

Change an Item's Availability Status

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You can encounter situations where you need to mark an item or a kit as unavailable. This can occur when a piece of equipment fails or an item reaches its expiration date.

In other cases, you may need to change an item's status from unavailable to **In Service**.

To change the availability status

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page
2. Click **change location**. The domain hierarchy window opens.
3. Locate and click the location or sub location.
4. Locate and click the item or kit you want to update. The item's page opens.
5. On the appropriate inventory batch, in the **Availability Status** list, click the new status.
Note: If you mark an item unavailable, you need to identify the Status Reason Code and enter a comment regarding the change in status.
6. Click **Save**.