

## Global Materials - Material Categories

**BACKGROUND:** A material category includes multiple materials of a type—for example, aggregates, admixtures, or reinforced steel. Materials in a category inherit action relationships and acceptance actions from their parent category.

**ROLES:** Global Materials Admin, Materials Rover (view only)

**NAVIGATION:**

Reference Data > Material Categories

*To modify an existing material category:*

1. On the Material Category Overview page, use the search field to find the category you want to modify, and click its **Material Category Code** link.
2. To modify action relationships, select the **Action Relationships** tab on the left. See *Global Materials - Action Relationships* QRG.
3. Acceptance Actions should be maintained on the Material, not the Material Category. See *Global Materials - Acceptance Actions* QRG.
4. Materials in the category are shown at the **Associated Materials** tab on the left. To add a material to the category, click the arrow in the upper right to open the Component Actions menu and click the **Create New Material** link.
5. On the Add Material page, enter a **Material Code** and a **Material Full Name**. The **English Unit**, **Metric Unit**, **Effective Date**, **Expiration Date**, and **Status** are inherited from the material's parent category, but you can overwrite them.
6. Click **Save** in the upper right corner.