

## 12.02. Adding barcodes to items

Added: Version 4.01

Assigning barcodes to items is an important setup activity. It is this step that enables mSupply to recognise which item a particular barcode belongs to.

You can add barcodes to items before or during the goods receipt process. The process described here is used for both - to see how the goods receipt process fits in, see [Barcode scanning and receiving goods](#).

To start the process, view the details page of the item you want to add barcodes to (go to *Item > Show items...*, click on the OK button, double-click on the item you want in the list). Then click on the Barcodes tab on the left hand side of the details window:

The screenshot shows the 'Item details...' window with the 'Barcodes' tab selected in the left sidebar. The window is divided into several sections:

- General:** Item name (test item 01), Item code (test01), Store (General).
- Pricing:** Default margin (0), Default sell price of preferred packsize (0.00), Price editable when issuing (checkbox).
- Full description:** A large text area for the item's full description.
- VEN Category:** Radio buttons for Not assigned (selected), Vital, Essential, and Necessary.
- Stock category:** Checkboxes for Normal stock, Critical stock, and On essential drug list.
- Custom fields:** A list of user-defined fields (user\_field\_1 to user\_field\_7) with input boxes.
- Shelf locations:** Fields for Shelf location, Bulk shelf location, Preferred pack size, Volume per pack, Outer pack size, Outer pack volume, and Weight per pack.
- Restricted to:** A dropdown menu.
- Buttons:** Delete, OK & Previous, OK & Next, Cancel, and OK.

This will show you a list of the current barcodes assigned to the item:

Item details...

General  
Misc  
Usage  
Stock  
Ledger  
Quotes  
Backorders  
Notes  
Reconcile  
Bill of materials  
Purchase Orders  
Order options  
Dispensing  
Reporting  
Log  
Requisitions  
Stores  
Barcodes

Item name: Test item 03  
Item code: test03  
Store: General

Add Delete

Number	Manufacturer	Pack size	Barcode	Parent

Delete OK & Previous OK & Next Cancel OK

This item currently has no barcodes assigned to it but this is the information each column displays:

- **Number:** a sequential number for each barcode, starting at 1
- **Manufacturer:** the name of the manufacturer of the medicine
- **Pack size:** the number of individual items (tablets, bottles etc.) in the pack this barcode represents
- **Barcode:** the human readable form of the barcode, just the type identifier and the 14 digit GTIN. An identifier of 01 indicates a global GS1 barcode, an identifier of 04x identifies an internal mSupply barcode (assigned because the manufacturer didn't put one on the item's packaging)
- **Parent:** the number (shown in the Number column) of the barcode that is the parent (i.e. has the next largest pack size) of this barcode

## Deleting a barcode

To delete a barcode, click on it in the table to select it and click on the *Delete* button. You will be asked to confirm the deletion. But please note, you will not be able to delete any barcode that has been assigned to a line of stock.

## Editing a barcode

To edit a barcode, simply double-click it in the table. This will open the 'add a barcode' window shown in the *Adding a barcode* section below but the window will be populated with the barcode's details. Simply edit the details as described in the *Adding a barcode* section. Please note that, if a barcode

has already been assigned to stock, you will not be able to edit the pack size or the barcode itself.

## Adding a barcode

To add a barcode to the item, click on the *Add* button. This window appears:

The screenshot shows a 'New Barcode...' dialog box. It contains the following fields and controls:

- Item:** A text box containing 'Test item 03' and a label 'testi03' to its right.
- Barcode:** A text box with a refresh icon (circular arrow) to its right.
- Pack size:** A text box containing the number '1'.
- Manufacturer:** A text box with an add icon (plus sign in a square) to its right.
- Barcode for next outer-level packaging:** A table with the following structure:

Manufacturer	Pack size	Barcode	Select
- Buttons:** 'Cancel', 'OK & Next', and 'OK' at the bottom.

**Item:** this is the name of the item you're adding a barcode to, followed by its code. It is non-editable

**Barcode:** the human-readable form of the barcode; the 2 or 3 digit type identifier followed by the 14 digit GTIN only. You can't type anything in here, you have two options:

- Scan the item's barcode with a barcode scanner - the barcode's identifier and GTIN will appear in the textbox. If the barcode is not GS1 compliant you will see a warning message and you will not be able to save the barcode (just in case you've scanned the wrong thing. Why would anyone go wild with a scanner and start scanning anything they can find? 😊)
- Click on the 🔄 icon next to the Barcode field to have mSupply supply its own unique, internal GS1 compliant barcode. Each time you click on the icon, mSupply will supply a new barcode.

**Pack size:** the pack size (number of individual items in one pack) that this barcode belongs to

**Manufacturer:** the manufacturer that this barcode belongs to. Type the first few characters of the manufacturer's name and press the Tab key to select it from a list of matching names. If the manufacturer you want doesn't exist in mSupply, click on the ➕ button next to the manufacturer field



Here is an example of an item with several barcodes added:

Previous: **12.01. Barcode scanning** | | Next: **12.03. Barcode scanning and receiving goods**

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