# **Create a Discard Episode**

Discard episodes should be recorded in BloodNet when a product has been damaged or expired.

1. To access the discard module, click on the **Stock movement** tile from the home page.



1. From the **Stock movement** dashboard click on the **Create discard** button.



1. On the ‘**New discard episode**‘ screen scan/enter the donation or lot number into the Donation/Lot number field, specify the quantity and click on the **Add Item** button. You can add multiple products to a single discard episode.
2. Select the location and reason for the discard from the drop down menus.
3. Click the **Save discard episode** button to finalise the episode.



1. You will be directed back to the **Stock Movement** dashboard where you will see a green dialogue box at the top of your screen with the **discard confirmation**. The discard episode with appear at the top of the **Recent discard episodes** list. You can view the details of the episode by clicking on the Discard number or edit it (add or remove items) by clicking on the **Edit button**. **Please note:** The Edit link is only visible for Facility Administrators.

