

Edit a Kit Template

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As the Customer Administrator, you can edit a kit template, which can involve changing its attributes, adding and removing items, and changing item quantities.

Note: If you add items to or remove them from a template, existing kits built using that template are not affected by the change.

On the *Add Items to Kit* page, you have several options for viewing the items. Keep in mind that you may want to keep this list small so that you can view them within your window without scrolling, and then use the pagination tools to page through the list. Also, you can easily locate an item by entering all or part of its name in the **Search** field. Remember to clear the search field to again view the entire list of available items.

On the **Add Items to Kit** page, use the right arrow to add an item and the left arrow to remove one.

To edit a kit template

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the kit. The right pane shows its details.
3. Enter or change the **Name** and **Description**.
4. In the Optional Attributes section:
 - a. Click **Add Attribute**. The *Attribute* window opens.
 - b. Click each attribute you want to add to this type.
 - c. When you are done, click **Close**.
5. As appropriate, select or clear each attribute's **Required** check box.
6. Click **Remove** for any attribute you want to remove from the kit.
7. To change items and quantities in the kit, click **Edit Items**. The *Add Items to Kit* page opens.
8. To add items:
 - a. In the **Items** pane, locate and select an item.
 - b. Click the right arrow to add it to the kit. The item appears in the **Kit Items** pane.
 - c. Enter or change the **Amount**.
 - d. Repeat these steps to continue adding items.
9. To edit an existing item's quantity, locate it in the right pane and enter the changed **Amount**.
10. To remove an existing item, select it in the right pane and click the left arrow.
11. When you are finished, click **Done**. The *Add Items to Kit* page closes. The **Items** table shows your additions and changes.
12. Click **Save**.