

Organize Your Gang Box with Tool Kitting

The tool kitting feature in One-Key lets you group miscellaneous tools and equipment you're sending to the job in your gang box, all at once.

Tooling up a job and keeping track of everything can be a challenging undertaking, especially those easy to misplace smaller items. You might already be clumping a lot of miscellaneous tools and equipment into a job box—all needed to accomplish a day's work but easily misplaced in the chaos of an active building site. The tool kitting feature in One-Key now lets you group these like items that you're sending to the job. That way, everything is in one place, easily findable, and accounted for in the app.

In this article, we'll show you how to use the **Tool Kitting** feature via the One-Key **mobile** and **web**-based apps.

- [Learn how to create a tool kit on Android](#)
- [Learn how to create a tool kit on iOS](#)
- [Learn how to create a tool kit on Web](#)

Get Started on Android, iOS, or Web

- Launch the app on your mobile device or in your web browser.
- Your inventory will load by default.

How to Create a Tool Kit on Android

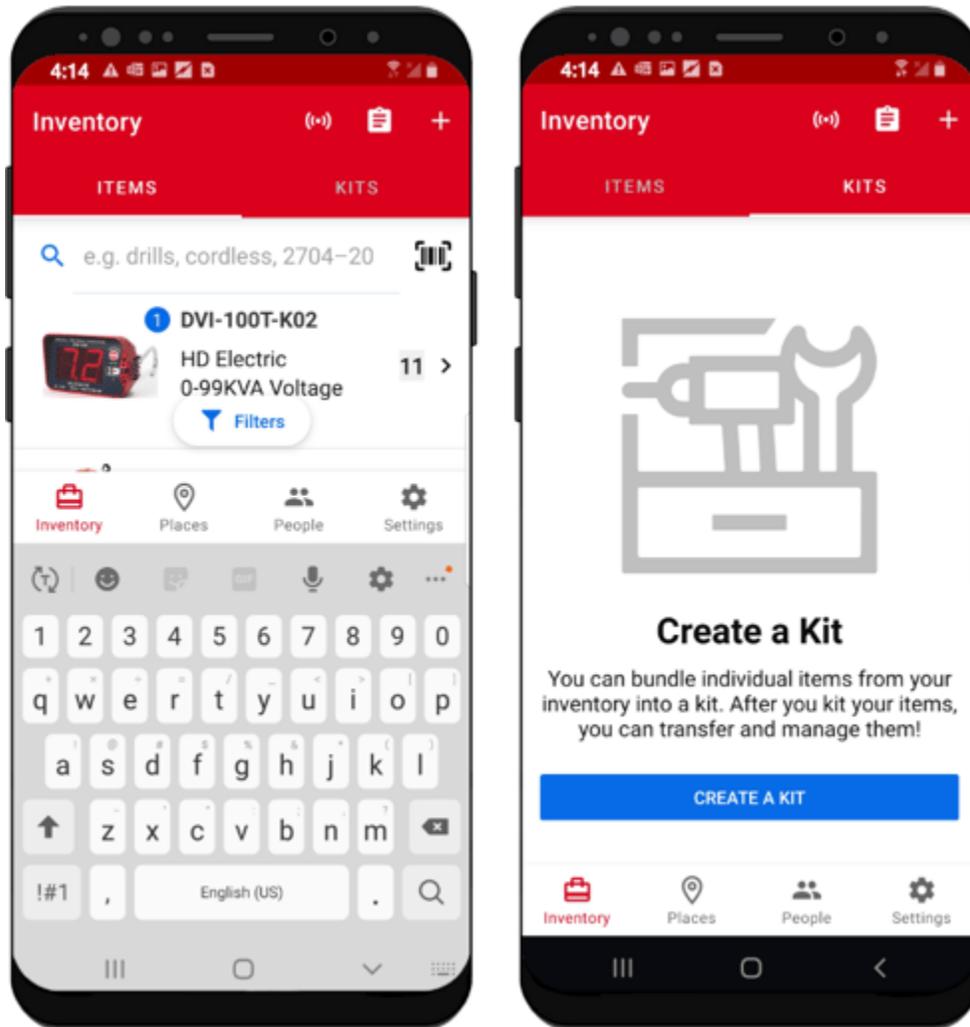
Note: The screens featured in this article may appear different than what you see on your device due to different phone manufacturers having different procedures.

In this section, we'll show you:

1. [Where to find tool kitting in inventory](#)
2. [How to create and manage your kit](#)

1. Navigate to "Kits" in Inventory

- You'll now see an option to display either "ITEMS" or "KITS." Tap "KITS" to get started.



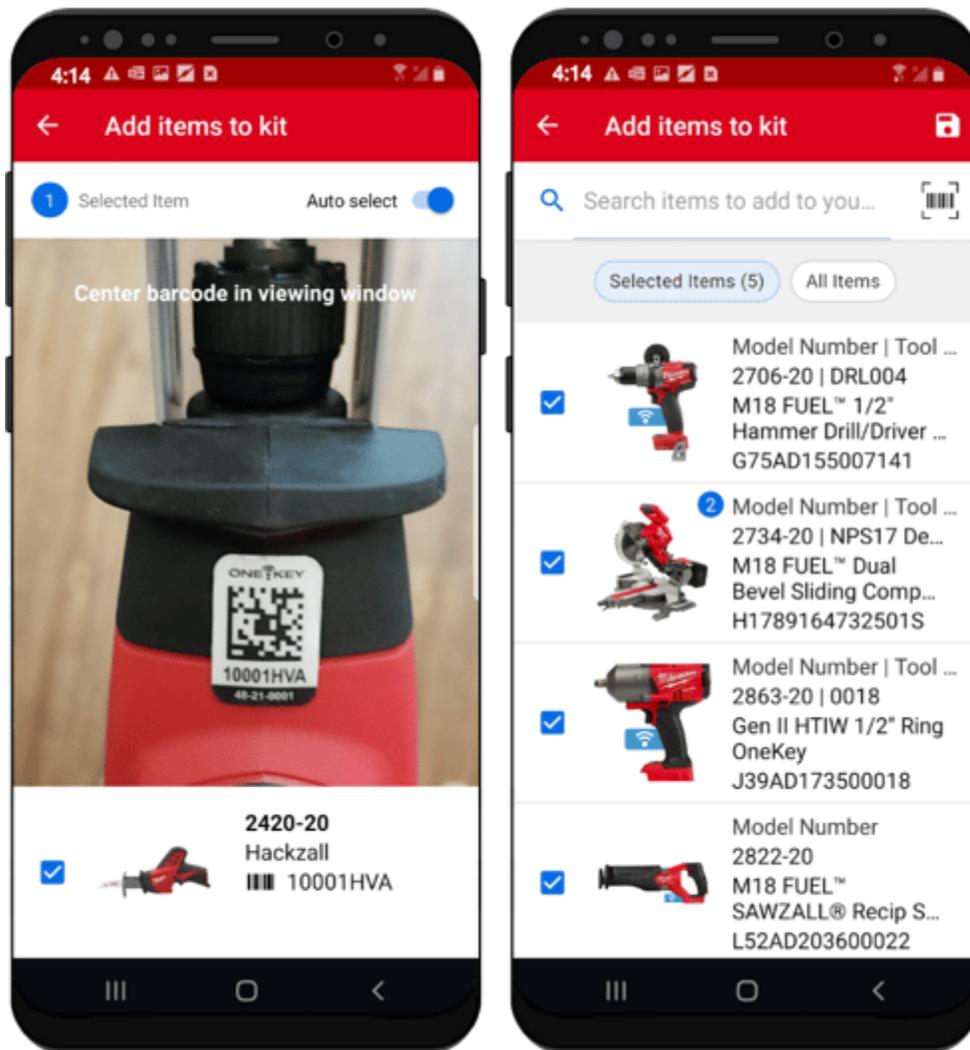
This is where your kits will live once you've built them. To add a new kit, tap "CREATE A KIT."

