

USER GUIDE

CREATING ITEMS

Within STOCKHOLM, each item belongs to a pre-determined **Item Group**. Item Groups make it easy to identify similar items, regardless of what they are called by different organisations.

For example, items like tarpaulins, tarps and plastic sheets will all fall under the Item Group “tarpaulins” in STOCKHOLM.

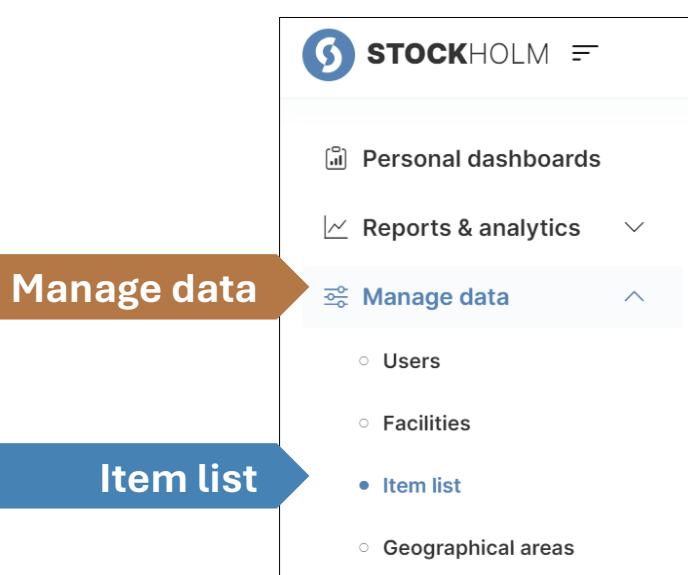
To create an item, you must always assign it to a pre-determined Item Group.

There are two ways to create a new Item:

- **Individually**, as described in this Guide; or
- **In bulk**, for new Geographical Areas or for Agencies with no existing Items in STOCKHOLM. For further information, see the [Adding Items in Bulk User Guide](#).

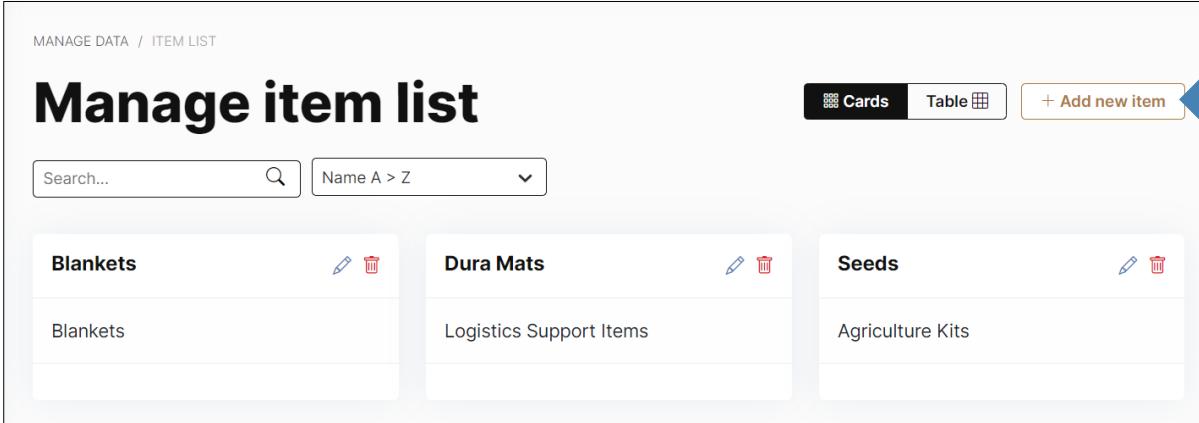
HOW TO CREATE INDIVIDUAL ITEMS

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



The **Manage item list** page will open, displaying items that your organisation has already added in STOCKHOLM.

