Using Inventory Management

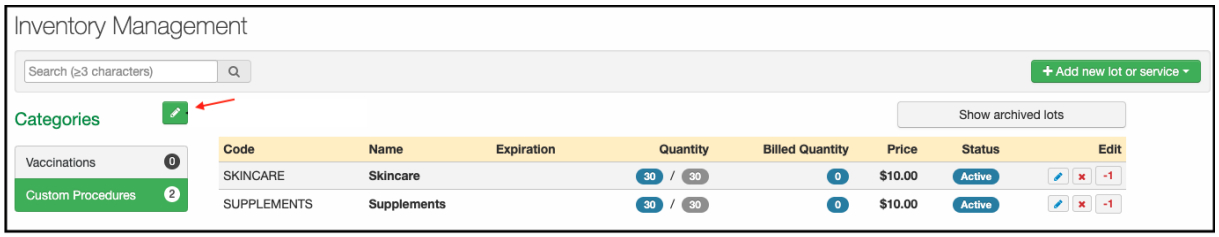
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DrChrono offers a comprehensive inventory management system to help you efficiently track and manage your inventory. You can also create custom vaccines, products, and services to tailor the system to your practice's specific needs.

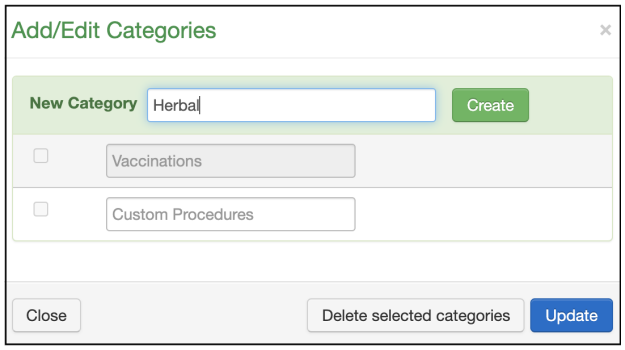
Creating a new item | Importing Custom Procedures | Adding a new item | Editing an item

Creating and Editing Categories:

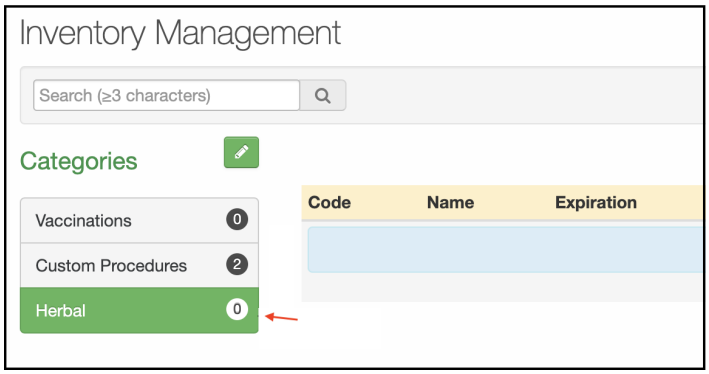
1. Navigate to Clinical > Inventory Management
2. Select the pencil icon



3. A pop-up window in the middle of the screen, fill out the given fields, and press **Create**.



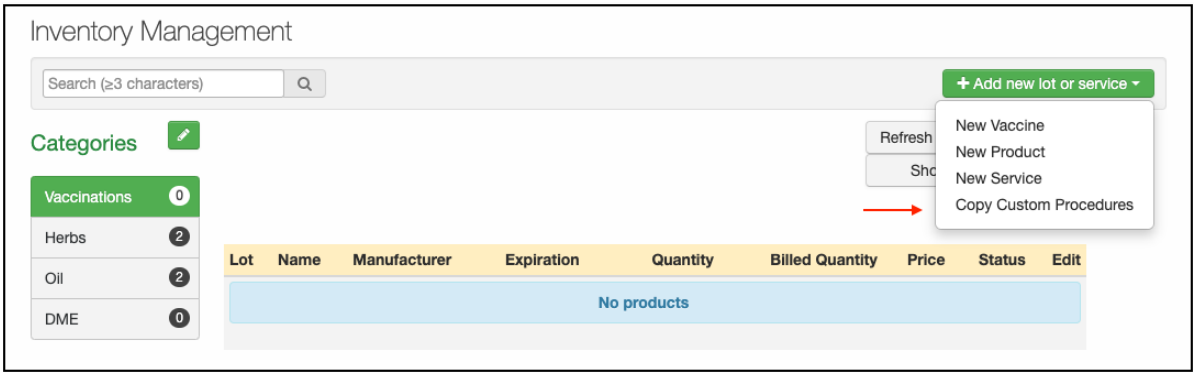
Your newly created category is on the left side of the screen under the categories section.