2. Create and Manage Your Kit

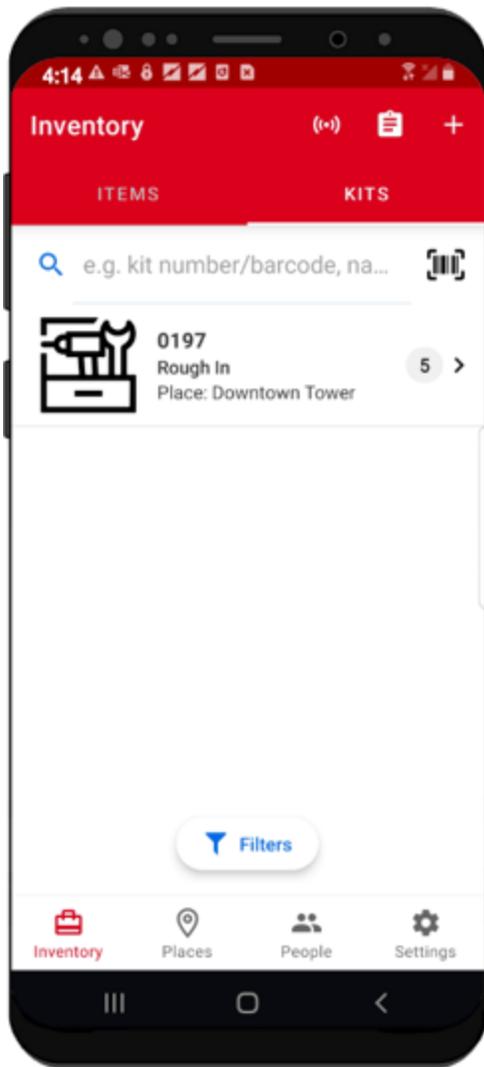
- To create your new kit, first number your kit. This step is required and can help for easier finding in One-Key later.



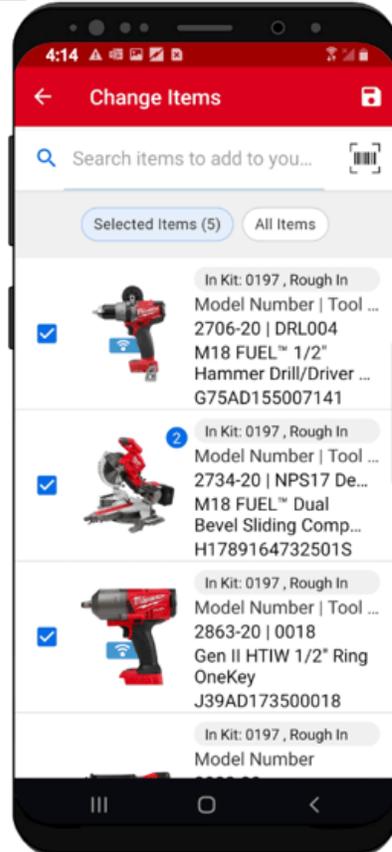
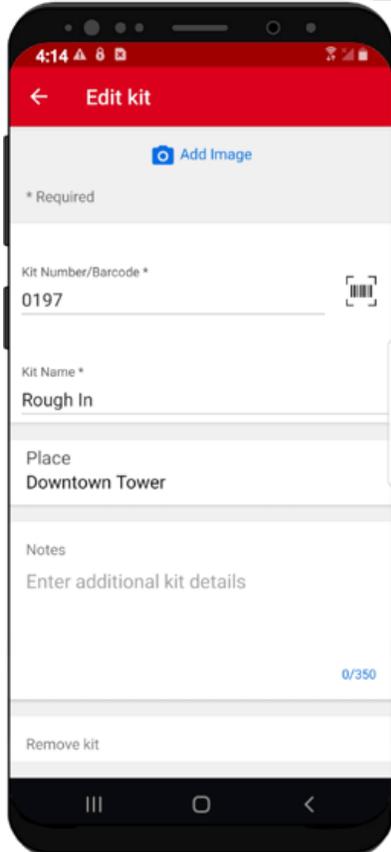
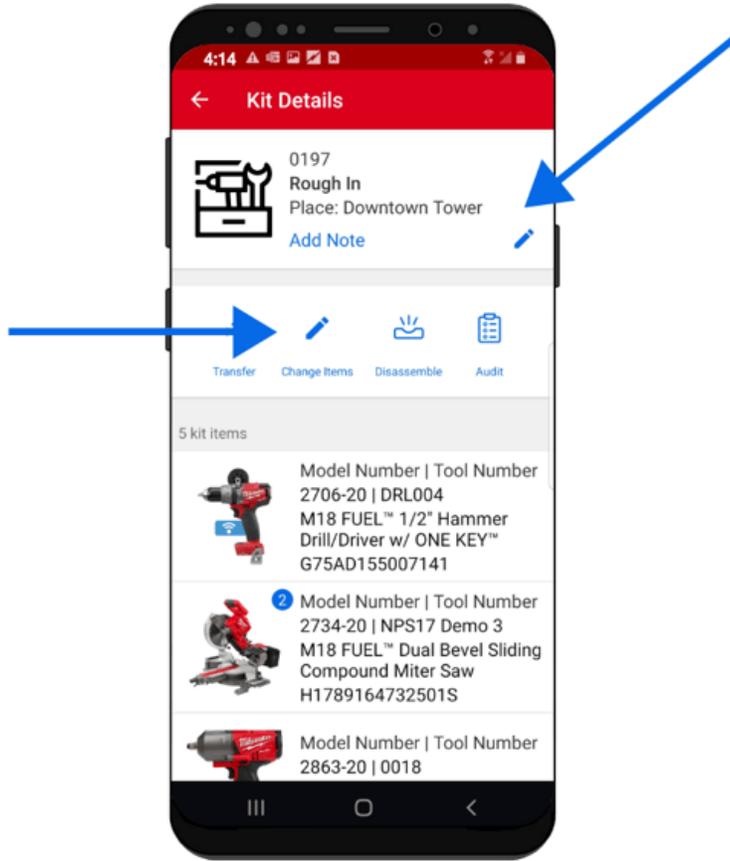
- You have the option to enter this number in manually or scan a barcode or [One-Key asset ID tag](#) if you have one that you'd like to add to this kit.
- Next, give your kit a name (also required) and choose the project or job you're sending it to. Then, tap "**SAVE & ADD ITEMS**" to start preparing this kit for the job.
- You can add items to your kit by scanning their barcode or tag if you're using them, or you can type the name or model number into the search bar.



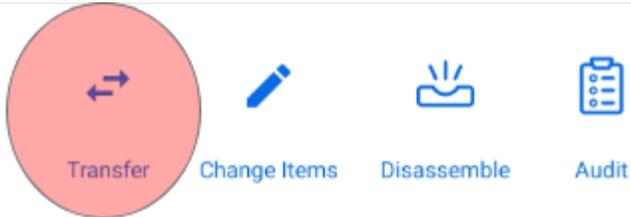
- Continue this process until you've added all the items you want to add to this kit.
- When you're satisfied, tap the Save icon in the upper righthand corner of your screen.
- Your kit now will display when you launch your inventory and select the "KITS" menu.



