

### 4.01.01. Items - General tab


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 **What are those lock icons?** To minimise the chance of accidental amendment, some critical fields have a lock icon to the left of it. To change any of these fields, you must click on the lock icon first, and then enter the new value in the field.

**Item name:** This is the name by which mSupply will refer to the item.



- You should avoid changing the name of an item to that of another item. If you have accidentally created two copies of the same item, these should be merged - refer [Merging two items](#).
- Historical records will still record the original name, but future invoices and invoices in process will pick up the new name when you add or edit an invoice line.
- Any non-printable characters entered before or after

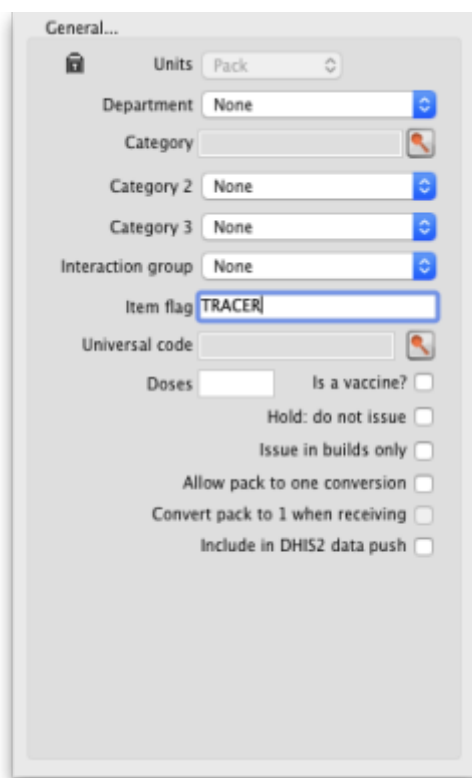
 the name will be removed. Any entered in the name will be replaced with an underscore (\_).

**Item code:** This is the code assigned to the item. This should be a unique code, and ideally, should not be a part of another code. For example, 1034 is unique, but is a part of 1034a, and so these two codes should ideally not coexist in an mSupply system. Any non-printable characters entered before or after the code will be removed. Any entered in the code (including spaces) will be replaced with an underscore (\_).

**Store:** The store which you are using is displayed here. For mSupply systems that are only using a single store, this field is not relevant. For users managing more than one store, the desired store may be selected from the drop down menu. For users having access to all stores, and wishing to work with the cumulative data from them all, one of the options displayed will be “Supervisor - All stores” - refer [Miscellaneous topics, Supervisor Mode](#).

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## General



**Units:** Choose the unit you use for this item. It is useful to distinguish items you issue by pack (eg eye drops) from items you issue by volume (eg oral liquids)

**Department:** You can assign each item to a department by choosing from the list of departments here. To set up departments, refer [Managing Item Access...](#)

**Category:** Provided that you have defined item categories, the appropriate category should be selected using the drop down list which displays your defined categories - refer [Item categories](#).



**Is a vaccine:** Check this if this item is a vaccine and you want mSupply to include it in the vaccine functionality (see the [mobile vaccine dispensing](#) page for details). When checked, a default value of 1 is entered in the **Doses** field.

**Hold: do not issue:** If this box is checked, the item will not be available to be issued on invoices. It will still appear in lists, but you will get a warning if you choose it when issuing stock, and will be required to choose a different item.



Putting the Item on hold applies to *all* stock lines of the item in the **store you are currently logged into**. If you wish to hold selected stock lines only, you should do that by editing the individual stock lines using [Show items with stock](#) or by using the stock tab of the item's details window (see the [4.01.05. Items - Stock tab](#) page for details).

**Issue in builds only:** Checking this box will mean that the item cannot be issued on customer invoices. This is useful in situations like where an item which by law can not be sold in an unprocessed state, but is used to 'build' (refer [Building \(Manufacturing\) Items](#)) another item which is legal for distribution.

**Allow pack to one conversion:** Checking this box allows stock of the item to be repacked to "1".

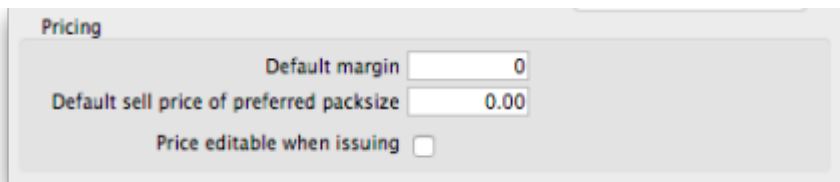
**Convert pack to one when receiving:** If this box is checked, when you receive items the pack size will automatically be converted to "1". This is primarily for use in dispensary mode, but may be useful in other situations too.

For example: say you receive 50 x 100 boxes of paracetamol tablets, but you issue variable amounts of paracetamol tablets on invoices. If this option is checked, as you receive the stock on a supplier invoice, it will be converted to 5000 (quantity) x 1 (pack size). You will now be able to issue any quantity you like. The cost and sell price are automatically adjusted for the new pack size.

**Include in DHIS2 data push:** If checked then data from this item will be included in information pushed to DHIS2 via the DHIS2 interface.

