# Add an Item Type

To add an Item Type, from the main menu, arrive at the Items Types setup with this path: Setup > Items & Parts > Types > Items.

The Types list will be displayed on the Items tab. Click on the Add Type button at the upper left of the form.
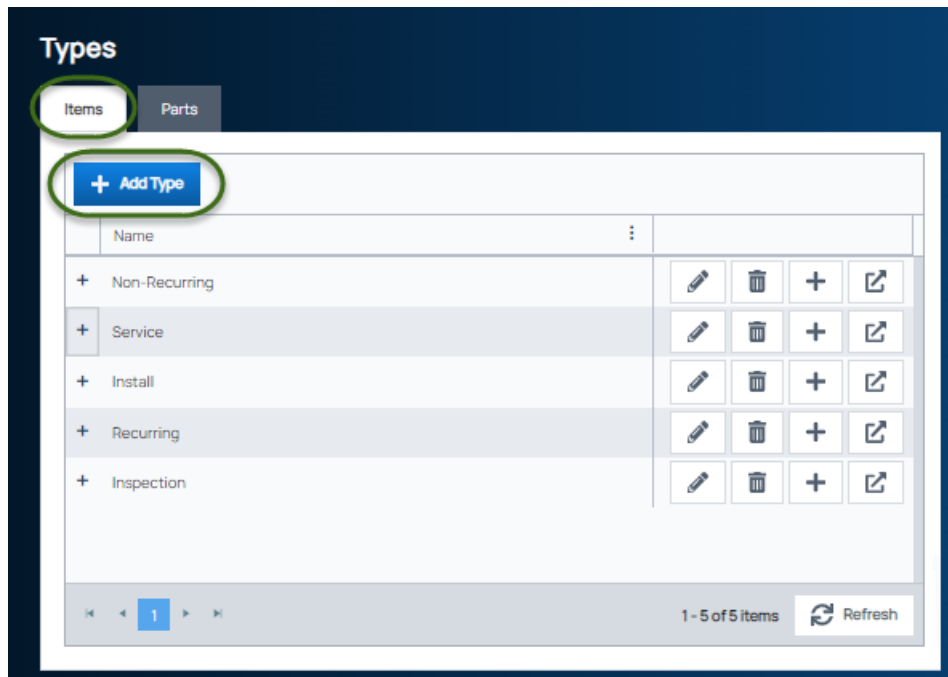
The Add Type form will be displayed.   There is only one data entry field on this form: **Name**. You may enter up to 50 characters in this field.

When finished, click the Save button at the bottom of the form.
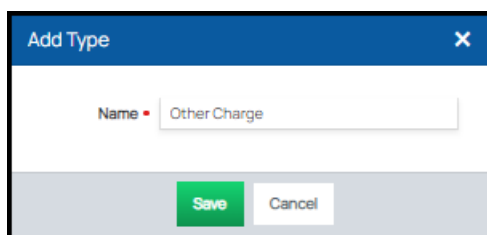
Once saved, you may enter one or more Sub-Types for a particular Type record.

In our example below, we have a Type labeled Recurring, which already has one Sub-Type, Deferred. We want to add another Sub-Type labeled Non-Deferred. Click on the "+" button to the right of the Recurring Type.

The Add Sub-Type form will be displayed. Type in the name for the record. You may enter up to 50 characters. Click the Save button when finished.
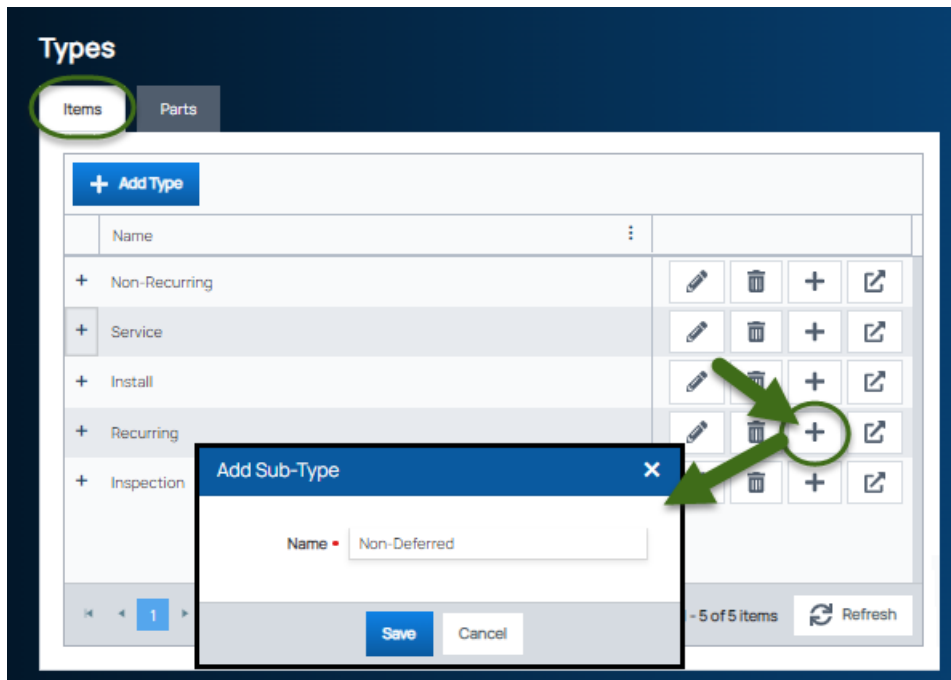
Once the Sub-Type is saved, you are able to view all Sub-Types linked to the Type record by clicking on the "+" symbol to the left of the Type.