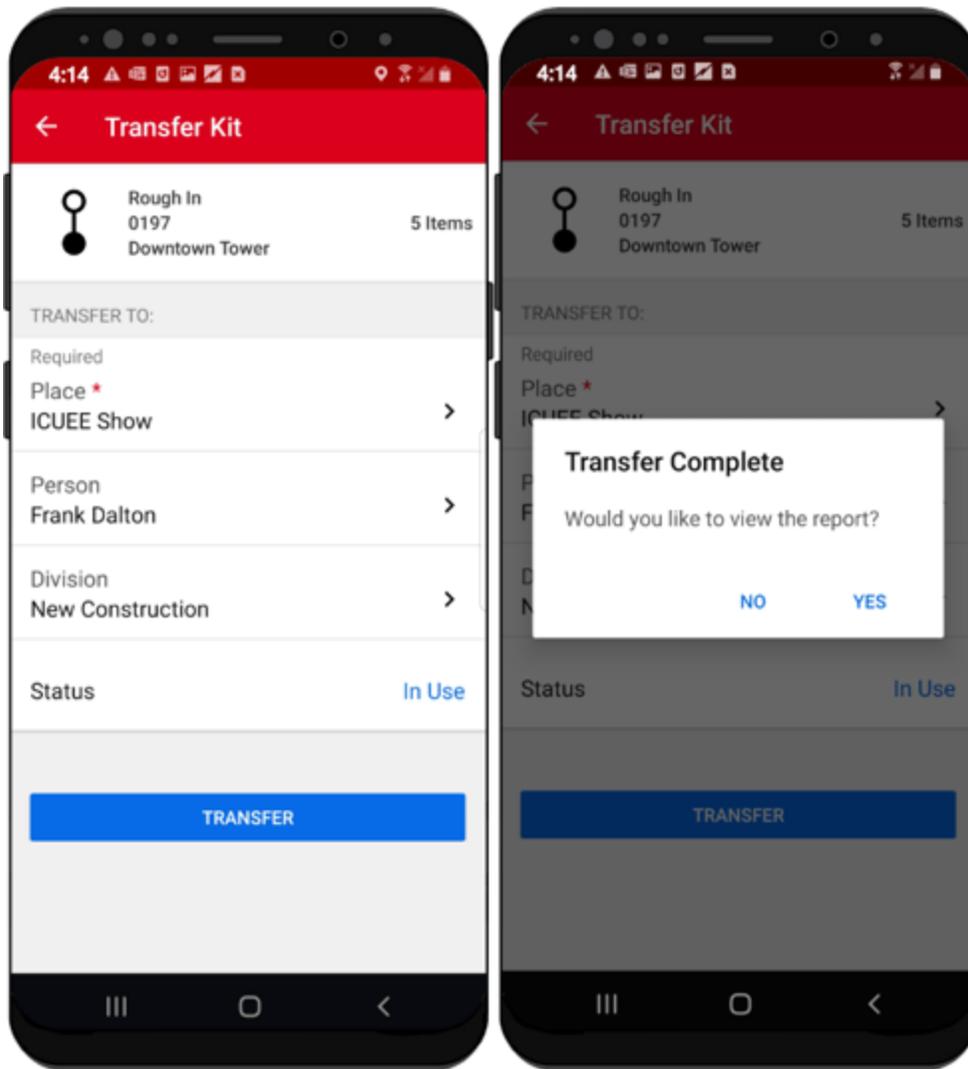
- Tap into your kit to manage it.
- You can inspect each of your kits to see what's on hand.
- If you need rename, edit, or delete this kit, tap on the blue pencil icon at the top of your screen, beside the kit.



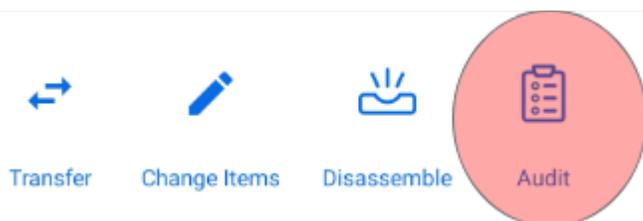
- Here, you'll be able to change your kit's assigned number or barcode, change its name, or delete it if necessary.
- You can change what's in your kit by tapping into "**Change items**" to add or subtract items to this kit from your inventory.
- You can transfer this kit to another job where it might be needed. To do this, tap the "**Transfer**" button.



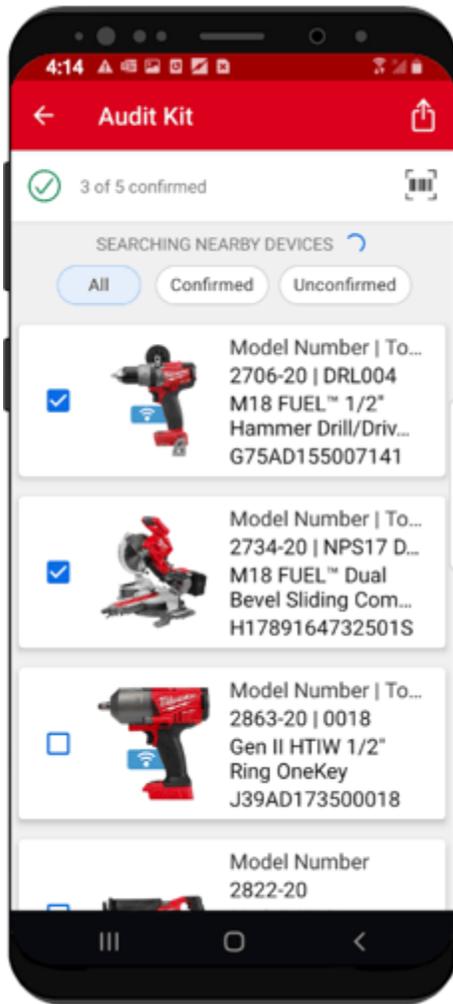
- Just select where it's going. Assign a person, to add accountability. Assign a division to describe the type of work this kit is intended for. Change the status of this kit to reflect that it's ready for the job or already being used. When you're done, tap **TRANSFER**.