3. Click the **Add new item** button.



MANAGE DATA / ITEM LIST

Manage item list

Search... Name A > Z

Blankets **Dura Mats** **Seeds**

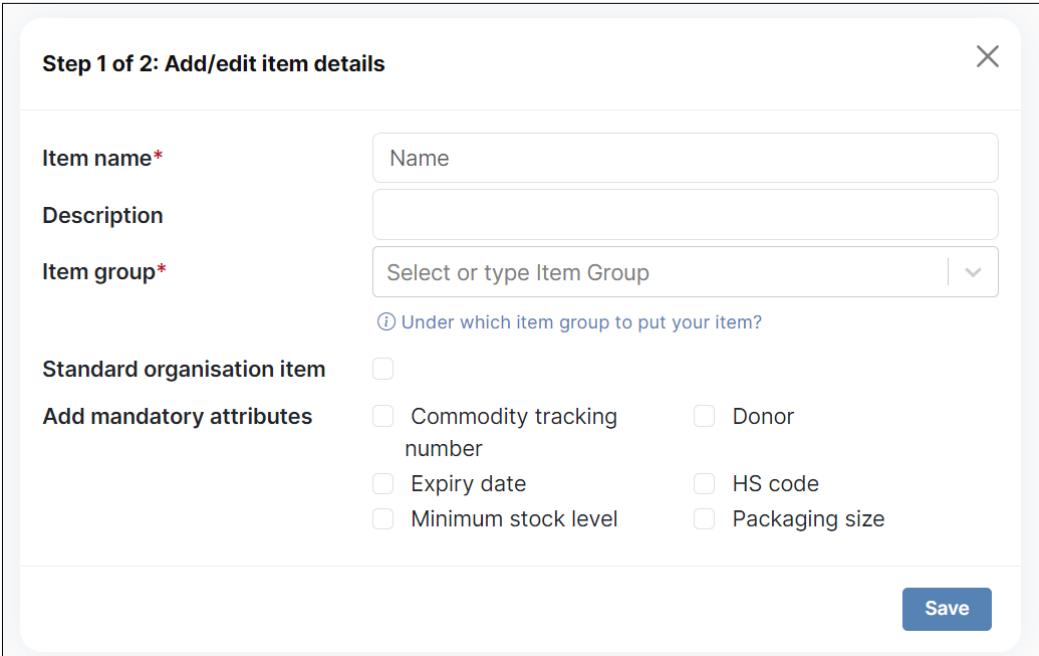
Blankets	Dura Mats	Seeds
Blankets	Logistics Support Items	Agriculture Kits

A blank form will open.

There are two steps to add a new Item to STOCKHOLM.

► Step 1 of 2: Add/Edit item details

In the form, you can **enter the details of the Item** that you wish to add.



Step 1 of 2: Add/edit item details

Item name*

Description

Item group*

ⓘ Under which item group to put your item?

Standard organisation item

Add mandatory attributes

<input type="checkbox"/> Commodity tracking number	<input type="checkbox"/> Donor
<input type="checkbox"/> Expiry date	<input type="checkbox"/> HS code
<input type="checkbox"/> Minimum stock level	<input type="checkbox"/> Packaging size

4. Enter your **Item name** and add an optional **Description**.

In the example below, we have entered details for a 'Synthetic Blanket'.

Name
Group

Step 1 of 2: Add/edit item details

Item name*	<input type="text" value="Blanket"/>
Description	<input type="text" value="Synthetic Blanket"/>
Item group*	<input type="text" value="Blankets"/>
Under which item group to put your item?	
Standard organisation item	<input checked="" type="checkbox"/>
Add mandatory attributes	<input type="checkbox"/> Commodity tracking number <input checked="" type="checkbox"/> Donor <input type="checkbox"/> Expiry date <input type="checkbox"/> HS code <input type="checkbox"/> Minimum stock level <input type="checkbox"/> Packaging size

5. Select the appropriate **Item Group** from the drop-down box. You can also type into the search bar to look for an Item Group.

If you are not sure which Item Group to select, click on the link '**Under which item group to put your item**' below the drop-down box.

You will be directed to a file with the details of each Item Group.

