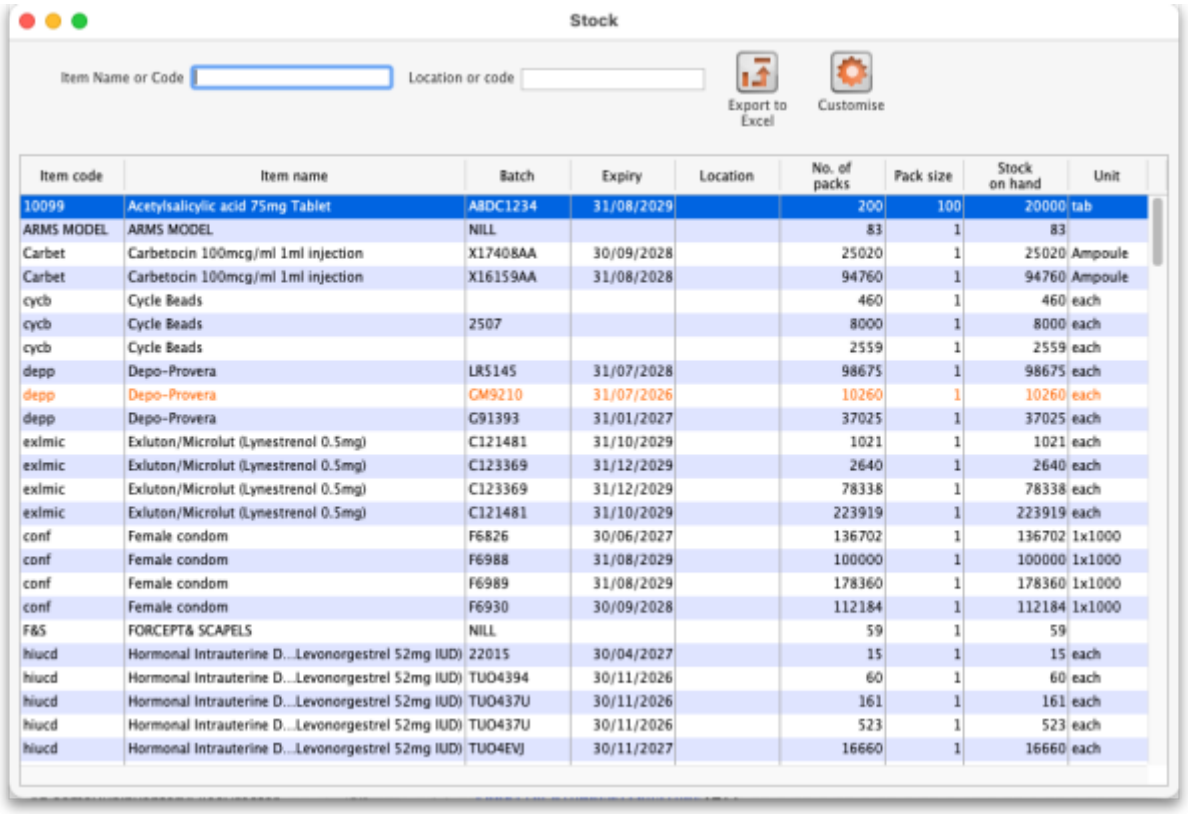
Show items with stock

Updated: version 3.12

This can be accessed by choosing **Show items with stock** from the **Item** menu or by clicking on the *Stock* icon ( ) on the *Item* tab of the Navigator. Either of these options will display this window:

