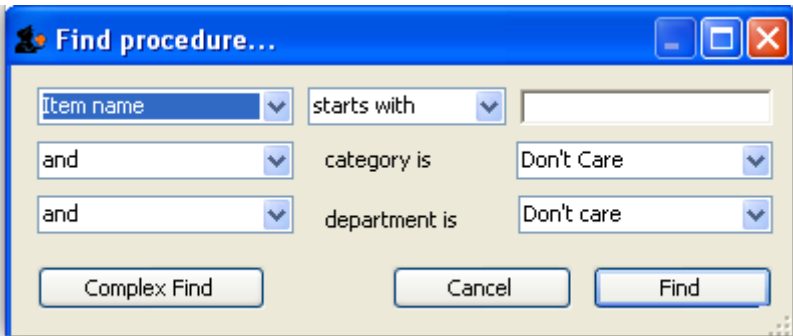


Procedures

*

<note>Internally, a procedure in HIS is treated like a service item in mSupply, so many of the same concepts apply - see [Items](#)</note>

The **Special > Show procedures** menu item allows you to track surgical and other procedures performed on patients. It brings up the following window:

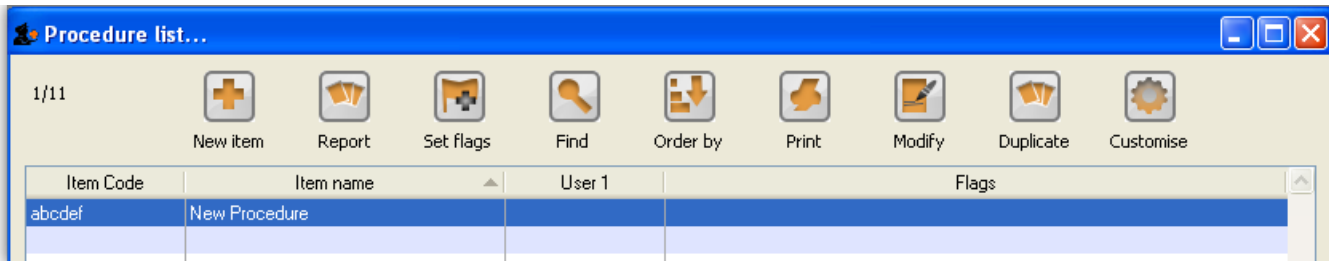


The 'Find procedure...' dialog box has a blue title bar with a person icon and standard window controls. It contains three rows of search criteria, each with a dropdown menu for the field, a connector, and a dropdown for the operator. The first row has 'Item name', 'starts with', and an empty text box. The second row has 'and', 'category is', and 'Don't Care'. The third row has 'and', 'department is', and 'Don't care'. At the bottom are 'Complex Find', 'Cancel', and 'Find' buttons.

Item name	starts with	
and	category is	Don't Care
and	department is	Don't care

Complex Find Cancel Find

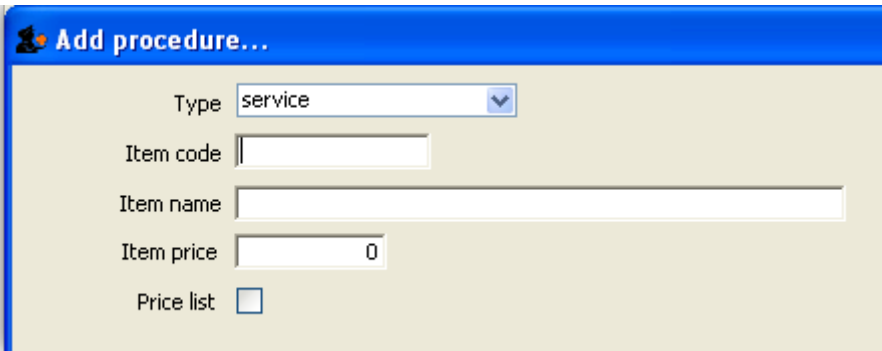
After setting the parameters, and clicking on OK, it will either show the list of procedures:



The 'Procedure list...' window has a blue title bar with a person icon and window controls. Below the title bar is a toolbar with icons and labels: 'New item' (plus icon), 'Report' (document icon), 'Set flags' (flag icon), 'Find' (magnifying glass icon), 'Order by' (list icon), 'Print' (printer icon), 'Modify' (pencil icon), 'Duplicate' (two document icons), and 'Customise' (gear icon). Below the toolbar is a table with columns: 'Item Code', 'Item name', 'User 1', and 'Flags'. The first row has the value '1/11' in the 'Item Code' column and 'New Procedure' in the 'Item name' column. The 'User 1' and 'Flags' columns are empty.

Item Code	Item name	User 1	Flags
1/11	New Procedure		

in which case, you can double-click on a procedure to view/edit it, or select *New item* to create a new one. Or, if there are no existing procedures, it will go straight to the *Add procedure* window:



The 'Add procedure...' dialog box has a blue title bar with a person icon and window controls. It contains five fields: 'Type' (a dropdown menu with 'service' selected), 'Item code' (a text box), 'Item name' (a text box), 'Item price' (a text box with '0' entered), and 'Price list' (a checkbox that is unchecked).

Type: service
Item code:
Item name:
Item price: 0
Price list: ☐

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