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## Pricing



The image shows a 'Pricing' dialog box with three fields: 'Default margin' with a value of 0, 'Default sell price of preferred packsize' with a value of 0.00, and a checkbox for 'Price editable when issuing' which is currently unchecked.

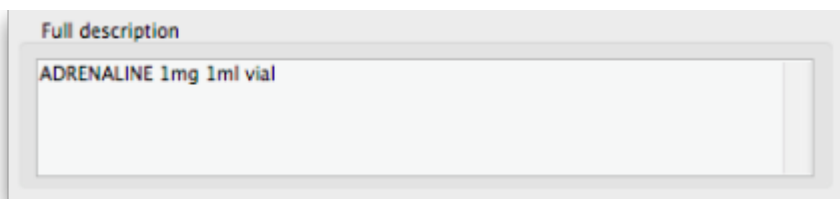
**Default margin:** This is the margin that will be applied to this item on supplier invoices to calculate the selling price. It can be set to a different value in different stores if required (which also means that you must set it to a value in every store you want it to have a value in - setting it in one will not set it in any others). Note that if a supplier margin is also set, there is a setting in the **Preferences > Invoices 1** that determines which margin will be used. Note also that if a default selling price is set, this price will take priority and be used rather than the margin.

**Default sell price of preferred pack size:** Only enter a price here if you want a fixed selling price for this item. Enter the price for one unit (eg 1 capsule or 1 gm). A price entered here will override any margins you have specified for either the supplier or the item.

**Price editable when issuing:** If the **Allow editing selling price on customer invoice lines** store preference is turned on (see [Virtual store preferences](#)) and this checkbox is checked, when adding a line of this item to a customer invoice, an additional **Sell price** field will be available for the user to enter the sell price for that line of the customer invoice (see [Issuing goods \(customer invoices\)](#) for details).

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### Full description

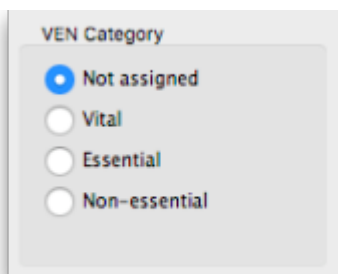


The image shows a 'Full description' text field containing the text 'ADRENALINE 1mg 1ml vial'.

This field may be used for entering a fuller description of the item should the item name alone be insufficient.

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### VEN category




The image shows a 'VEN Category' dialog box with four radio button options: 'Not assigned' (selected), 'Vital', 'Essential', and 'Non-essential'.

Like all categorisations, this one can be very helpful for reporting and ordering. VEN category options available are:

- **Not assigned**
- **Vital**
- **Essential**
- **Not essential** (or **Necessary** - see below)

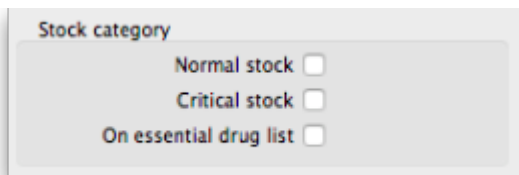
Each item can be assigned only one of these VEN categories. Items will be **Not assigned** by default.



- Authorities, including the WHO, have been inconsistent on whether **N** should stand for **Necessary** or **Not essential**.
- In the past, there was a greater tendency towards **N** = **Necessary**. Therefore, mSupply 'hard wired' **N** = **Necessary**.
- There is an increasing trend towards **N** = **Not essential**.
- As of mSupply v5.04, you can choose which is used in your data in the preferences (see the [General preferences - Title for "N" classification](#)).
  - For all pre-existing installations, **N** = **Necessary** unless you change it.
  - For all new implementations after v5.04, **N** = **Not essential**.

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## Stock category



Stock category

Normal stock

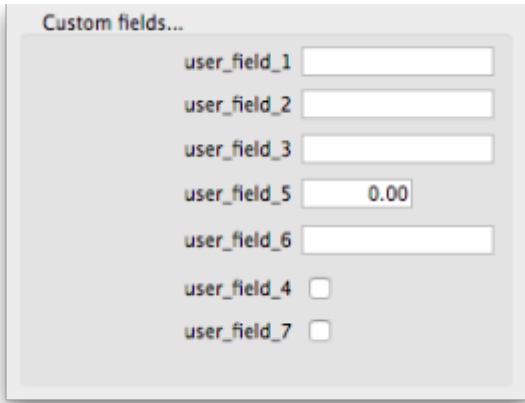
Critical stock

On essential drug list

These categorisations are used for reporting and you can check as many as are appropriate. You don't have to check any, they are entirely optional.

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## Custom fields



These are 7 fields available for users to store information appropriate to their operation. These fields may be queried when performing a search or producing a custom report. Their default names are **user\_field\_1**, **user\_field\_2**, etc., but these labels may easily be edited to more descriptive ones as required..

Field types:

- Fields 1,2,3 & 6 are text fields
- Field 5 is a numerical field
- Fields 4 & 7 are boolean - True/False (Yes /No) entry.

To set the names of the user fields, refer [General Preferences, Miscellaneous tab](#).

Previous: [4.01. About items](#) | | Next: [4.01.03. Items - Misc\(ellaneous\) tab](#)

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Last update: **2022/11/25 16:28**

