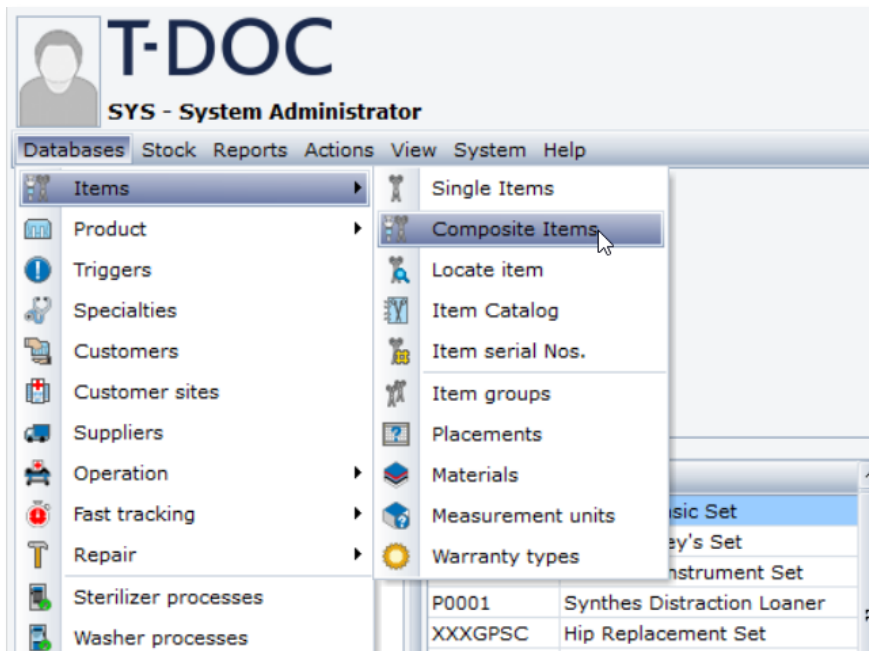



T-DOC v16 Create a New Composite Item

1. To create a new Composite Item, click **Databases > Items > Composite Items**.



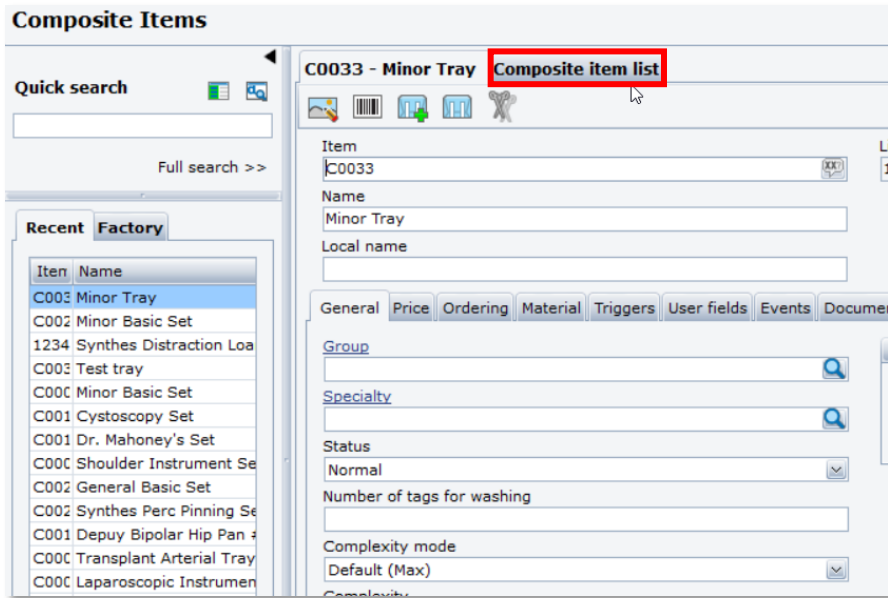
2. Click  **New** at the top right of the screen.
3. When the "New" dialog box appears fill out the info about the set you are creating.



The 'New' dialog box is shown with the following fields and values:

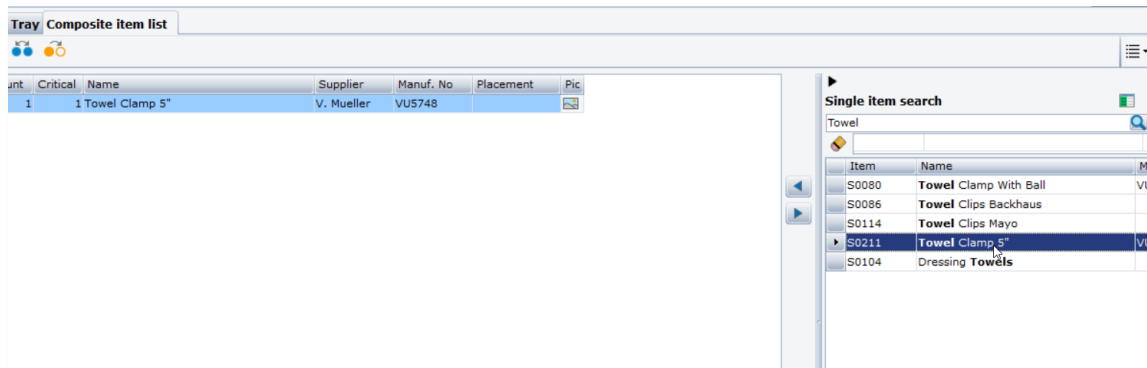
- Item ***: C0033
- Name ***: Minor Tray
- Group**: (empty)
- Specialty**: General

At the bottom of the dialog box, there are three buttons: **Save & New**, **Save**, and **Cancel**. The **Save** button is highlighted by the mouse cursor.

4. Click **Composite item list** to start adding single items to this set.



5. In the right pane, type a phrase to search for the single items you want to add. Double-click to add them or click .
6. Items that are added can be removed by clicking .



7. Adjust Critical and Count by clicking in the text box and using the up and down arrows.

* Item	Count	Critical	Name	Supplier	Manuf. No	Placement	Pic
I S0046	2	2	Pea Curved 12 cm (alternativ)				
S0075	1	1	Forceps Curved Kidney 23 cm		121-509		
S0045	1	1	Forceps Allis 15 cm				
S0079	1	1	Retractor Self-Retaining (Alternativ)				
S0055	1	1	Aluminum Bowl 35*80°				
S0053	1	1	Knife Handle Small Blade 12 cm (Alternat				
00008	3	1	Needle Holder Haley Serrated 7"	Jarit	121-124		

8. To adjust location of instrument on the list you may click and drag the item to any spot on the list or use and buttons.

9. Click and the Composite list is created.

Note: To proceed with making this an active tray, refer to the Creating a Product Quick Guide.