Move an Item to Another Item Type

Customer administrators can move an item from one item type to another. This can come in handy when you are adding an item to your structure and realize that you meant to place it in a different branch of your category hierarchy.

Note: You cannot move an item that currently has inventory associated with it.

To move an item

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. Open the hierarchy to locate the item or search for the item.
3. Select the item. Its details appear in the right pane.
4. Click **Move Item**. The *Move Item to another Item Type* window opens.
5. Open the hierarchy to the new location (item type) and select it.
6. Click **Move Item**. The left pane shows the item in its new location in the hierarchy.