# T-DOC v16 Create a New Composite Item

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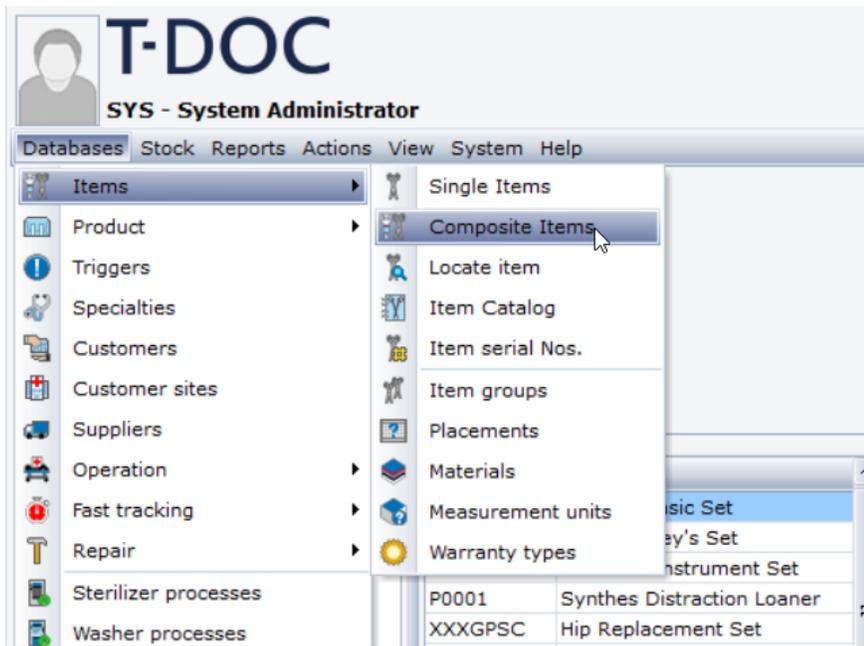

2. Click at the top right of the screen.

3. When the "New" dialog box appears fill out the info about the set you are creating.

4. Click **Composite item list** to start adding single items to this set.
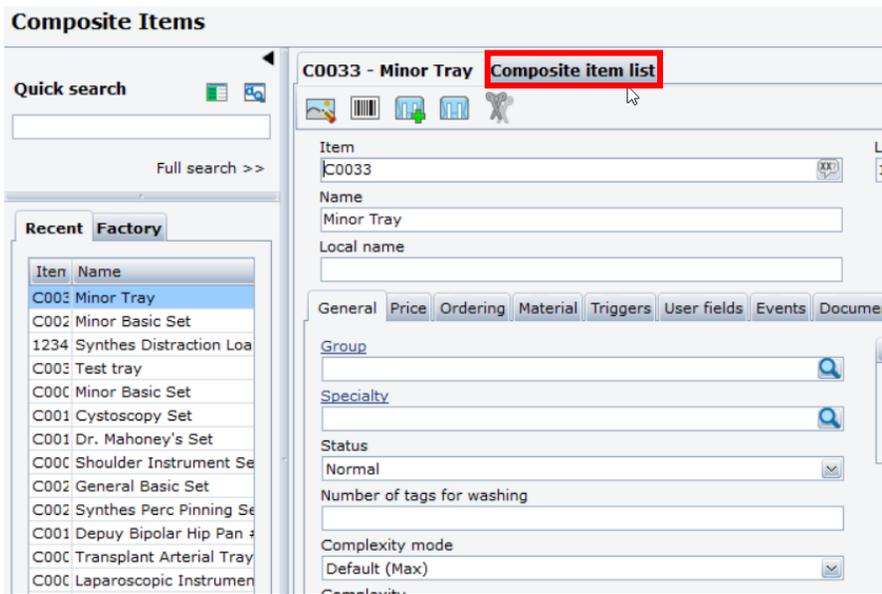
5. In the right pane, type a phrase to search for the single items you want to add. Double-click to add them or click ◀ .

6. Items that are added can be removed by clicking ▶ .
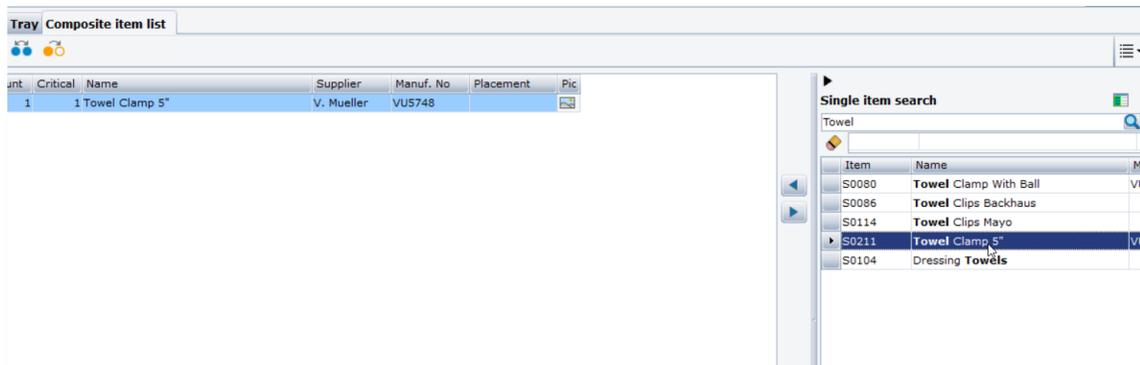
7. Adjust Critical and Count by clicking in the text box and using the up and down arrows.

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 **Save** and the Composite list is created.

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

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