

Edit an Item

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As the Customer Administrator, you can update an item at any time. 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

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the appropriate category and then the item type.
3. Click the item. The right pane shows the item's details.
4. Make your changes.
5. Click **Save**.