ADD AN ITEM

Add on Items during a case and confirm the source location.

1. **Scan the item's barcode**. Alternatively, search for the item in the search field of the Scan Item pop-up window, or search for an item using the item Name, Description, Manufacturer Item Number, or Workday Number.
2. Select the **Add** button.
3. Increment the 'Used' quantity by scanning the item's barcode again, or by selecting the **plus sign (+)** button on the items in the Used section.
4. Ensure the item's source is correct in the Changes Made window.