



**Item Strength:** This value is populated from the universal code server if you are using it.

## Item Properties

Item properties provide a flexible way of adding your own properties (or categories) to an item. You can add an unlimited number of categories.



Properties that have been added from the Universal Code Server (see ), the Edit and Delete buttons are disabled since they cannot be changed by users.

### Adding properties

- Use the **Add** button to add a new property. This window will open:


A screenshot of the 'Manage Property' dialog box. It has a title bar with red, yellow, and green window control buttons. The dialog contains two input fields: 'Type' with a dropdown arrow and 'Value' with a text box. At the bottom are 'Cancel' and 'OK' buttons.

- If this is a new property then type the property's name in the **Type** field
- If it is another value for an existing property, click on the arrows to the right of the Type field to see a list of the current properties and you can select one from the list:


A screenshot of the 'Manage Property' dialog box with the 'Type' dropdown menu open. The menu shows two options: 'Thingy' and 'Thingy 2'. The 'Value' field and 'Cancel/OK' buttons are also visible.

- Enter the value for the property in the **Value** field
- Click on the **OK** button to save your changes or **Cancel** to discard them.

### Editing properties

- Either double-click a property in the list or click on it to select it and click on the  (Edit) button.
- The same window as when adding a property will open but populated with the property's name and value. Type the new name of the property or click on the arrows to the right of the *Type* field to select one from the list of current properties.
- Edit the *Value* if necessary then click on the **OK** button to save your changes.

### Deleting properties

- Select a property from the list by clicking on it.
- Click on the  button to delete it. You will be asked to confirm the deletion before it is actioned.

If you are using a synchronisation system, then properties adding to items also synchronise to all other sites using mSupply desktop.

Properties can be viewed and used on the mSupply dashboard.

From version 4.15 properties can be used for specifying which items are included in reports.

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