

USER GUIDE

ALLOCATING ITEMS TO A FACILITY

The actions described in this Guide can only be performed if you have already created an Item and have created the Facility to which the Item needs to be allocated.

[Creating Items User Guide](#)[Creating Facilities User Guide](#)

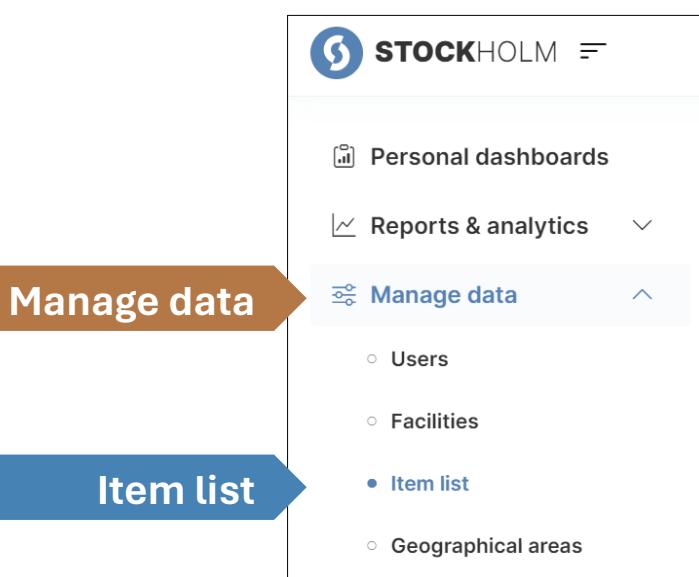
Every Item needs to be **allocated to a Facility** in STOCKHOLM.

There are two ways to allocate an Item, through either the

- **Manage item list** section, as explained in this Guide, or
- **Manage facility** section.

HOW TO ALLOCATE ITEMS TO A FACILITY THROUGH THE MANAGE ITEM LIST PAGE

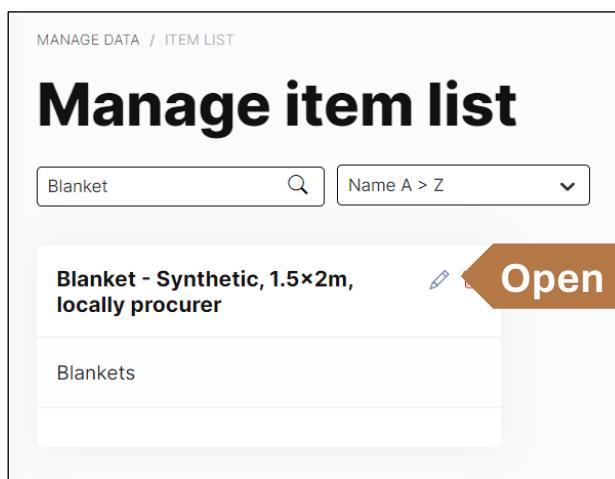
1. Open the **Manage data** menu.
2. Select **Item list**.



The **Manage item list** page will open, displaying all Items that your organisation has already added on STOCKHOLM.

