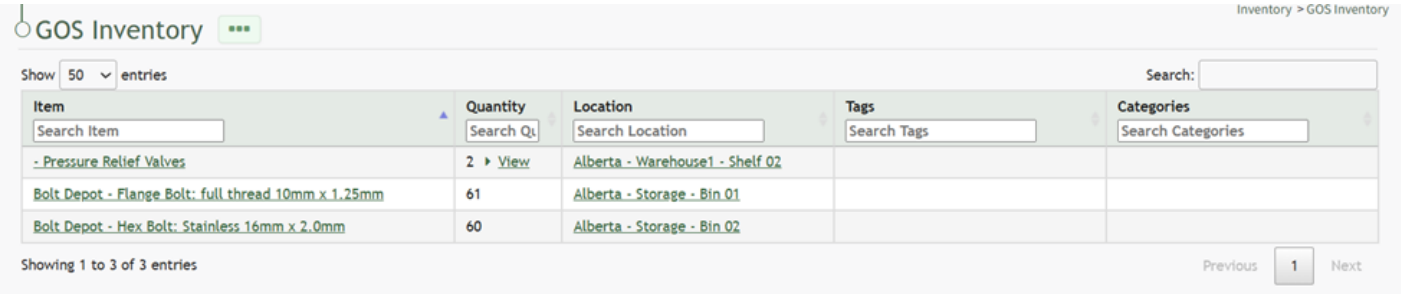
Add a Unique Item to the Inventory

> Before a stock item can be assigned its unique identifier, it must first be created as a stock item. Serial numbers or unique identifiers are applied to a stock item, making it unique.

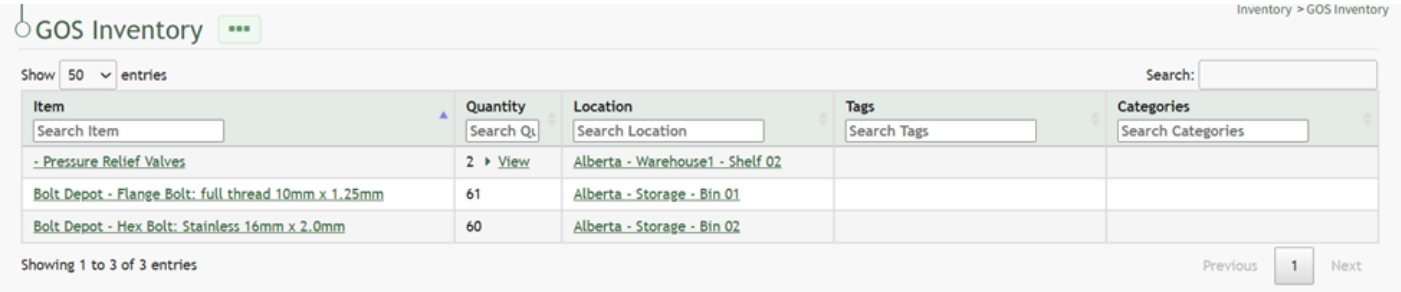
To add a unique item to the inventory, go to the Inventory Module Home Page.



Click on the name of the inventory you want to add a new stock item into.

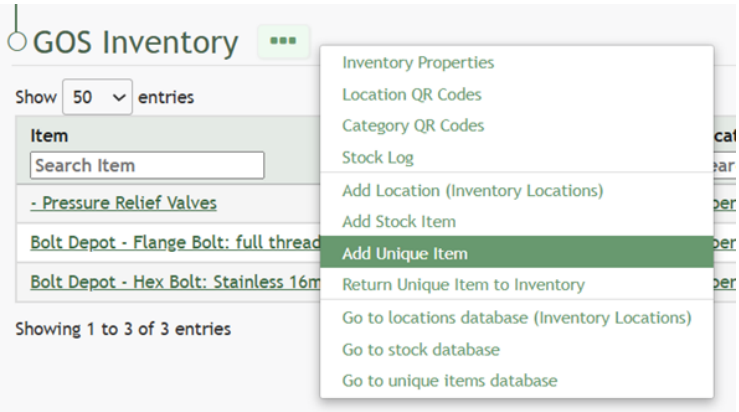


Click the three-dot icon to the right of the inventory name header opening the inventory context menu.



Select “Add Unique Item” opening the New Database Entry Modal.

> The data fields requested by this modal for a new stock item will vary based on the way the inventory was setup.



Select which inventory item is to be assigned a unique identifier from the Inventory Item dropdown menu.

Input the information into the fields and select the “Save” button.

The unique item will now show in the inventory.

Revision #3
Created 2025-12-07 20:02:43 UTC by Mitzi Orkus
Updated 2026-01-23 22:12:23 UTC by Mitzi Orkus