- You'll be prompted to download a copy of this transfer. To do so, tap "**YES.**" This transfer report can be printed off, or attached it to an email, to verify your tools have been sent.
- You can also make use of the tool kit audit feature. Tap '**Audit.**'



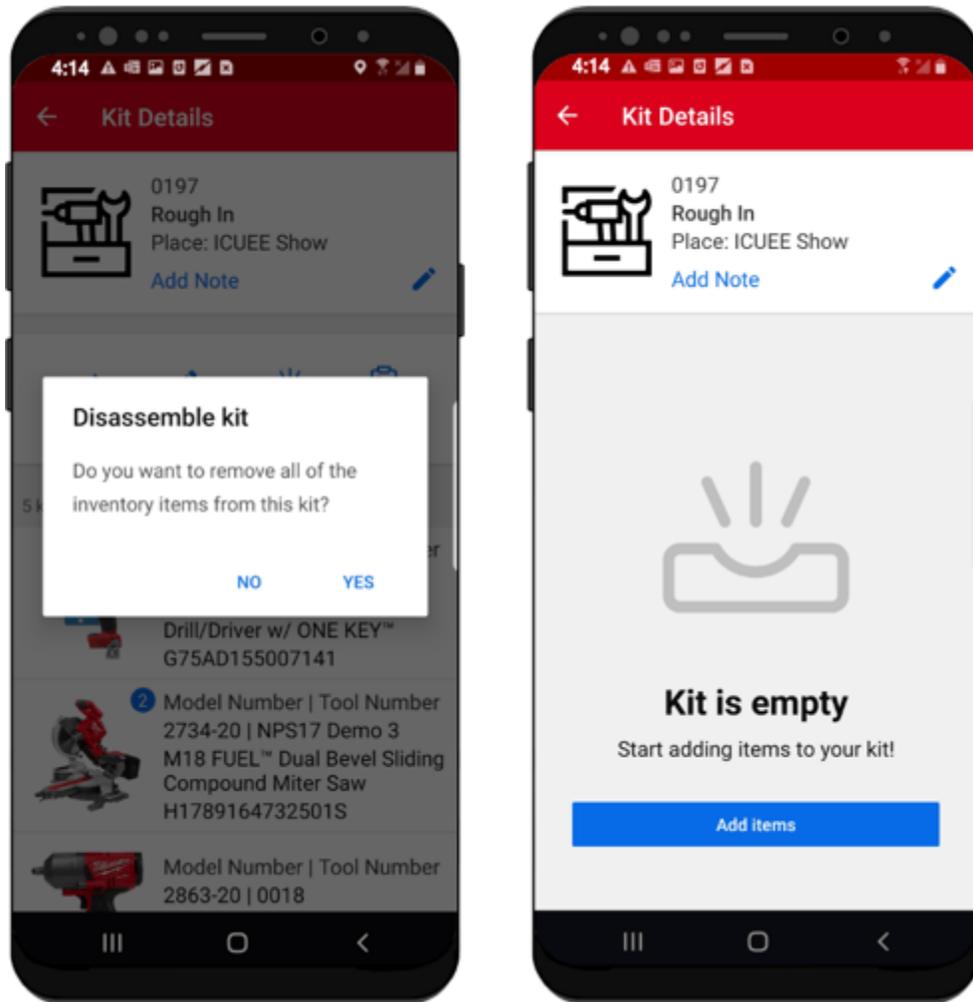
- This feature allows you to support accountability in your company by checking in your kit and its contents in real time as it arrives on the job, or at the end of the day or the end of a project to ensure what you started with is what you've ended with.



- Confirm what you have on hand by selecting each item individually. If something that's supposed to be in the kit isn't there, leave it unchecked. You can then send this audit back to the tool team to iron out any discrepancies.
- Finally, if this kit is no longer in use, you can select **“Disassemble.”**



- You'll be prompted with a question, making sure you are certain you want to disassemble your kit. Tap **“YES”** if you're sure.



- Your tools will be added back to inventory as unassigned.

Your kit has been disassembled and your items are ready to be reassigned.

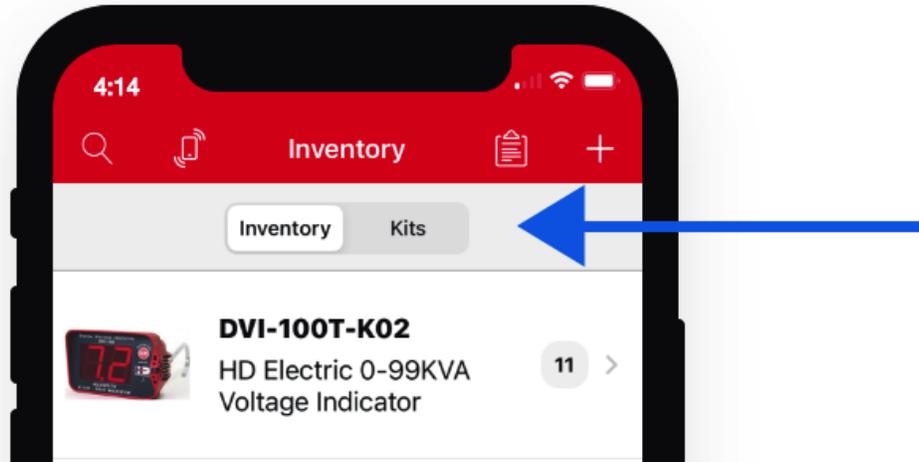
How to Create a Tool Kit on iOS

In this section, we'll show you:

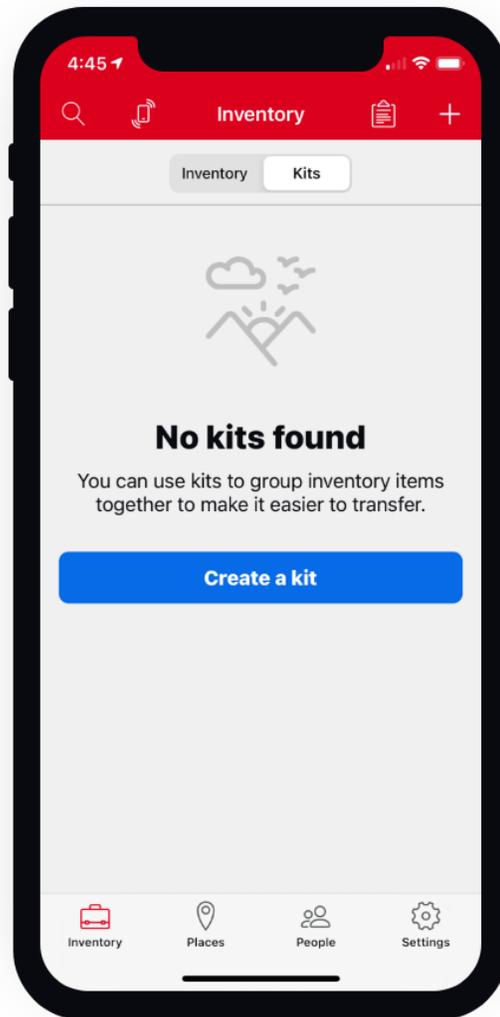
1. [Where to find tool kitting in inventory](#)
2. [How to create and manage your kit](#)

1. Navigate to Kits in Inventory

- When you load your inventory on your iOS device, you'll find **Kits** in the main menu at the top of the screen.



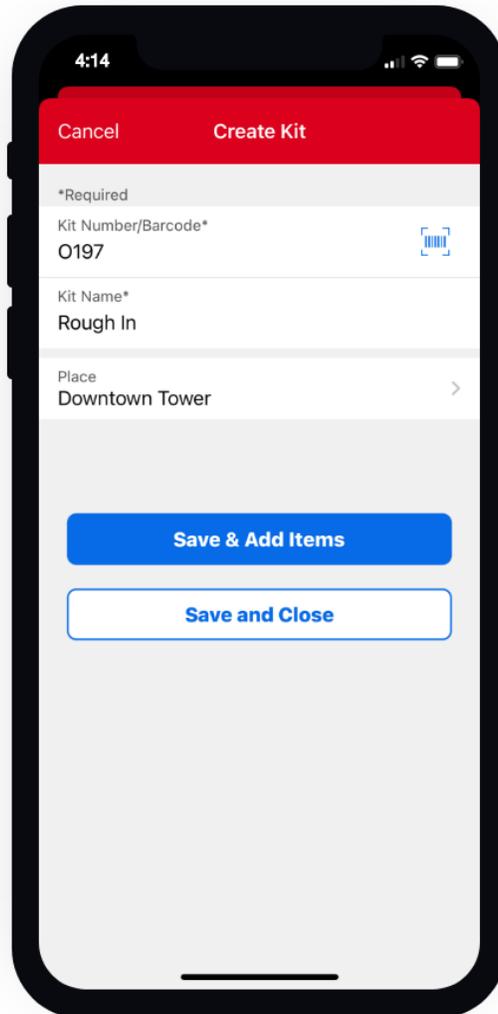
- You'll now see an option to display either **"Inventory"** or **"Kits."** Tap **"Kits"** to get started.



