



## 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
<b>Category Code</b>	Type a five-character code to represent the category.
<b>Category Description</b>	Type the description of the category. The description can be a maximum of 25 characters.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the data on the page. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



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