Category - BWH2200

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Warehouse > Tables > Category

This page is used to maintain a user-defined table to establish groupings of inventory items by category.

Create a category:

☐ Click **+Add** to add a row.

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	Click to print the data on the page. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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