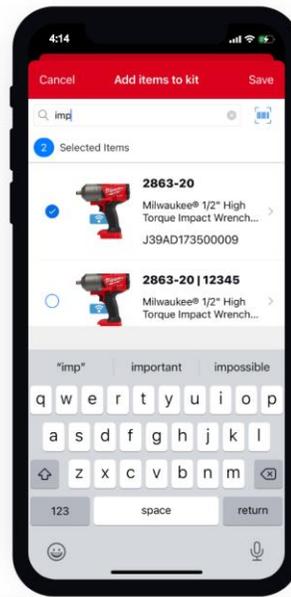
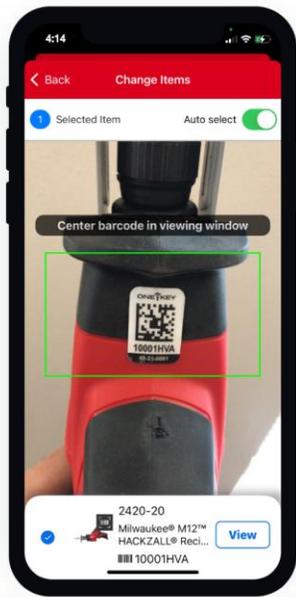
- This is where your kits will live once you've built them. To add a new kit, tap **"Create a kit."**

2. Create and Manage Your Kit

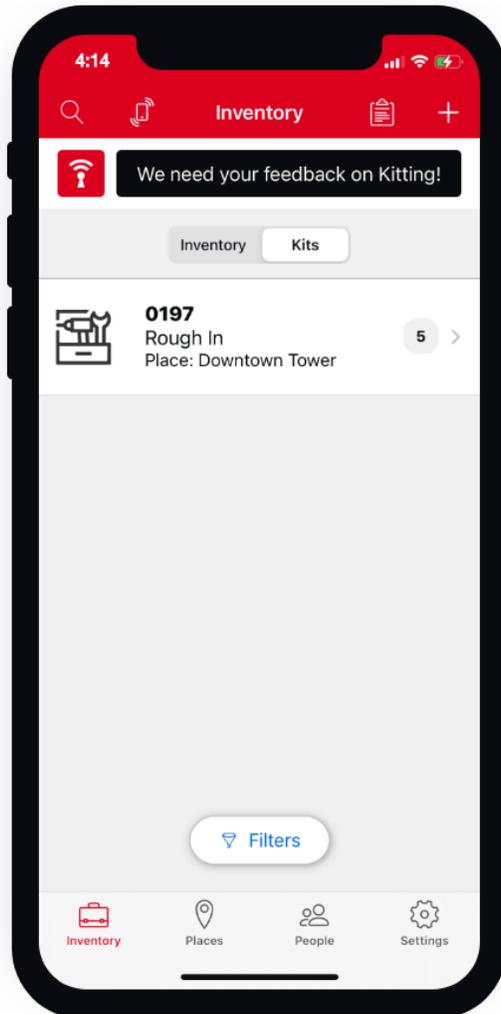
- To create your new kit, first number your kit. This step is required and can help for easier finding in One-Key later.



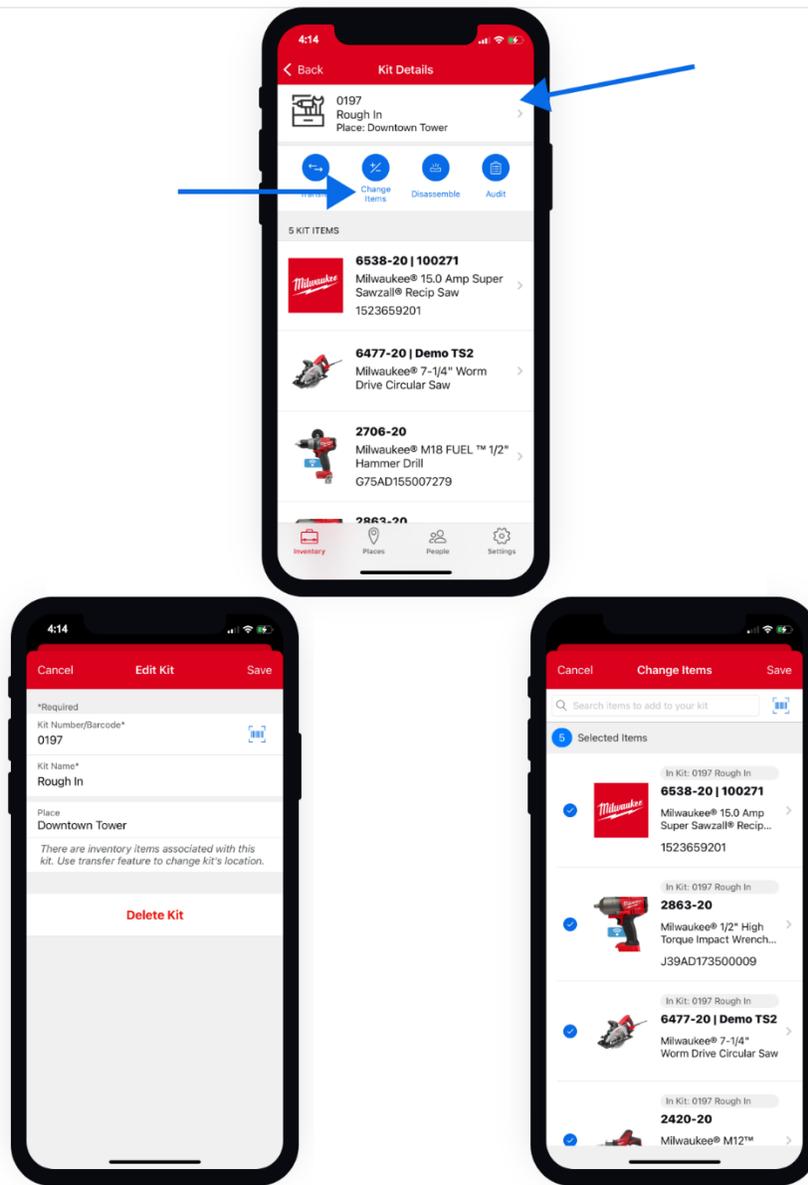
- You have the option to enter this number in manually or scan a barcode or [One-Key asset ID tag](#) if you have one that you'd like to add to this kit.
- Next, give your kit a name (also required) and choose the project or job you're sending it to. Then, tap "**Save & Add Items**" to start preparing this kit for the job. You can also select "**Save and Close**" if you'd rather add items to this kit later.
- You can add items to your kit by scanning their barcode or tag if you're using them, or you can type the name or model number into the search bar.



