Add an Item

As a **Customer Administrator**, you can add items to item types and specify their attributes. 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 add an item

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. Locate and select the appropriate category folder.
3. Locate and select the item type.
4. In the left pane, click **Add Item**.
5. In the right pane, enter the item **Name**.
6. 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**.
7. To make an attribute required, select its **Required** check box.
8. Click **Save**.