

# HOW TO ADD PRODUCT TO ITEM KIT

## Adding Products to the Item Kit

The Product Info tab will open after clicking Save & Next on creating the kit name and SKU.

If you are returning to an item kit after having initially created the kit, you can edit the kit to create or change the added products that make up the kit.

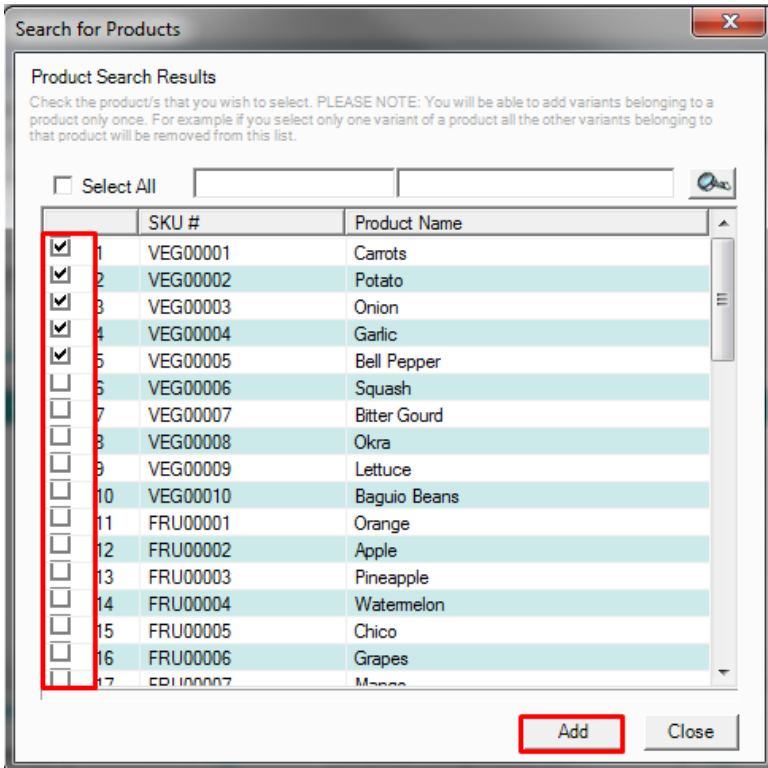
From the **Product** Switchboard, click **Edit Product**. Then, click the **Edit** button to open the Item Kit form, and click the **Product Info** tab (second from the left). (Do not confuse it with the Product Information tab).

1. From the **Product** Info tab, use the fields at the top to search for a product name or SKU. Click the **Magnifying Glass** to perform your search.

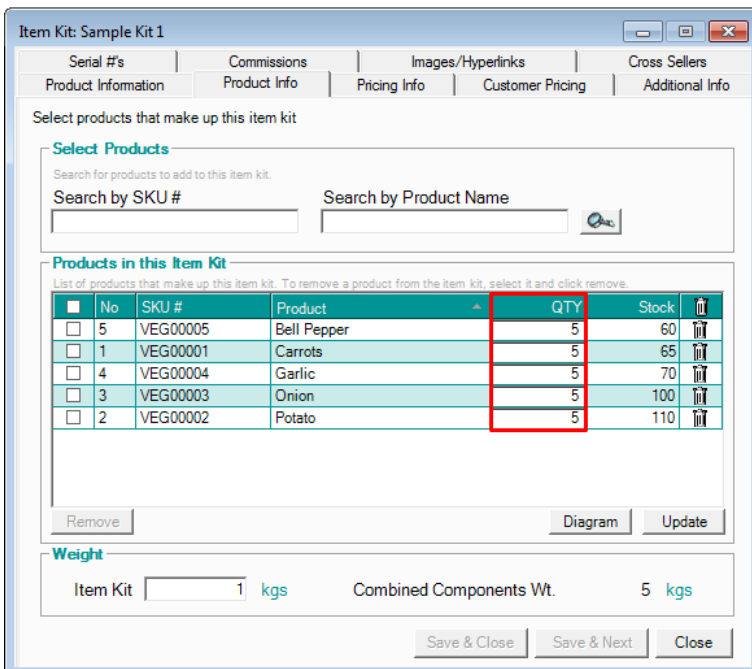
*NOTE: Item kits can include other kits.*

The screenshot shows a software window titled "Item Kit: Sample Kit 1". At the top, there are several tabs: "Serial #'s", "Commissions", "Images/Hyperlinks", "Cross Sellers", "Product Information", "Product Info" (which is highlighted with a red box), "Pricing Info", "Customer Pricing", and "Additional Info". Below the tabs, the text "Select products that make up this item kit" is displayed. Underneath, there is a section titled "Select Products" with the instruction "Search for products to add to this item kit." This section contains two search input fields: "Search by SKU #" and "Search by Product Name". A magnifying glass icon, also highlighted with a red box, is positioned to the right of the "Search by Product Name" field. Below the search fields is a section titled "Products in this Item Kit" with the instruction "List of products that make up this item kit. To remove a product from the item kit, select it and click remove." This section contains a table with the following columns: "No", "SKU #", "Product", "QTY", "Stock", and a trash icon. The table is currently empty. Below the table are three buttons: "Remove", "Diagram", and "Update". At the bottom of the form, there is a section titled "Weight" with two input fields: "Item Kit" (containing the value "1") and "Combined Components Wt.", both followed by the unit "kgs". At the very bottom of the window, there are three buttons: "Save & Close", "Save & Next", and "Close".

- Your search results will appear in a separate window. Click the **Checkmark** to add the product(s) and click **Add**. You can also perform a new search from this window if necessary.



- Repeat steps above until you have selected all the products for your kit.
- The selected items will appear in the **Item Kit > Product Info tab**. Enter the quantity of the added products necessary to make the kit.



- You can remove products by double clicking the **Trash Can**, or selecting them and clicking **Remove**.
- Click **Update**.

- To view a diagram showing all the products that make up the kit, and their current inventory levels, click **Diagram**. This view may be helpful if you have kits as part of this larger kit. You can expand or collapse the contents of each kit.

The main window 'Item Kit: Sample Kit 1' has a 'Diagram' button highlighted in red. An arrow points from this button to a secondary window titled 'Item Kit'. This window shows a tree view of products under the heading 'SKU# - KIT-001, stock(0)'. The products listed are:

- SKU# - VEG00001, Qty - 5, Stock - 65
- SKU# - VEG00002, Qty - 5, Stock - 110
- SKU# - VEG00003, Qty - 5, Stock - 100
- SKU# - VEG00004, Qty - 5, Stock - 70
- SKU# - VEG00005, Qty - 5, Stock - 60

At the bottom right of the 'Item Kit' window, there is a 'click to print' button (highlighted in red), a printer icon (highlighted in red), and a 'Close' button.

Items highlighted in red indicate that there is no stock on hand for that product.

Print the diagram, if necessary, by clicking the **Print** button at the bottom right.

Click **Close** when you are done with the diagram.

- Back at the **Product** Info tab, you will notice that the combined weight of all components shows at the bottom right. Use this weight or enter a new weight for the item kit in the field at the bottom left.

The 'Item Kit: Sample Kit 1' window shows the 'Weight' section at the bottom, which is highlighted in red. The 'Weight' section includes a field for 'Item Kit' weight (1 kgs) and 'Combined Components Wt.' (25 kgs). The 'Diagram' button is also visible in this view.

You can set the combined weight to be the default kit weight in **Admin > Site Settings > Site Wide Setting** tab.

- Click **Save & Close** to stop here or **Save & Next** to continue.