# Adding a New Line Item

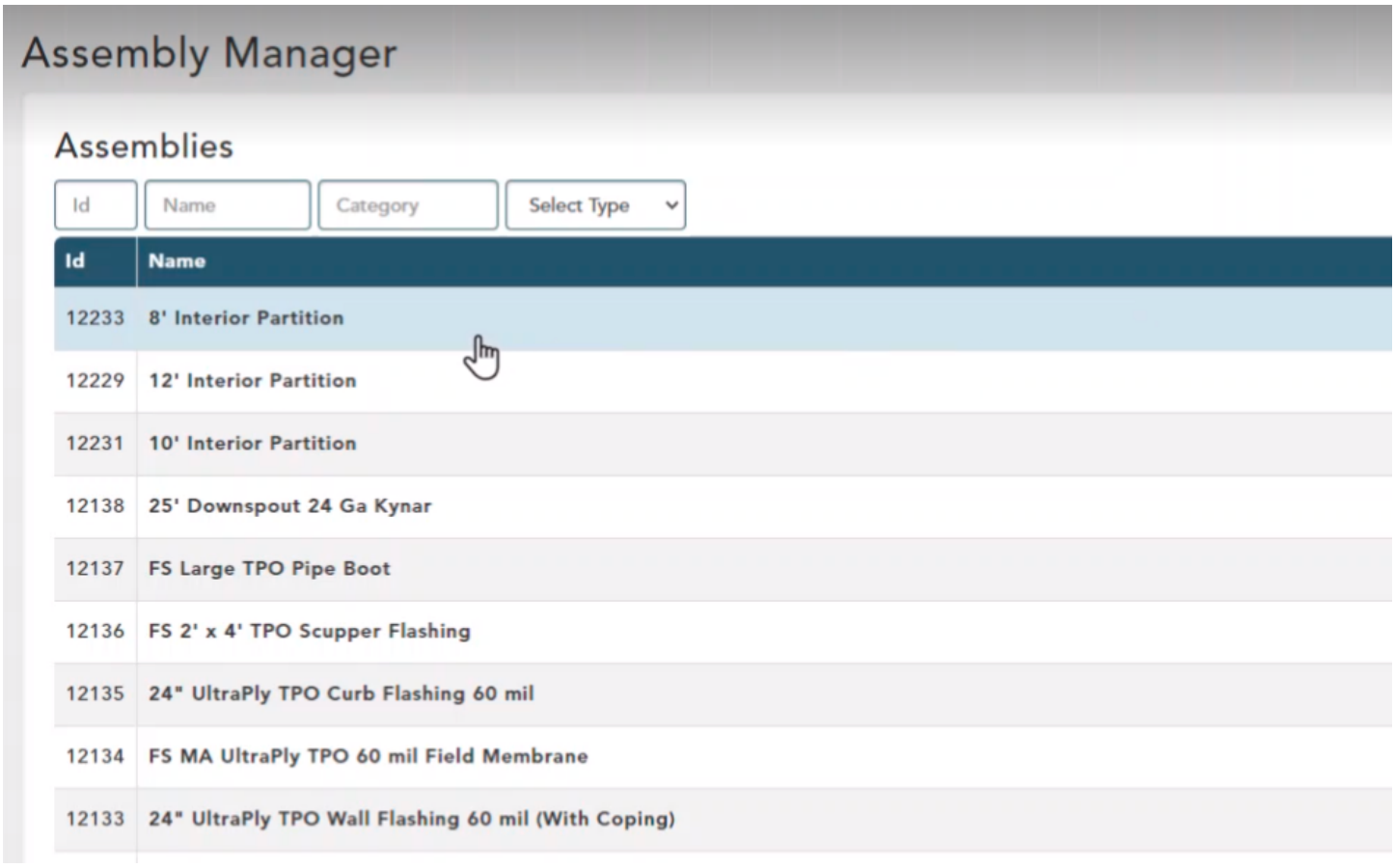
Assembly Manager · https://vectortakeoff.com/support/knowledgebase/adding-a-new-line-item/

**Objective**: In this video and/or step by step walkthrough, you'll learn how to add a new line item to an assembly within the assembly manager

Embedded media: https://vectortakeostg.wpenginepowered.com/wp-content/uploads/2022/01/Adding-a-New-Line-Item.mp4?_=

## Add a New Line Item

Left click on the assembly to select it




## Secondary Window

A secondary window will open that shows existing line items that are currently inside of this assembly



