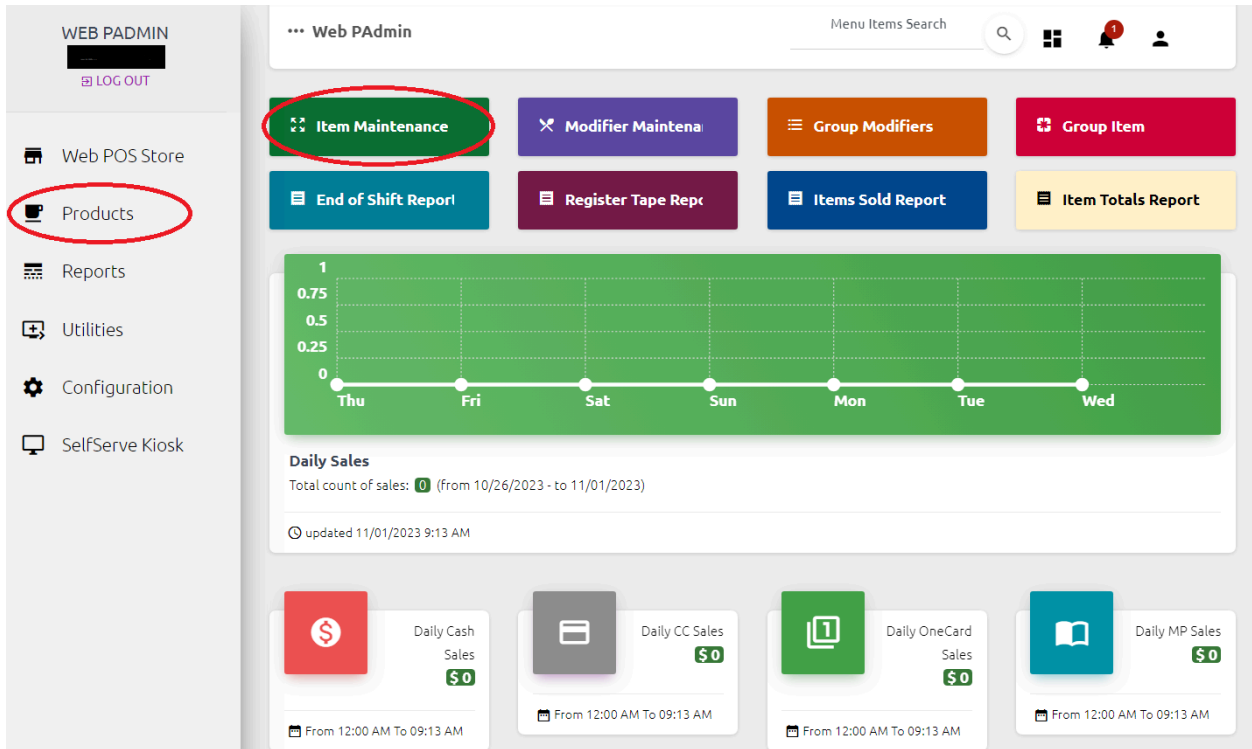


Changing / Adding Items in Web PAdmin

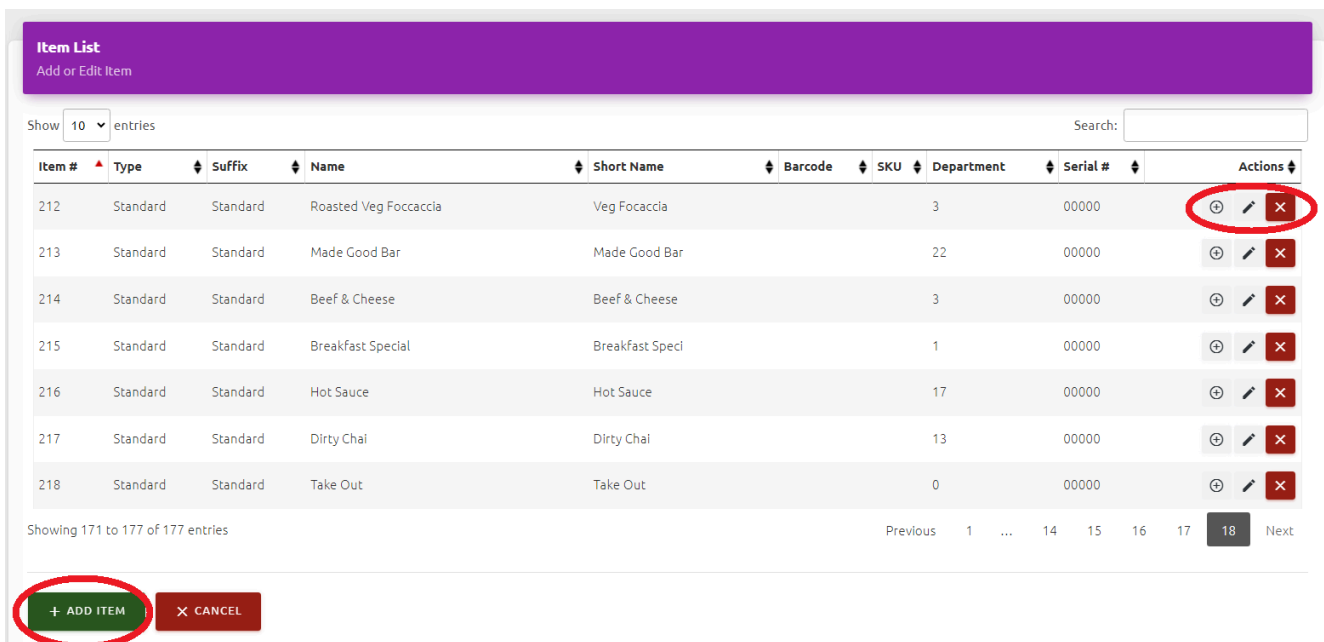
Using the Sidebar, select **Products > Item Maintenance**. This will open the Item List showing all existing entries and give the option to add a new item if you wish.

Item Maintenance can also be found on the home dashboard.



Once in Item Maintenance you will see a list of all existing items to edit, or the add items button.

Adding Or Editing Items:



Changing / Adding Items in Web PAdmin

Edit an item: find the item and click the pencil icon on the item line to enter its properties. Each



item has 7 different tabs where you may find options you wish to edit:

Be sure to save any changes at the bottom of the page before exiting the item properties

Adding an item: from the Item List page, you will see an **+Add Item** button. Use this to create an item name and choose its type:

- Standard
- Group Item

Proceeding will take you to the Item Property page and the configuration tabs as you like.

Questions regarding Web PAdmin can be directed to:

ASISS@ualberta.ca

780-492-6100

