

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.

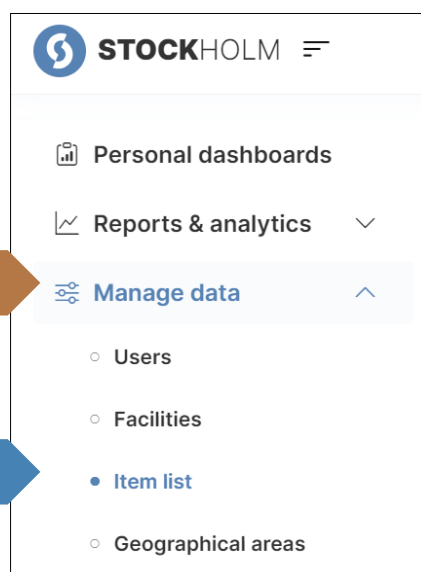
To create an item, you must always assign it to a pre-determined Item Group.

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](#).

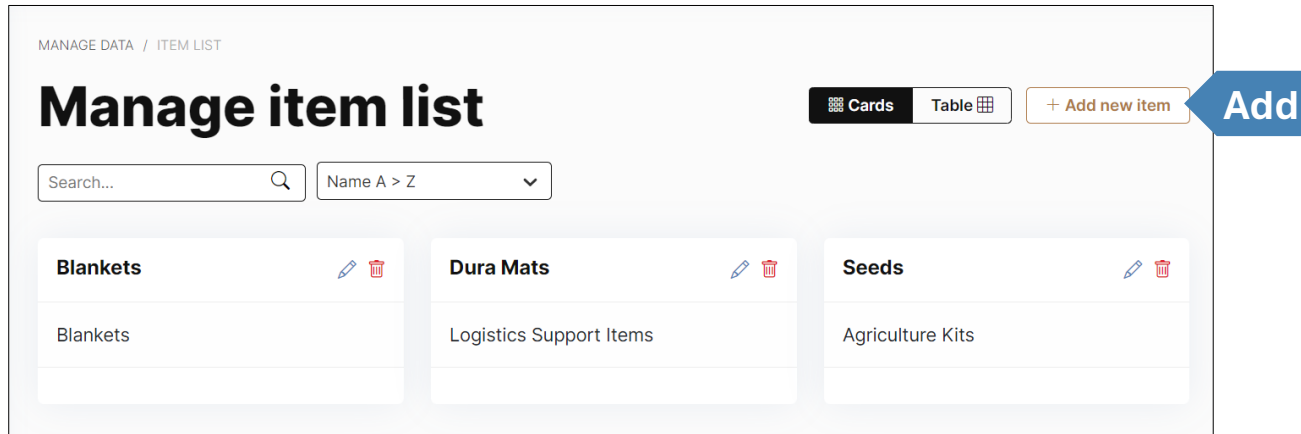
HOW TO CREATE INDIVIDUAL ITEMS

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.



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

☐ Commodity tracking number ☐ Donor

☐ Expiry date ☐ HS code

☐ Minimum stock level ☐ Packaging size

- 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*
Blanket

Description
Synthetic Blanket

Item group*
Blankets

Under which item group to put your item?

Standard organisation item
☒

Add mandatory attributes

☐ Commodity tracking number
☒ Donor
☐ Expiry date
☐ HS code
☐ Minimum stock level
☐ Packaging size

- 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.

<h1>Item Groups</h1> <p>Examples of each Item Group can be found on the following pages</p>				
 Cash & Vouchers Credit Card and Vouchers	 Education Backpacks Education Tents Individual Educational Materials Other Education Materials School - Play Kits	 Food security Agriculture Kits Cereals	 Logistics Generators Logistics Support Items Mass Storage Unit Tents Vehicles	 Telecommunication Emergency Telecommunications Kits
 Health Clinical Tents Dead Body Management Equipment Diarrheal Disease Kits First Aid Kits IEHK Kits	 Nutrition Meals Ready to Eat (MRE) Other Nutrition Hardware Therapeutic Food	 Protection Children Friendly Space Dignity Kits Female Friendly Space (FFS) Other Protection Materials	 Shelter Blankets Clothes Family Tents Household Kits and Other Items Kitchen Sets	 WASH Buckets Hygiene Awareness Hygiene Kits Hygiene Materials Plastic Sheetting 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

Under which item group to put your item?

