

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**.