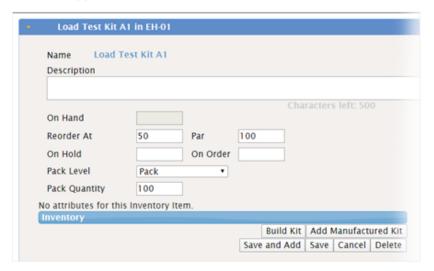# Add a Kit

As an administrator, you can build kits based on the predefined templates that are available to your region or location. You can choose from inventory that is currently located in one sub location, or compile the kit using inventory from multiple sub locations within a given location. Once you compile the kit, it is tracked as a unit in your inventory, and the items within it are not tracked individually.

When you search for a kit to add to your inventory, you may see multiple instances within your search results. This can occur when your Region or Location Administrator customized the kit for your domain. The domain that owns the kit is indicated next to its name. While you can select any of these to add to your inventory, it is likely that you will want to use the one customized to your location.

If you build multiple kits at the same time, you must maintain the kits as a group. If you need to manage kits individually, add them to your inventory one at a time. This allows you to change the status of a single kit, such as taking it out of service due to a component reaching its expiration date. In addition, you will want to add each kit individually if you need to track maintenance for a component, such as a radio in a communications kit.

Note: You cannot save a kit until you have added the exact items and quantities specified in the kit template. Therefore, be certain you have on hand all the inventory you will need to build the kit.

In this set of steps, you will indicate the number of kits you want to add and then choose inventory to match the items in the template. The top portion of the *Building (number, kit template) Kit* page shows the kit template details and the attributes you can or must add for the kit. The bottom portion shows existing inventory and the items you add as you build the kit. In addition, as you add items, the template pane shows the number specified in the template and the number you have added thus far.

Refer to Kits for more detail and tips.

Your facility may want to record and track maintenance for the kit. To do so, select the **Track Maintenance** check box. Refer to Maintenance for more information.

Add to or change other kit line item details, such as images and documents.

To locate the kit template

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page opens.
2. Select the sub location where you want to build the kit (**change location**). The domain hierarchy drop-down list opens.
3. Locate and select the sub location where you plan to build the kit. The page shows all items in all categories at this sub location.
4. Search for the kit in the sub location or add a kit as a new line item.
5. Select the kit template.
6. Select or enter values for standard attributes.
7. Click **Save**. Upon saving, the page refreshes to show additional drawers.
8. In this same drawer, click **Build Kit**. A window opens asking how many you want to add.

Tip: You may need to scroll down to see the **Build Kit** button.

9. Proceed to the

To build the kit

1. In the window, enter the number and click **Create**. The window closes and the *Building Kit* page opens.
2. In **Inventory Attributes**, select or enter attribute values.
3. If appropriate, select the Track Maintenance check box.
4. Build your kit as follows:
   a. In the **Existing Inventory** pane, select the appropriate sub location.
   b. If appropriate, search for the item.
   c. Select an item in the list and click the right arrow to move it to the **Kit Items**. The **Amount Added** defaults to the number needed for the kits you are building.
   d. If appropriate, change the **Amount Added**.
   e. Repeat these steps to add additional quantities of an item or a different item.
5. When you are done, click **Save**.

If you used only a portion of a package in building the kit, the solution opens a window showing line items for these partial packages. If you do not want to track a partial package for an item, select its **Delete** check box and click **OK**. Line items you do not select for deletion will be retained and the solution will continue to track them.

To add or change other details

Note that, after you save the kit line item, you can do the following by using the additional drawers:

- Managing images
- Managing documents
- Adding or changing notes
- Viewing the kit's history

After making any changes, be sure to click **Save**.