

How to Add Item - Comment Type

1. From Inventory module > click on **Items menu**.
2. The Search screen for Items will be shown. Click **New toolbar button**.
3. This will open a new Item screen.
[blocked URL](#)
4. In the **Details tab**, enter **Item No** and **Description**.
5. In the **Type field** select **Comment**.

Item - Test Comment Type

New Save Search Delete Undo Duplicate Close

Details Activities Attachments Audit Log

Item No * Test Comment Type

Item Type Comment

Description Test Comment Type

6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.