How do I set an item as inactive or discontinued?

Megan De Freitas - 2025-06-10 - FAQ

To change an item's status, open the Edit Item drawer and click on the **Status** dropdown.

Active items can be used on transactions, inactive items cannot be added to transactions, and discontinued items can be added to transactions until there is no more quantity available, at which point they should be manually changed to an inactive item.

Click **Save** when you are finished making your changes.