Adding Stockitems

This section assumes that a Catalogue record already exists for an item. If you don’t immediately choose to create a Stockitem record when a Catalogue record is created, you can select XReferences > Stockitems from the Catalog menu to initiate the process.

1. A prompt will display with the following message: **No Stockitems exist for the Catalogue. Do you wish to create a new Item?**

2. Click on the **Yes** button – a New Stockitem prompt will display with the following message: **Please choose a Form Type for the new Stockitem**
3. Choose the appropriate Form type and click on the OK button – the Stockitem main screen will enter creation mode (the F2 Insert button will appear bolded) and a number of fields will be pre-populated:
4. Complete the other fields as required – for example: **Stats Code, Current Cost, Floor** location, etc – to access a list of codes in a field press **<TAB>**

For example: in the **Stats Code** field, pressing **<TAB>** will display a list of your Stats Codes and Descriptions – double-click on a entry to select it
5. Scan in **barcode** in the Item No field (if you wish to create a system-generated barcode, leave this field blank)

6. Click on the **F2 Insert** button when complete – the following prompt will appear: **The Item has been Inserted.**

7. Click on the **OK** button
Multiple copies

To enter multiple copies of the same catalogue item:

1. Scan in a new barcode into the Item No field – the F2 Insert button will once again become bolded.
2. Change any other details as required – for example: Stats Code, Copy No and Floor location.
3. Click the F2 Insert button when complete.