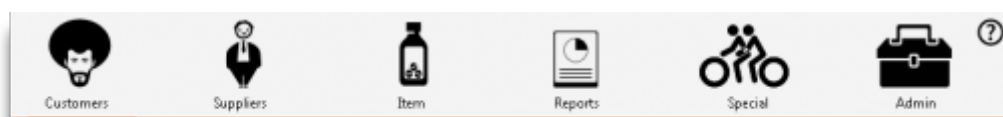


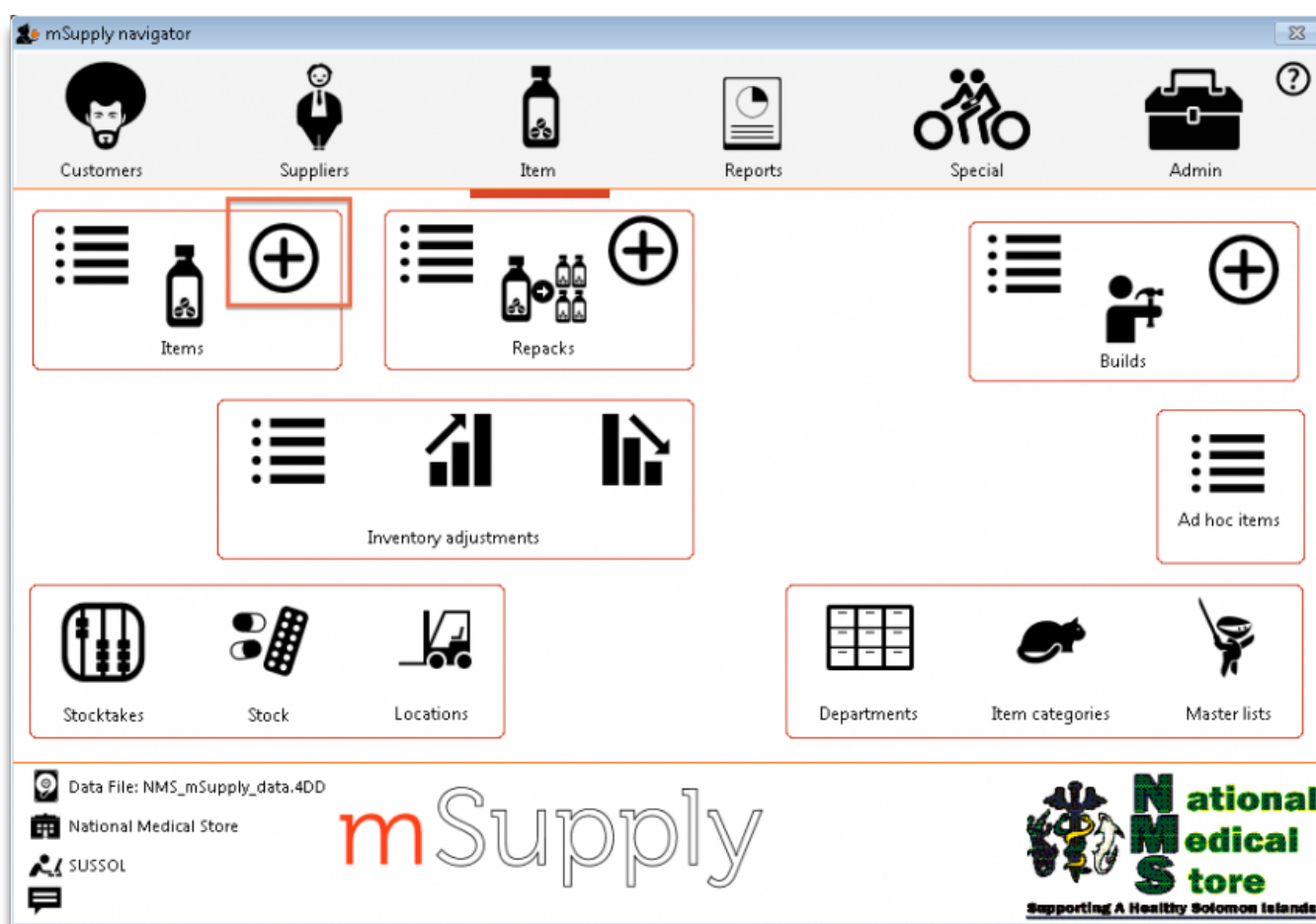
3.05. Creating and viewing items

Creating a new item

In this section of the tutorial, we are going to add two new items to our mSupply database. From the navigator's opening screen, click on *Item*, the 3rd large icon on the top of the screen.



