Customize an Item

Location and region administrators: Use this procedure to locate an existing item in the category tree and customize it for your location or region. To customize an item, add optional attributes and, as appropriate, indicate they are required. When you customize an item, it appears in the category tree with your domain name.

When you customize an item, it is customized at all domains (at the same level) to which you have access. For example, if you are a Region Administrator with access to two regions, when you customize an item, it will be customized at both of your region domains.

You can easily locate an item by searching for it.

For more information on attributes, refer to:

- Work with Attributes - procedures for adding, requiring data, and more
- Categories and Item Types - an overview of Attributes and details about Maintenance features

To customize an item

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the item.
3. In the Optional Attributes section:
    a. Click **Add Attribute**. The *Attribute* window opens.
    b. Click each attribute you want to add to this type.
    c. When you are done, click **Close**.
4. To make an attribute required, select its **Required** check box.
5. Click **Save**. A window opens indicating the item has been added to your domain.
6. Click **OK**. The window closes.