



Basic Quick report overview in mSupply

This lesson will give you a basic overview of creating a desired Quick report in mSupply.

In order to demonstrate the issue, we are taking a scenario where we want to generate a quick report of items in a department order by categories.

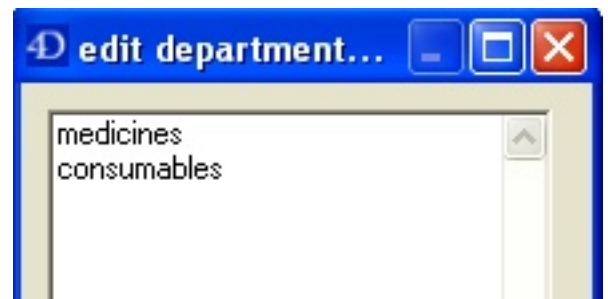
Scenario

Lets assume that mSupply has been assigned with two departments

- medicines
- consumables

We want to generate a report of items in the medicines department ordered by categories.

The following instructions describe how to create this report.

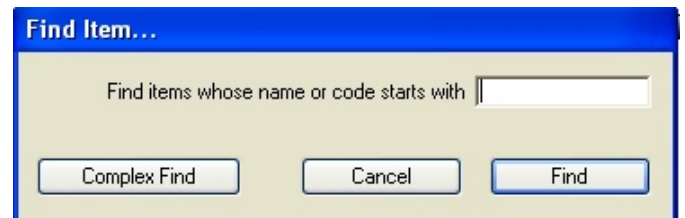


Find the items to report on

1. Click Show items button.



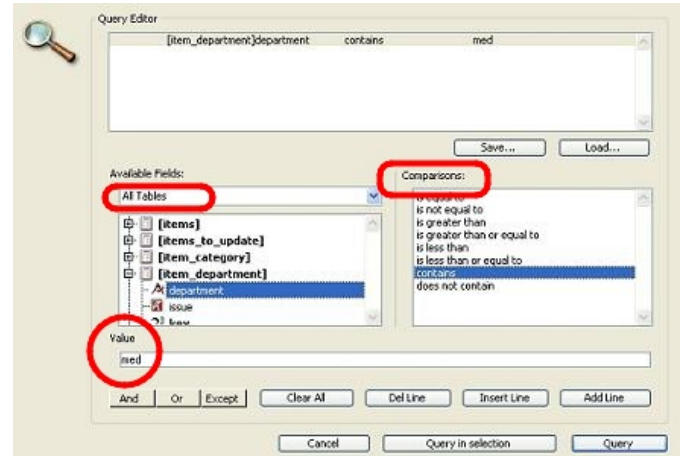
2. Click Complex find button, after the *Find item* window pops up.



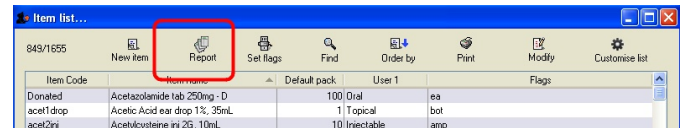


3. A Query editor pops up. In order to get a list of items in a medicines department, select All tables from drop down list and the Available fields section will display all tables.

- Select the department field of [item_department]
- Select *contains* from the Comparisons section,
- Enter "med" into the Value section
- Click the Query button.

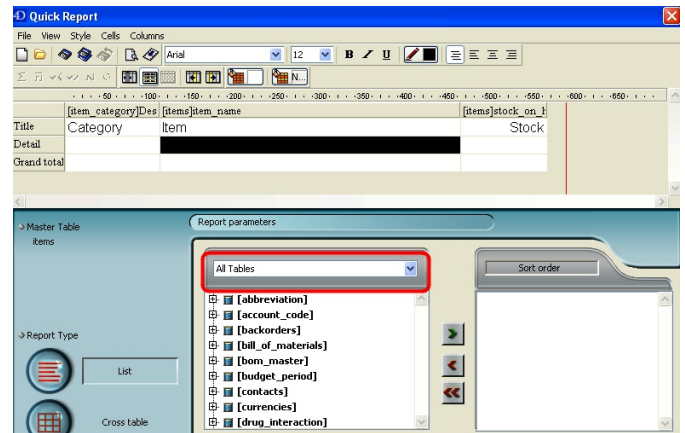


4. A list of items in medicines department will be shown. Click the Report button.



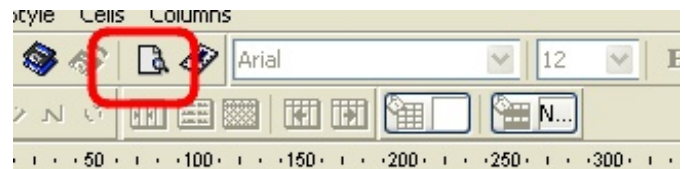
5. The Quick report editor is shown. To get the list of all available tables, select All tables from drop down list in the Report parameters section. Select the required fields from the list by clicking and dragging the desired fields to the white area above. Here we have selected three fields [item_category]description, items[item_name] and [items]stock_on_hand.

