

Update a Domain

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Depending on your administrative role, you may be able to edit the details of domains within your customer domain hierarchy.

Tip: It is likely that the domain's **Name** field contains your full client name and the **Display Name** contains a shorter or more common version, such as an acronym. The latter is used throughout your EMSupply solution.

To update a domain

1. On the **Settings** tab, click **Domains**. The *Domains* page opens.
2. Expand the domain hierarchy, as needed.
3. Locate and select the appropriate domain. The right pane shows the domain's details.
4. Click **Add Location**. The right pane shows the fields to complete.
5. Make your changes.
6. Click **Save**.