Item Groups				
Examples of each Item Group can be found on the following pages				
Cash & Vouchers	Education	Food security	Logistics	Telecommunication
Credit Card and Vouchers	Backpacks Education Tents Individual Educational Materials Other Education Materials School - Play Kits	Agriculture Kits Cereals	Generators Logistics Support Items Mass Storage Unit Tents Vehicles	Emergency Telecommunications Kits
Health	Nutrition	Protection	Shelter	WASH
Clinical Tents Dead Body Management Equipment Diarrheal Disease Kits First Aid Kits IEHK Kits	Meals Ready to Eat (MRE) Other Nutrition Hardware Therapeutic Food	Children Friendly Space Dignity Kits Female Friendly Space (FFS) Other Protection Materials	Blankets Clothes Family Tents Household Kits and Other Items Kitchen Sets	Buckets Hygiene Awareness Hygiene Kits Hygiene Materials Plastic Sheeting Sanitation

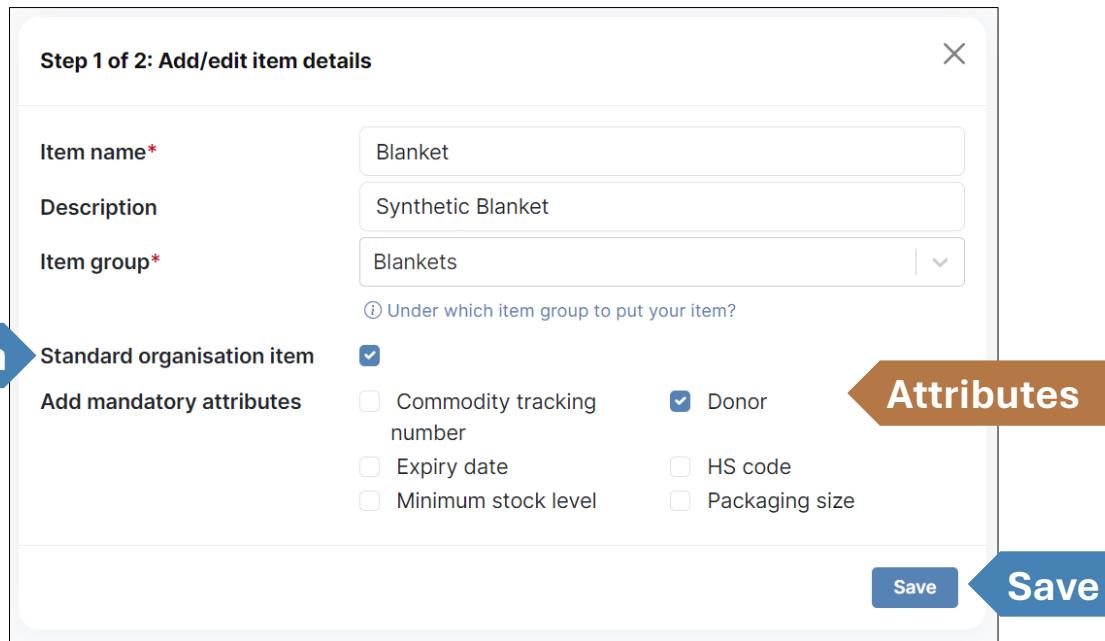
6. Users with a role at or above the national level will see a **Standard organisation item** tick box below the Item Group field.

Tick this box if the item is part of a global catalogue with standard items. If the box is ticked, the item will become available for all users operating in your agency.

7. Select any **mandatory attributes** that you want to attach to your item. You can tick all the boxes that are relevant for you, or even leave them all unticked.

The attributes that you tick will be **mandatory fields** when allocating your item to a Facility in the next step.

In the example, Donor is selected.



Step 1 of 2: Add/edit item details

Item name* Blanket

Description Synthetic Blanket

Item group* Blankets

(i) Under which item group to put your item?

Standard organisation item

Add mandatory attributes

<input type="checkbox"/> Commodity tracking number	<input checked="" type="checkbox"/> Donor
<input type="checkbox"/> Expiry date	<input type="checkbox"/> HS code
<input type="checkbox"/> Minimum stock level	<input type="checkbox"/> Packaging size

Save

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.