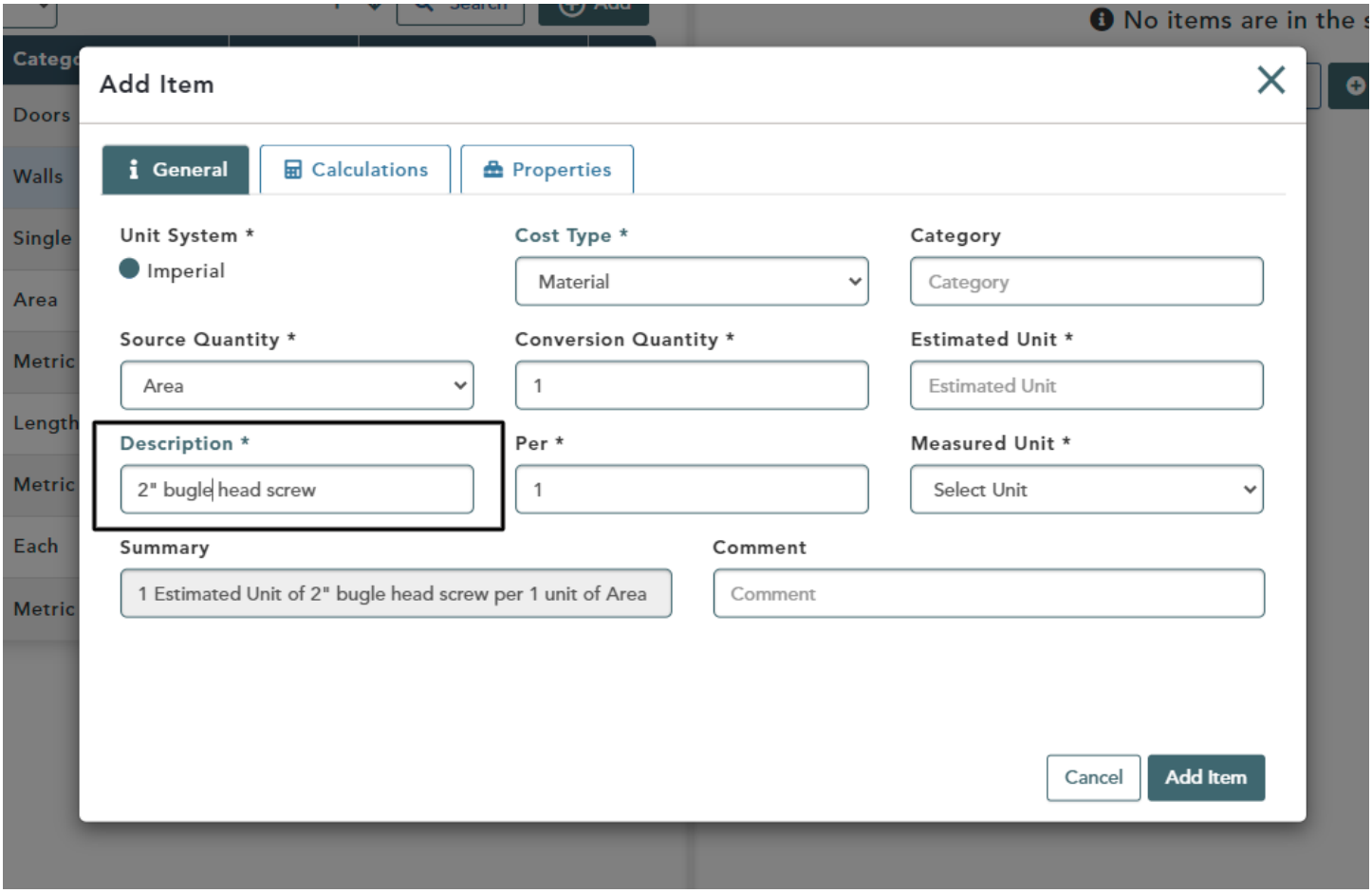

Click **Add New** in the top right of the window




### Add Item Window

This requires critical thinking to ensure your line item is created correctly

Type in your **Description**

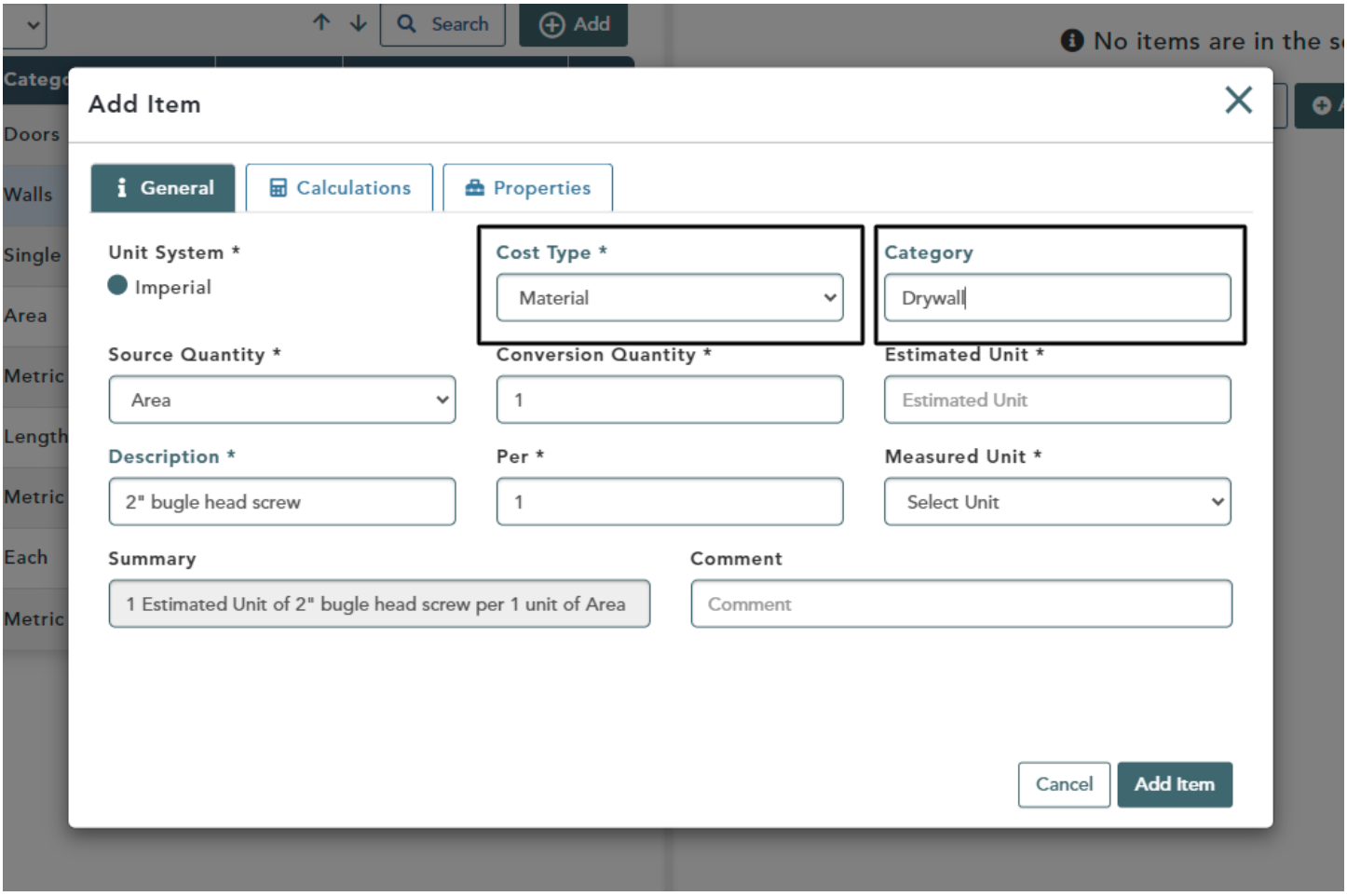



## Cost Type & Category

Choose your **Cost Type** from the list based on the Item you want to add to your Assembly

