Category - BWH2200

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Warehouse > Tables > Category

This user-defined table allows warehouse users to establish groupings of inventory items by category.

Create a category:

Click **+Add** to add a row to the grid.

Field	Description
Category Code	Type a five-character code to represent the category.
Category Description	Type the description of the category. The description can be a maximum of 25 characters.

Click **Save**.

**NOTE:

Other functions and features:

🗑	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the data displayed on the page.
	Review the report using the following buttons:
	Click First to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click ⬛ to save and print the report in PDF format.
	Click ⬛ to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.