- Resizing fields : Select a field to re size. Place the mouse cursor on the divider to the right side of the column you want to resize. If the mouse pointer changes, then drag to desired size.

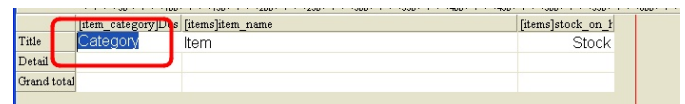


Preview

- Preview button : To view the report, click the preview button.



- Edit title : To edit title, double click the title until it is highlighted, then edit the title.





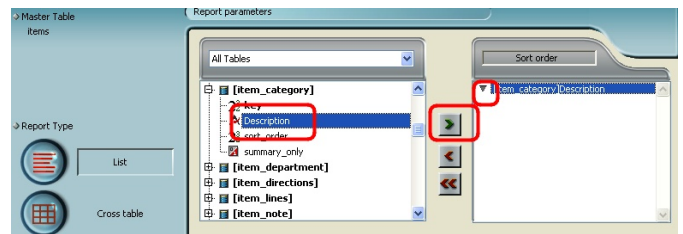
Formatting titles

To format, select a title to format, right click on mouse and select desired options. You can change the title's font, size, style, justification, color, border etc. In the given screen shot, the title Stock is right justified.

	[item_category]Des	[items]item_name	[items]stock_on_h
Title	Category	Item	Stock
Detail			
Grand total			

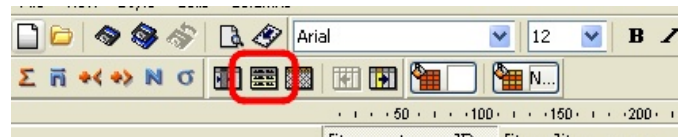
Setting sort order

To display the items order by category, select Description from [item_category] and move the selected field to sort order section by clicking the > button. You can sort the category in ascending and descending order.



Repeated values

As we want item category to be displayed only once for items in a category, click the Repeated values as shown in the screen shot.



Adding totals

To get total items in a category : Place the cursor or highlight a cell in the [item_category]Description changed row and [items]stock_on_hand column. Then click the count button on the left hand side of the Quick report window (highlighted on the screen shot). You can type total in the cell of row [item_category]Description changed and column [items] item_name.

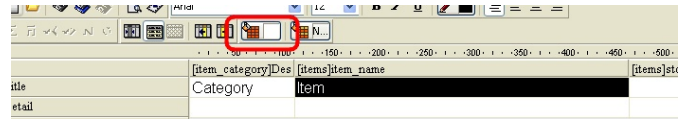


- To get the grand total of items : Like above, you can have grand total of items.

	[item_category]Des	[items]item_name	[items]stock_on_h
Title	Category	Item	Stock
Detail			
[item_category]Description changed			Total Count
Grand total			Grand total Count



- To change background color: Select a cell, or a row, or a column to change the background color and click the button one shown on the screen shot.



The screen shot of the Quick report after following above instructions.



The report is shown after clicking the print preview button.

Note : You can try out various functions provided on the Quick report editor to get the desired effect.

Category	Item	Stock
9.7 Diarrhoea	Loperamide tab. 2mg - D	14
	KBT tab - TVY	4938
	Loperamide HCl (Ufunin) 2mg tab - TVY	378
	Gastrolyte sachets - D	889
	Sulphasalazine tab 500mg - D	3000
	Oral Rehydration Salts sachets	4555
	Diphenoxylate + Atropine tab 2.5mg + 25mcg	916
	Total	7
9.6 Laxatives	Sodium Phosphate Monobasic 18g & Sodium Phosphate Dibasic 7g enema - D	3
	Bisacodyl enema 10mg - S	65
	Bisacodyl supp 5mg - D	0
	Sorbitol enema 3.125g	238
	Saline Laxative powder oral 68.58g	0
	Psyllium + Ispaghula powder	4704
	Poloxamer drops 100mg/mL, 30mL - D	0
	Paraffin liquid oral liq 0.32mg/mL, 200mL	0
	Lactulose oral liq 0.67g/mL, 500mL	1413
	Bisacodyl supp 10mg	361
	Bisacodyl tab 5mg	1312
		Total
9.5 Anti-Spasmodic	Bethanechol chloride tab. 25mg - TVY	2000
	Flopropione tab. 40mg - TVY	20
	Pipethanate Ethobromide (Buscopan) tab 10mg - TVY	2479
	Hyoscine Inj. 400mcg/mL - D	540
	Hyoscine inj 20mg/mL, 1mL	14
	Hyoscine tab 10mg	357
	Total	6
9.3 Anti-Haemorrhoidal	Xyloproct suppos	0
	Xyloproct ointment	62
	Total	2
9.2 Antiemetics	Dimenhydrinate tab 50mg - D	0
	Promethazine oral liq 1mg/mL, 100mL	6770