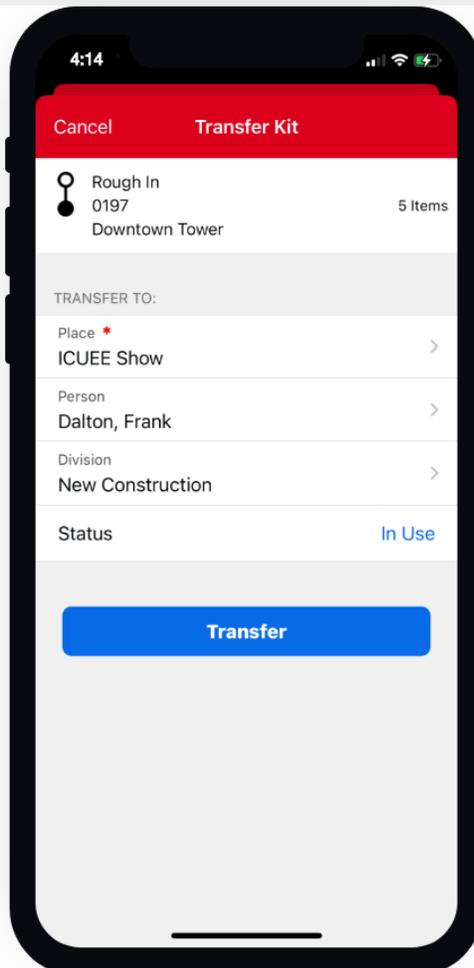
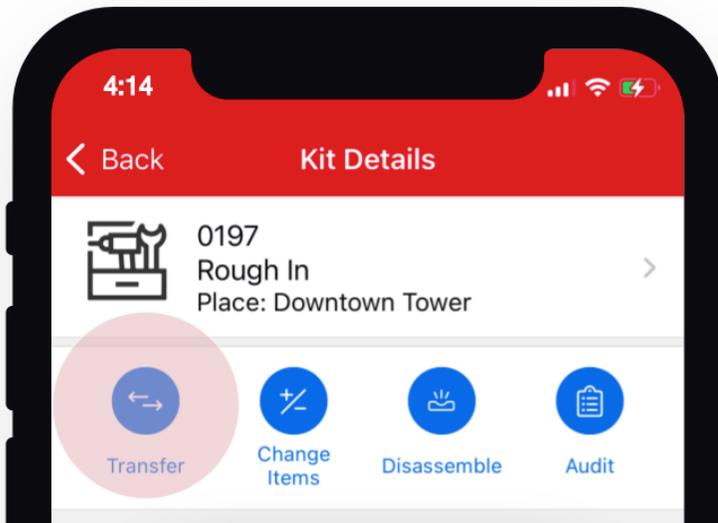
- Continue this process until you've added all the items you want to add to this kit.
- When you're satisfied, tap **Save**.
- Your kit now will display when you launch your inventory and select the "Kit" menu.



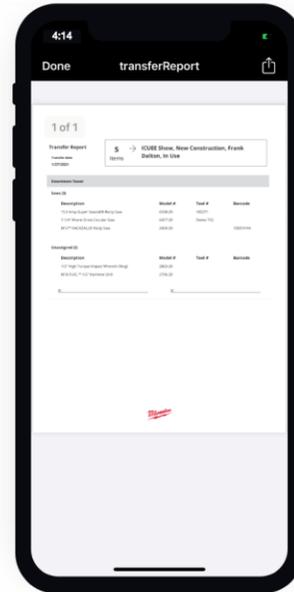
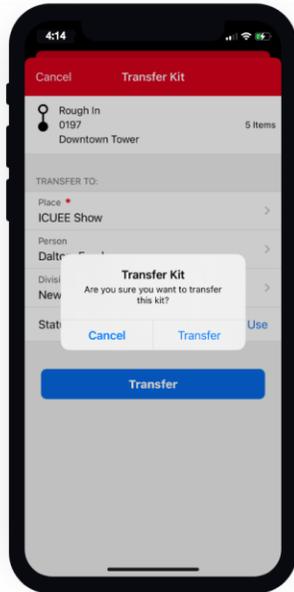
- Tap into your kit to manage it.
- You can inspect each of your kits to see what's on hand.
- If you need rename, edit, or delete this kit, tap on the kit icon at the top of your screen. Here, you'll be able to change your kit's assigned number or barcode, change its name, or delete it if necessary.



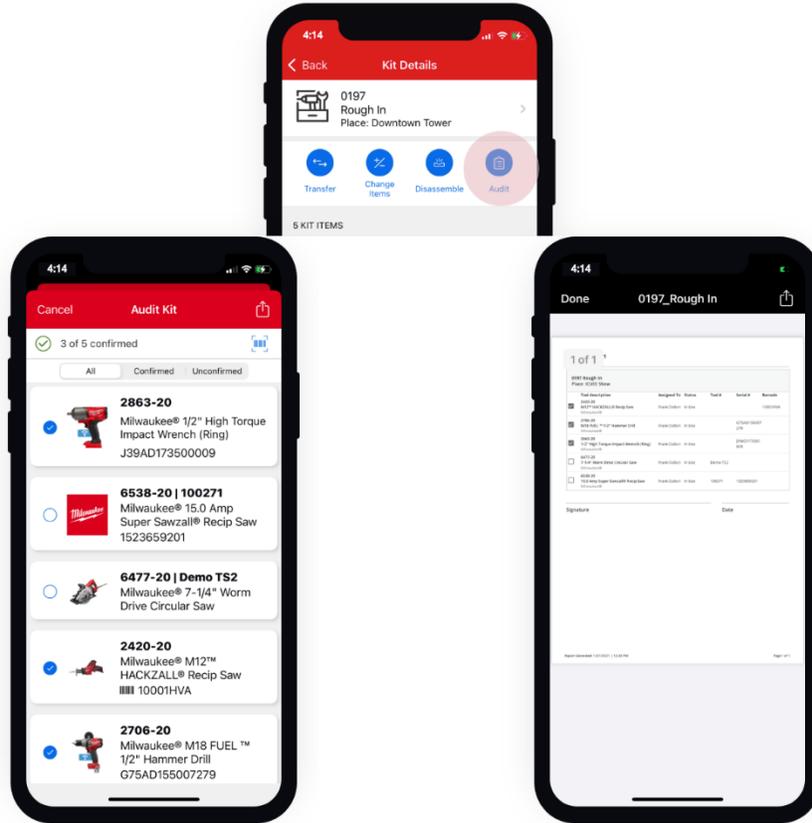
- You can change what's in your kit by tapping into **“Change items”** to add or subtract items to this kit from your inventory.
- You can transfer this kit to another job where it might be needed. To do this, tap the **“Transfer”** button.