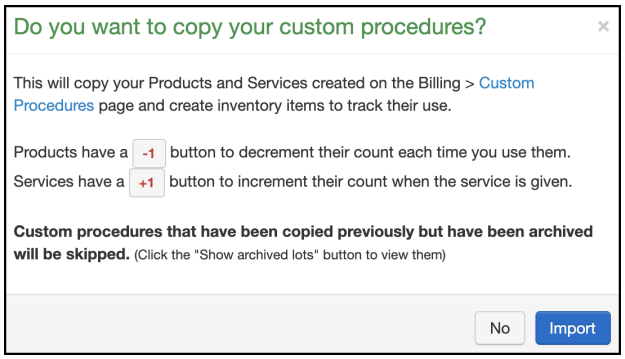
Importing Custom Procedures:

You can import your custom procedures once you have created them. For information on creating custom procedures, see our article here.

1. Press **+ Add new log or service** menu and select **Copy Custom Procedures**.

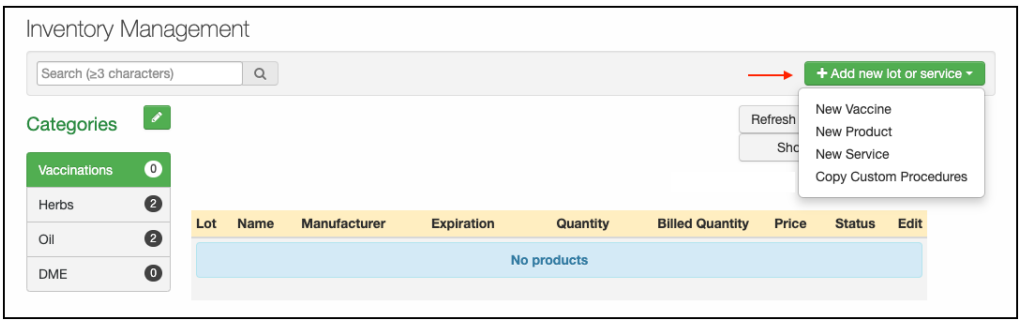


2. The system will prompt you to import the Custom Procedures. Press **Import** to continue.

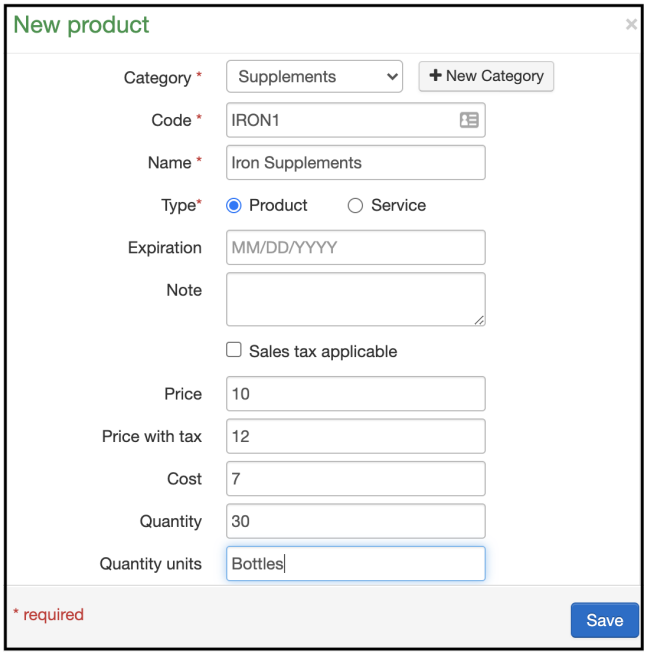


Adding a new vaccine, product, or service:

