

Manage Work Types dialog box

Category

Lists groups or categories of work types, such as **Non chargeable re-work**. The categories can be system defined or custom. You can add, edit, and delete the items in some categories, but not in all categories. For example, you cannot alter the **Regular or Original Work** category.

Items

Displays all of the work types in the category selected in the **Category** list. The items can be system defined or custom. You cannot modify or delete system-defined items. You can add, modify, or delete custom items.

Add

Click to add a custom item to the category selected in the **Category** list. This button is available only for some categories.

Modify

Click to modify a custom item selected in the **Items** list. This button is not available when you select a built-in item.

Delete

Click to delete a custom item selected in the **Items** list. This button is not available when you select a built-in item.