

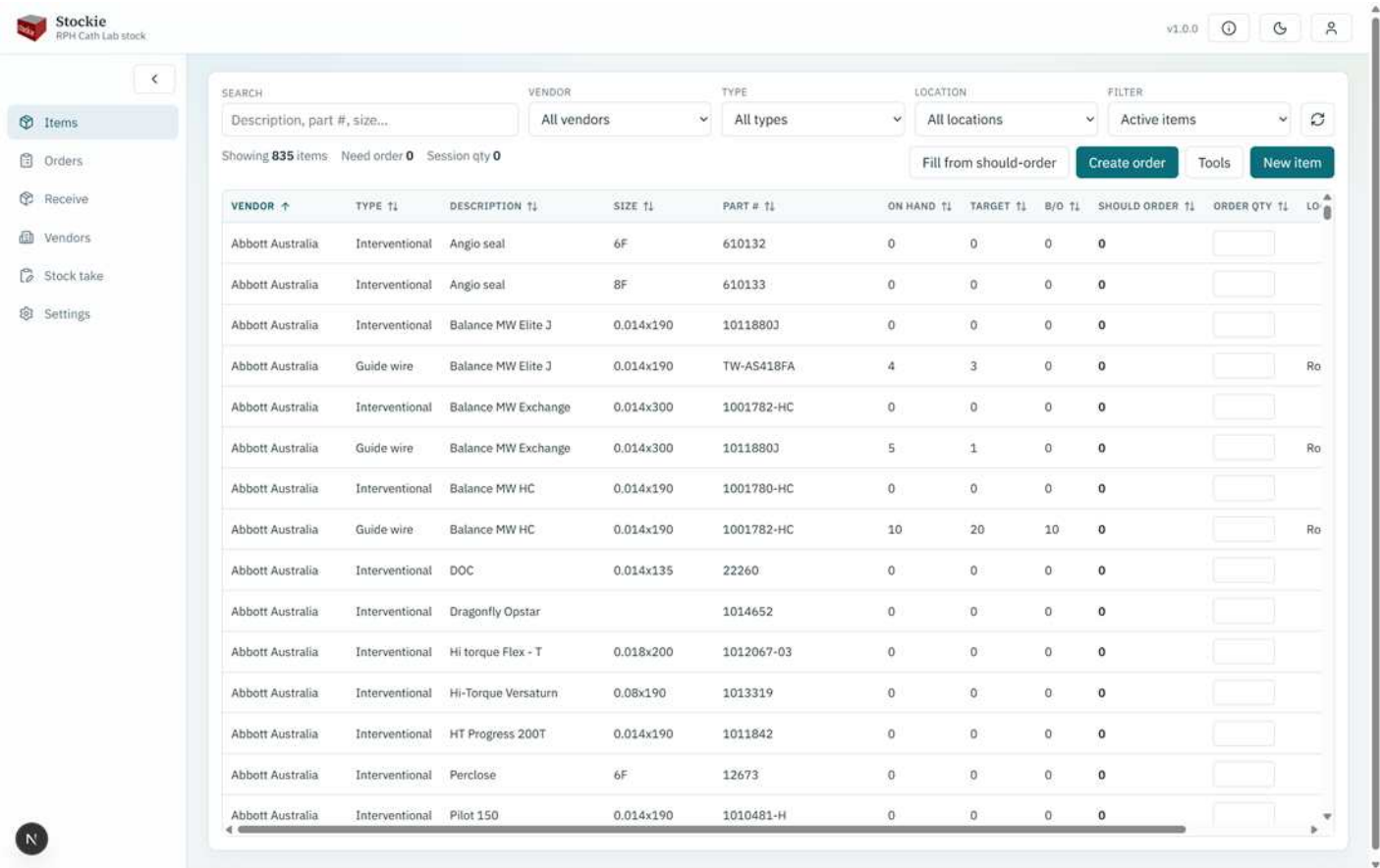
Items

- [Catalogue grid](#)
- [Create & edit items](#)
- [Should-order & ordering session](#)
- [Import / export](#)

Catalogue grid

Catalogue grid

Items is the home screen. It shows the live catalogue: vendor, type, description, size, part number, on-hand, target, back order (B/O), should-order, order qty, location, and price.



Items catalogue with filters and session actions

Filters and sorting

- Search by description, part number, and related text.
- Filter by type, location, and list mode (for example active items, or items that need ordering).
- Click column headers to sort.
- Use the refresh icon at the end of the filter row to reload.

Opening an item

Click a row to open the item detail / edit screen. With write access you can also create a new item from the actions area.

Key quantities

Column	Meaning
On hand	Current stock count in the lab.
Target	Par / target level you want to hold.
B/O	Back order — quantity already on open purchase orders and not yet received.
Should order	How many more to order (see next topic).
Order qty	Your session cart quantity for this item.

Create & edit items

Create & edit items

From Items, choose **New item** or open a row. With write access you can save changes; readers can view details only.

The screenshot shows the 'Edit item' form in the Stockie application. The form is titled 'Edit item' and shows item details for 'AA-610132'. It includes a photo upload section, a grid of input fields for description, size, vendor, type, location, on hand, target, box quantity, price, tender catalogue, supply arrangement, and reference. There are also checkboxes for 'Consignment' and 'Active', and a 'Save item' button.

DESCRIPTION	SIZE	VENDOR PART #	VENDOR	TYPE
Angio seal	6F	610132	Abbott Australia	Interventional

LOCATION	ON HAND	TARGET	BOX QTY	PRICE (EX GST)
-	0	0		

TENDER CATALOGUE #	TENDER SUPPLY ARRANGEMENT	TENDER REF

Back order 0 - Should order 0

☐ Consignment ☒ Active

Save item

Item form: catalogue fields and optional photograph

Main fields

- Description, size, vendor, type, location
- Vendor part number (important for matching supply lines)
- On hand and target quantities
- Box quantity and price (ex GST)
- Tender catalogue / supply arrangement / reference (when used)
- Consignment flag and Active flag

On edit, Stockie also shows derived **back order** and **should-order** for the item. You can attach or replace a photograph on edit.

There is no general document store on items in this web version — only an optional photo.

Should-order & ordering session

Should-order & ordering session

Should-order formula

For each item:

Should order = Target – On hand – Back order

- The grid displays the need as **zero or more** (negative values are shown as 0).
- **Back order** is calculated from open purchase-order lines: sum of (ordered – received) on lines that are not void and not fully received. It is not a separately typed field on the item.

Do not treat “target – on hand” alone as the order quantity. Ignoring back order overstates what you still need to buy.

Ordering session

With write access, enter quantities in the **Order qty** column. Values are saved to your personal session cart.

- **Fill from should-order** copies only *positive* should-order amounts into Order qty.
- The toolbar shows a session total when lines have quantity.
- When ready, choose **Create order** to review and confirm (see Orders).

Import / export

Import / export

On the Items screen, open **Tools** for Excel-oriented catalogue helpers (write access required to import).

- **Export** — download the catalogue for offline review or backup.
- **Import** — upload a spreadsheet to create or update items. Follow the dialog instructions and review any reported errors before relying on the result.

Prefer editing single items in the app for day-to-day corrections; use import for bulk catalogue maintenance.