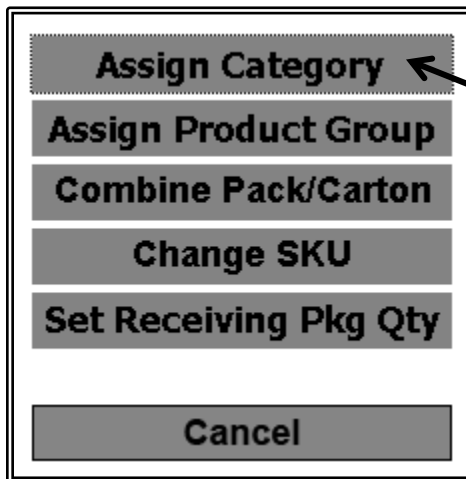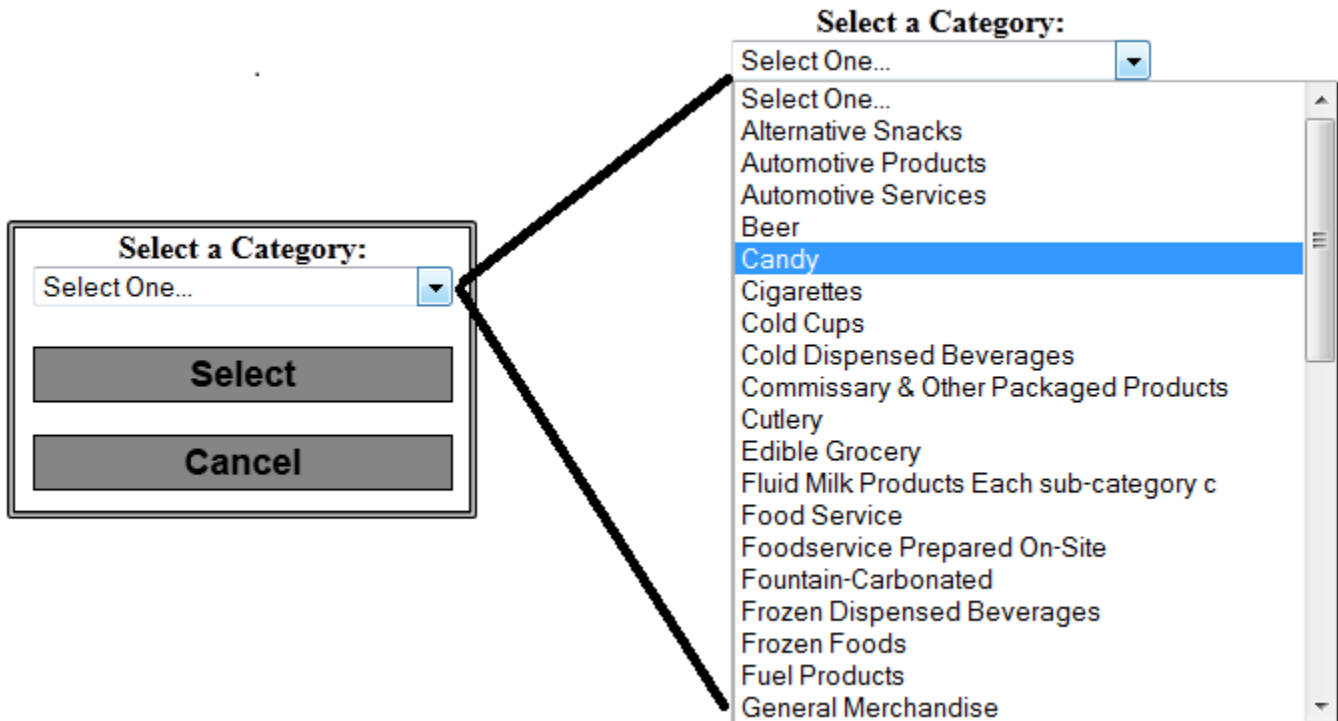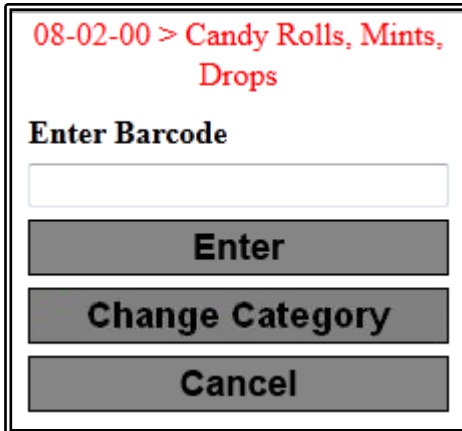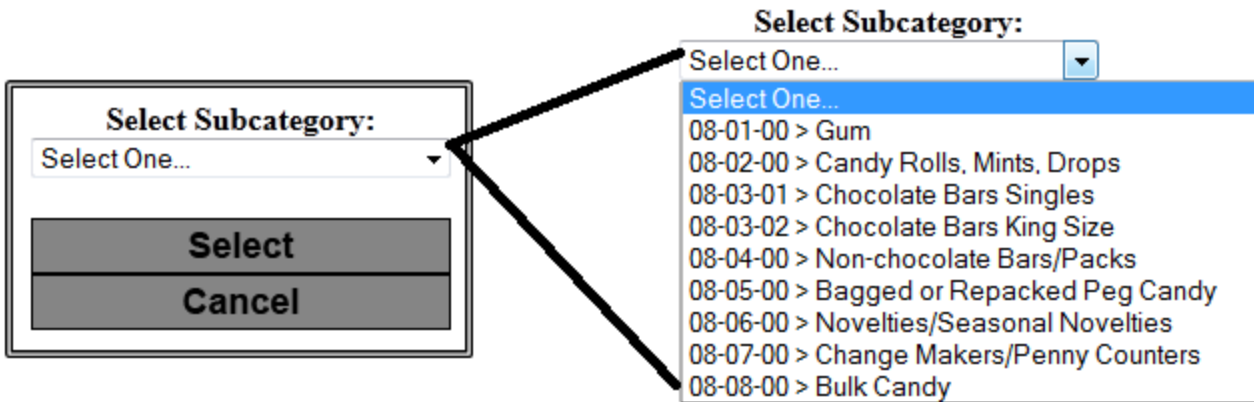# Assign Category

This will assign a new category to one or more existing inventory items.

Click **Assign Category**

Select the **Category** that you want to assign to the items that you will be scanning. If there are any Sub-Categories associated with this Category you will be asked to choose the Sub-Category.

Select Subcategory:

Select One... ▾

Select

Cancel

Select Subcategory:

Select One... ▾

Select One...
08-01-00 > Gum
08-02-00 > Candy Rolls, Mints, Drops
08-03-01 > Chocolate Bars Singles
08-03-02 > Chocolate Bars King Size
08-04-00 > Non-chocolate Bars/Packs
08-05-00 > Bagged or Repacked Peg Candy
08-06-00 > Novelties/Seasonal Novelties
08-07-00 > Change Makers/Penny Counters
08-08-00 > Bulk Candy

08-02-00 > Candy Rolls, Mints, Drops

Enter Barcode

Enter

Change Category

Cancel

Scan the item that you want to have this category assigned to and then click **Enter**. The screen will clear and be ready for you to scan the next item.

This can be repeated for as many items as necessary.

To **Change** the Category that is being assigned click on the **Change Category** button and this will bring you back to the **Select a Category** screen.

When you are done click on **Cancel** and you will be returned to the Utilities menu.