Then type in your **Category**

Note: Your Category your **Category** is based on how your company wants to keep your assemblies organized

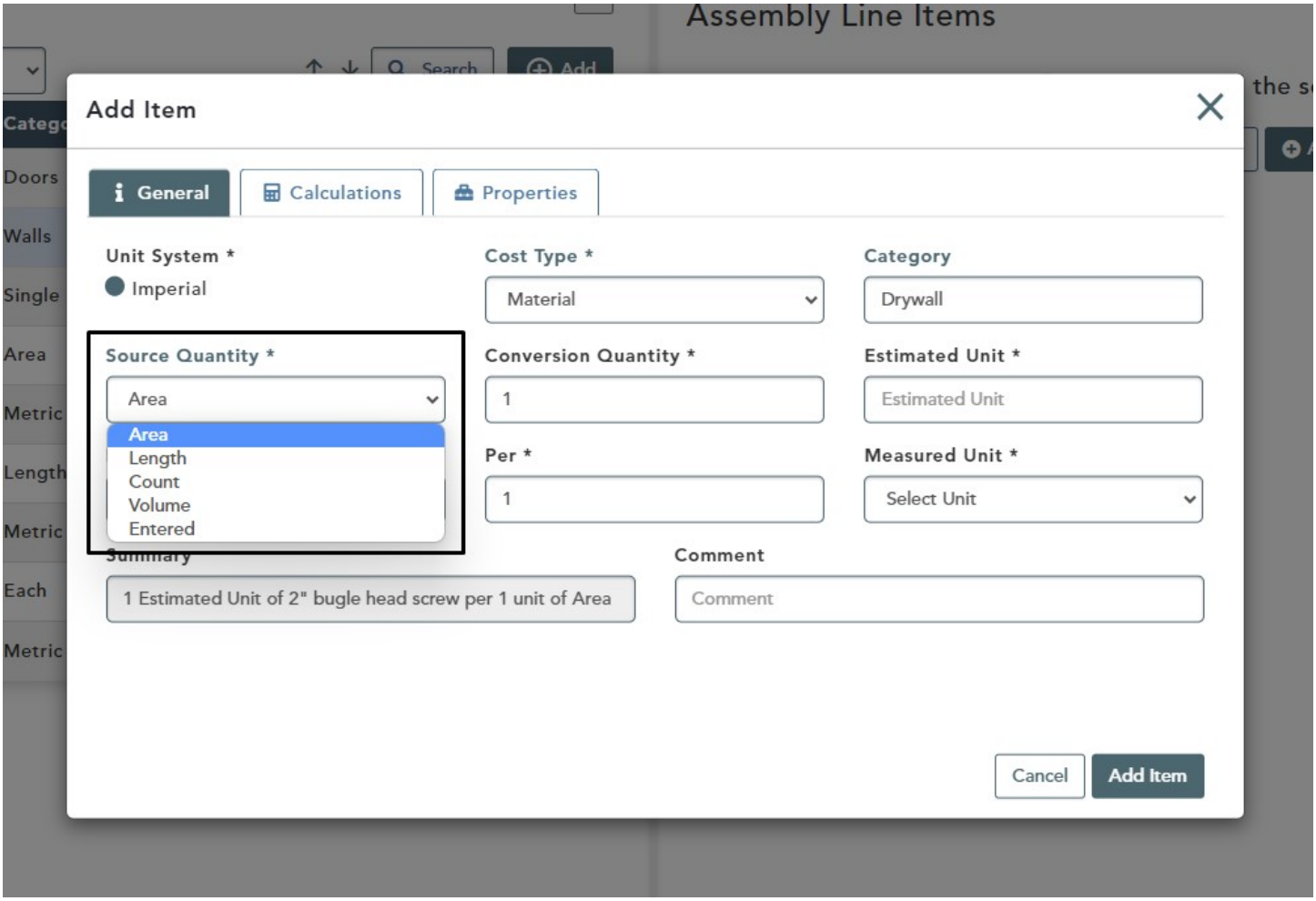



## Source Quantity

**Source Quantity** - What type of information are you pulling from this assembly that you want to be factored in on how you want the item to be calculated