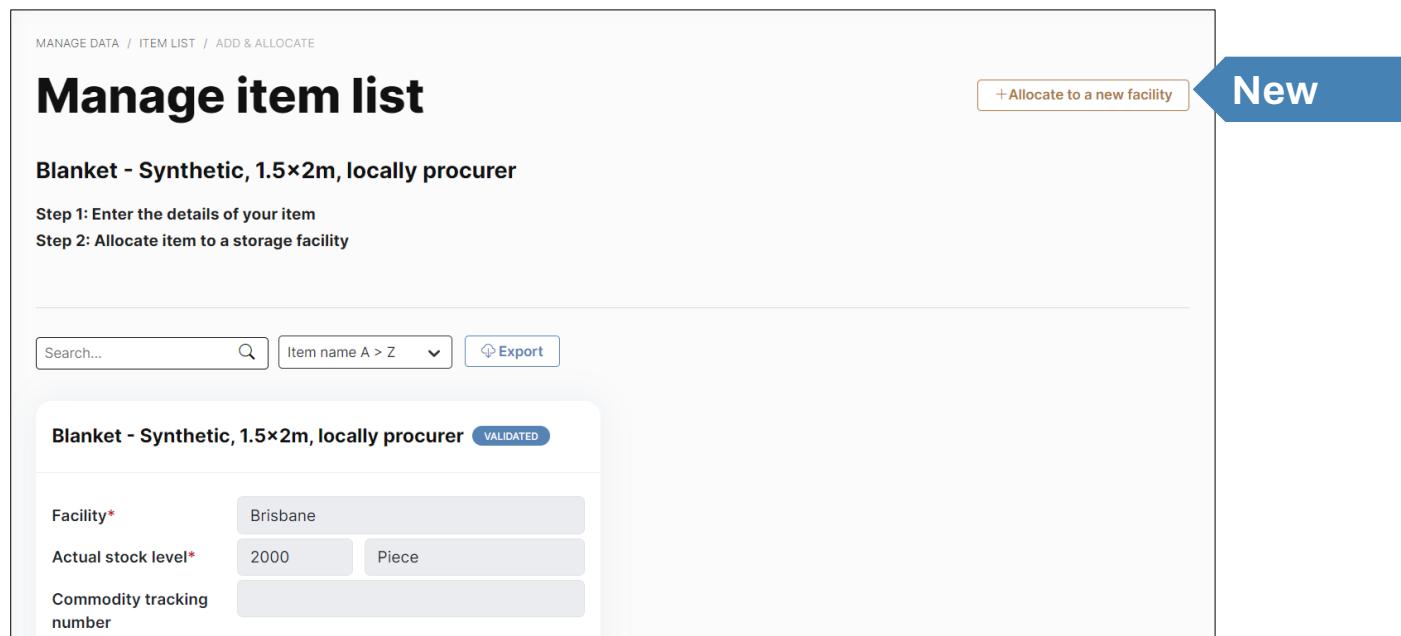
3. **Locate the Item** that you want to allocate. You can also type into the **search bar** to look for the Item.

In the example below, we search for 'Blanket'.



The screenshot shows the 'Manage item list' page. At the top, there is a search bar with 'Blanket' typed in and a magnifying glass icon. To the right of the search bar is a dropdown menu set to 'Name A > Z'. Below the search bar, a list of items is displayed. The first item in the list is 'Blanket - Synthetic, 1.5x2m, locally procurer', which is highlighted with a blue pencil icon and a red 'Open' callout bubble. Below this item is another entry for 'Blankets'.

4. Click the blue pencil icon to **open the Item**.



The screenshot shows the 'Manage item list' page for the item 'Blanket - Synthetic, 1.5x2m, locally procurer'. At the top right, there is a blue arrow pointing left with the text 'New'. Below the item name, there are two steps: 'Step 1: Enter the details of your item' and 'Step 2: Allocate item to a storage facility'. The page includes a search bar, a dropdown for 'Item name A > Z', and an 'Export' button. The item details are shown in a form: 'Facility*' is set to 'Brisbane', 'Actual stock level*' is '2000' (Unit: Piece), and 'Commodity tracking number' is empty. A blue 'VALIDATED' button is visible next to the item name.

5. Click the **Allocate to a new facility** button.

A blank form will open, where you can **enter the details of the Item** that you wish to allocate.

**Facility****Stock level**

Step 2 of 2: Allocate item to a storage facility

Item name*	Blanket - Synthetic, 1.5x2m, locally procurer
Facility name*	Select facility
Actual stock level*	Select unit
Commodity tracking number	
Donor	Select...
Expiry date	--/--/----/ <input type="button" value="x"/> <input type="button" value="□"/>
HS code	
Minimum stock level	
Packaging size	

Save

6. Select the name of the **Facility** where you wish to allocate the Item.
7. In the **Actual stock level** field, type the quantity of items currently in stock and specify the **Unit** of measure.

STOCKHOLM uses 'units' to measure quantities. For example, if you have 10 packs of 5 blankets you should indicate 50 pieces. You can then add the packaging configuration in the "Packaging size attribute" by entering "Packs of 5".

8. Complete other relevant fields. Any **mandatory attributes** will be indicated by a red asterisk (*).
9. Select **Save**. You will receive a pop-up notification to confirm your Item was successfully updated.

If you receive an error message, alerting you that the identical items are already allocated to the Facility, you should follow the steps in the [Updating Item Quantities User Guide](#) instead.

Follow the same steps described above to assign the Item to another Facility. You can add an item to as many facilities as you need.

ALTERNATIVE WAY TO ALLOCATE ITEMS TO A FACILITY

It is also possible to allocate Items using the **Manage facility** section.

See pages 1 and 2 of the [Updating Item Quantities User Guide](#) for help to access the Facility menu.

FURTHER ASSISTANCE

For support with allocating Items in STOCKHOLM, [contact the ESUPS team](#).