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Warehouse > Tables > Category

This page is a user-defined table and 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:

	<p>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.</p> <p>Click Save.</p>	
Retrieve	<p>Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p>	

Print[Print account data.](#)**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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.



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