For this example we are selecting **Area**

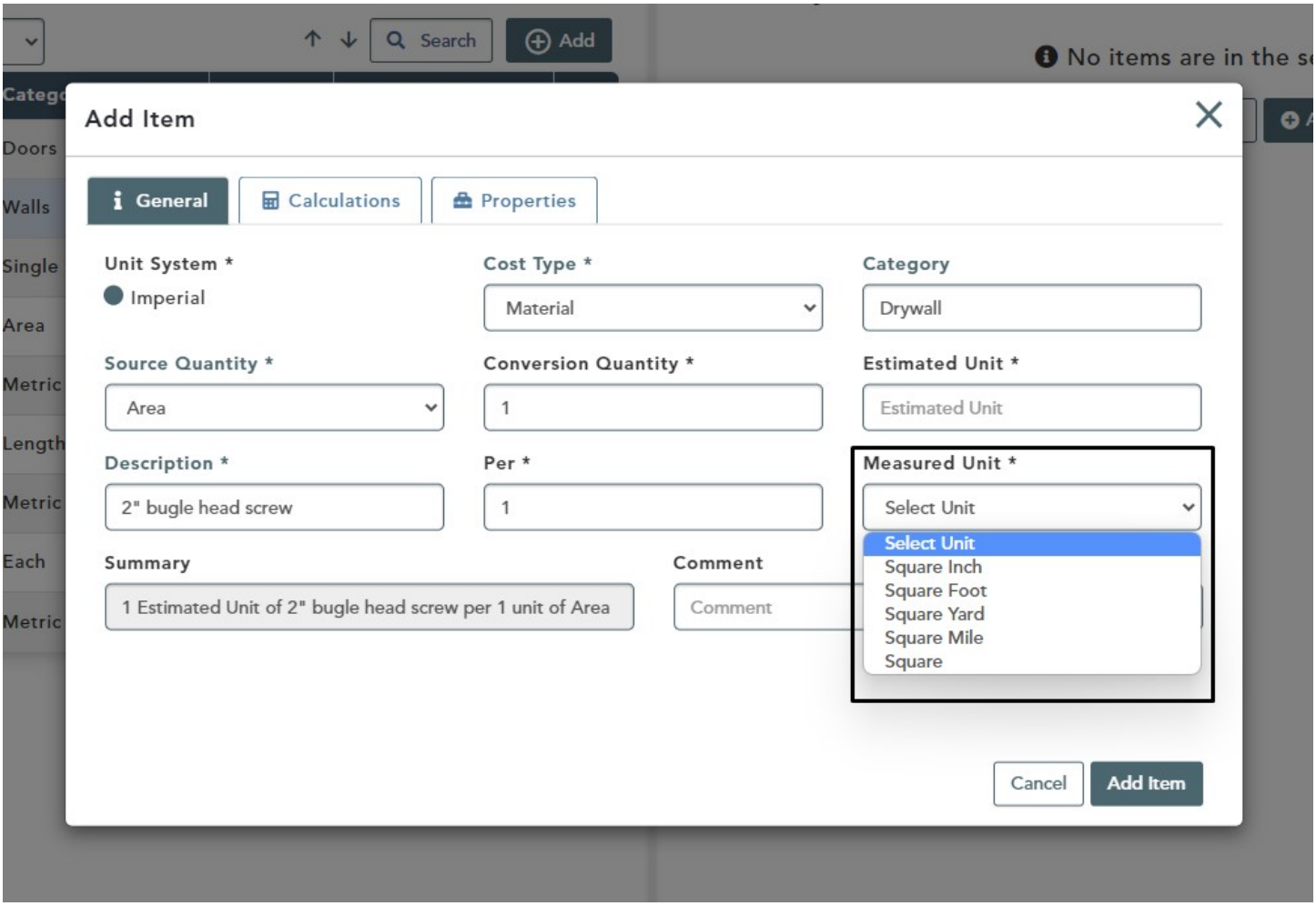
Note: Your choice of Source Quantity will reflect options when you choose your **Measured Unit**




## Measured Unit

Since we chose **Area** in the **Source Quantity** field, the choices for our **Measured Unit** changed to reflect that selection

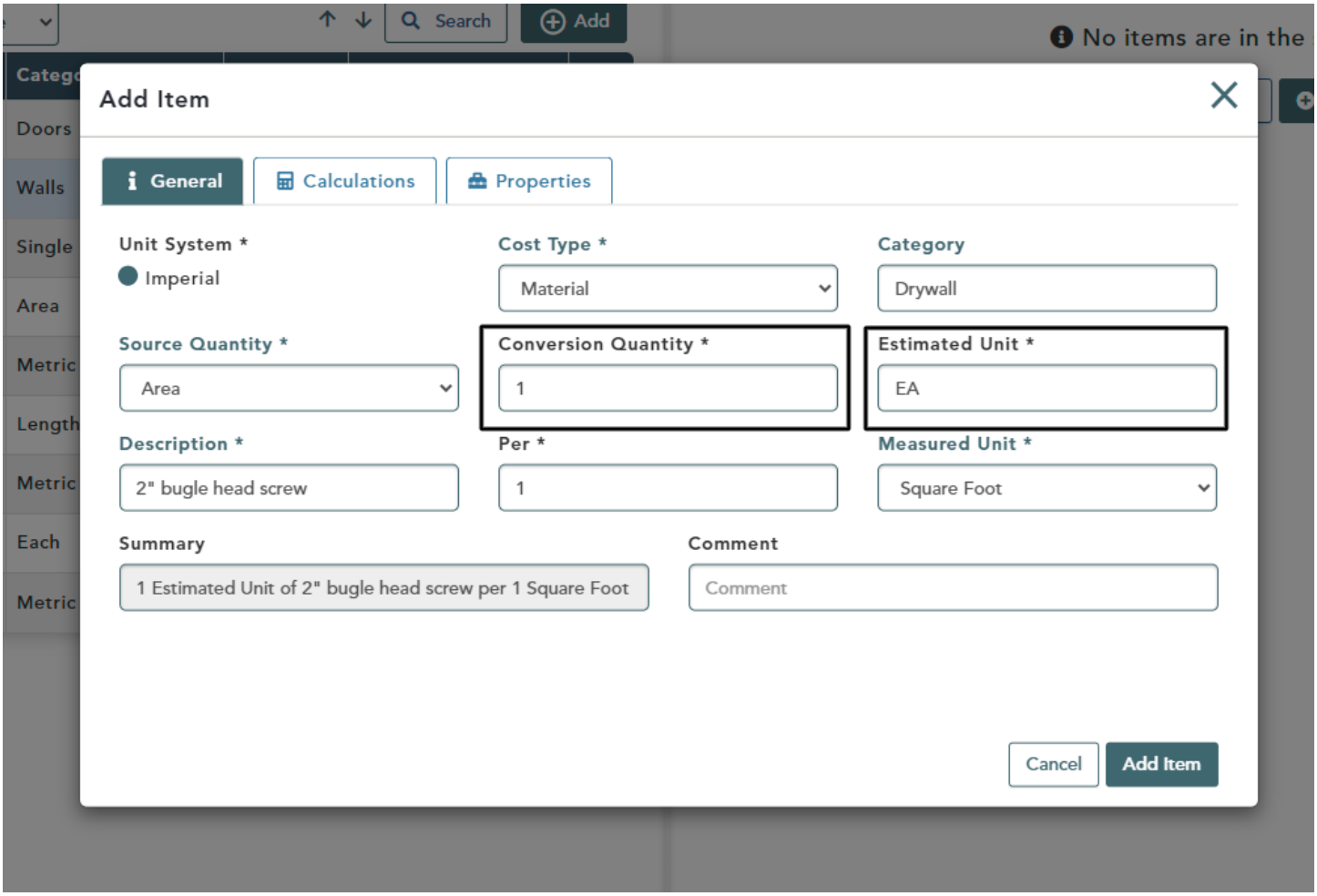
For this example we are going to select **Square Foot**




