# List Store Items

Go to **Store** > **Items** to display a list of all items.

## Item Search

Use Item Search in the upper left corner to find the exact item you are looking for. If you are manually entering an item number, start by typing in the first couple characters. Jackrabbit will find any item which matches (it looks at item number, item name and description) and lists all possible matching items. Select the correct item from the list. If you use a barcode scanner to enter the item number, put the cursor in the search box and then scan the item.

## Add Item

Add Item button is located above the list to make creating items quick and easy. You can also add Items from the Store menu (*Store > Add Item*)

## Item Status

Item status defaults to Active items. If you want to see only inactive items, select Inactive. If you want to see both active and inactive items, select Both.

Each column has a Search Box so the list can limit what is displayed in the list.

Item numbers are linked to the item page, where changes can be made or the item can be deleted. The pencil (edit) icon and red X (delete) icon are also on each item line.