Adding kit to the store

How to add a single item, several identical items at once, and sets such as a regulator set made of parts.

Where

Members admin → **Kit store**, under **Add an item to the store**.

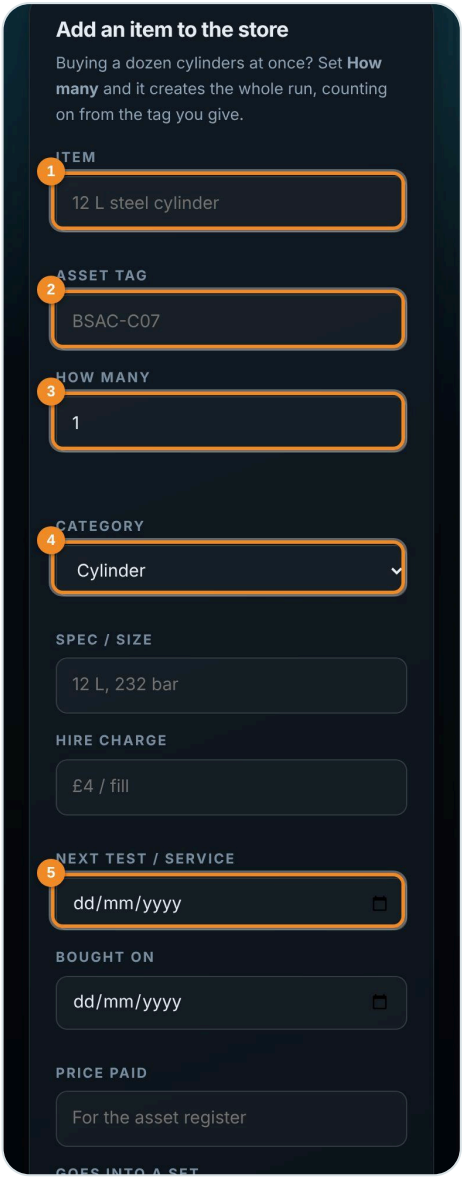
Asset tag

Whatever is written on the item. It has to be unique in the store.

Adding an item

1. **Fill in Add an item to the store**
   What it is, its asset tag, how many and the category. Add the spec or size, the hire charge, the next test or service date, and when it was bought and for how much for the asset register (guide K7). Press **Add to store**.

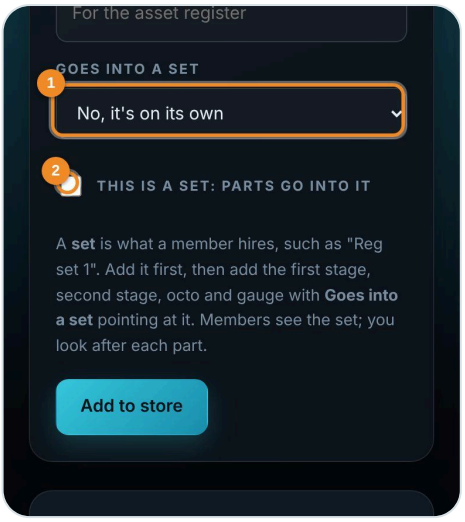
2. **Several identical items**
   How many adds that many with tags numbered on from the first, such as KD-C09, KD-C10.



1 item, 2 asset tag, 3 how many, 4 category, 5 next test, 6 Add to store.

Sets made of parts

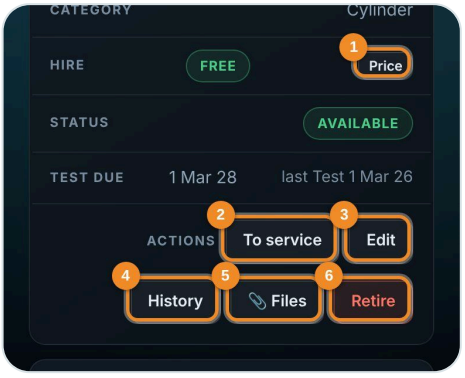
1. **Add the set first, then the parts**
   Add the set (for example "Reg set 1") with **This is a set: parts go into it** ticked. Then add each part (first stage, second stage, octopus, gauge) with **Goes into a set** pointing at it. Members hire the set; you look after each part.



1 Goes into a set, 2 This is a set.

Each item's buttons

1. **On the kit list**
   Price sets what it costs to hire (guide K6). **To service** takes it out of hire while it's away (guide K5). **Edit** changes its details. **History** shows every hire and service. **Files** holds certificates and test papers (guide K9). **Retire** takes it out of the store (guide K8).



1 Price, 2 To service, 3 Edit, 4 History, 5 Files, 6 Retire.

FoxFace Diving how-to guides, guide K1. Pictures are from Kelpline Divers, a made-up club; your club's site shows your own names and kit. Made by FoxFace. Version 2, October 2026.