Use existing items to create new entries in your inventory

Add multiple items of the same kind.

If you have more than one of a particular kind of tool, ONE-KEY™ can help you avoid the tedious task of having to create a new entry from scratch every time. This article will explain how to create a new item based on an already existing entry in your inventory.
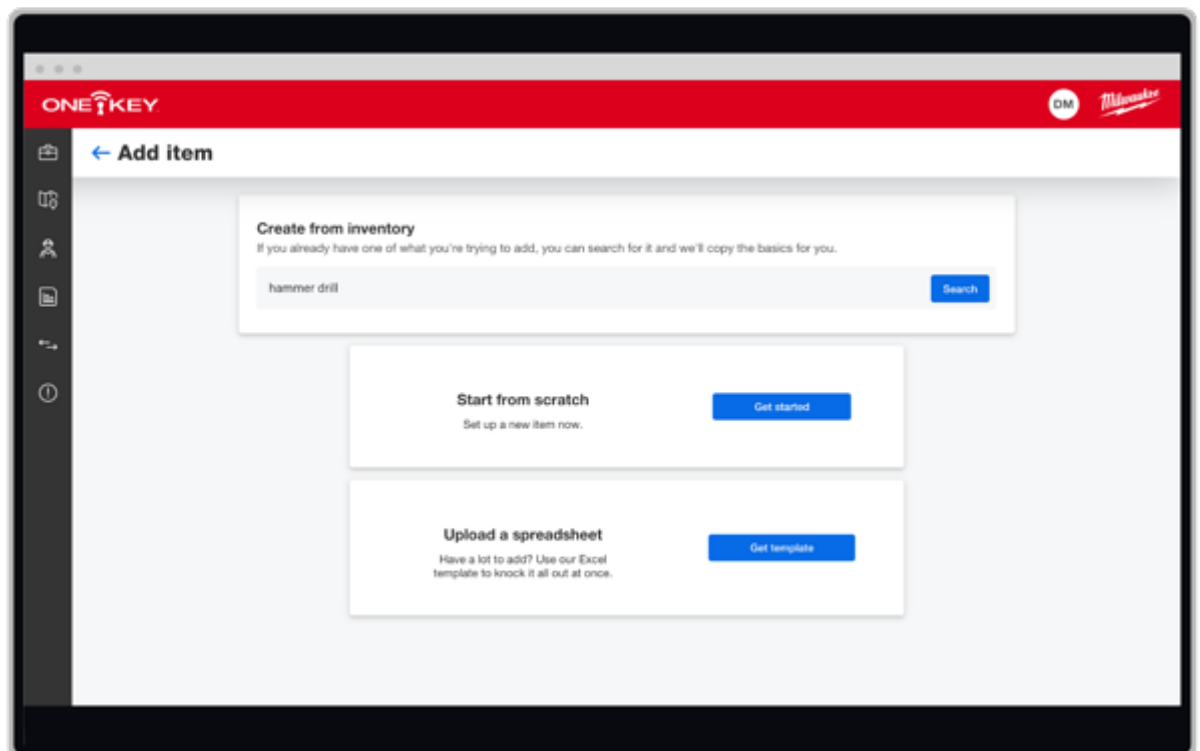
Get started on your desktop computer

- Log in to your One-Key account from your desktop computer.
- The homepage, or **Inventory Dashboard**, will display on your screen.

How to create a new item from one already in your inventory

Save yourself time and hassle by using what's already in your One-Key inventory to create new tool entries.

1. Starting from the Inventory Dashboard, click the blue "**Add item**" button in the upper right-hand corner.
2. Go to the "**Create from Inventory**" and type in a keyword associated with the item you wish to add to your inventory. You can search by tool number, model, description, manufacturer, category, or division.

3. Once you've entered your search terms, click the blue "**Search**" button to the right of the search bar. Your results will appear below.
4. Now click on the item that matches the one you wish to add to your inventory. The information card for this item will display on the screen.
5. From here you can add all the important info about your new item, including its purchase information and **how many** of the new items you would like to add.
6. Make sure to enter the **serial number** and **tool number** for each of the new items.
7. Once all the tools' details are entered, click the blue "**Save**" button in the bottom right-hand corner of the screen. A green confirmation banner will appear near the top of the screen letting you know the item has successfully been saved.

Now your new item has been added.

One-Key helps save you time and hassle by letting you create a new item based on information already available in your inventory.