

Business Type Management

How do I edit a business type?

To edit a business type, follow these steps:










1. Go to the Admin Tools tab at the top.
2. Go to Open Business Types under the Web Builder heading.
3. Search for a business type by using the search bar.

Open Business Types



ADD BUSINESS TYPE

4. Click on the yellow pencil icon.

Name		
 Landscaping		
 Web Services		
 Real Estate		

5. Rename business type.
6. When finished, click on the blue Update button. If you've selected the wrong business type or no longer want to edit this business type, click on the gray Cancel button.

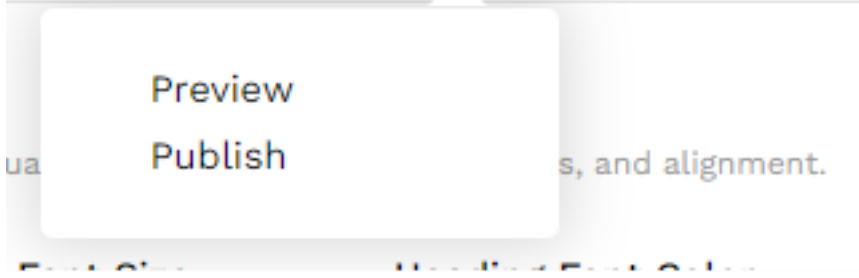
Edit Business Type

Name *

UPDATE CANCEL

7. To publish changes, click on the green checkered flag icon beside your notification bell icon and select Publish. All changes must be published to be shown on the public-facing website.

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