## Conversion Quantity & Estimated Unit

**Conversion Quantity** is how many of the item you put in the Description

**Estimated Unit** is the unit of measure for this item and is based on your company standard

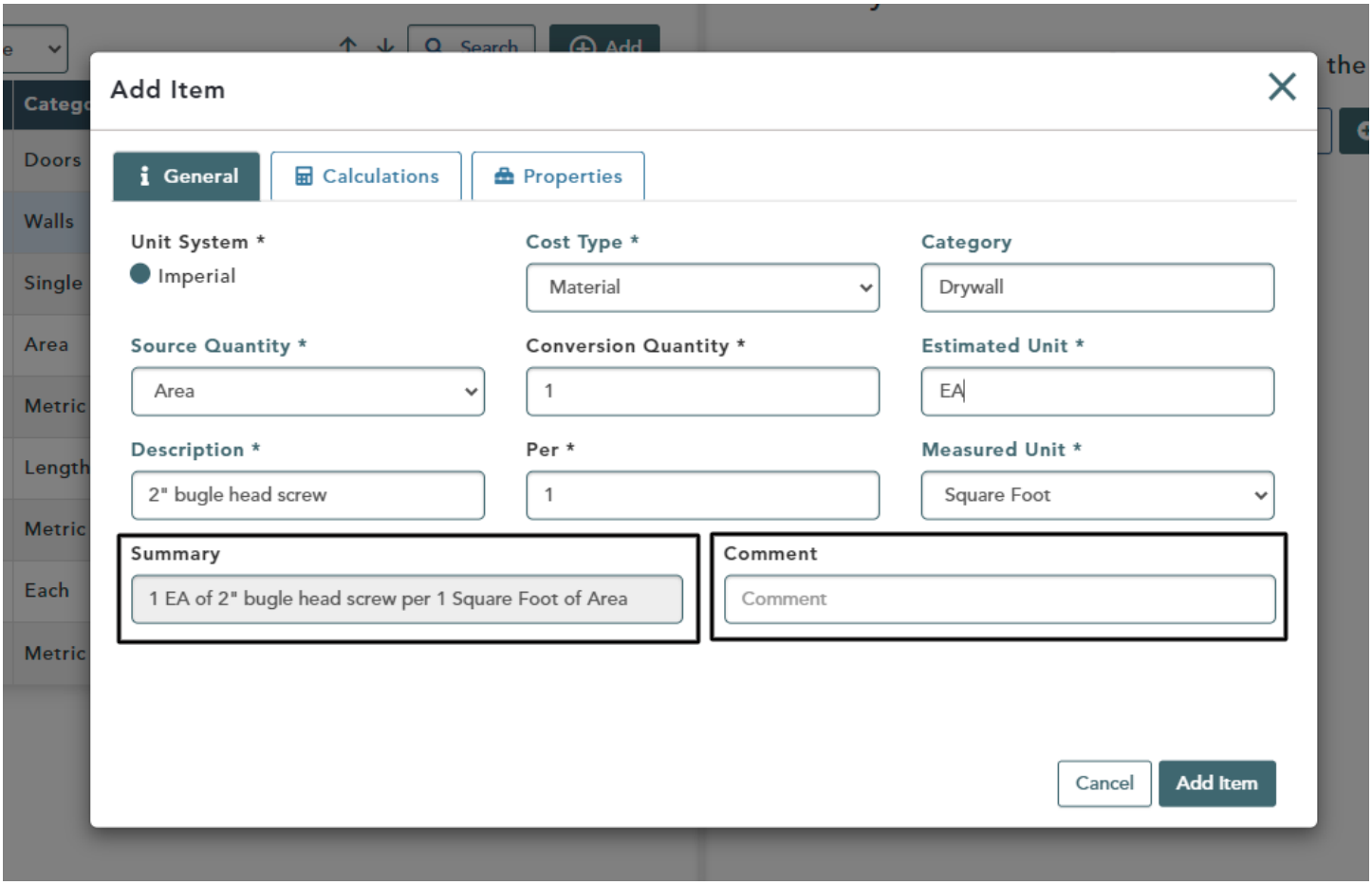



## Summary & Comment Box

After these fields have been completed, the description for our example item is shown in the **Summary** box

It reads, "1 EA bugle head screw for every square foot that has been measured in this assembly"

