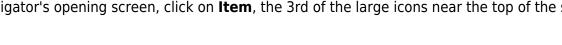
3.05 Creating and viewing items

Creating a new item

For 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 of the large icons near the top of the screen





and the following screen appears:



- Click on the New item icon
- You are presented with a window with a number of fields to enter:

2.	Add item	-	х
Туре	normal 🔻		
Item code			
Item name			
Units	None 🔻		
Price list	ATC Category		
Shelf location	DDD value 1		
Preferred pack size	1 DDD factor 1		
Category	None Weight 1		
Normal stock			
Critical stock			
Essential drug			
	Cancel OK & Next	OK	

Below is a list of fields and the text to be entered into each field. Use the Tab key to advance 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 then press the Tab key to advance to the next field.

Item name: Enter Amoxycillin 500mg tab/cap then press the Tab key to advance to the next field

Continue to use the *Tab* key for the rest of the tutorial when you need to advance to the next field.

Units: "None" is displayed by default. 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 in the "a" section of our imaginary store. Note that "A" is interpreted differently from "a", so it is recommended to be consistent and use either all upper case or all lower case letters for entering 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 to add only the item just added and exit. 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:

Note that if you make a mistake, you can click in a field and edit the value.

Field	Enter
Item code	"amo125s"
Item name	"Amoxycillin 125mg/5ml syrup"
Units	"mL"
Price list	check the check box.
Shelf location	enter "a7".
Preferred pack size	enter "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 screen.

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tutorial:creating_viewing_items https://docs.msupply.org.nz/tutorial:creating_viewing_items?rev=1566966700

Patients	Suppliers	I tem	Reports	O TO Special	Admin
: = .		≣ ⊷∰ €		:=	• _T (+)
ltems	•—	Repacks			Builds
	Inventor	y adjustments			Ad hoc items
			E		1
Stocktakes	Stock Loca	tions	Dep	artments Item catego	ries Master lists
Data File: NMS_mSu National Medical Sto SUSSOL		Supp	Jy	*	A Healthy before later

You will be presented with a window to find items:

Item name	starts with	
and	category is	
and	VEN category is	Don't Care
and	Oepartment is	Don't care
Ran		is from returned list.

- 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.

	_	_	_	_	Item	ist				
New item	Report	Set values	Find	Order by	Print	Modify	Duplicate	Customise		5/440
Item Code	1	ltem nar	ne	Default p	ack	Stock on	hand		Flags	
ci200t		vir 200mg tab			100		50			
lb400t		dazole tab 400m			100			00		
mo125tab		cillin 125mg Tab			100			28		
imo250t		icillin 250mg tab			100		1195			
amo500t	Amoxi	cillin 500mg tab	/cap		100		80	00		
	_									
	_									
	_				_			_		
	_				_					
								-		

- We will choose the Amoxycillin 250mg tabs/caps an item that was already in the example data file. To choose the item, double-click anywhere on its line in the window.
- You will now be presented with a window that displays a lot of information about "Amoxycillin 250mg tab/caps". From this window you can see stock on hand, view and edit supplier quotations, view usage for this item for the last 24 months, view backorders, view, add and edit notes for this item. Phew!

			Item	details							
General	Item name Amoxicillin 250mg tab/cap								0		
lisc	Item code	amo250t		Pricing							
tock	General				Defau	ılt margin	0				
edger Quotes	D Units	(ea 0)		Default sell price of preferred packsize 0.0000 Price editable when issuing							
ackorders	Department	None	0								
lotes leconcile	Category	6.3.1 Beta Lactam n	nedici 🥄	Full description							
ill of materials	Category 2	None	0								
urchase Orders Order options	Category 3	None	0								
ispensing	Interaction group	None	•								
orug registration	Item flag			VEN Category Stock category			gory				
leporting	Catalogue code			Not assigned			Normal s				
og leguisitions	No.	Hold: do not	issue	Vital			Critical s				
itores		Issue in build	s only	Essential				g list 💟			
	Alle	ow pack to one conve	ersion 🔽	Necessary		Custom fields					
	Conver	t pack to 1 when rec	eiving		user_field_1						
	Shelf locations						user_fie	d_2 06.2.1			
	Shelf location	None	Outer pack size	2 0			user_fie	d_3			
	Bulk shelf location		Outer pack volum		m3		user_fie	d_5 0.00			
		100	Weight per pac		kg		user_fiel	d_6 0			
	Preferred pack size		(U	user_field_4							
	Volume per pack	0 m3	_				user_field_7				
	Restricted to :	None	<u></u>								

- At this stage, we only want to know how to view the information. For an explanation of all the information displayed see Item Edit General Options
- 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 to the **Navigator**.

Previous: 3.1. Logging in | | Next: 3.3. Working with lists

