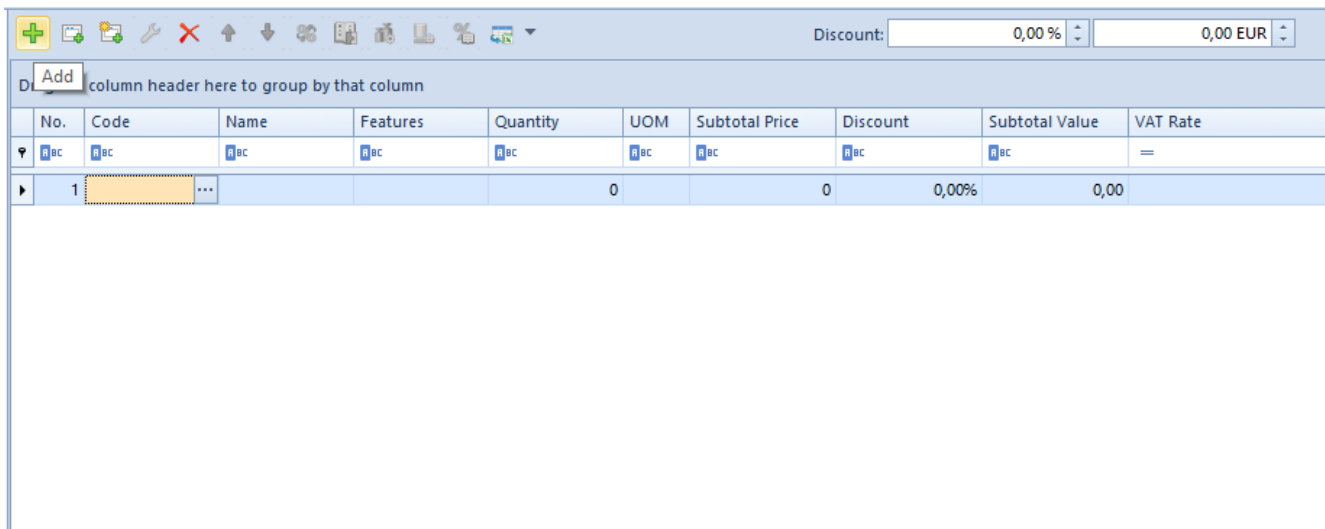# Add

In most documents, a new item can be added with the use of button [**Add**], which is available from the level of:

- list of document items
- ribbon
- context menu, activated by clicking with the right mouse button on the list

Clicking on the button results in appearing of a new row on the list, which allows for a quick add of an item with the use of its code, without defining any additional parameters (e.g. price type, warehouse from which the item has to be retrieved, lot or resource).

New row on the list of items which appears after clicking on the [Add] button

After selecting the button [**Add**], an operator can add an item to a document by:

- typing manually the item code or scanning its barcode and pressing the [**Tab**] or [**Enter**] key on the keyboard in order to add the item
- clicking on […] button in order to open the list of items and selecting one or several items from it. In a row added in this way, a user can edit quantity, unit,

price, discount, value and VAT rate of a given item, as well as assign an employee who served the customer when choosing the merchandise

Other, more detailed data is available on the item form, which is opened by selecting [Edit] button. This form has been described in the category [Document item details](#).

Add Through Form

In most documents, a new item can be added with the use of button [**Add Through Form**], which is available from the level of:

- list of document items
- ribbon
- context menu, activated by clicking with the right mouse button on the list

Clicking on the button results in opening a form, which allows for selecting a specified item and defining its parameters.

Item form opened by clicking on the button [Add Through Form]

The button allows for a more detailed definition and presentation of item information. On such form a user can indicate:

- an employee who served the customer when choosing the merchandise (field *Handled By*),
- item chosen by the customer, by opening the list of items with the use of the button placed in field *Item* or by typing manually item code or barcode in this field,
- other parameters, e.g. deliveries, lot, features or item unit

The form differs depending on the type of selected item (merchandise, set or service) and on the type of document.

Normally, the form is composed of the following tabs:

- General
- Calculation
- Deliveries
- Set Elements
- Attributes
- Attachments

After filling in the item addition form, it is necessary to click the button [**Save**]. As a result, the defined item appears on the list of document items. In order to withdraw from item selection, it is necessary to click the button [**Close**].

Add By Features

In most documents, a new item can be added with the use of button [**Add By Features**], which is available from the level of:

- list of document items
- ribbon
- context menu, activated by clicking with the right mouse button on the list

Clicking on the button results in opening form of adding item by features.

Form of adding items by features opened by clicking on the button [Add By Features]

Clicking on the button results in presenting a form on which, after adding an item, is created a matrix with possible lots for a given item and an operator has a possibility to indicate quantities for individual variants, associated with a given transaction.

An operator can define a quantity directly in a matrix cell, as well as write or scan a barcode of a given lot and specify a quantity by which an item is to be increased.

In order to add selected lots on a form, it is necessary to click the button [**Save**]. Depending on the settings of the parameter *Separate document items*, located on a form of adding item by features, the system adds lots as separate items or creates a new item with many subitems.

Note
An item of *Set* type cannot be added to a document through the option *Add By Features.*