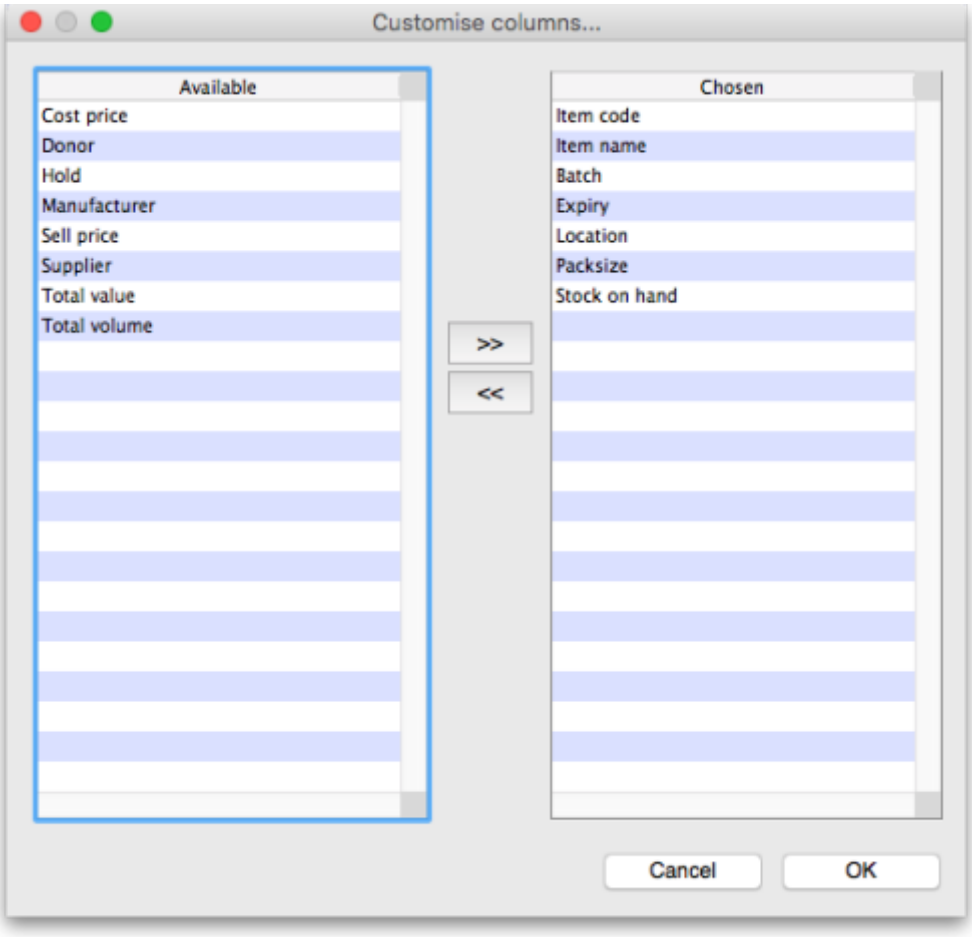


Item code	Item name	Batch	Expiry	Location	No. of packs	Pack size	Stock on hand	Unit
10099	Acetylsalicylic acid 75mg Tablet	ABDC1234	31/08/2029		200	100	20000	tab
ARMS MODEL	ARMS MODEL	NILL			83	1	83	
Carbet	Carbetocin 100mcg/ml 1ml injection	X17408AA	30/09/2028		25020	1	25020	Ampoule
Carbet	Carbetocin 100mcg/ml 1ml injection	X16159AA	31/08/2028		94760	1	94760	Ampoule
cycb	Cycle Beads				460	1	460	each
cycb	Cycle Beads	2507			8000	1	8000	each
cycb	Cycle Beads				2559	1	2559	each
depp	Depo-Provera	LR5145	31/07/2028		98675	1	98675	each
depp	Depo-Provera	GM9210	31/07/2026		10260	1	10260	each
depp	Depo-Provera	G91393	31/01/2027		37025	1	37025	each
exlmic	Exluton/Microlut (Lynestrenol 0.5mg)	C121481	31/10/2029		1021	1	1021	each
exlmic	Exluton/Microlut (Lynestrenol 0.5mg)	C123369	31/12/2029		2640	1	2640	each
exlmic	Exluton/Microlut (Lynestrenol 0.5mg)	C123369	31/12/2029		78338	1	78338	each
exlmic	Exluton/Microlut (Lynestrenol 0.5mg)	C121481	31/10/2029		223919	1	223919	each
conf	Female condom	F6826	30/06/2027		136702	1	136702	1x1000
conf	Female condom	F6988	31/08/2029		100000	1	100000	1x1000
conf	Female condom	F6989	31/08/2029		178360	1	178360	1x1000
conf	Female condom	F6930	30/09/2028		112184	1	112184	1x1000
F&S	FORCEPT& SCAPELS	NILL			59	1	59	
hiucd	Hormonal Intrauterine D...Levonorgestrel 52mg IUD)	22015	30/04/2027		15	1	15	each
hiucd	Hormonal Intrauterine D...Levonorgestrel 52mg IUD)	TUO4394	30/11/2026		60	1	60	each
hiucd	Hormonal Intrauterine D...Levonorgestrel 52mg IUD)	TUO437U	30/11/2026		161	1	161	each
hiucd	Hormonal Intrauterine D...Levonorgestrel 52mg IUD)	TUO437U	30/11/2026		523	1	523	each
hiucd	Hormonal Intrauterine D...Levonorgestrel 52mg IUD)	TUO4EVJ	30/11/2027		16660	1	16660	each

