3.05. Creating and viewing items

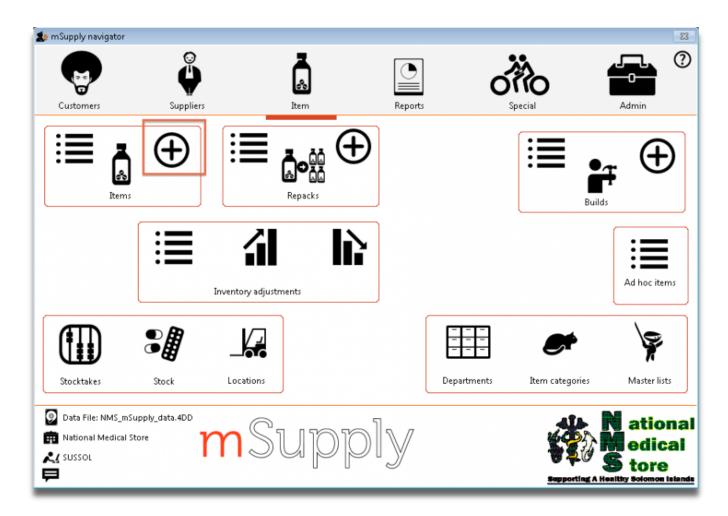
Creating a new item

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:

2.	Add item	- 🗆 🗙
Type Item code	normal 🔻	
Item name		
Units Price list	ATC Category	
Shelf location	DDD value 1	
Preferred pack size	DDD factor 1	
	None Veight 1	
Normal stock	Non stock item	
Critical stock Essential drug	Default customer	
Essential drug	Cancel OK & Next Of	K:

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 checkbox
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.

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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	Department is	Don't care		
Rando		is from returned list.		
Complex Find		ancel 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 I	IST	1	6		
New item	Report	Set values	Find	Order by	Print	Modify	Duplicate	Customise		5/440
Item Code		ltem na	me	Default p	ack	Stock on	hand		Flags	
aci200t		vir 200mg tab			100			00		
alb400t		dazole tab 400m	-		100			00		
amo125tab		icillin 125mg Tal			100			28		
amo250t		icillin 250mg tab			100		1195			
amo500t	Amox	icillin 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 see a window that displays a lot of information about "Amoxycillin 250mg tab/caps". You can see stock on hand, view and edit supplier quotations, view usage for the last 24 months, view backorders, and read and edit notes.

			ltem	details						
General	Item name	Amoxicillin 250mg	tab/cap				Store: General C			
lisc	Item code	amo250t		Pricing						
tock	General			Default margin 0						
edger Quotes	Di Units ea			Default sell price of preferred packsize 0.0000 Price editable when issuing						
lackorders	Department	None								
Notes Reconcile	Category	6.3.1 Beta Lactam m	nedici 🥄	Full description					_	
Bill of materials	Category 2	None	۵.							
Purchase Orders Order options	Category 3	None	•							
Dispensing	Interaction group	None	•							
Drug registration	Item flag			VEN Category		Stock categor	у			
Reporting	Catalogue code			Not assigned				stock		
Log Requisitions	M Callogue cooc	Hold: do not	issue	Vital				stock		
Stores	Issue in builds only			Essential		On essential drug list 🗹				
	Allo	w pack to one conve	ersion 🔽	Necessary		Custom fields				
	Convert	eiving		user_field_1						
	Shelf locations						user_field_2 06.2.1			
	Shelf location	lana	Outer pack siz				user_fie	eld_3	-	
							user_fie	eld_5 0.00		
	Bulk shelf location		Outer pack volum		m3		user_fie	ld_6 0		
	Preferred pack size	100	Weight per pac	k 0	kg		_	eld_4		
	Volume per pack	0 m3					-			
	Restricted to :	None	0				user_ne	eld_7		

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.

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