

ADD AN ITEM ON THE FLY

Add an item that is not recognized in the system.

1. Enter the item name in the search field in the Scan Item window.
2. Select the **Add** button.
3. Because this item is not recognized in the system, a warning message is displayed. Select **Add on the Fly** from the Intraoperative Item Lookup pop-up window.
4. Enter the item information available, such as the item Reference Number (Manufacturer), Manufacturer, Supply Name, and Type.
5. Select **Done**. The non-stock item now appears in the Supplies pop-up window.