Add on the Fly Item

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Learn how to add an item that is not recognized in the system by using the Add on the Fly workflow.

1. Navigate to Case Inventory Manager on the Home page and select **Case Documentation**.
2. Identify a case you would like to add an item to. Select **Open**. The case will open.
3. Enter the **item name** in the search field in the Scan Item window.
4. Select the **Add** button.
5. Because this item is not recognized in the system, a warning message appears. The Intraoperative Item Lookup pop-up window displays. Select **Add on the Fly**.

6. Enter the item information available, such as the item Reference Number (Manufacturer), Manufacturer, Supply Name, Type, and Comment.
7. Select **Done**.
8. The non-stock item now appears in the Supplies pop-up window and the source shows as the default Non-Stock Item Location in the Changes Made pop-up window.