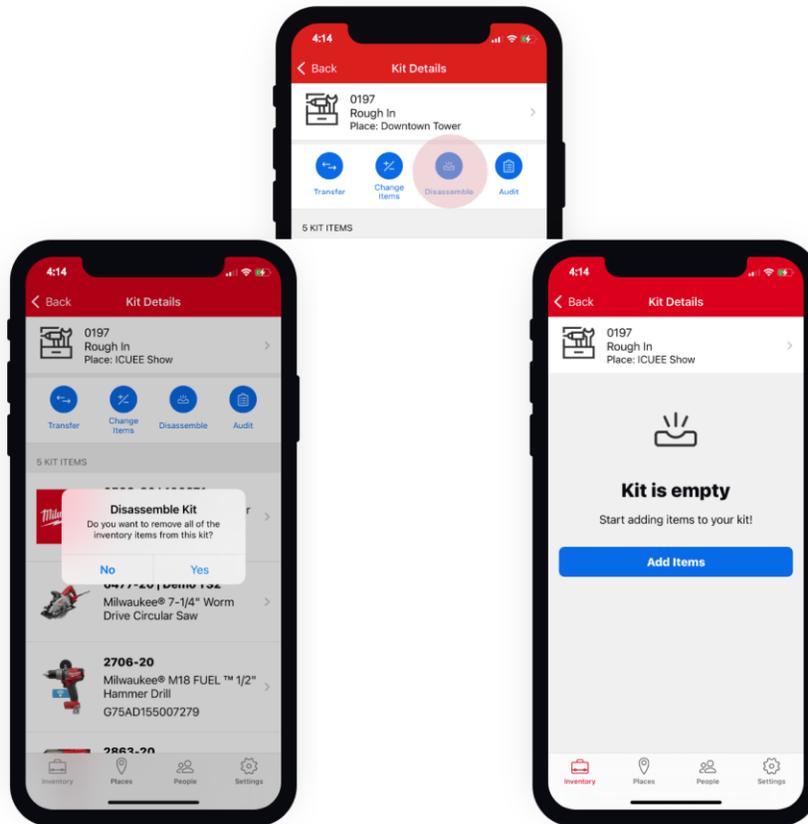
- Just select where it's going. Assign a person, to add accountability. Assign a division to describe the type of work this kit is intended for. Change the status of this kit to reflect that it's ready for the job or already being used.
- When you're done, tap **Transfer**.
- You can also download a transfer report to get a copy of this transfer and print it off, or attach it to an email to a team member to verify your tools have been sent.



- You can also make use of the tool kit audit feature. Tap '**Audit.**'



- This feature allows you to support accountability in your company by checking in your kit and its contents in real time as it arrives on the job, or at the end of the day or the end of a project to ensure what you started with is what you've ended with.
- Confirm what you have on hand by selecting each item individually. If something that's supposed to be in the kit isn't there, leave it unchecked. You can then send this audit back to the tool team to iron out any discrepancies.
- Finally, if this kit is no longer in use, you can select “**Disassemble.**” Your tools will be added back to inventory as unassigned.



Your kit has been disassembled and your items are ready to be reassigned.

How to Create a Tool Kit on Web

In this section, we'll show you:

1. [Where to find tool kitting in inventory](#)
2. [How to create and manage your kit](#)

1. Navigate to "Kits" in Inventory

- When you visit the web app on your desktop or laptop computer, you'll now see an option to display either "**Items**" or "**Kits**."
- Select "**Kits**" to get started. This is where your kits will live once you've built them. To add a new kit, select "**Add kit**."

Items

Kits



Create a kit

You can bundle individual items from your inventory into a kit. After you kit your items, you can transfer and manage them!

Add kit

2. Create and Manage Your Kit

- Get started adding your kit by numbering it. This step is required and can help for easier finding in One-Key later.

← Add new kit

Kit information

Kit number/barcode
0197

4/120

Kit name
Rough In

8/64

Place
Moxy Chicago Downtown

Note

0/250



Update

Add items

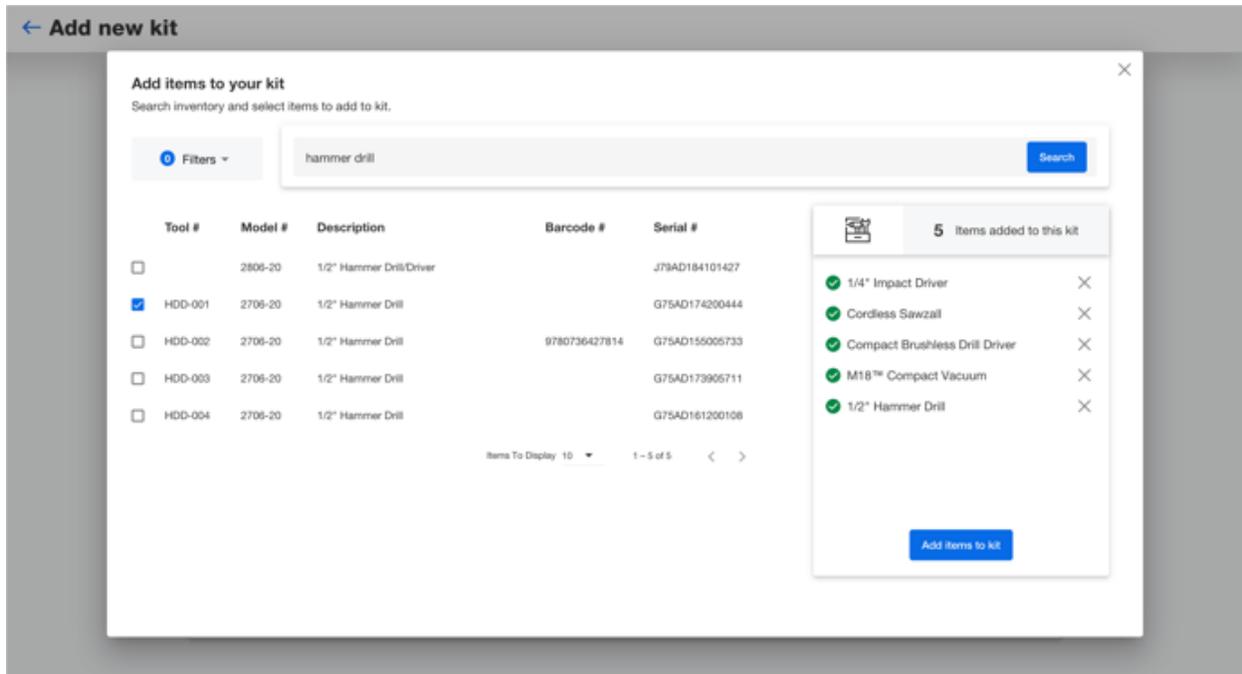
Add items from your inventory into this kit

Cancel

Save

- Next, give your kit a name (also required) and choose the project or job you're sending it to.

- You can also add a photo of your kit, such as the job box your Kit corresponds with, for easy identification.
- You can save your kit or first add items to your kit.



- You can add items to your kit by scrolling through your inventory or typing in the name or model number into the search bar.
- Continue this process until you've added all the items you want to add to this kit, then select **"Add items to kit."**
- If your kit is ready, select **Save**.

