Manage Items

VANDERBILT ⱽ UNIVERSITY
MEDICAL CENTER
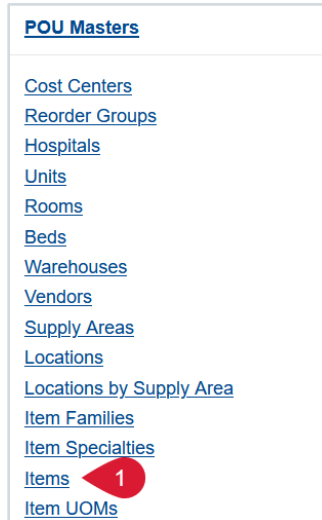
Learn how to update handling and change the status of an item.

1. From the Home page, under POU Masters select **Items**.

   POU Masters

   Cost Centers
   Reorder Groups
   Hospitals
   Units
   Rooms
   Beds
   Warehouses
   Vendors
   Supply Areas
   Locations
   Locations by Supply Area
   Item Families
   Item Specialties
   Items ◄ 1
   Item UOMs

2. Search for an item.
3. Select **View Record Details**.
4. In the Handling section, update the fields if applicable for the item.
5. In the General section, update the status from 0 - New to **1 - Ready**.
6. Select **Submit**.