By default all stock is listed, and where the stock of an item is present in different batch numbers, each one is displayed.

Customising the list

You can choose the columns displayed by clicking on the **Customise** button to display this window:



Listed under **Available** are the columns not presently displayed, and under **Chosen** are the columns presently displayed. Changes are made by highlighting your chosen column on this window, and moving it using the buttons in the centre to add or remove it from the display.

You can drag the items in the *Chosen* column into the order of your choice to change the order they are displayed in the list (top of the list is displayed on the furthest left, bottom of the list is displayed the furthest right).

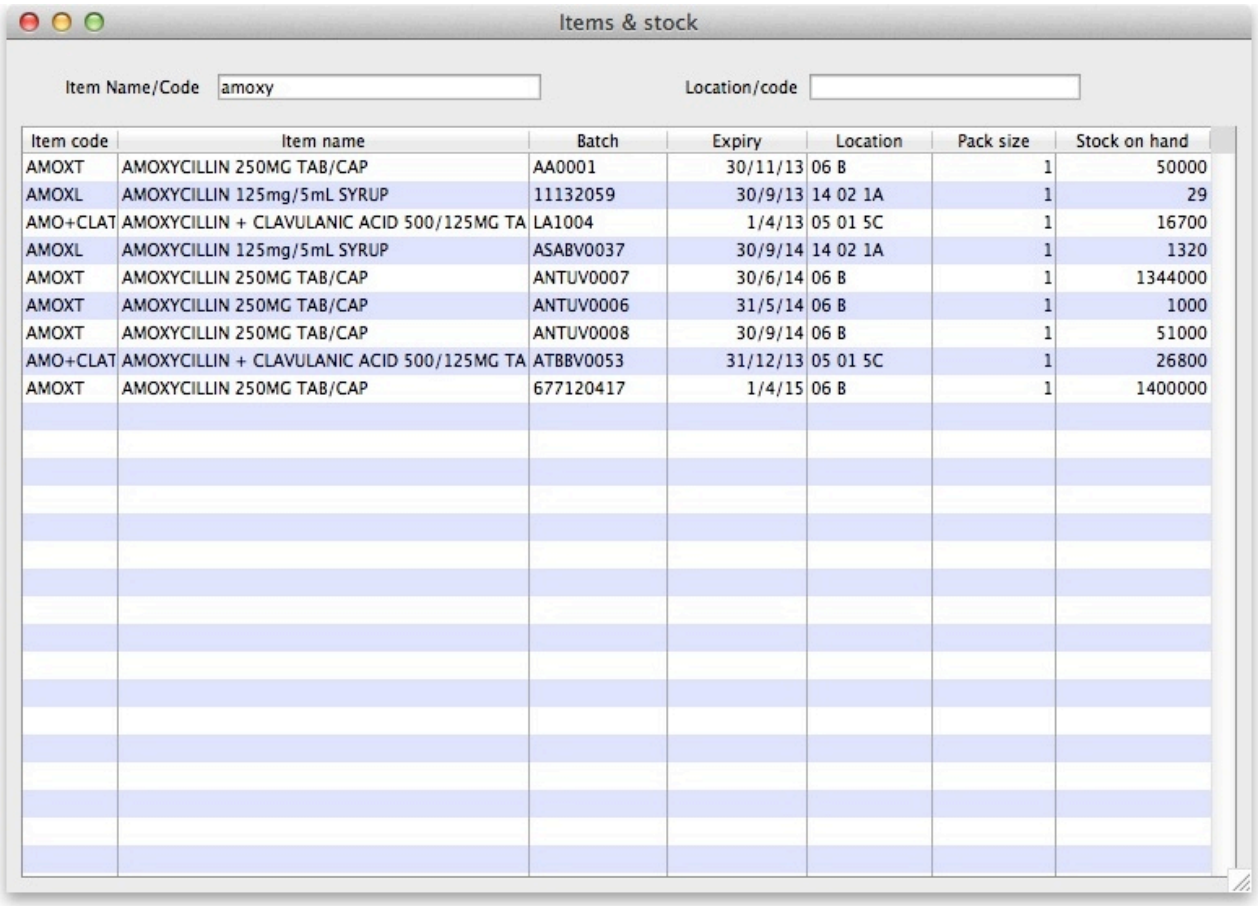
Printing/exporting the contents of the table

