

Item Groups

Item groups are a great way to help manage your data. Item groups give you the ability to group accounts, cashiers, customers, items, suppliers, drugs, doctors, patients, pharmacists and nursing homes to assist easy recall, reporting and many other functions.

Creating an Item Group

1. On the **Assistants** tab, click **Group**, then click **New**.
2. Complete the **Name** and **Description** as required. Then select **Item** from the **Group Type** and click **OK**.

New Group

You must choose a friendly name that will identify this group.
You can also enter a description which can describe this group in more detail.

Name: Robot

Description: Items stored in the robot.

Choose what will be stored in this group.
Once a type has been selected it cannot be modified.

Group Type: Item

OK Cancel

The item group has now been created.

3. Add items to the item group using the instructions below. You can add individual items or groups of items.

Adding Items to an Item Group

Adding Single Items

1. Click **Add Entry**.
2. To add items one at a time search for the required Item.
3. Find the required item in the list on the left-hand side, select it, then press the arrow that points to the right to move it across.

Available Items

Search Criteria

Alias, code or description contains: Amox Search

Item Type: Any Item Type

Active State: Any State

Search Results

Item Type	Code	Description
Standard	305685	AMOXIL CAP 250mg 20
Standard	513946	AMOXIL CAP 300mg 20
Standard	640607	AMOXIL DUO TAB 3G 14
Standard	401137	AMOXIL FORTE SYRP 250mg/5mL, 100mL 1
Standard	453609	AMOXIL PABEGATRIC O-DRPS 100mg/mL, 20mL 1
Standard	095594	AMOXIL SACH 3g 1
Standard	401129	AMOXIL SYRP 125mg/5mL, 100mL 1
Standard	399566	AMOXICILLIN (APO) SYRP 125mg/5mL .. 1
Standard	130524	AMOXICILLIN (APO) SYRP 250mg/5mL .. 1

Selected

Item Type	Code	Description
Standard	513946	AMOXIL CAP 300mg 20

OK Cancel

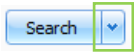
- Continue to add items to the right-hand side as needed. Once all the items have been added click **OK** to complete the Item Group.



Items groups are not locked so items can be added or removed at any time.

Adding Groups of Items

- Click **Add Entry**.
- Click on the down arrow next to the search button.



- Select one of the options e.g. Department.
- Select the required Department from the drop-down list and click **Search**.
- All the items in that department will now be displayed on the left-hand side.
- To add all items in this department into the group click the double right arrow to move them across.



- To select certain items from the list you can hold down **CTRL** on the keyboard and then select the required items. To move only the selected items across, click the single right arrow.



The single arrows move only the selected items, whereas the double arrow moves everything regardless of what is selected.
