

Work with Attributes

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There are two types of attributes:

- **Standard** attributes are common to all item types. Customer-level administrators can specify whether a standard attribute is
- If you are a client-level administrator, you can specify **optional** attributes for item types and items. As an administrator for a region or location, you can view all attributes and work with optional attributes at the item

Refer to the following topics for reference information:

- Attributes - overview of required and optional
- Maintenance - details on setting up maintenance features

To view attributes

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select an item type, kit, or item. The right pane shows its details, including attributes.

To make an attribute required

Only client-level administrators can make a standard attribute required.

1. Locate the attribute in the table and select its **Required** checkbox.
2. Click **Save**.

To add an attribute

1. Click **Add Attribute**. A window
2. Click each attribute you want to
3. When you are done, click **Close**.
4. If you want to make any of these attributes required, locate it and select its **Required** check
5. Click **Save**.

To remove an attribute

1. Locate the attribute in the table and click its **Remove**
2. Click **Save**.

To change the order of attributes

1. Click the attribute you want to move, drag it to its new location, and drop
2. Click **Save**.