Kit information

Kit number/barcode 0197	4/120
Kit name Rough In	8/64
Place Moxy Chicago Downtown	▼
Note	0/350

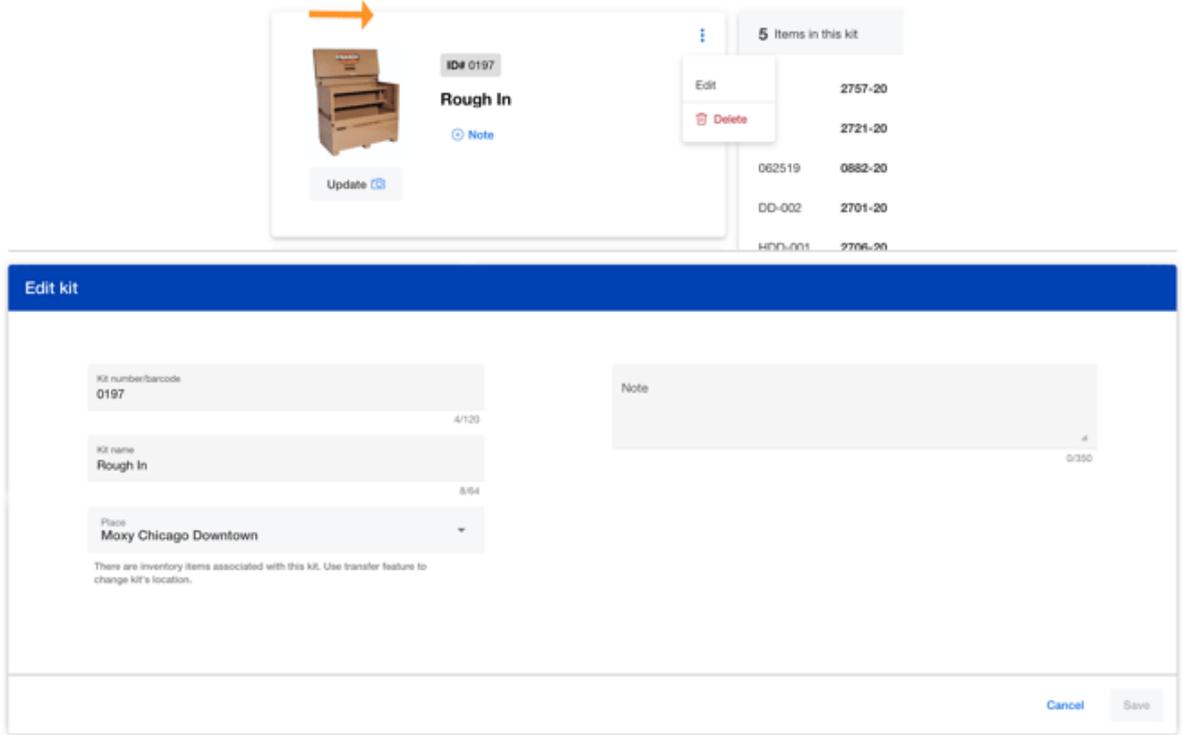


Update 

5 Items added to this kit [Edit kit items](#)

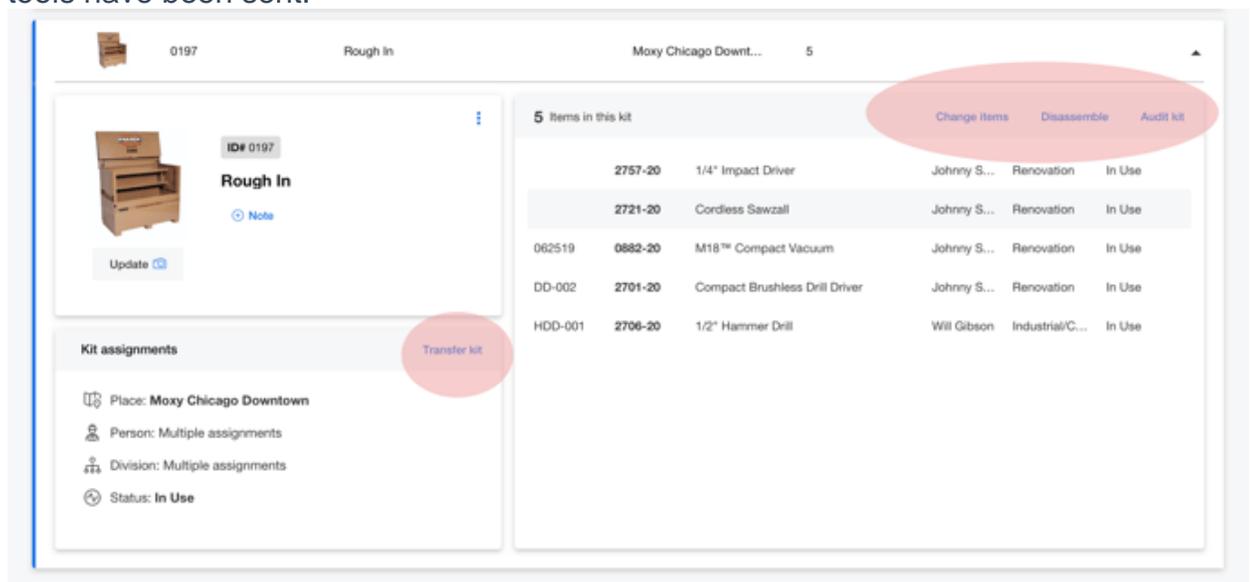
[Cancel](#) [Save](#)

- You can inspect each of your kits to see what's on hand.
- If you need rename, edit your kit, select on the **overflow button** in your kit's details card. Here, you can manually change your kit's assigned number or barcode number or change its name. You can also use the overflow button to delete your kit if necessary.



There are a number of options you can select to do with this kit:

1. Select **"Change items"** to add or subtract items to this kit from your inventory.
2. Select **"Transfer kit"** to change where this kit is going. Assign a person, to add accountability, a division to describe the type of work this kit is intended for, and change the status of this kit to reflect that it's ready for the job or already being used. You can also download a transfer report to get a copy of this transfer and print it off, or attach it to an email to a team member to verify your tools have been sent.



3. Select the "**Audit kit**" button to verify the contents of your kit in real time as it arrives on the job, or at the end of the day or the end of a project to ensure what you started with is what you've ended with. Confirm what you have on hand by selecting each item individually. If something that's supposed to be in the kit isn't there, leave it unchecked. You can then send this audit back to the

tool team or project team to iron out any discrepancies.

Audit kit - Rough In ✕

Check items to confirm they are where they need to be.

All (5)
Confirmed (2)
Unconfirmed (3)

Download report

Tool #	Model #	Description	Barcode #	Serial #
<input type="checkbox"/>	2757-20	1/4" Impact Driver		G80AD162401093
<input checked="" type="checkbox"/>	2721-20	Cordless Sawzall		
<input type="checkbox"/>	062519	0882-20	M18™ Compact Vacuum	J21a06722f24
<input checked="" type="checkbox"/>	DD-002	2701-20	Compact Brushless Drill Driver	GD756A0110214
<input type="checkbox"/>	HDD-001	2706-20	1/2" Hammer Drill	G75AD174200444

Kit Audit Report

von Trier & Sons

0197 Rough In
Place: Moxy Chicago Downtown

Tool description	Assigned To	Status	Tool #	Serial #	Barcode
<input type="checkbox"/> 0882-20 M18™ Compact Vacuum <small>Milwaukee®</small>	Johnny Smith	In Use	062519	J21a06722f24	
<input checked="" type="checkbox"/> 2701-20 Compact Brushless Drill Driver <small>Milwaukee®</small>	Johnny Smith	In Use	DD-002	GD756A0110214	
<input type="checkbox"/> 2706-20 1/2" Hammer Drill <small>Milwaukee®</small>	Will Gibson	In Use	HDD-001	G75AD174200444	
<input checked="" type="checkbox"/> 2721-20 Cordless Sawzall <small>Milwaukee®</small>	Johnny Smith	In Use			
<input type="checkbox"/> 2757-20 1/4" Impact Driver <small>Milwaukee®</small>	Johnny Smith	In Use		G80AD162401093	

Signature

Date

Report Generated: 1/27/2021 | 4:34 PM

Page 1 of 1

4. Finally, if this kit is no longer in use, you can select “**Disassemble.**” Your tools will be added back to inventory as unassigned.