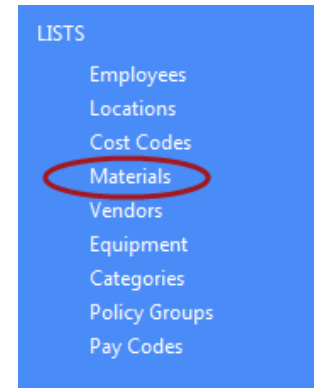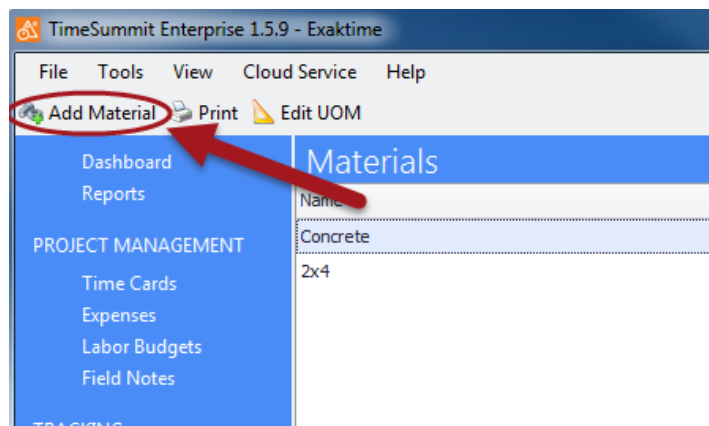Adding new Materials to track and managing information about those Materials is as simple as managing Locations or Employees.
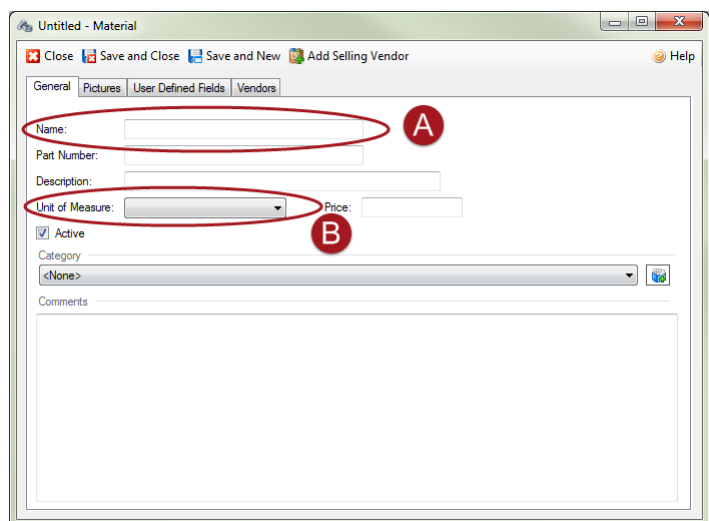
Start by selecting **Materials** from the Navigation panel on the left-hand side of the screen.
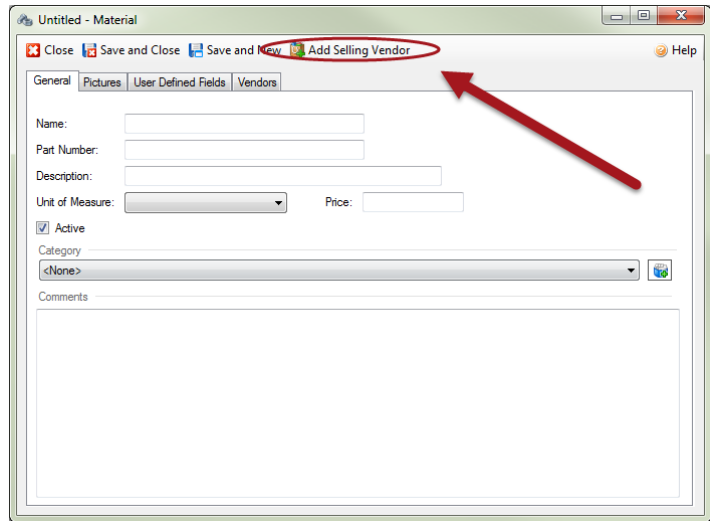
To add a new material, click on **Add Material** on the top left.