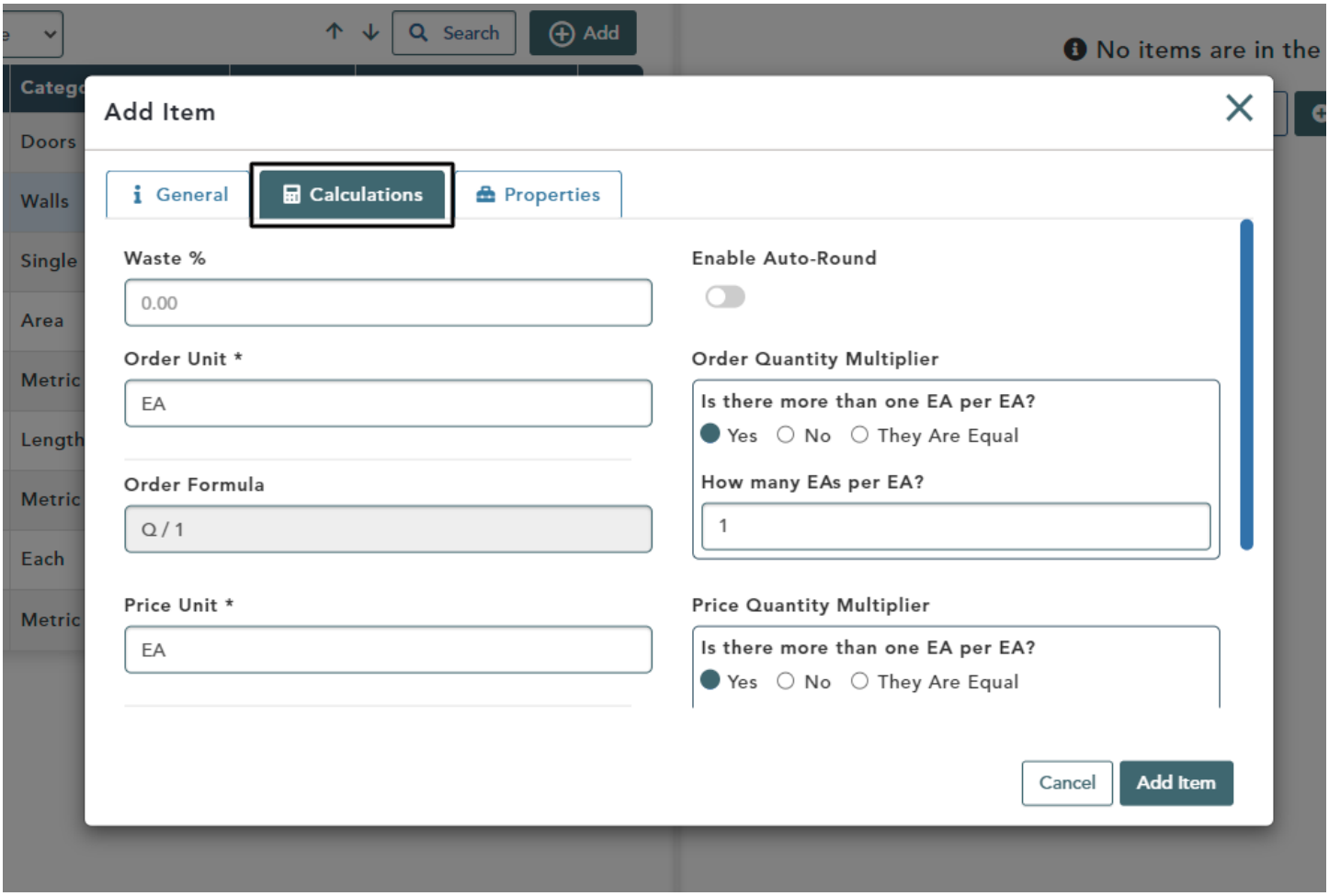
**Comment** box is optional




## Calculations Tab

Click the **Calculations** tab at the top of the window

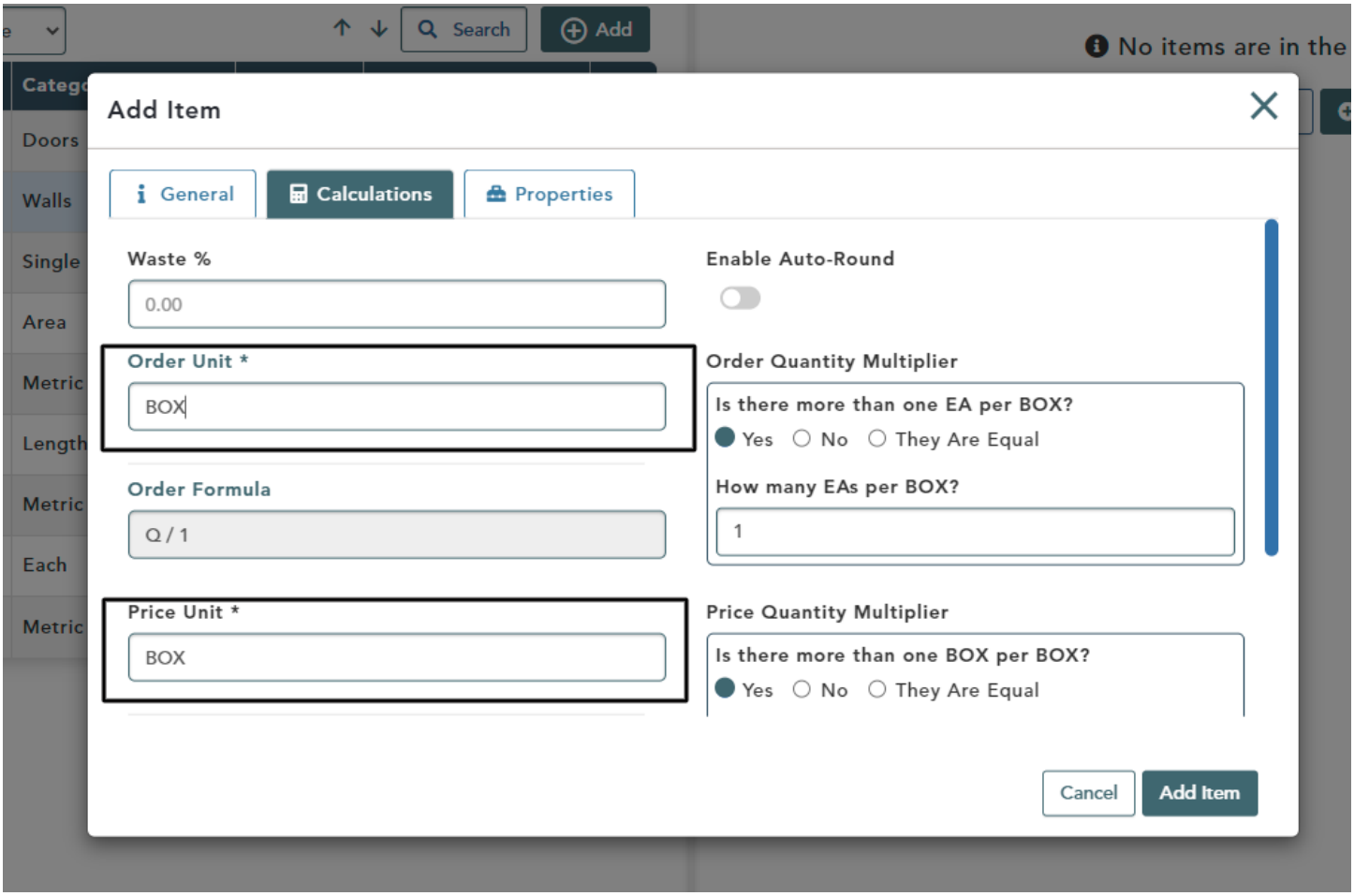
Your input here determines how this item is ordered and priced




## Order Unit & Price Unit

For this example, since we are ordering screws, we will type Box under **Order Unit**