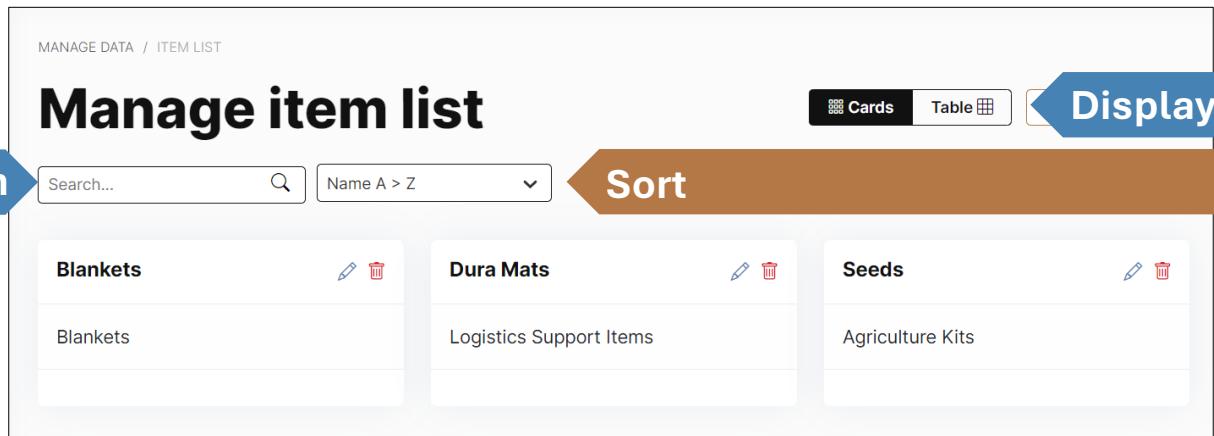
► Step 2 of 2: Allocate item to a storage facility

To complete the next step to add an Item, see page 3 of the [Allocating Items to a Facility User Guide](#).

HOW TO VIEW AND EDIT ITEMS

1. On the Manage item list page, you can choose to display your existing items either as **Cards or in a Table**. In both cases, items can be **sorted by name** (alphabetical order or reverse).

You can also use the **search bar** on top to look for items.



MANAGE DATA / ITEM LIST

Manage item list

Display

Search

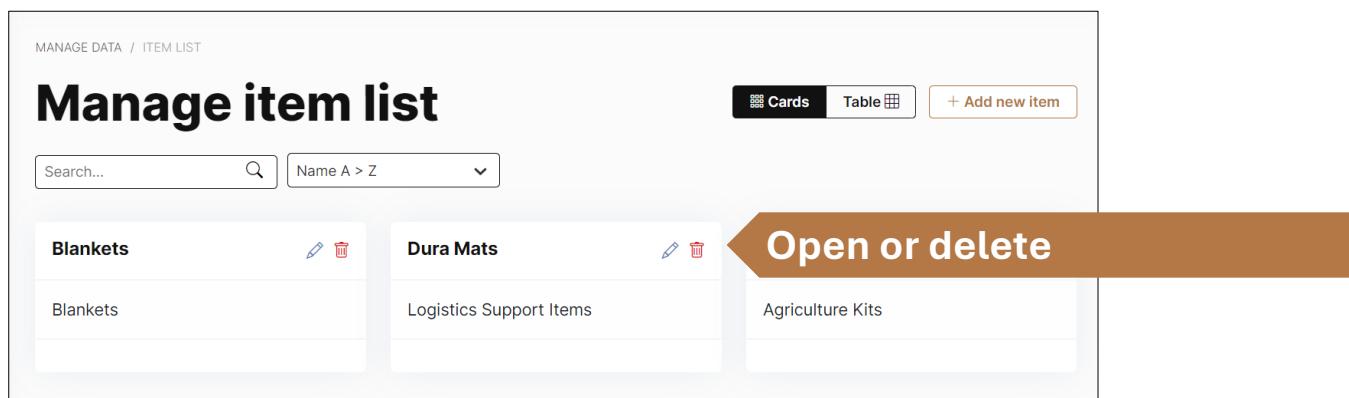
Sort

Blankets	Dura Mats	Seeds
Blankets	Logistics Support Items	Agriculture Kits

2. Click the blue pencil icon to **open and edit** an Item.

This will enable you to update Item quantities (see [Updating Item Quantities User Guide](#)).

3. Click the red trash can icon to **delete** an Item.



MANAGE DATA / ITEM LIST

Manage item list

Table

Open or delete

Blankets	Dura Mats	Seeds
Blankets	Logistics Support Items	Agriculture Kits

FURTHER ASSISTANCE

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