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## 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.

The screenshot shows a software interface for editing an item. At the top, there is a label 'Unit of Measure Type' above a greyed-out input field. Below this, a dropdown menu is open, displaying three options: 'Set Active', 'Set Inactive', and 'Set Discontinued'. To the right of the dropdown, there is a label 'Purch UofM' above another input field. At the bottom left of the drawer, a status indicator shows 'Status: Active' with a hand cursor pointing to it. At the bottom right, there is a blue button labeled 'Save'.

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.