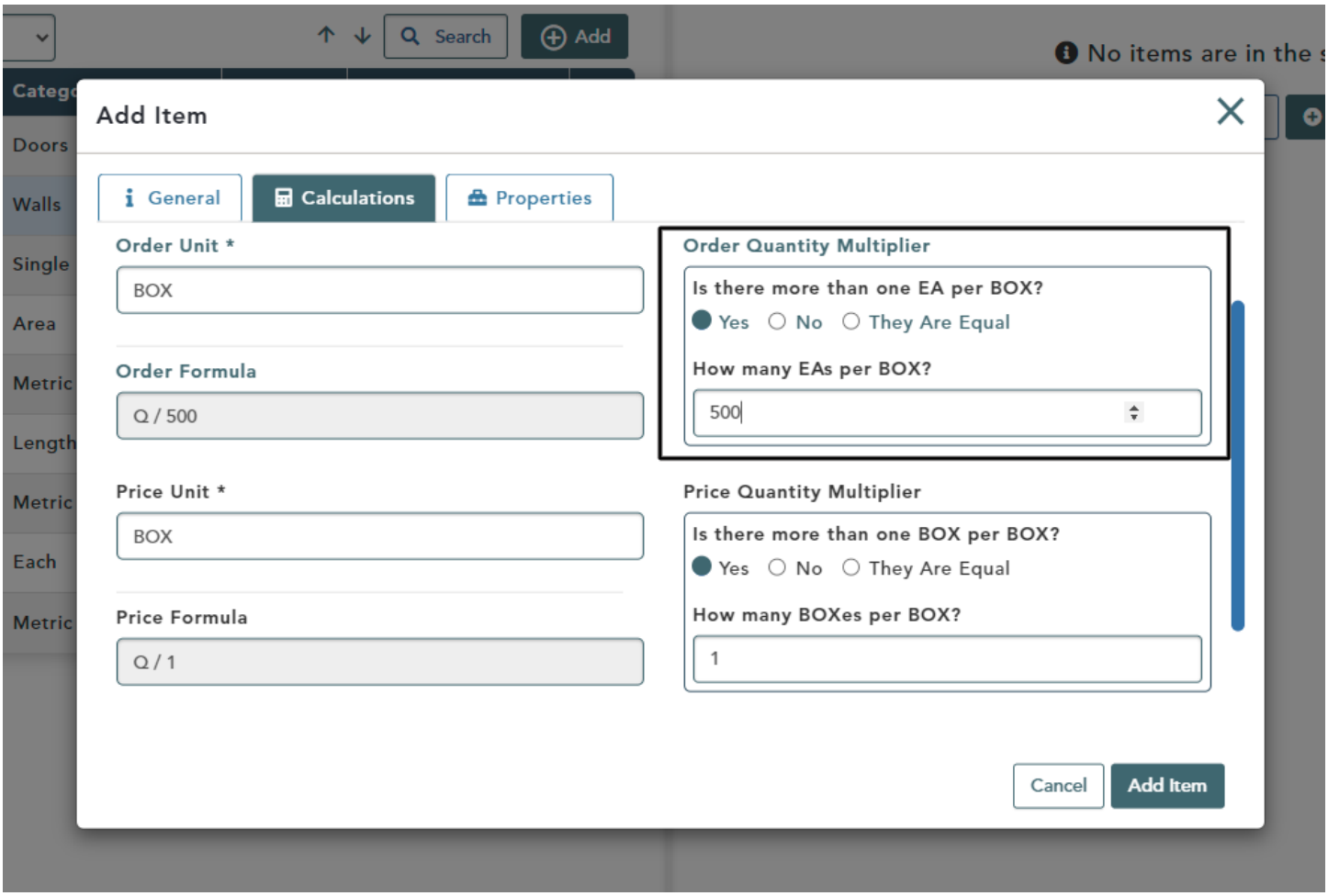
**Price Unit** will automatically change to match the **Order Unit,** however, it can be changed if needed




### Order Quantity Multiplier

How these questions are answered determines how it calculates the order and the pricing on the pricing screen

For this example, we will choose **Yes** for **Is there more than one EA per box** and input **500** under **How Many EAs per Box** because there are 500 bugle screws per box

