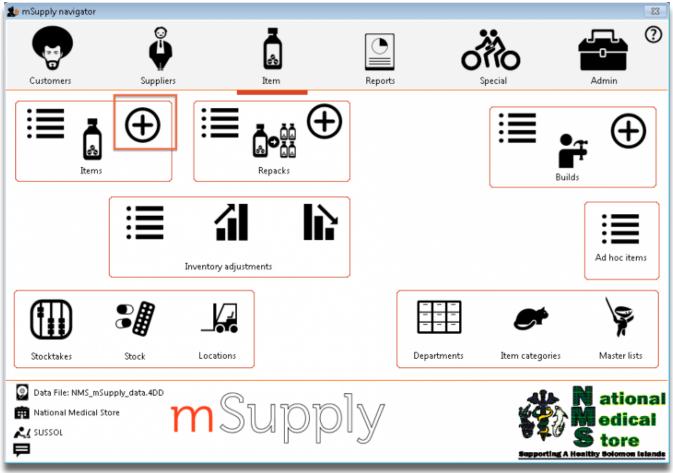


Creating a new item

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:

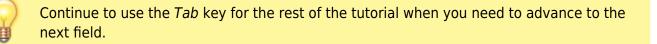
2.	Add item	– 🗆 🗙
Type Item code	normal 🔻	
Item name Units	None 🔻	
Price list Shelf location	ATC Category DDD value 1	
	None DDD factor 1 Weight 1	
Normal stock	Non stock item	
Essential drug		ОК

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



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=1571684987



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							
<u> </u>	eport Se	t values	Find	Order by	Print	Modify	Duplicate	Customise		5/440	
Item Code		ltem nar	ne	Default p	ack	Stock on	hand		Flags		
ci200t	Aciclovir 20	0mg tab			100		50	000			
lb400t	Albendazole	e tab 400m	9		100		8	00			
mo125tab	Amoxicillin	125mg Tab			100			28			
mo250t	Amoxicillin	250mg tab	/cap		100		1195	00			
mo500t	Amoxicillin	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					
eneral	ltem name	Amoxicillin 250mg	tab/cap	Store: General O					
Misc Usage	Item code	amo250t		Pricing					
ock	General		Default margin 0						
dger	D Units			Default sell price	e of preferred	packsize 0.0000			
uotes ickorders	Department			Price editable when issuing					
otes				Full description					
concile	Category	6.3.1 Beta Lactam m	nedici 🥄					-	
l of materials	Category 2	None	•						
rchase Orders	Category 3	None	•						
spensing	Interaction group	None	•						
ug registration	Item flag	-		VEN Category		Stock category			
porting	Catalogue code		-	O Not assigned	I		al stock		
guisitions	M catalogue coue	Hold: do not	issue	Vital			al stock		
ores		Issue in builds	s only	Essential		On essential d	rug list 🗹		
	Allow pack to one conversion 🕑			Necessary		Custom fields			
	Convert	pack to 1 when rece	eiving			user_field_1			
	Shelf locations					user_1	field_2 06.2.1	_	
			Output and all	-		user_	field_3		
	Shelf location		Outer pack siz			user_1	field_5 0.00		
	Bulk shelf location	Vone	Outer pack volum		m3	user	field_6 0		
	Preferred pack size	100	Weight per pac	k 0	kg				
	Volume per pack	0 m3				-	field_4		
	Restricted to :	None	0			user_1	field_7		

- 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: 3.04. Navigator | | Next: 3.06. Customers, suppliers and contacts