Standard organisation item ☒

Add mandatory attributes

☐ Commodity tracking number ☒ Donor

☐ Expiry date ☐ HS code

☐ Minimum stock level ☐ 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.

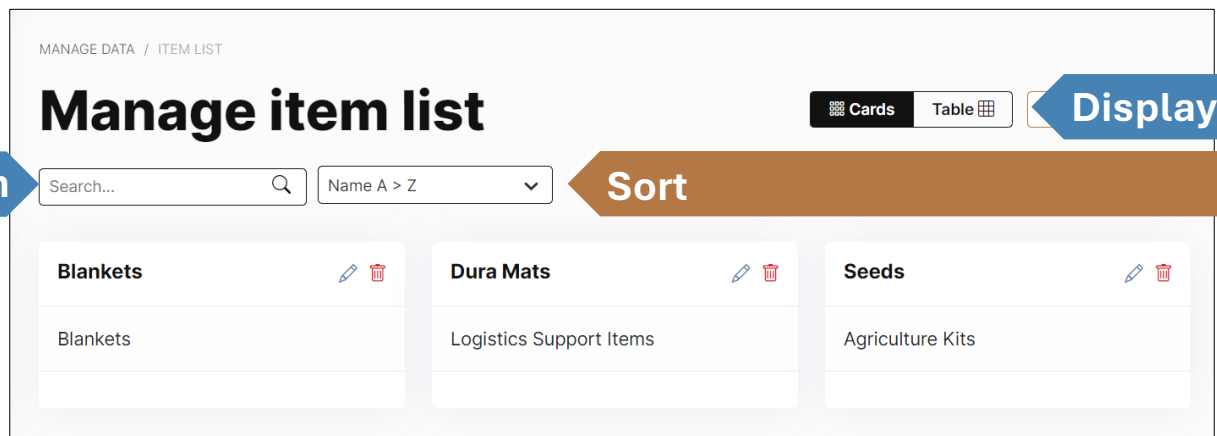
► Step 2 of 2: Allocate item to a storage facility

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).

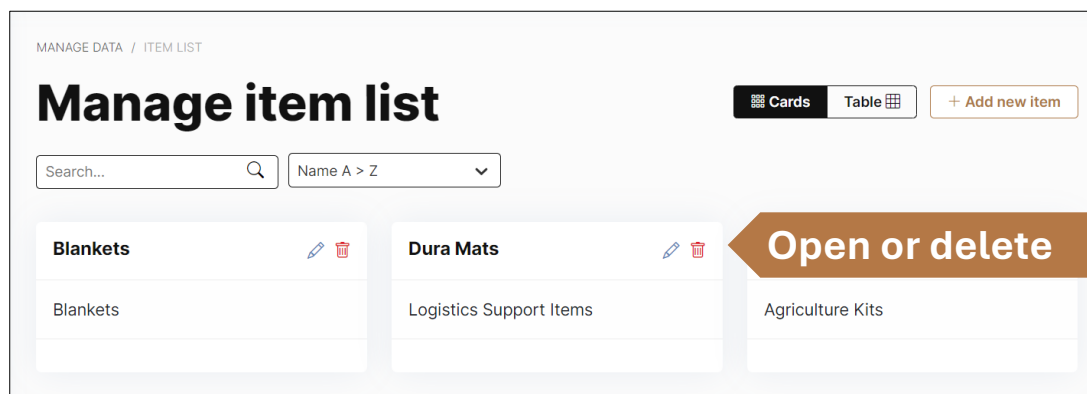
You can also use the **search bar** on top to look for items.



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.



FURTHER ASSISTANCE

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