

Item Category

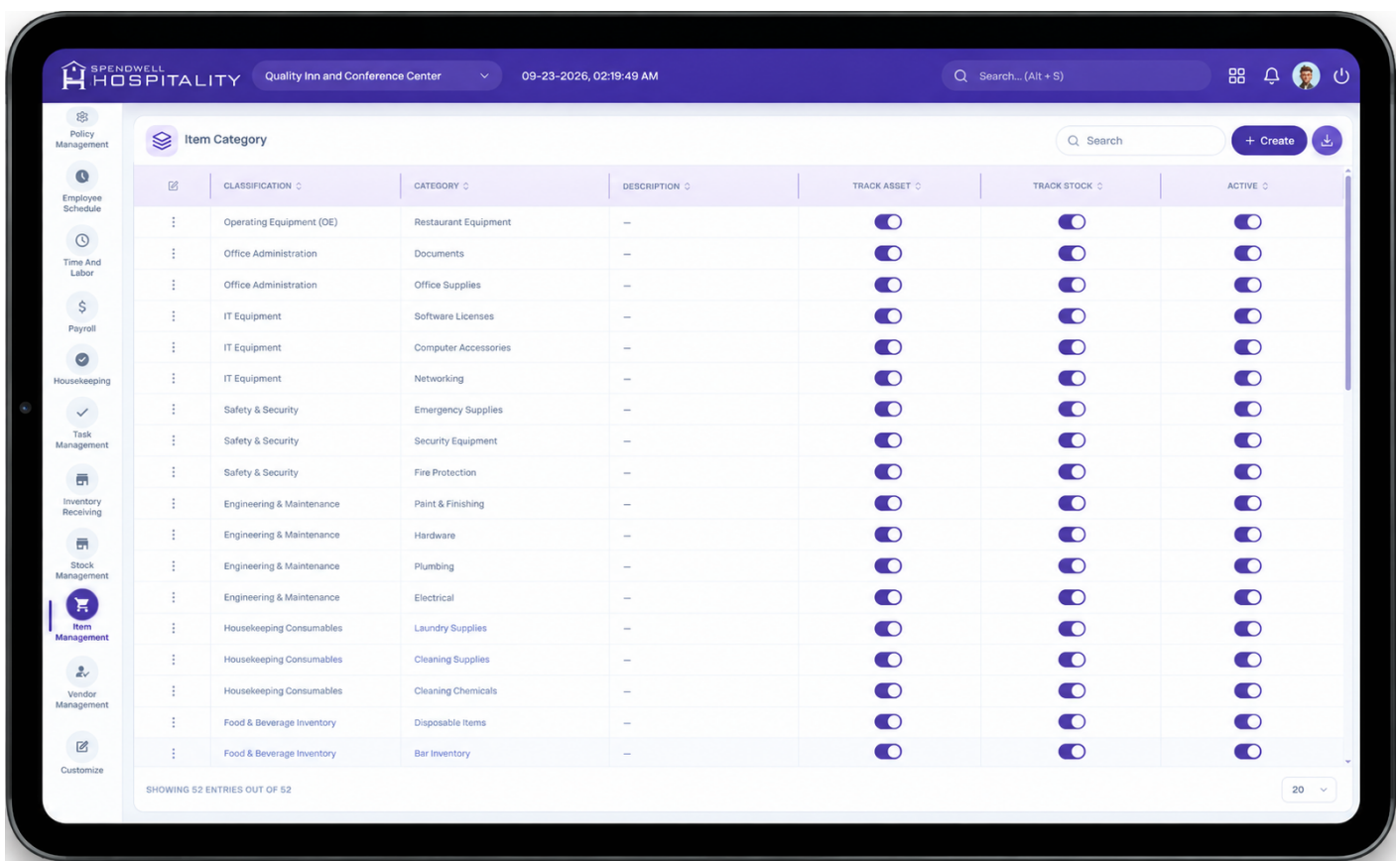
Overview

The **Item Category** feature allows to create and manage categories used to organize inventory items within the property.

Item categories provide a high-level classification for inventory items and are used when creating or managing **Item Subcategories** and **Items**.

The Item Category feature is a **single-screen feature** — existing categories are displayed in a list, and new categories can be created from the same screen.

Item Category Screen



The screen provides the following controls:

- **Category** — Displays the name of the inventory category.
- **Active** — Toggle to activate or deactivate the category.

- **Create** — Opens the **Add Item Category** panel for creating a new category.