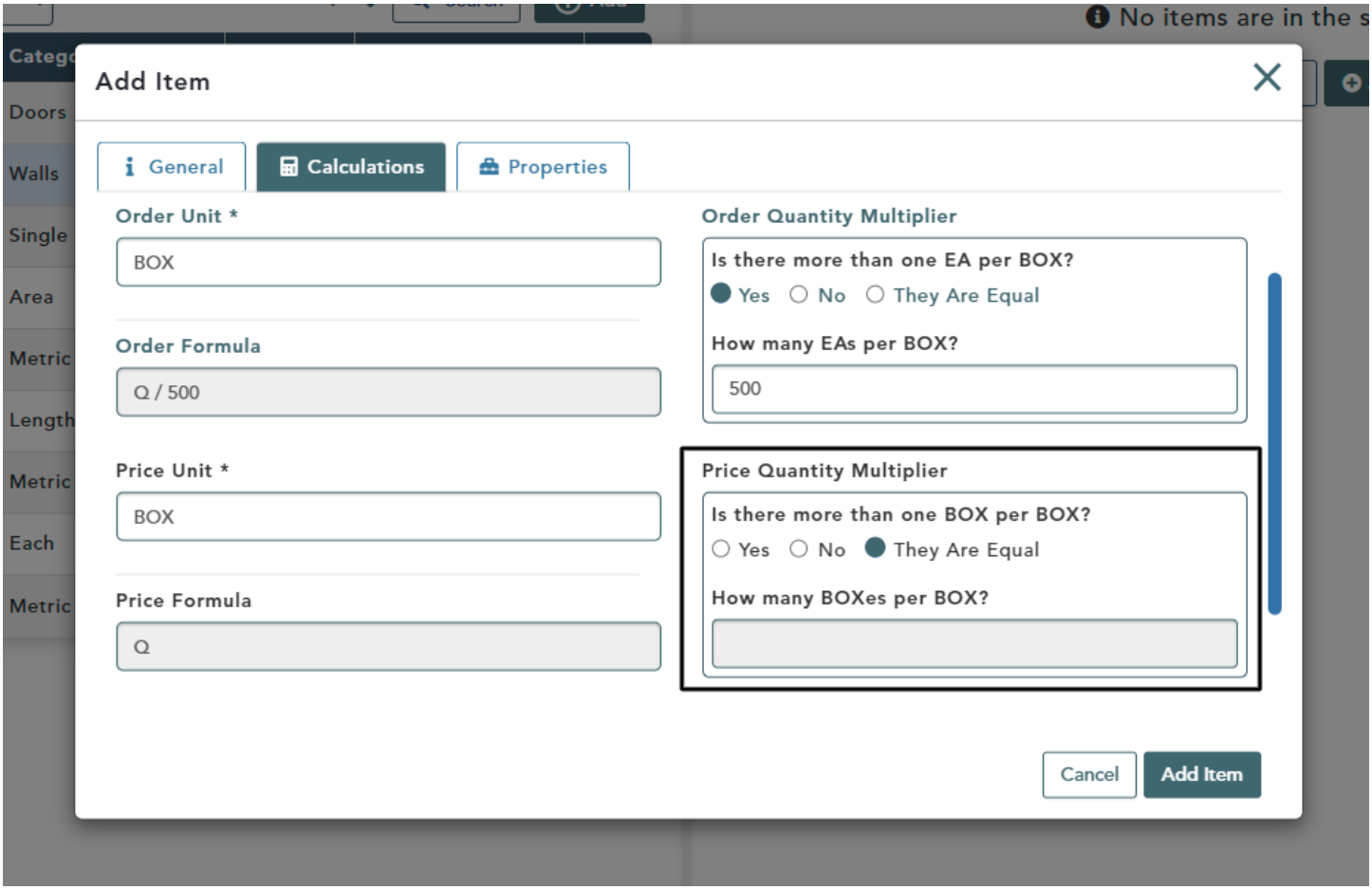



## Price Quantity Multiplier

Again, how these questions are answered determines how it calculates the order and the pricing on the pricing screen

For this example, we will choose **They Are Equal** for **Is there more than one BOX per BOX**

Since they are Equal, the **How many BOXes per BOX** will be grayed out and you will be unable to type in it

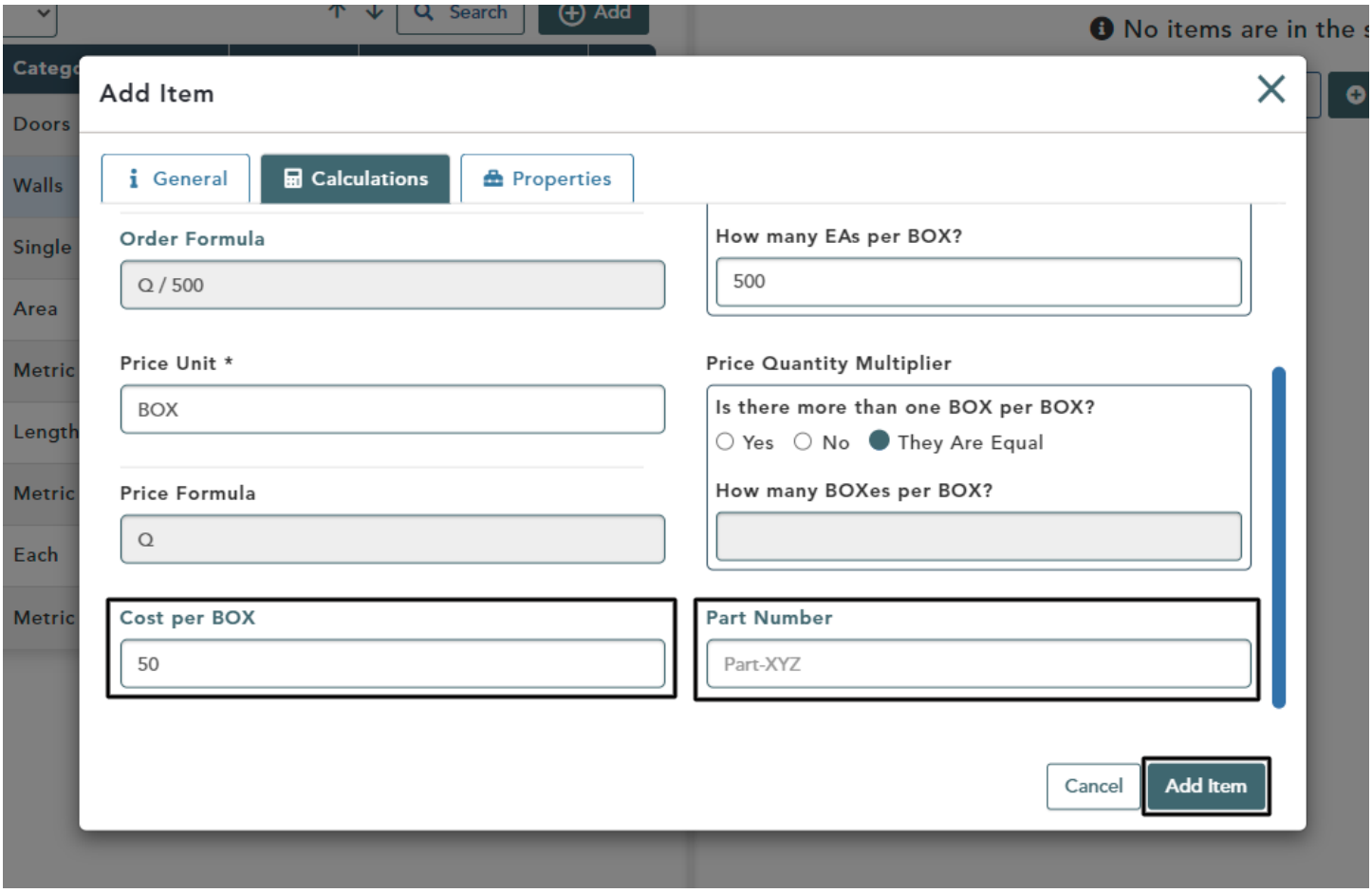



## Cost Per BOX & Part Number

**Cost per BOX** can be filled in now if you know the cost or you can edit this field at a later date

**Part Number** is an Optional field

Once you are finished completing all fields, click Add Item in the bottom left of your window




## Assembly Line Items

After you click Add, you will be returned to your Assembly Manager Window where you will now see your new line item has been added

## Assembly Line Items

