

# 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**.