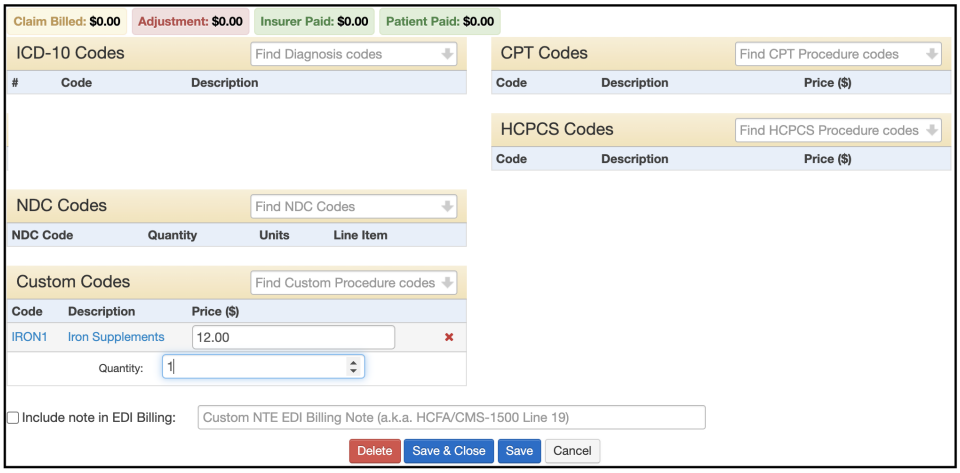
1. Select **+ Add new log or service** menu and select the option you need.

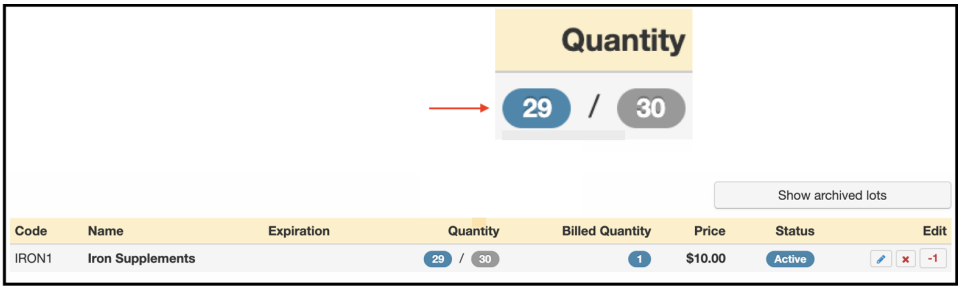


2. Fill out the necessary information in the given fields of the window and press **Save** when finished.



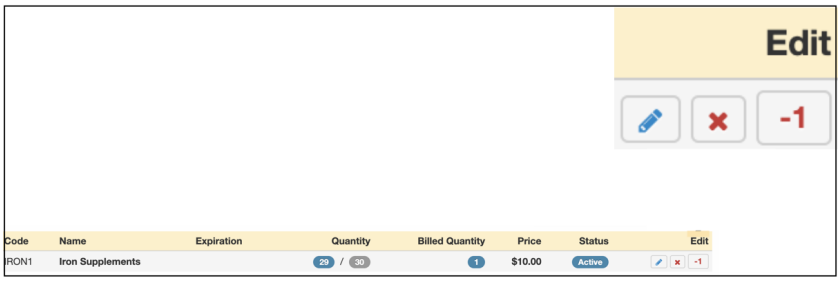
You will then see your newly created vaccine, service, or product in its respective category. If you choose to enter the quantity on hand, the amount will automatically decrease as you sell products by entering the codes on patient appointments.





Editing a vaccine, service, or product

To change information associated with the inventory item, select one of the options to the right of the item you wish to edit.



1. Select the pencil icon to edit the inventory item information.
2. Press the red X to archive the item
3. For products, press on the (-1) to subtract from the inventory.
4. For services, press on the (+1) to add to the inventory.