

5. Setting up the Users to access the store



Unlike mSupply Desktop, mSupply Mobile does not need or use individual user permissions for the store. All that is required is for the user to have login rights to the store.

5.01. Setting up Store access for Users



If you have used method 3.03 to create the store by cloning another sync store. **The below is required only if you have further users to add**

At least one user needs to be added to the new store on the Primary server. The users will access the store from the device, but their credentials need to be set up on the Primary server.

To set up users on the Primary Server please refer to the mSupply User Guide [managing users](#).



When creating new users who will be using mSupply Mobile, consider the following to make them easier to enter on a tablet:

- Only use lower-case letters for both username and password
- Consider using short usernames and passwords

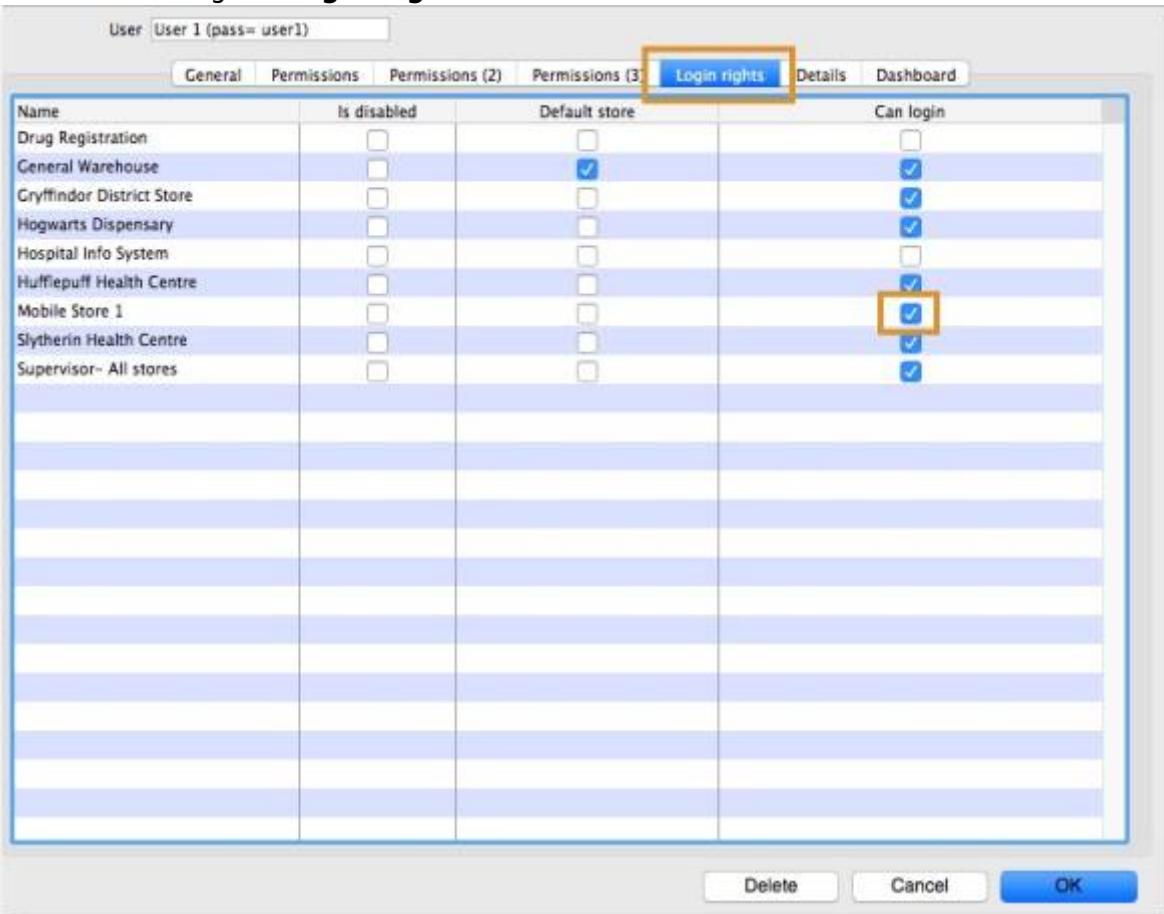
5.02. Setting up Store access for Admin Users

At least one Admin User needs to be set up to have access to the new store on the Primary server. This user will normally be the Sussol user that was used to set up the new store, but there could well be other local mSupply administrators that need access.

1. Go to **Admin > Edit Users**



2. Select the user and go to **Login Rights**



The dialog box shows user details for 'User User 1 (pass= user1)'. The 'Login rights' tab is selected and highlighted with a red box. The table lists various stores and their login rights. The 'Mobile Store 1' row has a checkbox in the 'Can login' column that is checked and highlighted with a red box.

Name	Is disabled	Default store	Can login
Drug Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gryffindor District Store	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hogwarts Dispensary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hospital Info System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hufflepuff Health Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Store 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Slytherin Health Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor- All stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons at the bottom: Delete, Cancel, OK.

3. Select the new Store

4. Click **OK**

5.03. Setting up Admin access to the device Settings

- To carry out various admin functions on the device, the logged in user needs the appropriate permission to access the mobile **Settings** page.
- You will likely *not* want the local users to have this permission. If that is the case, then an Admin user needs to be configured to have this permission.
- The Sustainable Solutions Sussol is hard-wired *not* to have this permission. A special Sustainable Solutions user called SussolMobile can be set up to have this permission.

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 to access Settings - remember, not the Sussol user 😊), 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' interface. At the top, there are tabs for User (Admin), Permissions, Permissions (2), Permissions (3) (which is selected and highlighted in blue), Login rights, Details, and Dashboard. The 'Permissions (3)' tab is active, showing a list of permissions grouped by category. The 'Admin' group contains the 'View/edit preferences' permission, which is highlighted with a red box. Other permissions in the Admin group include Send email, Purge old records, View log, Set start of year stock, Export & import, and Backup data file. Other categories shown include Document management, Virtual Stores, Reminders, Customer budgets, Registration, Requisitions, and Supplier Hub. At the bottom, there are buttons for All on, Copy, Paste, Delete, Cancel, and OK.

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



Once these permissions are set, the **Settings** button will be visible the next time the user logs in to mSupply Mobile.

Previous: [4. Configuring the Store and Dispensing](#) | | Next: [6. Reviewing the setup](#)

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