Add on a Supply

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*Learn how to document supply item usage in CDUI by adding items and marking them as used.*

1. Launch the Tecsys CDUI resource through the embedded CDUI button in Epic. You can also access the CDUI resource directly through the **Case Documentation** activity on the Tecsys Home screen.

2. Scan the item's barcode, 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**.
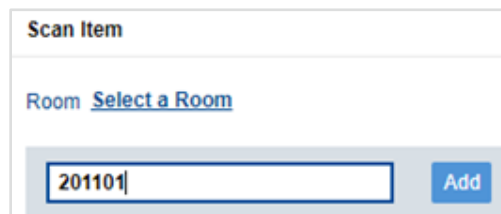
3. Select the **Add** button to add the item to the case Supplies list. The item now appears as a Used item in the Supplies pop-up window.
4. Once an item is listed in the Supplies window, you can increment the 'Used' quantity as desired by scanning the item's barcode again, or by selecting the **plus sign** (**+**) button on the items in the Used section.
5. You can decrement the number used, if necessary, by selecting the **minus sign** (**-**) button.