

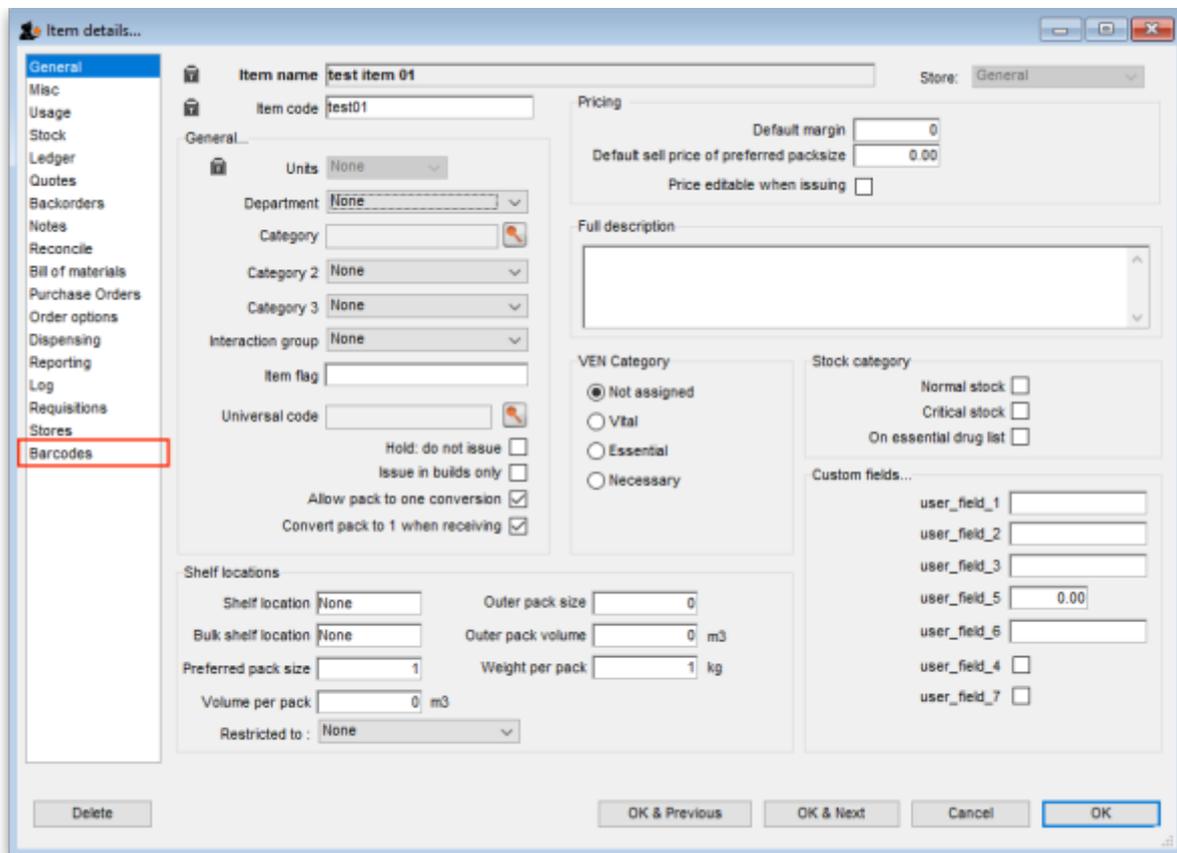
Adding barcodes to items

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 main area contains the following fields and sections:

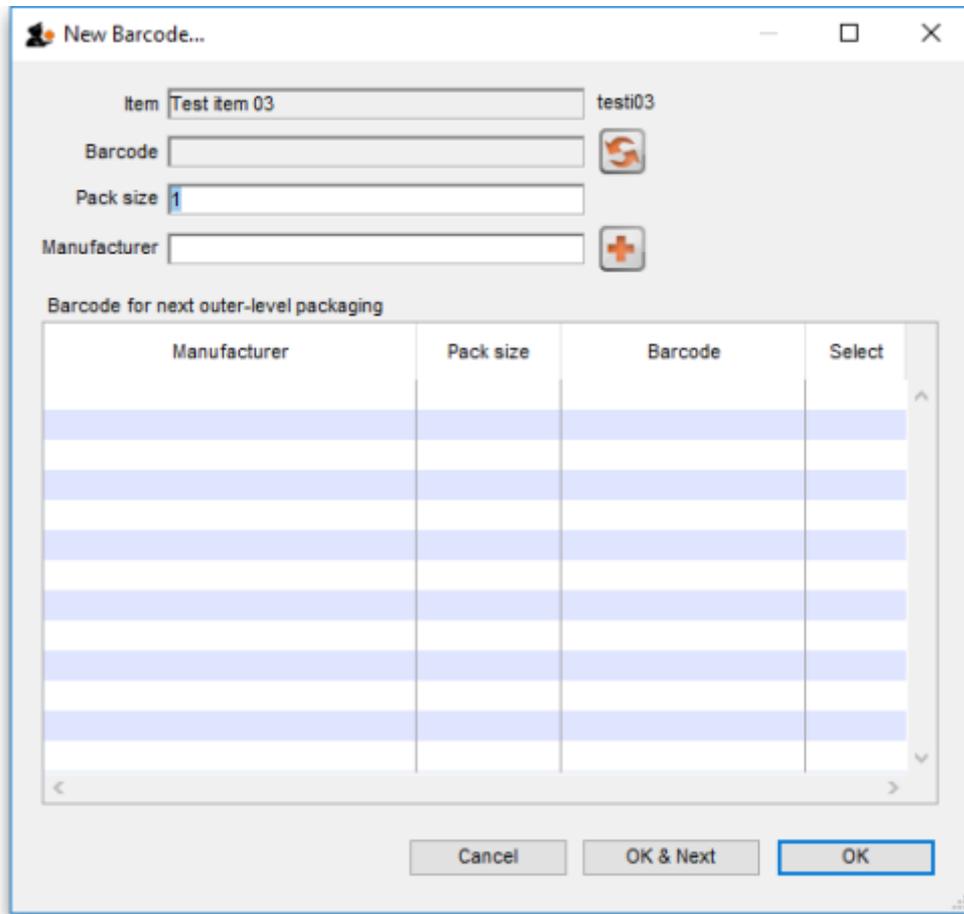
- General:** Item name (test item 01), Item code (test01), Store (General), Units (None), Department (None), Category, Category 2 (None), Category 3 (None), Interaction group (None), Item flag, Universal code.
- Pricing:** Default margin (0), Default sell price of preferred packsize (0.00), Price editable 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:** Seven user-defined fields (user_field_1 to user_field_7) with input boxes.
- Shelf locations:** Shelf location (None), Bulk shelf location (None), Preferred pack size (1), Volume per pack (0 m3), Outer pack size (0), Outer pack volume (0 m3), Weight per pack (1 kg), Restricted to (None).

Buttons at the bottom include Delete, OK & Previous, OK & Next, Cancel, and OK.

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

Adding a barcode

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



Previous: [Barcode scanning introduction and setup](#) Next: [Barcode scanning and receiving goods](#)

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Permanent link: https://docs.msupply.org.nz/barcode_scanning:adding_barcodes_to_items?rev=1548438807

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