

Delete a Level

[Home](#) > [EMSupply](#) > [EMSupply Categories](#) > Delete a Level



Customer-level administrators can delete a level from the tree structure under the following circumstances:

- The category does not contain any categories, item types, or items.
- The item type does not contain any items.
- The item does not have inventory added to it.

If the level cannot be deleted for any of these reasons, the right pane shows an error message when you attempt to confirm the deletion.

To delete a level

1. On the **Settings** tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and click the level you want to delete. The right pane shows its detail.
3. Click **Delete** in the right pane. A window opens asking you to confirm the deletion.
4. Click **Yes**.