Category - BWH2200

ii

Table of Contents

iv

Category - BWH2200

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**.

Other functions and features:

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