## **Edit a Category**

Home > EMSupply > EMSupply Categories > Edit a Category



As the Customer Administrator, you can update a category at any time.

## To edit a category

- On the Settings tab, click Categories. The Categories page opens.
  In the left pane, locate and select the category you want to update. The right pane shows its details.
  Update the Name and/or Description.
- 4. Click Save.