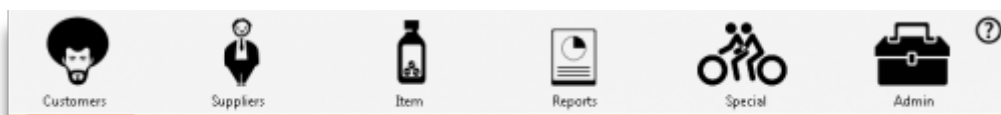


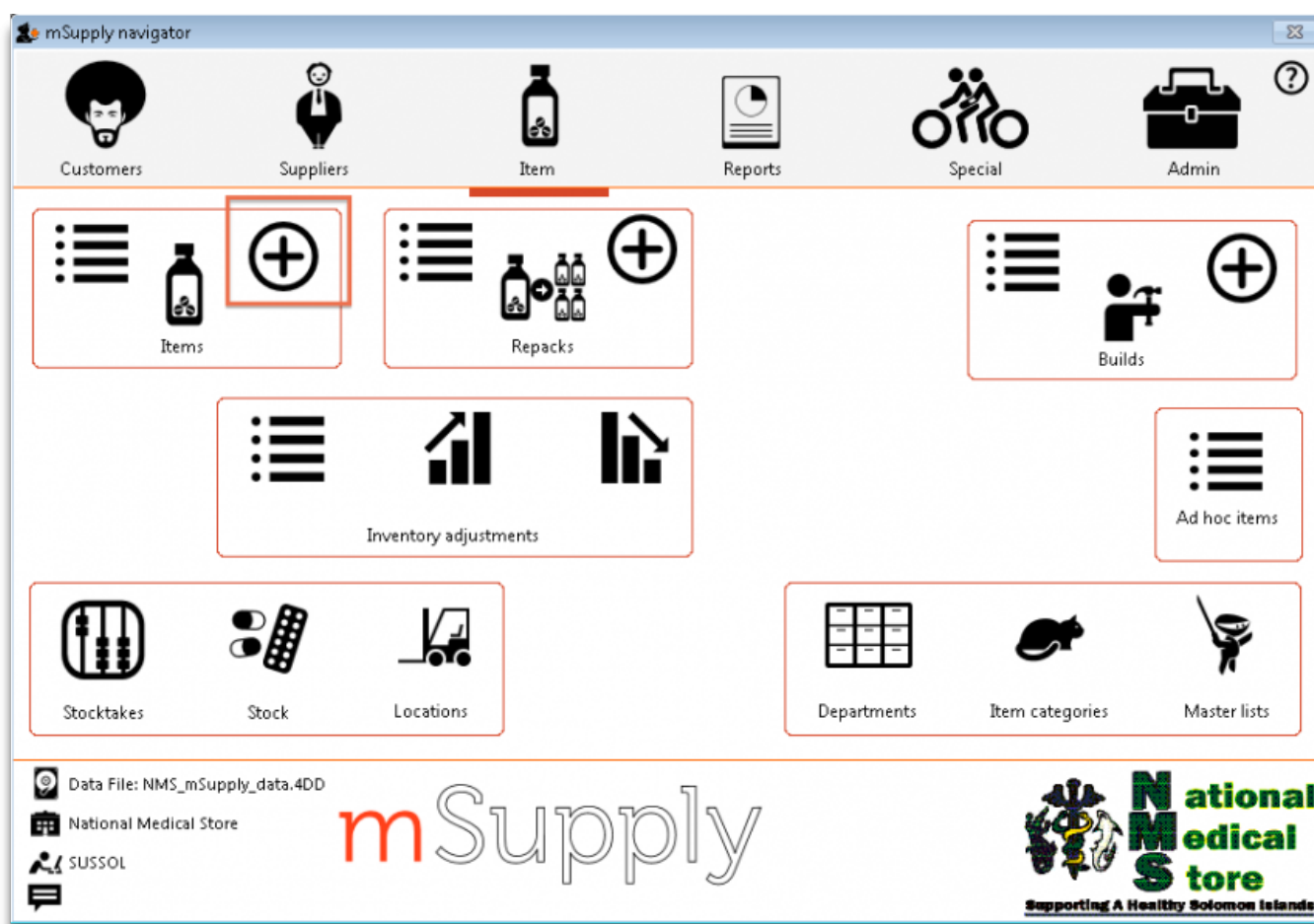
## 3.05. Creating and viewing items

### Creating a new item

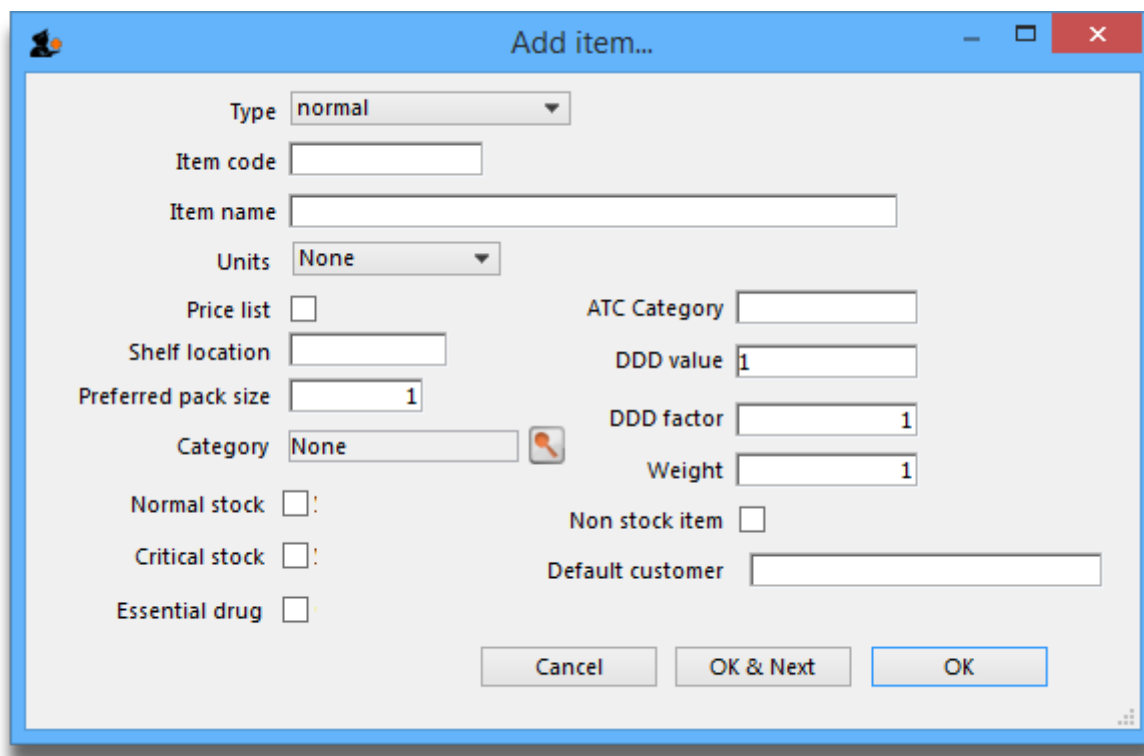
In this section of the tutorial, we are going to add two new items to our mSupply database. From the navigator's opening screen, click on **Item**, the 3rd large icon on the top of the screen.



The following screen appears:



Click on the *New item* icon (the large "+"). You are presented with a window with a number of fields to enter:



Below is a list of fields and the text to be entered into each field. You can use *Tab* to move 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`.
- **Item name:** Enter `Amoxycillin 500mg tab/cap`.



If you make a mistake, you can click in a field and edit the value.

- **Units:** The default entry is *None*. 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, section a of our imaginary store. Note that “A” is interpreted differently from “a”, so it is important to be consistent and use all upper case or all lower case letters for 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. 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:

