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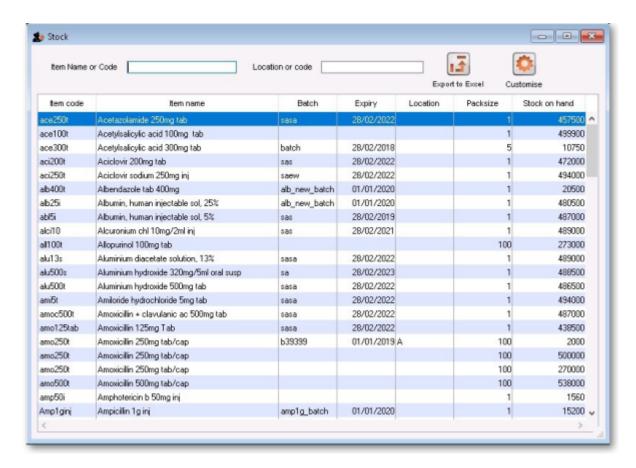
# Show items with stock

\*

#### Updated: version 3.12

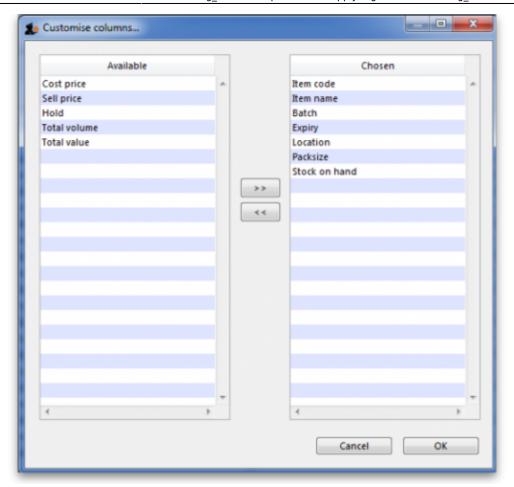
This can be accessed by choosing **Show items with stock** from the **Item** menu or by clicking on **Show stock** from the **Item** tab in the Navigator.

Either of these options will display the window as shown:



By default all stock is listed, and where the stock of an item is present in different batch numbers, each one is displayed.

You can choose the columns displayed by clicking on the **Customise** button to display this window:

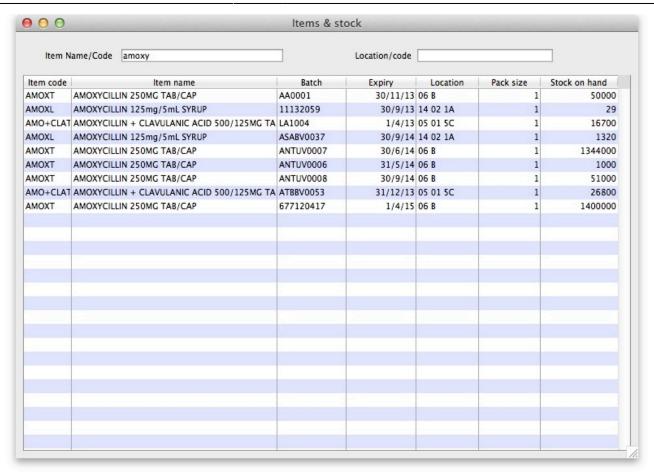


Listed under **Available** are the columns not presently displayed, and under **Chosen** are the columns presently displayed. Changes are made by highlighting your chosen column on this window, and moving it using the buttons in the centre to add or remove it from the display. You can order the list by a specific column of your choice by clicking on the column heading.

## Filtering the list

Entering the item name or code in the box will filter the list; entering the first few characters of an item name will display only those items which begin with those letters (or numbers).

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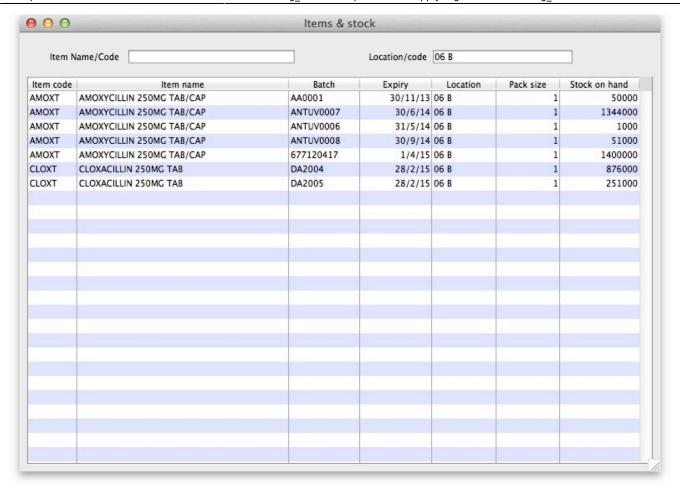
To display a specific item, either the item code or the full name should be entered.



To find all items containing **ran** enter @**ran** which will display all items which include the characters entered, not only those items where the characters entered are at the start of the item name - e.g. this will not only display any Ranitidine in stock, but will also display `Py**ran**tel', `Nitrofu**ran**toin', Prop**ran**olol', etc..

### Filtering by location

Alternatively you can filter by location. Leave the first search box blank and enter a location into the second search box. This will show only the items with that location.

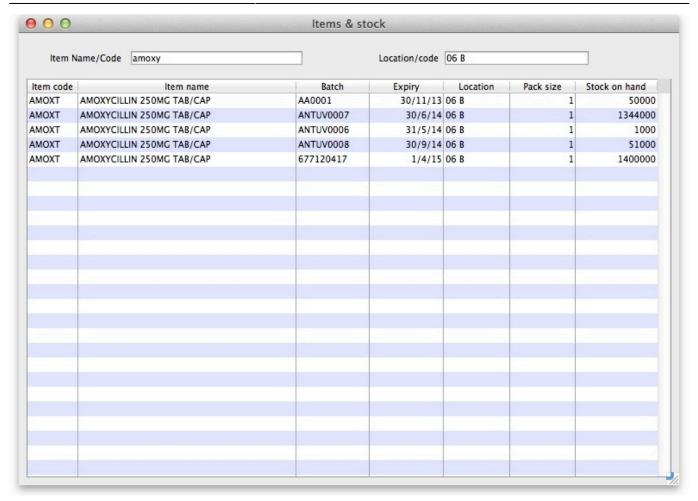


### **Even more specific**

To view an even more specific selection of stock you can filter by both item name and location. By entering your criteria into both boxes, only the stock which matches your specified name and location will appear.

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