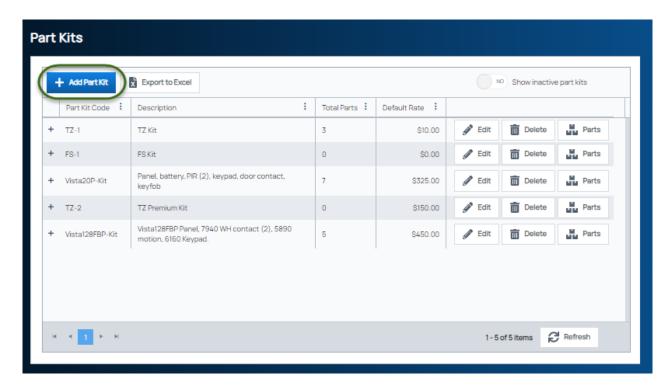
## Add a Part Kit

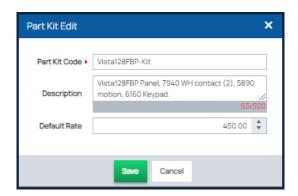
Last Modified on 04/27/2022 6:43 pm EDT

To create a new Part Kit, navigate to Setup > Items & Parts > Part Kits.

The Part Kits listing will be displayed. Click on the Add Part Kit button at the upper left of the page.



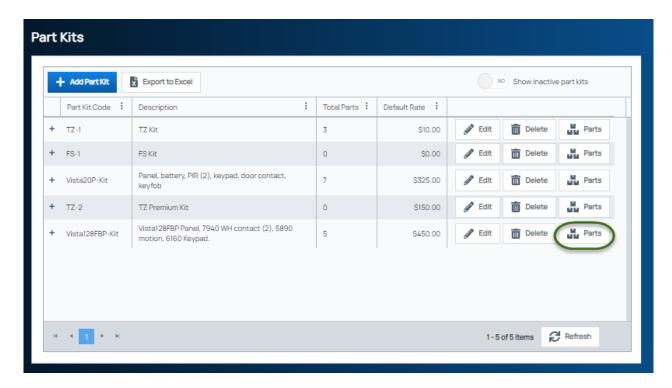
The Part Kit Edit form will be displayed. Each data entry field is described below.



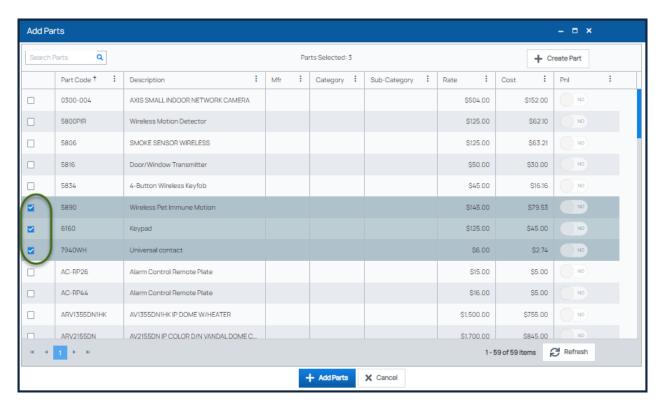
- Part Kit Code Enter a label for the Part Kit. Maximum of 25 characters allowed.
- **Description** Enter a description for the Part Kit. Typically, the parts contained in the kit are listed.
- Default Rate Enter the amount your company pays for the Part Kit.

When finished filling out the form, click the Save button.

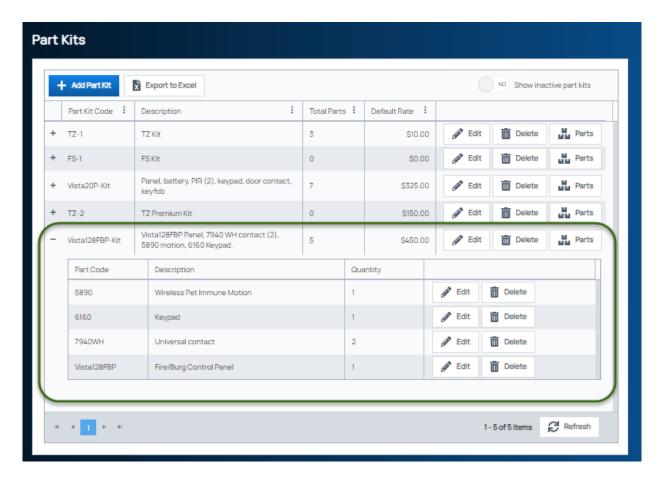
You will be returned to the Part Kits list. Locate the Part Kit that was just saved, and then click on the Parts button



The Add Parts page will be displayed. Check the box to the left of each part that will be included in the Part Kit. When finished, click the Add Parts button at the bottom of the page.



You will be returned to the Part Kits list. Locate the Part Kit, and click the "+" sign to the left. This will display all the parts included in the Part Kit. By default, the quantity of each part is set to 1. If the quantity of any of the parts should be greater than 1, click on the edit button to the right of the part to change the quantity.



The Part Kit Part Edit form will be displayed. Update to the desired quantity, and then click on the Save button when finished.