You can export the stock information on the items displayed in the table by clicking on the *Export to Excel* button. Only the items displayed in the table will be exported and a fixed set of columns will be exported - this set is not affected by any changes you make to the displayed columns using the *Customise* button described above.

In your spreadsheet application you can manipulate or print the data as you please.

Filtering the list

Entering the item name or code in the box will filter the list; entering the first few characters of an item name will display only those items which begin with those letters (or numbers).



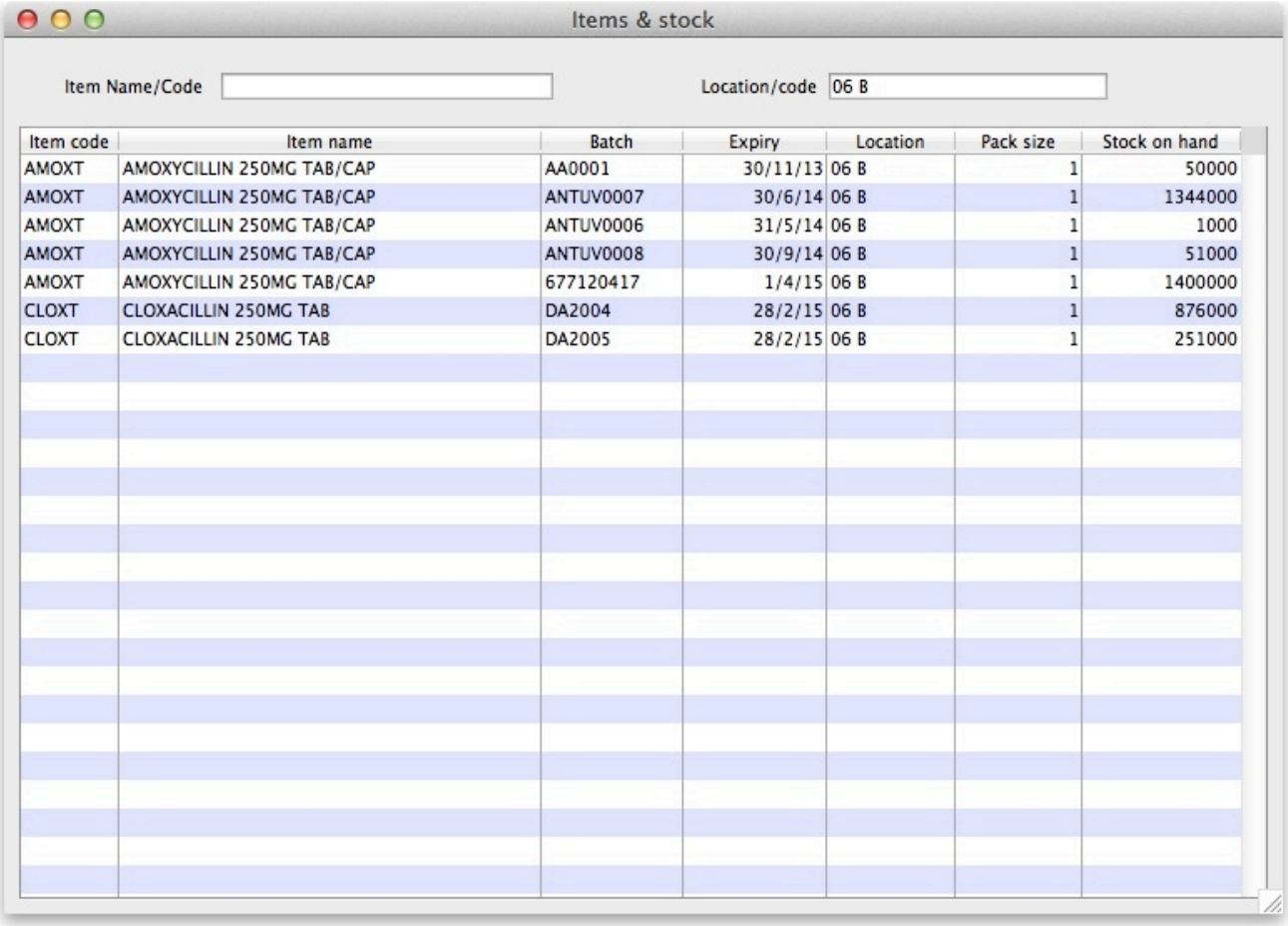
Item code	Item name	Batch	Expiry	Location	Pack size	Stock on hand
AMOXT	AMOXYCILLIN 250MG TAB/CAP	AA0001	30/11/13	06 B	1	50000
AMOXL	AMOXYCILLIN 125mg/5mL SYRUP	11132059	30/9/13	14 02 1A	1	29
AMO+CLAT	AMOXYCILLIN + CLAVULANIC ACID 500/125MG TA	LA1004	1/4/13	05 01 5C	1	16700
AMOXL	AMOXYCILLIN 125mg/5mL SYRUP	ASABV0037	30/9/14	14 02 1A	1	1320
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0007	30/6/14	06 B	1	1344000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0006	31/5/14	06 B	1	1000
AMOXT	AMOXYCILLIN 250MG TAB/CAP	ANTUV0008	30/9/14	06 B	1	51000
AMO+CLAT	AMOXYCILLIN + CLAVULANIC ACID 500/125MG TA	ATBBV0053	31/12/13	05 01 5C	1	26800
AMOXT	AMOXYCILLIN 250MG TAB/CAP	677120417	1/4/15	06 B	1	1400000

To display a specific item, either the item code or the full name should be entered.

To find all items containing **ran** enter **@ran** which will display all items which include the characters entered, not only those items where the characters entered are at the start of the item name - e.g. this will not only display any Ranitidine in stock, but will also display `Py**ran**tel', `Nitrofu**ran**toin', Prop**ran**olol', etc..

