4.01. About items

An item in mSupply is usually a product that you purchase from a supplier, hold in stock and supply to a customer. However, there are also other types of items:

- A service item has no stock, but can still be added to customer invoices and charged for. Service item examples are a freight charge, a consultation fee, an express delivery fee, etc.
- A cross reference item points to another item, so that when it is chosen in a list, it is substituted with the item to which it refers. This allows you to have items in your system that are referred to by trade name, but are only issued according to their generic name.

Managing items is mostly done from the **Item** menu or **Item** tab on the Navigator. The item menu also contains commands for managing lists related to items such as accounts, drug interactions and units.

For how to add a new item, see 4.02. Adding a new item.

Item menu

Item	Supplier	Customer	Report	Special	Help		
	Show items New item				Ctrl+I		
	Show repac New repack						
	Show builds New build				Ctrl+B		
	Ad Hoc iten Ad Hoc Iten						
	Inventory a Merge two i	Ctrl	Ctrl+Shift+M				
	Show depar Manage iter						
	Manage dru	ig interaction	n groups.				
	Show units.						
	Show accou	ints					
	Show item of	-					
	Show locati						
	Show locati Merge two l						
	Show item r Show Stock Show items						

Show items

Use this command for viewing or editing just about any information about an item.

First you are presented with a window asking you to enter search criteria to find the items you are interested in:

Find items							
ᅌ 🛛 starts with 🔷							
Category 1 📀 i	is 💽						
VEN category is	Don't Care						
Department is	Don't Care						
ᅌ is on Master List	Don't Care ᅌ						
Randomly select 0 items from returned list.							
Exclude hidden items							
Ca	Incel Find						
	 starts with Category 1 VEN category is Department is is on Master List nly select items 						

If you click on the **Find** button (or press the Enter key on the keyboard) without changing anything you will be shown a list of all the visible items in your store. But you can refine the search by entering and selecting different values in the different filter lines shown in the window. If you enter no value for a filter then that filter is ignored.

is on Master list drop down list: the drop down list will contain a selection of master lists defined in the system for you to choose:

- If you are in supervisor mode (25.01. Miscellaneous topics) all master lists will be in the drop down list.
- If the Automatically update item visibility in all stores to match master lists used by each store preference (15.01. General preferences) is turned on, you will only see master lists that are set to be used by the store you are logged into (25.08. Virtual stores).
- If the Automatically update item visibility in all stores to match master lists used by each store preference is turned off then all master lists will be in the drop down list.

Randomly select x items from returned list text box: If you enter a number in here mSupply will randomly select that number of items from the items which match the search criteria you have entered in the filters above. Beware: if there are less items returned from the search than the number you enter in here mSupply will return all the items it found with no random selection.

Exclude hidden items checkbox: This is checked by default and means that only items that are visible in the store you are logged into are included in the search. If you uncheck this box then all items in all stores in your datafile will be included in the search.

If only one item is found by your search then its details are displayed, otherwise you will be shown a list of matching items.

The **Complex find** button gives you access to a more powerful query editor where you can find a very specific set of items. A tutorial on using the query editor is to be found in section 13.14. Custom reports.

To do a "contains" search, use the wildcard character '@'; e.g. entering "@250" will find all items with "250" anywhere in their name.

Here's an example of a list of items displayed after clicking the **Find** button:

have List											
en inn	Eri rakes	N	Drater ity	E Real	E	Cuploate	Cutter		1 Verge		58235540
Harr Co	da .		isen nam			Doubler bar		inali Ma		The	
	2048.0	ed Medical Su	00 ¹ m				1	1			
124028	LE Mar	dise Marenak									
196201	1,71.00	prosentse 1	THE .					1 100			
767801	309180	FOURT									
104400	4-0 mat	No Among Bar	CHORY OF								
788021	4088.04	Delution 2 (DA)	INCO								
197401	1438.00	Autob									
167301	70(2)80	479									
197601	708.80	CA 125						1			
1677301	708.00	CA 189									
196101	108.90	708 8-00									
787801	7084.80	PRES 1954									
194001	709430	Total PDA									
784701	BARD I	Interior & Jan	 Silveri) 3010 	1798							
196401	0447.04	souther 1 p	NURSEN INCO.								
78.6621	BAR126	Interior 1 (Na	eris can?) EALPH	01							
197901	9425.97	114 10104									
8/1014	A case it	A same its Electricity									
125010	AR(10)	AR-IN-INVESTIGATION (INVESTIGATION)									
178.600	Alexant	Assessiv (ABC) 100mg Talliets					60				
119000	Abecavit	1480, 1814g1	diam'r								
1.000 0	Asses	100mg milan	inative King Da	al Contribution?	lanes.			10			
15400	Abecavit	100mg + 1am	ivudine 180mg, 8	val Combination	faloiens .			-100			
							-	and a			

Double-click the item in the list to view its details.