The following screen appears:



Click on the *New item* icon (the large "+"). You are presented with a window with a number of fields to enter:

The 'Add item...' dialog box contains the following fields and controls:

- Type:** A dropdown menu with 'normal' selected.
- Item code:** A text input field.
- Item name:** A text input field.
- Units:** A dropdown menu with 'None' selected.
- Price list:** A checkbox.
- Shelf location:** A text input field.
- Preferred pack size:** A text input field with '1' entered.
- Category:** A dropdown menu with 'None' selected and a magnifying glass icon for search.
- Normal stock:** A checkbox.
- Critical stock:** A checkbox.
- Essential drug:** A checkbox.
- ATC Category:** A text input field.
- DDD value:** A text input field with '1' entered.
- DDD factor:** A text input field with '1' entered.
- Weight:** A text input field with '1' entered.
- Non stock item:** A checkbox.
- Default customer:** A text input field.
- Buttons:** 'Cancel', 'OK & Next', and 'OK' at the bottom right.

Below is a list of fields and the text to be entered into each field. You can use *Tab* to move from field to field or, using the mouse, click on the field you want to edit.

- **Type:** The default entry *normal* is shown in the drop-down list and should not be changed.
- **Item code:** Enter *amo500c*.
- **Item name:** Enter *Amoxycillin 500mg tab/cap*.

If you make a mistake, you can click in a field and edit the value.

- **Units:** The default entry is *None*. The options are: *unit*, *ea* (for each), *gm* and *ml*.
- **Price list:** Click in the box so a check appears in it. This means that when we export a price list, the price for this item will be included.
- **Shelf location:** Enter *a3*. Amoxycillin is stored on shelf 3, section *a* of our imaginary store. Note that "A" is interpreted differently from "a", so it is important to be consistent and use all upper case or all lower case letters for shelf locations.
- **Preferred pack size:** Enter *100*. This means we want a 100-unit pack to be our standard for comparing prices of this item.
- **Category:** If a list of categories has been defined, this field allows the item which is being added to be placed in its appropriate category.
- **Normal stock, Critical stock, Essential drug, ATC category, DDD value, DDD factor, Weight, Non stock item, Default customer:** For this tutorial, ignore these fields and leave them blank.
- Click the *OK & Next* button to add this item to mSupply. The window's fields will clear allowing you to add a further item.

If you have no more items to add, click the *OK* button. If you accidentally click *OK* & *Next* and then want to exit, just click the *Cancel* button. The Amoxycillin 500mg tab/cap would still be entered, as it was saved when you pressed the *OK* & *Next* button.

Proceed to add a further item with the following details:

Field	Enter....
Item code	am0125s
Item name	Amoxycillin 125mg/5ml syrup
Units	mL
Price list	check the checkbox
Shelf location	a7
Preferred pack size	60

Click *OK* now that you have added the item, then click *Cancel* to exit the window.

Congratulations! You have now added 2 items to our example data file. Let's go and see how to find them.

Viewing item details

Click on *Show items* from the navigator's Item panel.



You will be presented with a window to find items:



Type a into the text entry area, then click the *Find* button. A list of all the items whose name or code starts with "a" is shown.

The screenshot shows the 'Item details...' window with the 'General' tab selected. The item is 'Amoxicillin 250mg tab/cap' with code 'amo250t'. The 'Units' are 'ea'. The 'Department' is 'None', 'Category' is '6.3.1 Beta Lactam medici', 'Category 2' is 'None', 'Category 3' is 'None', and 'Interaction group' is 'None'. The 'Item flag' is empty, and 'Catalogue code' is 'A'. Checkboxes for 'Hold: do not issue', 'Issue in builds only', 'Allow pack to one conversion' (checked), and 'Convert pack to 1 when receiving' are present. The 'Shelf locations' section includes 'Shelf location' (None), 'Bulk shelf location' (None), 'Preferred pack size' (100), 'Volume per pack' (0 m3), 'Outer pack size' (0), 'Outer pack volume' (0 m3), 'Weight per pack' (0 kg), and 'Restricted to' (None). The 'Pricing' section shows 'Default margin' (0) and 'Default sell price of preferred packsize' (0.0000). The 'Full description' is empty. The 'VEN Category' is 'Not assigned'. The 'Stock category' has 'On essential drug list' checked. The 'Custom fields' section shows 'user_field_2' as '06.2.1' and 'user_field_5' as '0.00'.

At this stage, we only want to know how to view the information. For an explanation of all the information displayed see [4.01.01. Items - General tab](#). When you have finished viewing the information, click the **OK** button to return to the list of items.

If you want to view a different item, you can double-click its line. Otherwise, click the **X** button in the top right corner (on Windows) or the top left corner (on a Mac) to exit and return to the navigator screen.

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