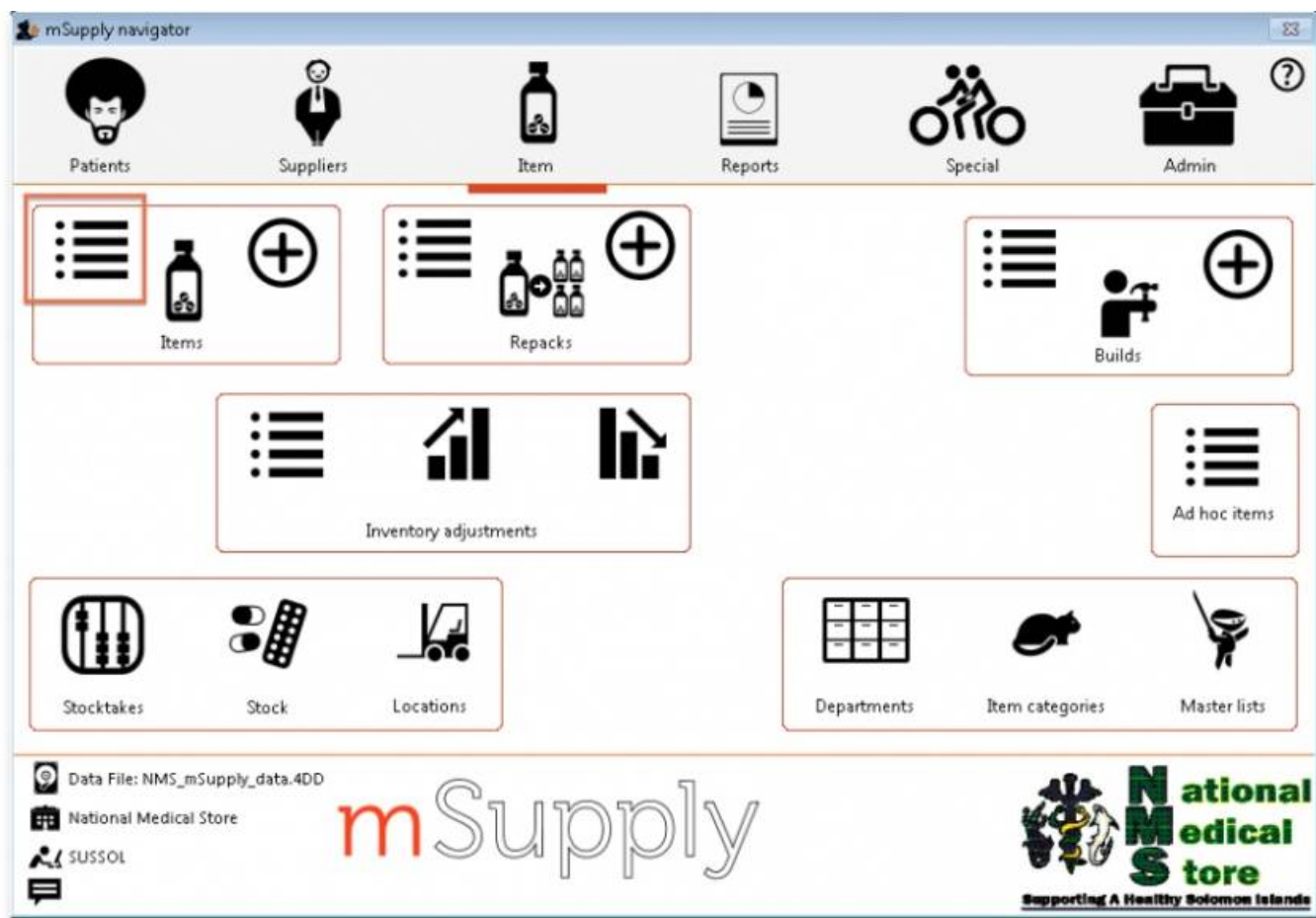
Field	Enter....
Item code	amo125s
Item name	Amoxycillin 125mg/5ml syrup
Units	mL
Price list	check the check box.
Shelf location	a7
Preferred pack size	60

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 panel.



You will be presented with a window to find items:

The image shows a 'Find Item...' dialog box. It has a search bar for 'Item name' with a dropdown menu set to 'starts with'. Below this, there are three more search criteria: 'and' followed by a dropdown menu set to 'category is', 'and' followed by a dropdown menu set to 'VEN category is' with a value of 'Don't Care', and 'and' followed by a dropdown menu set to 'Department is' with a value of 'Don't care'. There is a checkbox for 'Exclude hidden items' which is checked. At the bottom, there are three buttons: 'Complex Find', 'Cancel', and 'Find'. The 'Find' button is highlighted in blue.

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.



At this stage, we only want to know how to view the information. For an explanation of all the information displayed see [4.01.01. Items - General tab](#). 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 and return to the navigator screen.

Previous: [3.04. Navigator](#) | Next: [3.06. Customers and suppliers](#)

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