

Disassemble a Kit

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Kits are groups of items that are generally used together. Your location may have multiple customized kits in your inventory. These are kits that your administration defined and that were built from existing inventory.

There may be instances where you need to permanently disassemble a kit. For instance, you may need an item in the kit for another purpose.

Use this process if you want to dismantle the kit and you do not plan to rebuild it. If you simply want to swap out an item with another of the same kind, refer to [Replace an Item in a Kit](#).

The act of disassembly automatically empties the kit and adds the kit's individual items to the current sub location. If the sub location already has a specific item on hand, the quantity is merged into that inventory tile. You can move them to another location, if appropriate. In addition, if an item within the kit can no longer be used, do not forget to change its availability status.

In addition, the solution automatically changes the following attributes, and these changes are reflected in the disassembled kit's tile:

- Availability Status changes to Out of Service
- **Status Reason Code** changes to **Retired**, and the associated comment field changes to Disassembled Kit

To disassemble a kit

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page opens.
2. Click **change location**. The domain hierarchy pick list opens.
3. Locate and select the sub location where the kit The page shows all items in all categories at this sub location.
4. To find the kit you want, do one or both of the following:
 - Enter all or part of the item or kit name in the **Search** field.
 - If you know the kit's category, open the **Category** pick list and select it.The list shows the line items that match your criteria.
5. Click the kit you want to disassemble. The line item's page opens.
6. Make sure the main drawer is open.
7. Locate the correct inventory tile.
8. Click **Disassemble**. The solution asks you to confirm this action.
9. Click **OK**.
10. Click **Save**. The *Manage Inventory* page re-opens.