A Material requires a Name and Unit of Measure when being created. Please fill out both.
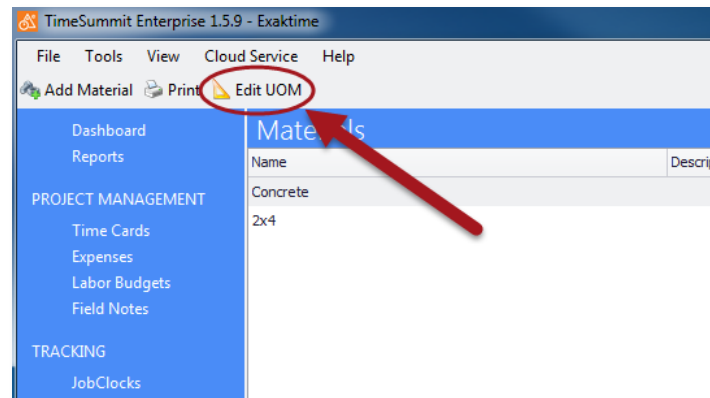
ExakTime

You may also want to select the Vendors whom you purchase this new material from.
If so, click on the **Add Selling Vendor** button at the top of the window.

Click on the **Save and Close** button at the top of the window when finished to save the work you've done.
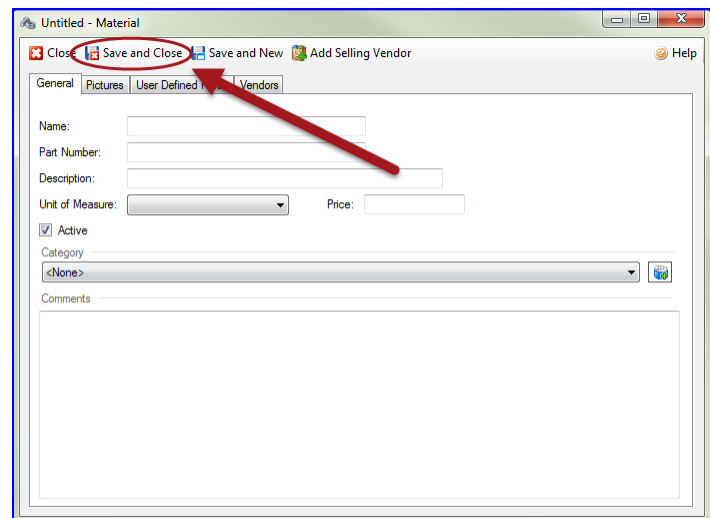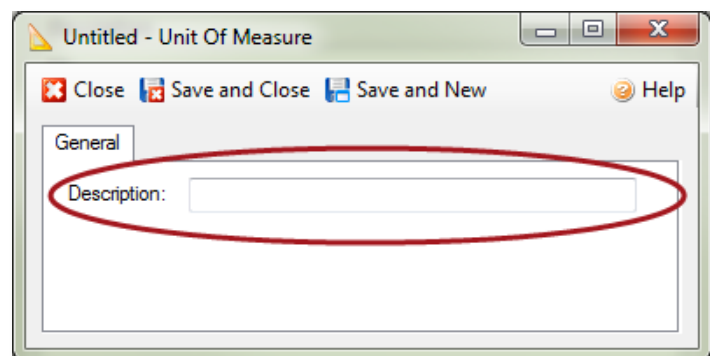

If you want to manage the Units of Measure (UOM), you may click on the **Edit UOM** button.

From this window, you can add new Units of Measure or edit existing ones. A stock list of commonly used Units is supplied. To add a new Unit of Measure, select Add.
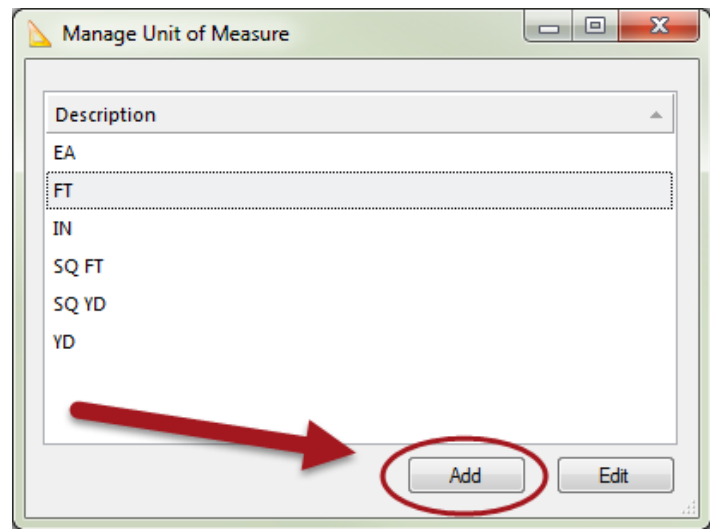
Give your new Unit of Measure a name in the Description field.

When you are finished, be sure to select **Save and Close**.