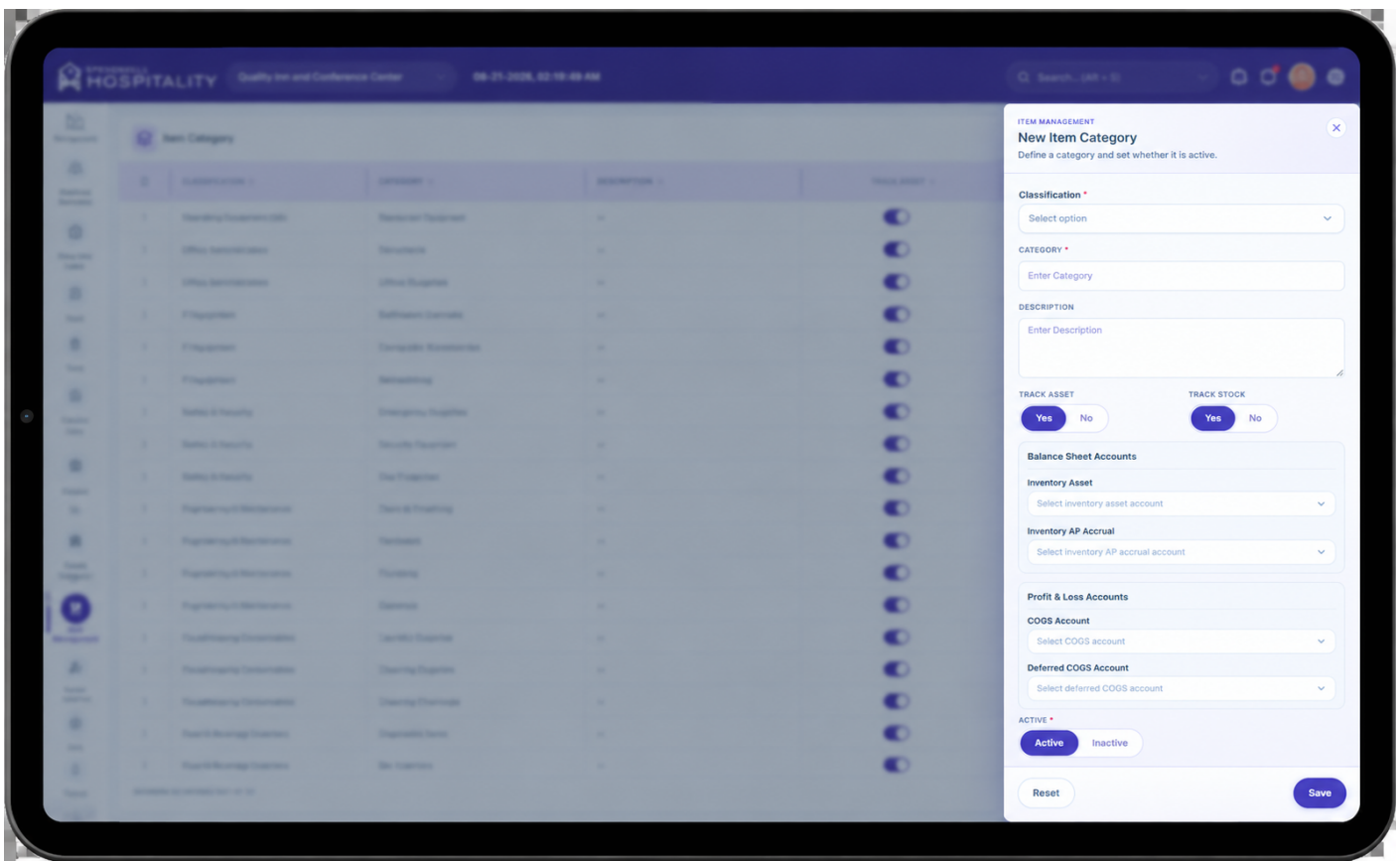
Administrators can review the configured categories and manage their availability directly from the list.

Key Fields

- **Category** — Required field used to enter the name of the inventory category, such as *Asset Category*, *Consumables*, *Non-Consumables*, *Guest Room Accessories*, or *Storage Supplies*.
- **Active** — Controls whether the category is active and available for use within the inventory system.
- **Save** — Saves the newly created category and closes the panel.
- **Save & Add New** — Saves the current category and keeps the panel open so another category can be created.
- **Reset** — Clears the entered information without saving.
- **Create** — Opens the **Add Item Category** panel.

Steps

Create a New Item Category



1. Navigate to **Item Category** from the Inventory Management section.

2. Click the **Create** button.
3. The **Add Item Category** panel opens on the right side of the screen.
4. Enter the required **Category** name.
5. Click **Save** to create the category.
6. Use **Save & Add New** if you want to save the current category and immediately create another category.
7. Use **Reset** to clear the entered information before saving.

Important Notes

- **Category** is a required field when creating a new item category.
- Categories should be created before configuring their associated **Item Subcategories**.
- Only active categories should be used when creating or managing inventory items.
- Deactivating a category prevents it from being available for new inventory configuration while retaining the existing category record.
- Use clear and consistent category names to make inventory items easier to organize and manage.
- Item categories provide the top-level classification for inventory items and can have multiple **Item Subcategories** associated with them.

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