.g. admin and non-admin accounts). However there are a few precautions / tweeks:
  - If you are switching between admin and non-admin accounts, you will need to close mSupply before switching. Single user is intended to be used on one account at a time, and will throw an error if already open on another account.
  - Data file location needs to be in a commonly

accessible location, e.g. `C:\mSupply_Datafile`.
- Any backup location needs to be in a commonly accessible location, e.g. `C:\mSupply_Backup`.

It is strongly recommended that users who are not familiar with program installation adhere to these directions.

- Double-click the installer and it will automatically run the mSupply installer.
- The installer will do the following:
  - Create a folder on your chosen drive called “mSupply”
  - On Windows the example data file is installed in the My Documents/mSupply/Example sub folder.
    - NOTE: You can use this data file for practice. (Or use the tutorial at the start of the manual to learn the basics quickly)
  - Install the “mSupply.exe” application and associated files. Double-clicking this file will do the same as double-clicking the “*start mSupply*” icon on your desktop.
  - Install **readme.txt** - information on licensing and using mSupply.
  - Create a shortcut on your desktop: **start mSupply**
  - Create a **mSupply folder** entry in the **Programs** section of your **Start** menu.

Now you are ready to begin! Proceed to the section below on starting the example database.

Example data file

The mSupply installer treats Example data files in a special way. Re-installing mSupply on a previous installation will replace all the files except the Example data file. This is to prevent valuable data from being deleted as users may have started entering actual stock into the Example data file.

To install a fresh copy of the Example data file on Windows you can carry out one of the options described below:

- Un-install mSupply using the Windows menu *Start > Program Files > mSupply > Uninstall mSupply* . This will remove all installed files of mSupply which includes the Example data files. Re-installing mSupply now will install a fresh copy of the Example data file.
- You can manually delete the Example data file and re-install mSupply. The mSupply installer will install a fresh copy of the example database as the previously installed file has been deleted.

On Macintosh machines, simply replace the *Example* folder from the mSupply installer image.

Notes for Windows users

Date format

- In the *regional settings* in Control Panel, we recommend that the short date format is set to display only 2 digits for the year (YY, not YYYY).mSupply lists are set up to allow only enough space for 4 digits with most font sizes, but occasionally 4 digit years may be truncated. Having

the wrong setting here will only affect display, not the actual data. It does *not* matter if you use DD/MM/YY or MM/DD/YY or YY/MM/DD

- If the display of lists in mSupply overlaps the separator lines, turn off *large font* in the *display* control panel.

Previous: ***2.01. Requirements*** | | *Next:* ***2.03. Starting mSupply for the first time***

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