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:

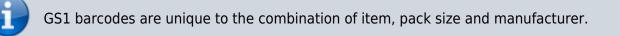
,	General	test01	Pricing			
,	_		1 i wang			
			D	efault margin 0		
		Mana	Default sell price of preferr	red packsize 0.00		
s	D Units	None 🧠	Price editable when issuing			
rders	Department	None				
cie	Category	S.	Full description			
naterials	Category 2	None ~				
ise Orders						
options	Category 3					
pensing	Interaction group	None ~		2		
ing	item flag		VEN Category	Stock category Normal stock		
tions			Not assigned	Critical stock		
	Universal code	<u></u>	○ Vital	On essential drug list		
ies		Hold: do not issue	 Essential 			
		Issue in builds only	○ Necessary	Custom fields user_field_1 user_field_2		
		low pack to one conversion 🗹				
	Conve	rt pack to 1 when receiving 🗹				
	Shelf locations			user_field_3		
	Shelf location	Vone Outer pack	k size 0	user_field_5 0.00		
	Bulk shelf location	None Outer pack vo	olume 0 m3	user_field_6		
	Preferred pack size	1 Weight per		user_field 4		
			ng ng	user_field_7		
	Volume per pack 0 m3			use_nes		
	Restricted to :	None 🗸				

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

eneral isc	🗐 Iter	n name Test item 03			Store: General ~
sage	D •	em code testi03			
ock	_				
dger					
otes	+	-			
ckorders	Add	Delete			
tes					
concile	Number	Manufacturer	Pack size	Barcode	Parent
of materials					A
rchase Orders					
der options					
pensing					
porting					
g					
quisitions					
ores					
rcodes					
	<				>
	-				,

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 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



Previous: Barcode scanning introduction and setup Next: Barcode scanning and receiving goods

