



## Hiding items in certain stores

### Hiding a particular item

When viewing an item's details, there is an additional checkbox to hide the item.

This will mean the item will not normally display in item lists, including the main item list and choice lists

The screenshot shows the 'Item details...' window for 'Amoxicillin Sodium Tablet, 250mg'. The 'General...' tab is active. The 'Hide in this store' checkbox is highlighted with a red circle. Other visible fields include 'Item code: AMOS00TA3', 'Units: TAB', 'Department: none', 'Category: Pharmaceuticals', 'Interaction group: none', 'Hold: do not issue', 'Issue in builds only', 'Convert pack to 1 when receiving', 'Item flag', 'Shelf locations', 'Bulk shelf location: None', 'Preferred pack size: 1', 'Volume per pack: 0 m3', 'Outer pack size: 0', 'Outer pack volume: 0 m3', 'Weight per pack: 0 (kg)', 'Pricing', 'Default margin: 0', 'Default sell price of preferred packsize: 0.00', 'Price editable when issuing', 'Full description', 'Custom fields...', 'Authorized by:', 'Collected by:', 'Store', 'user\_field\_5: 0', 'user\_field\_4', 'user\_field\_6', 'Catalogue code', and buttons for 'Delete', 'OK & Next', 'Cancel', and 'OK'.

### How show hidden items

Obviously, once you've hidden an item, you won't see it in the item list.

If you want to see it for some reason (e.g. to set it's status to no longer hidden), chose **Items > Show items...** and then click the **Advanced Find** button. In the query editor, enter a query for all items (e.g. "key is greater than zero") and all items will be shown.

The screenshot shows the 'find item....' dialog box. It has a text input field for 'Find items whose name or code starts with'. Below the input field are three buttons: 'Complex Find', 'Cancel', and 'Find'. The 'Find' button is highlighted.

### Hiding items en masse

If you have a store with only a few items, click the *hide* checkbox for each item will be (a little) tedious.

You can hide all items for a store by choosing **Special > Show stores..**

Then double-click on the store you are currently logged in to. (This won't work for other stores in the list)

The screenshot shows the 'Store list...' window. It has a table with columns 'Code..' and 'Description'. The table contains the following rows:

Code..	Description
ARV	Anti-Retroviral Store
CON	Consumables: Xray, Dent, Dress, Surg
COR	Corridor Project Store
GEN	General CMS Medical
MAL	Malaria Control Programme Store
PRJ	Project (Unicef) Store
PSY	Psychotropic Programme Store
REP	Reproductive Health (Family Planning) Store
STA	Stationary Store
TBP	TB Programme Store
ONC	Trachoma Filariasis Oncho Schisto Programme Store
VAC	Vaccine Programme Store
YAW	Yaws Program Store

At the bottom of the window, there is a '13/13' indicator and an 'OK' button.



## Hiding items en masse (cont)

Click the **preferences** tab and then click **Hide all items for this store**

Only items with no stock will be hidden. You will be alerted when the process is finished, telling you how many items remain.

If there was an item with no stock that should not be hidden for the current store, use the advanced find method about to find it and uncheck the **hide in this store** checkbox.

