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Customise

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Show items with stock

Updated: version 3.12

1. Stock

Item Name or Code

This can be accessed by choosing **Show items with stock** from the **Item** menu or by clicking on the *Stock* icon () on the *Item* tab of the Navigator. Either of these options will display this window:

Location or code

item code	Item name	Batch	Expiry	Location	Packsize	Stock on hand
ace250t	Acetazolamide 250mg tab	sasa	28/02/2022		1	457500 ^
ace100t	Acetylsalicylic acid 100mg tab				1	499900
ace300t	Acetylsalicylic acid 300mg tab	batch	28/02/2018		5	10750
aci200t	Aciclovir 200mg tab	585	28/02/2022		1	472000
aci250t	Aciclovir sodium 250mg inj	saew	28/02/2022		1	494000
alb400t	Albendazole tab 400mg	alb_new_batch	01/01/2020		1	20500
ab25i	Albumin, human injectable sol, 25%	alb_new_batch	01/01/2020		1	480500
abl5i	Albumin, human injectable sol, 5%	888	28/02/2019		1	487000
alci10	Alcuronium chl 10mg/2ml inj	888	28/02/2021		1	489000
al100t	Allopurinol 100mg tab				100	273000
alu13s	Aluminium diacetate solution, 13%	sasa	28/02/2022		1	489000
alu500s	Aluminium hydroxide 320mg/5ml oral susp	sa	28/02/2023		1	488500
alu500t	Aluminium hydroxide 500mg tab	sasa	28/02/2022		1	486500
amī5t	Amiloride hydrochloride 5mg tab	sasa	28/02/2022		1	494000
amoc500t	Amoxicillin + clavulanic ac 500mg tab	sasa	28/02/2022		1	487000
amo125tab	Amoxicilin 125mg Tab	sasa	28/02/2022		1	438500
amo250t	Amoxicillin 250mg tab/cap	b39399	01/01/2019 A		100	2000
amo250t	Amoxicillin 250mg tab/cap				100	500000
amo250t	Amoxicillin 250mg tab/cap				100	270000
amo500t	Amoxicillin 500mg tab/cap				100	538000
amp50i	Amphotericin b 50mg inj				1	1560
Amp1gini	Ampicilin 1g inj	amp1g_batch	01/01/2020		1	15200 🗸
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By default all stock is listed, and where the stock of an item is present in different batch numbers, each one is displayed.

Customising the list

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

Available	Chose	en
Cost price	 Item code	
Donor	Item name	
Hold	Batch	
Manufacturer	Expiry	
Sell price	Location	
Supplier	Packsize	
Total value	Stock on hand	
Total volume	>>	
	<<	
	Cancel	OK

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 drag the items in the *Chosen* column into the order of your choice to change the order they are displayed in the list (top of the list is displayed on the furthest left, bottom of the list is displayed the furthest right).

Printing/exporting the contents of the table

You can export the stock information on the items displayed in the table by clicking on the *Export to Excel* button. Only the items displayed in the table will be exported and a fixed set of columns will be exported - this set is not affected by any changes you make to the displayed columns using the *Customise* button described above.

In your spreadsheet application you can manipulate or print the data as you please.

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).

Item N	lame/Code amoxy		Location/code			
ltem code	Item name	Batch	Expiry	Location	Pack size	Stock on hand
AMOXT	AMOXYCILLIN 250MG TAB/CAP	AA0001	30/11/13	06 B	1	50000
AMOXL	AMOXYCILLIN 125mg/5mL SYRUP	11132059	30/9/13	14 02 1A	1	29
AMO+CLAT	AMOXYCILLIN + CLAVULANIC ACID 500/125MG TA	LA1004	1/4/13	05 01 5C	1	16700
AMOXL	AMOXYCILLIN 125mg/5mL SYRUP	ASABV0037	30/9/14	14 02 1A	1	1320
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0007	30/6/14	06 B	1	1344000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0006	31/5/14	06 B	1	1000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0008	30/9/14	06 B	1	51000
AMO+CLAT	AMOXYCILLIN + CLAVULANIC ACID 500/125MG TA	ATBBV0053	31/12/13	05 01 5C	1	26800
AMOXT	AMOXYCILLIN 250MG TAB/CAP	677120417	1/4/15	06 B	1	1400000

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.

Item N	lame/Code		Location/code	06 B		
Item code	ltem name	Batch	Expiry	Location	Pack size	Stock on hand
AMOXT	AMOXYCILLIN 250MG TAB/CAP	AA0001	30/11/13	06 B	1	50000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0007	30/6/14	06 B	1	1344000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0006	31/5/14	06 B	1	1000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0008	30/9/14	06 B	1	51000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	677120417	1/4/15	06 B	1	1400000
CLOXT	CLOXACILLIN 250MG TAB	DA2004	28/2/15	06 B	1	876000
CLOXT	CLOXACILLIN 250MG TAB	DA2005	28/2/15	06 B	1	251000
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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.

Item 1	lame/Code amoxy		Location/code	06 B		
Item code	ltem name	Batch	Expiry	Location	Pack size	Stock on hand
AMOXT	AMOXYCILLIN 250MG TAB/CAP	AA0001	30/11/13	06 B	1	50000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0007	30/6/14	06 B	1	1344000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0006	31/5/14	06 B	1	1000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0008	30/9/14	06 B	1	51000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	677120417	1/4/15	06 B	1	1400000
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