Items list view

New item

Click the **New item** button to enter the details of a new item you are adding to your inventory. You can find out how to do this here

Set values

Click the **Set values** button to do either (or both) of the following for **all** the highlighted items:

- Set the flag
- Set forecasting options

Set flag t	to	
Append to existin Replace existin		
C raphace caratin	.yy.	
	tions for highlighted	
-	future consumption: e- use current setting	
-	Average Monthly Con	·
Use historical	AMC increased by a fa	actor of: 0 %
-	timated AMC of:	0 items/month
 Use projection 	6	A 🔻
		Cancel OK

We recommend you use a single character (or two) as the flag.

If you choose Append to existing flags, any items with existing flags will have the new flag added

to the end of the flag. If you choose **Replace existing flags**, then the selected items will have their flags cleared.



You can clear all flags for all items by selecting all items (control - A) then leaving the **Set flag to** field blank, clicking "Replace existing flags", and then clicking the **OK** button.

Find

Clicking the **Find** button displays the **Find** window, the same as if you had chosen **Items > Show items**.

Order by

Clicking the **Order by** button will bring up the standard Order by window, where you can choose fields by which to sort the displayed items

Print

Click the **Print** button to print the items currently displayed in a list.

Modify

Click the **Modify** button to show details for the first record that is highlighted. Clicking the **OK and Next** button in the item details window will jump to the next highlighted record. To select multiple records, hold down the control key (command on Mac) while you click on the records you wish to select.

Duplicate

Click the Duplicate button to create a new item with the same details as the selected item. A message box like the one below will appear. Click on button **Duplicate** to confirm creating the duplicate. Note that the only difference you will see between the existing item and the newly created item is the name of the new item ends with the text '(copy)'. The new item will be added to the end of the currently displayed list of items.



Note that for recording and audit purposes a Log event is created when an item is duplicated. For more information on log events see section 25.19. The system log.

Customise

Clicking the **Customise** button will show a window where you can choose which fields from the items table are shown in the list view. See Working with lists.

Merge

Click on the **Merge** button to merge two highlighted items.

Item details window

•••			Item details	
General Storage	🗐 Item name	Adrenaline (EPINEPHRINE), 1mg/		Store: Ceneral O
Misc	ltem code	adrllv	Pricing	
Usage Stock	General		D Default sell price of prefe	efault margin 0 rred packsize 0.00
Ledger		Pack 0	Price editable	when issuing
Quotes Backorders	Department Category		Full description	
Notes	Category 2			
Bill of materials	Category 3	None		
Purchase Orders Order options	Interaction group		VEN Category	Stock category
Dispensing Reporting	Item flag Universal code		• Not assigned	Normal stock
Log Requisitions	Doses	Is a vaccine?	Vital Essential	On essential drug list
Stores Barcodes		Hold: do not issue Issue in builds only	Necessary	
Custom data	۵	llow pack to one conversion		Custom fields
Master lists		ert pack to 1 when receiving		MoH item code:
Interactions		Include in DHIS2 data push		user_field_2
				user_field_3
				Standard pack price: 0.00
				user_field_6
				user_field_4
				user_field_7
Delete			OK & Previous	OK & Next Cancel OK

Buttons in the item details window

Delete: Provided that an item has no transactions, quotes, order lines or backorder lines, it can be deleted, and this button performs that action.

Once you have received stock for an item, it cannot be deleted. You can delete an item immediately after you have created it or imported it. Note that if you have imported an item and stock, you can delete it, and it's associated stock will be deleted too (but not once it has been used in a transaction such as an invoice or build).

OK & Next: Saves changes, exits the window, then brings up the next item in the item list. If you did not have an item list open, or if you have reached the last item in the list, you will be returned to the list or the initial menus, depending on your starting point.

Cancel: Exits the window without saving changes.



Changes you have made to quotes, notes and backorders will be saved, even if you click **Cancel** .

OK: Saves changes then exits the window.

Tabs on the item details window

The item details window displays a vertical list of 'tabs' down the left side. Click on the appropriate item to view a 'tab' displaying particular information about an item. The Item Details Window normally opens at the **General** tab.

- 4.01.01. Items General tab
- 4.01.02. Items Storage tab
- 4.01.03. Items Misc(ellaneous) tab
- 4.01.04. Items Usage tab
- 4.01.05. Items Stock tab
- 4.01.06. Items Ledger tab
- 4.01.07. Items Quotes tab
- 4.01.08. Items Backorders tab
- 4.01.09. Items Notes tab
- 4.01.10. Items Reconcile tab
- 4.01.11. Items Bill of materials tab
- 4.01.12. Items Purchase orders tab
- 4.01.13. Items Order options tab
- 4.01.14. Items Dispensing tab
- 4.01.15. Items Reporting tab
- 4.01.16. Items Log tab
- 4.01.17. Items Requisitions tab
- 4.01.18. Items Stores tab
- 4.01.19. Items Barcodes tab
- 4.01.20. Items Custom data tab
- 4.01.21. Items Master lists tab
- 4.01.22. Items Interactions tab

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