Retiring and deleting kit

Retiring takes an item out of the store but keeps its history. Deleting removes it for good.

Where

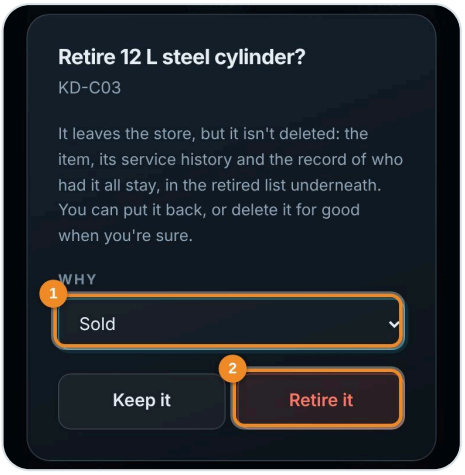
Members admin → Kit store: **Retire** on the item, then the **Retired** list.

Retire first

An item has to be retired before it can be deleted, so nothing goes by accident.

Retiring

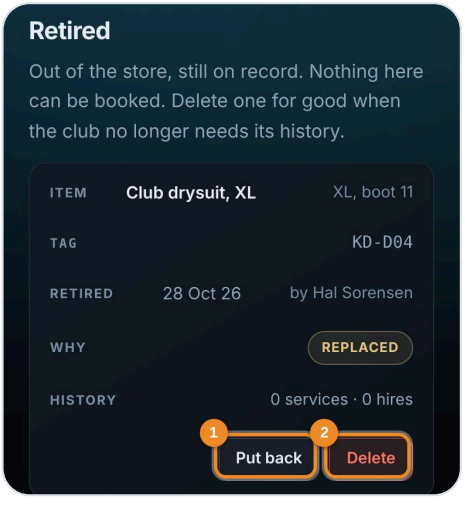
1. **Press Retire and say why**
   Press **Retire** on the item, choose why (sold, condemned, failed test, lost, beyond repair or replaced) and press **Retire it**. Members can't book it any more.



1 why, 2 Retire it.

Put back or delete

1. **The Retired list**
   Retired items are listed under **Retired** with when, who and why. **Put back** returns one to the store; **Delete** removes it and its history for good, after you confirm.



1 Put back, 2 Delete.

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