

Copy an Item

[Home](#) > [EMSupply](#) > [EMSupply Categories](#) > Copy an Item



As a Location or Region Administrator you can customize an item for your domain. Customizing involves adding optional attributes and indicating whether they are required.

Each instance of the item indicates its "owning" domain. The original item includes the client name. Locally customized items include that domain's name.

If you are an administrator of more than one domain, you may be able to copy an item. This comes in handy when you would like to make one domain's customized item available at another domain.

To copy an item

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the item.
Tip: Use search to quickly locate the item.
3. In the right pane, click **Copy**. The location window opens.
4. Click the domain or region to which you want to copy the item.
5. Click **Copy**. A window opens to confirm the action.
6. Click **OK**. The copied item appears in the left pane.