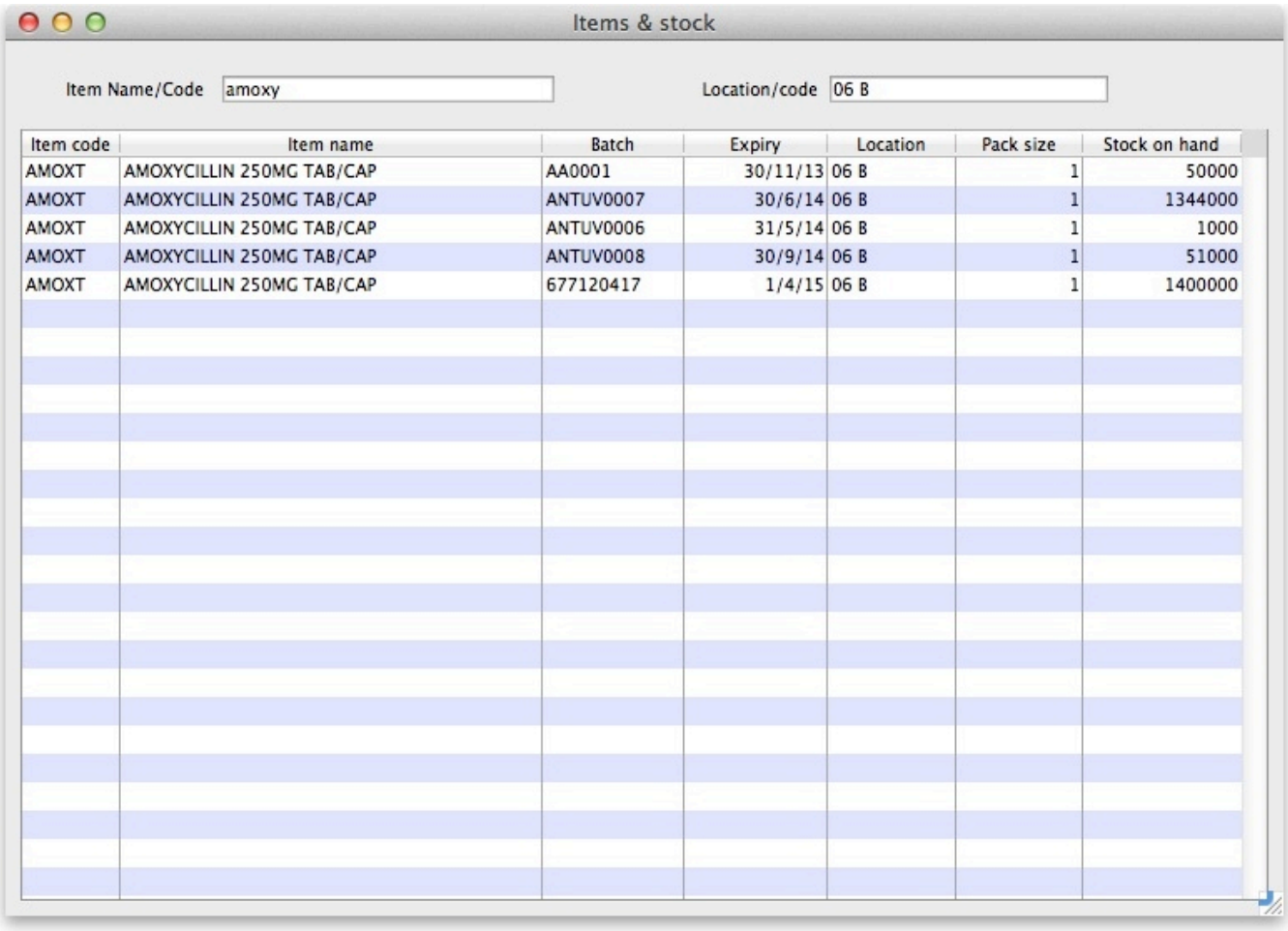
Filtering by location

Alternatively you can filter by location. Leave the first search box blank and enter a location into the second search box. This will show only the items with that location.



Even more specific

To view an even more specific selection of stock you can filter by both item name and location. By entering your criteria into both boxes, only the stock which matches your specified name and location will appear.



// Previous: Repacking Items Next: Splitting a batch//

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Last update: **2017/08/30 16:08**