Save goods codes in IDEP.web

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You can save your frequently used goods codes in IDEP.web, so you do not have to enter the same codes repeatedly.

You can also save line templates to avoid even more manual data entering. See the guide "Create and use Line Templates in IDEP.web".
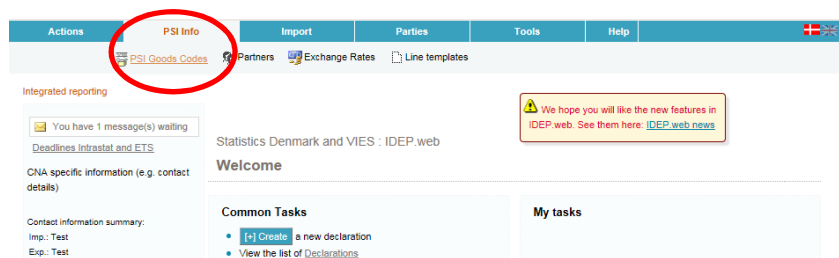
If you need more information on how to search for goods codes in IDEP.web, please see the guide "Search for goods codes in IDEP.web".
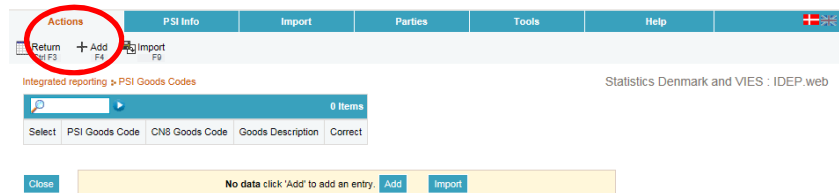
See guides at www.dst.dk/intraidep-en.

Save a goods code

Log in to IDEP.web.

Choose **PSI Info** – **PSI Goods Codes** in the top menu of the start page.

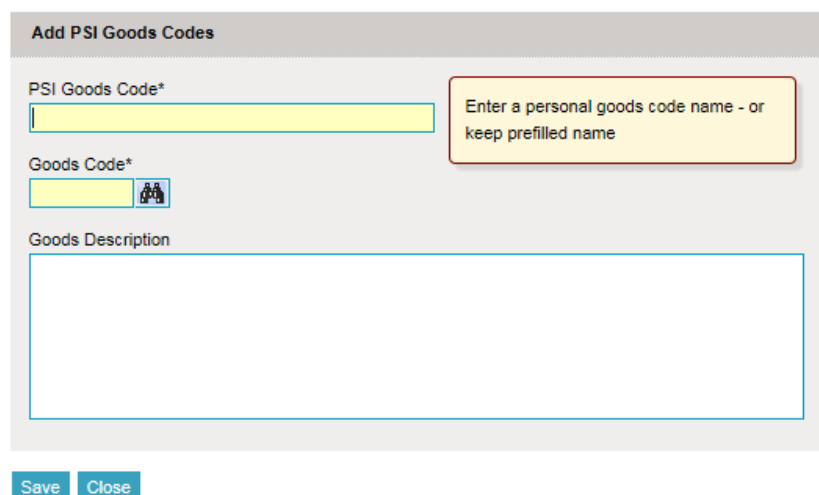Choose **Actions** – **+Add** (or press **F4**) in the top menu.

Type a goods code name in the **PSI Goods Code** field. If this field is prefilled, you can keep or delete the prefilled name.

Enter the 8-digit code in the **Goods Code** field.

You can also search for the goods code by clicking on the **binoculars icon**.

The **Goods Description** field will show the official goods code description, but it is also possible to delete this text and add your own.

Find goods codes

If you type in the first digits of the code in the Goods Code field, a list of suggested codes will be shown on the right side of the screen.

Click on the link in the list to choose the goods code.

Click on **Save** to save the code and return to the list.

The code will now appear in the list of **PSI Goods Codes**.

It is possible to delete or add codes using the **Actions** menu at the top of the page.

Click on the name of the code to edit it.

Click on **Close** to return to the start page.

Using PSI Goods Codes

When you add a return line, you can find your personal goods codes in a drop down list under **PSI Goods Code.**

Note: This field is not shown, if you have not added any goods codes.