15.02. Adding barcodes to items

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Added: Version 4.01

Assigning barcodes to items is an important setup activity. It is this step that enables mSupply to recognise which item a particular barcode belongs to.

You can add barcodes to items before or during the goods receipt process. The process described here is used for both - to see how the goods receipt process fits in, see Barcode scanning and receiving goods.

To start the process, view the details page of the item you want to add barcodes to (go to *Item* > *Show items...*, click on the *OK* button, double-click on the item you want in the list). Then click on the Barcodes tab on the left hand side of the details window:

General Default margin 0 rders Department None cile Category Image: Category 2 materials Category 2 None sase Orders Category 3 None options Interaction group None silions Universal code Image: Category	al	💼 Item name	test item 01		Store: General
General. Default margin 0 r Image: Category Imag		E Item code	test01	Pricing	
Hold: do not issue Essential Chressential orug ist Issue in builds only Necessary Allow pack to one conversion Necessary Convert pack to 1 when receiving Necessary Shelf locations user_field_2 Shelf location None Outer pack size 0 Buik shelf location None Outer pack volume m3 Preferred pack size 1 Weight per pack Volume per pack 0 m3	Usage Stock Ledger Duotes Backorders Notes Reconcile Bill of materials Purchase Orders Drder options Dispensing Reporting Log Requisitions Stores Barcodes	General Department Category 2 Category 3 Interaction group Item flag	None V None V None V	D Default sell price of prefer Price editable of Full description	eed packsize 0.00 when issuing Stock category Normal stock C
Buik shelf location None Outer pack volume 0 m3 user_field_6 Preferred pack size 1 Weight per pack 1 kg user_field_4 Volume per pack 0 m3 user_field_7		Issue in builds only Allow pack to one conversion Convert pack to 1 when receiving		0	Custom fields user_field_1 user_field_2 user_field_3
Preferred pack size 1 Weight per pack 1 kg user_field_4 Volume per pack 0 m3 user_field_7		Shelf location	None Outer pa	ck size 0	user_field_5 0.00
Volume per pack 0 m3 user_field_7		Bulk shelf location	Vone Outer pack	volume 0 m3	user_field_6
		Preferred pack size	1 Weight p	er pack 1 kg	user_field_4
		Volume per pack	0 m3		user_field_7

This will show you a list of the current barcodes assigned to the item:

mSupply documentation wiki - https://docs.msupply.org.nz/

Item details					
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uotes	+				
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This item currently has no barcodes assigned to it but this is the information each column displays:

- Number: a sequential number for each barcode, starting at 1
- **Manufacturer**: the name of the manufacturer of the medicine
- **Pack size**: the number of individual items (tablets, bottles etc.) in the pack this barcode represents
- **Barcode**: the human readable form of the barcode, just the type identifier (01) and the 14 digit GTIN (it could be a 13 or 8 digit (or any valid length!) GTIN but it must be padded with leading zeros to 14 digits in total this is part of the GS1 standard). A barcode that starts 0104 identifies an internal mSupply barcode (assigned because the manufacturer didn't put one on the item's packaging). A barcode that starts with 01 followed by anything else is a global barcode not assigned by mSupply.
- **Parent**: the number (shown in the Number column) of the barcode that is the parent (i.e. has the next largest pack size) of this barcode

Deleting a barcode

To delete a barcode, click on it in the table to select it and click on the *Delete* button. You will be asked to confirm the deletion. But please note, you will not be able to delete any barcode that has been assigned to a line of stock.

Editing a barcode

To edit a barcode, simply double-click it in the table. This will open the 'add a barcode' window shown in the *Adding a barcode* section below but the window will be populated with the barcode's details. Simply edit the details as described in the *Adding a barcode* section. Please note that, if a barcode has already been assigned to stock, you will not be able to edit the pack size or the barcode itself.

Adding a barcode

To add a barcode to the item, click on the Add button. This window appears:

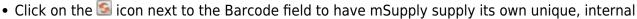
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ltern	Test item 03		testi03			
Barcode						
Pack size	1					
Manufacturer			-			
Barcode for n	ext outer-level packaging		_			
	Manufacturer	Pack size	Barcode		Select	
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		Cancel	OK & Next		ок	

Item: this is the name of the item you're adding a barcode to, followed by its code. It is non-editable

Barcode: the human-readable form of the barcode; the 2 or 3 digit type identifier followed by the 14 digit GTIN only (it could be a 13 or 8 digit (or any length!) GTIN but it must be padded with leading zeros to 14 digits in total). You can't type anything in here, you have two options:

• Scan the item's barcode with a barcode scanner - the barcode's identifier and GTIN will appear in the textbox. If the barcode is not GS1 compliant you will see a warning message and you will not be able to save the barcode (just in case you've scanned the wrong thing. Why would

anyone go wild with a scanner and start scanning anything they can find?





GS1 compliant barcode. Each time you click on the icon, mSupply will supply a new barcode.

Pack size: the pack size (number of individual items in one pack) that this barcode belongs to

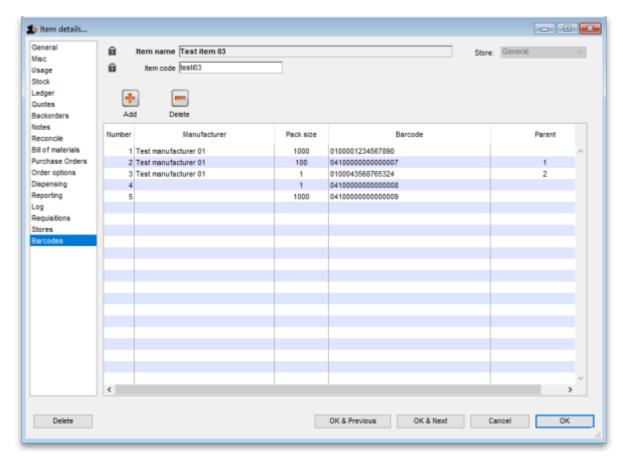
Manufacturer: the manufacturer that this barcode belongs to. Type the first few characters of the manufacturer's name and press the Tab key to select it from a list of matching names. If the manufacturer you want doesn't exist in mSupply, click on the subtron next to the manufacturer field to add it.

Barcode for next outer-level packaging table: this is where you select the barcode that is the 'parent' of this one i.e. the one with the next biggest pack size. Selecting one is optional but it allows mSupply to identify barcodes that should go on tertiary level packaging (they can have different printing requirements). The table will show all the other barcodes entered for this item. To select the parent, simply click on the checkbox in the *Select* column to check it.



GS1 barcodes are unique to the combination of item, pack size and manufacturer. So you won't be able to add 2 barcodes to the same item with the same pack size and manufacturer.

Here is an example of an item with several barcodes added:



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Permanent link: https://docs.msupply.org.nz/barcode_scanning:adding_barcodes_to_items?rev=1633684209

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