4.01.09. Items - Notes tab

Back to Item Details window

🌆 Item details			
General Misc	Di Item name Ranitidine 150mg tab	Store: General	v
Misc Usage Stock Ledger Quotes Backorders Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Reporting Log CST	Image: New note Delete note Date Display Note 11/08/11 al Hold this item and issue Omeprazole instead.		
		*	
Delete	OK & Previous	OK & Next Cancel	ок

You can add and edit notes for an item here.

Click the **New note** button to add a note. A note can be up to 32,000 characters.

Note No more than 30 tablets to be supplied to individual patients until new stock arrives.	Note No more than 30 tablets to be supplied to individual patients until new stock arrives.	Date 23/06/11	Entered by: Sussol	Modified by	
		Note No more ti	aan 30 tablets to be supplied to individ	ual patients until new stock arrives.	
	Display never Pick Color Beep 0 times				

The date on which you are entering the note is already completed, and in the main panel you should type in the wording of the note itself. In the lower left of the window is a drop-down list offering various choices concerning the displaying of the note on screen; it may appear as an alert when this item is issued on a customer invoice, received on a supplier invoice, or, if **all** is chosen, it will display for both customer and supplier invoices.



You may also set the background colour of the note, but as the text is always black, dark colours should be avoided. A further option allows you to have one or more audible `beeps' sound when the note is displayed. Each note will display according to the attributes set for it, independently of other notes defined for the same item.

Subsequently, when the item is selected (depending on the specified display settings), the note will appear on screen; be aware that the note does not disappear automatically - you must close it/them manually.

To edit a note, double-click the note in the list you want to edit.

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