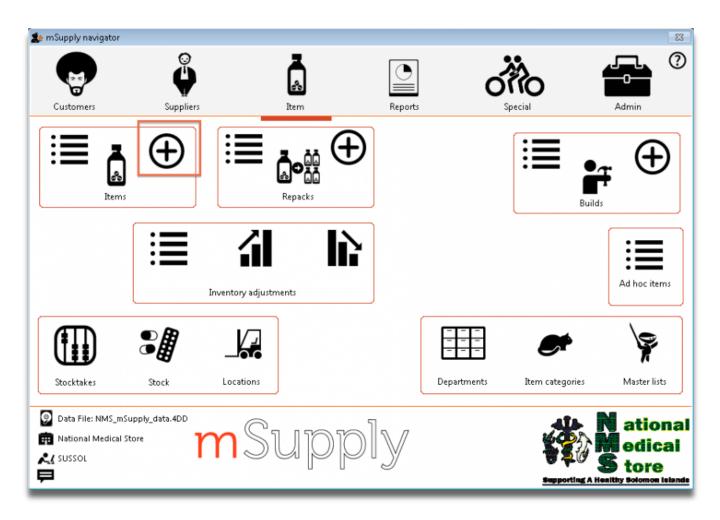
2025/06/27 21:22

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:

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3.05. Creating and viewing items

L •	Add item	-	×
Туре	normal		
Item code Item name			
Units	None 🔻		
Price list	ATC Category		
Shelf location	DDD value 1		
Preferred pack size Category	DDD factor 1 None Weight 1		
Normal stock			
Critical stock	Default customer		
Essential drug			
	Cancel OK & Next	OK	.4

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=1566967836



You will be presented with a window to find items:

tem name	starts with		
and	category is		
and	VEN categor	ry is Don't Care	0
and	Oepartment	is Don't care	0
Ra		0 items from returned	list.
Exclude hide	den items	Cancel	Find

- 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 list							
New item R			Find							5/440	
Item Code	leport	Set values		Order by	Print	Modify Stock on I	Duplicate	Customise	Finan	3/440	
aci200t	Aciclos	Item nar ir 200mg tab	ne	Default p	100	Stock on I	nand 50	00	Flags		
alb400t		lazole tab 400m	a		100			00			
amo125tab		cillin 125mg Tat			100			28			
amo250t		cillin 250mg tab			100		1195				
amo500t		cillin 500mg tab			100		80				
	_			_	_						

- 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 Misc	ltem name	Amoxicillin 250mg	tab/cap	Store: General O					
sage	Item code	amo250t		Pricing					
ock	General		Default margin 0						
edger	D Units	ea O		Default sell price of preferred packsize 0.0000					
uotes	_			Price	editable whe	n issuing 📄			
otes	Department	None	O	Full description					
concile	Category	6.3.1 Beta Lactam m	edici 🔍	Tun description				_	
l of materials	Category 2	None	0						
rchase Orders	Category 3	None	0						
der options spensing	Interaction group	None							
Drug registration				VEN Category		Stock category			
porting	Item flag			Not assigned		No	rmal stock		
9	Catalogue code	A Hold: do not i		Vital		Cr	itical stock		
quisitions		Issue in builds		Essential		On essenti	al drug list 🗹		
	Allo	w pack to one conver		Necessary		Custom fields			
	Convert	_	0		user_field_1				
						us	er_field_2 06.2.1		
	Shelf locations					us	er_field_3		
	Shelf location	None	Outer pack siz	e0			er_field_5 0.0	0	
	Bulk shelf location	None	Outer pack volum	e 0	m3				
	Preferred pack size	100	Weight per pac	k 0	kg		er_field_6 0		
	Volume per pack	0 m3				us	er_field_4		
	Restricted to :	None	•			us	er_field_7		
	nestricted to .								

- 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

