## **Edit an Item Type**

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As the Customer Administrator, you can update an item type at any time. This includes adding, deleting, and re-ordering attributes.

For more information on attributes, refer to:

- Work with Attributes procedures for adding, requiring, and more
- Categories and Item Types an overview of Attributes and details about Maintenance features

## To edit an item type

- 1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
- 2. In the left pane, locate and select the item type you want to update. The right pane shows its details.
- 3. Update the Name and/or Description.
- 4. To add an attribute:
  - 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.
- 5. To remove an attribute, locate it and click **Remove**.
- 6. Select or clear each attribute's Required check box.
- 7. To change the order of attributes, click, drag, and drop them within the table.
- 8. Click Save.