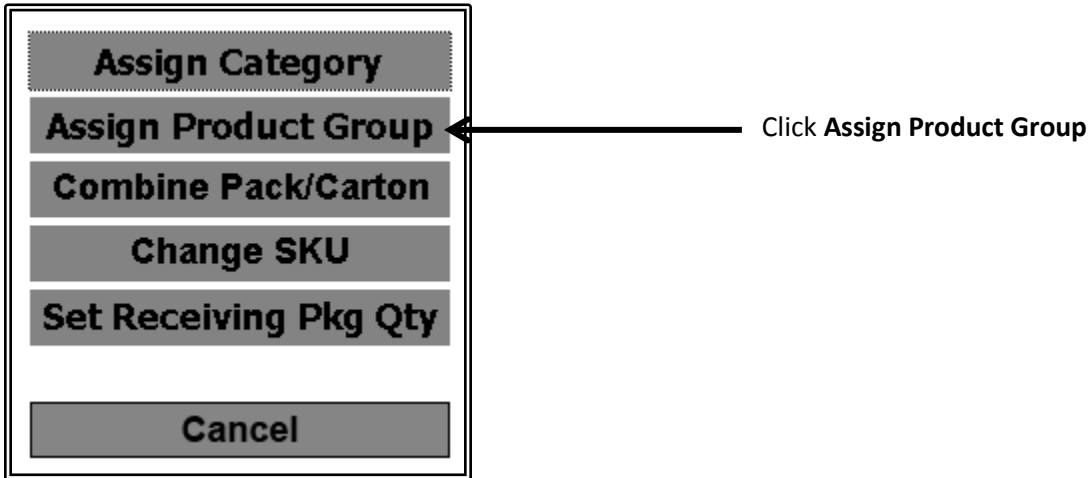# Assign Product Group

This allows you to assign multiple items to a product group.

Click **Assign Product Group**

You will be able to add items to an existing product group or create a new product group.

Click the drop down arrow to select an existing Product Group to add items too.

Click on **New** to create a new Product Group.
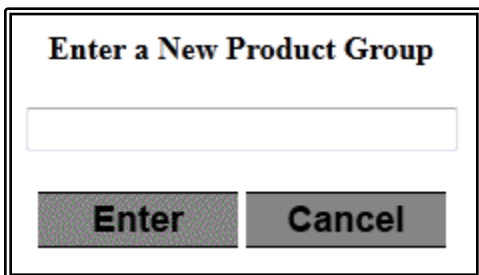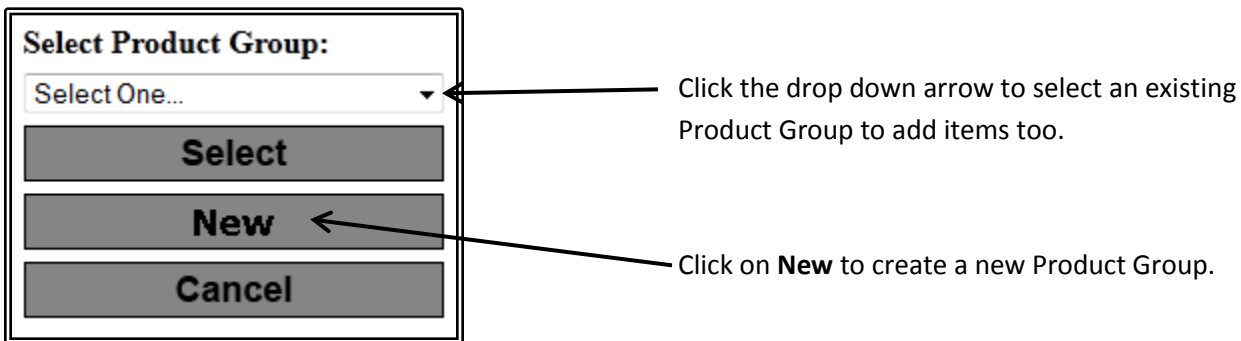
When creating a **New Product Group**, type in the name of the Group and click **Enter**.
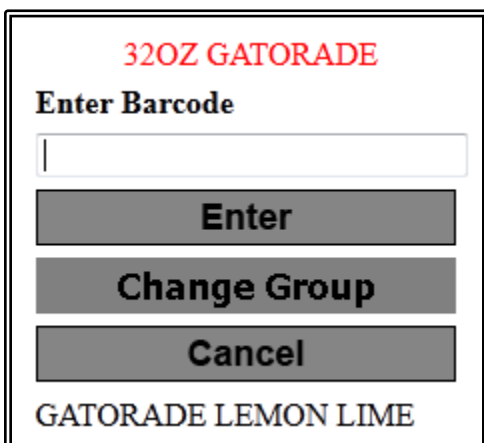
The Product Group name will be listed in red at the top.

Scan each item that needs to be added to that group. As you scan items the description of the last scanned item will be listed at the bottom of the screen.

Click on **Change Group** to change the Product Group that items should be assigned to.

When finished click on **Cancel** to return to the Utilities menu.