

Item Subcategory

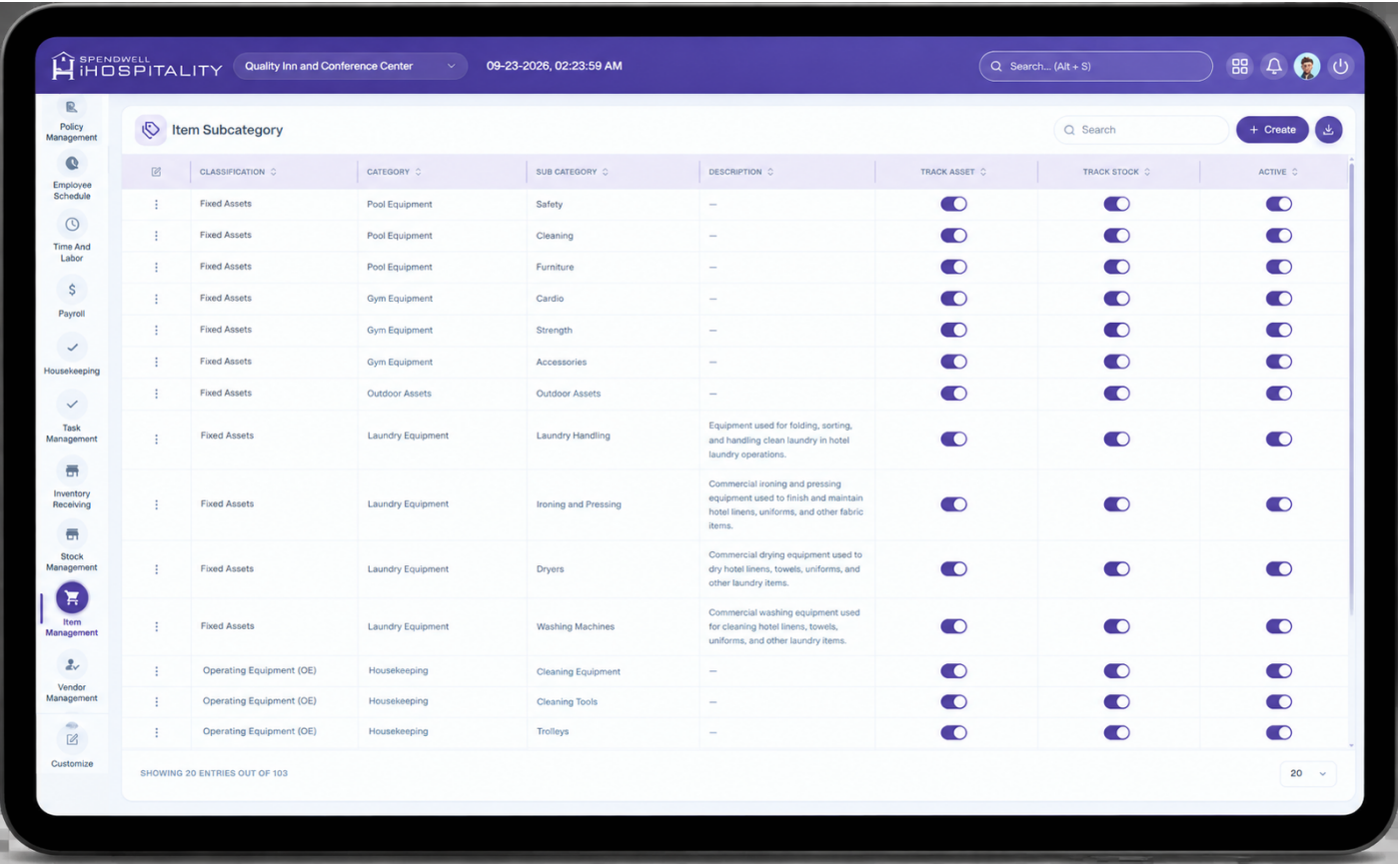
Overview

The **Item Subcategory** feature allows to create and manage subcategories used to further organize inventory items within a property.

Item subcategories provide a more specific classification under an **Item Category** and are used when creating and managing **Items**.

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

Item Subcategory Screen



- The screen provides the following controls:
- **Category** — Displays the parent item category associated with the subcategory.
 - **Sub Category** — Displays the name of the item subcategory.

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

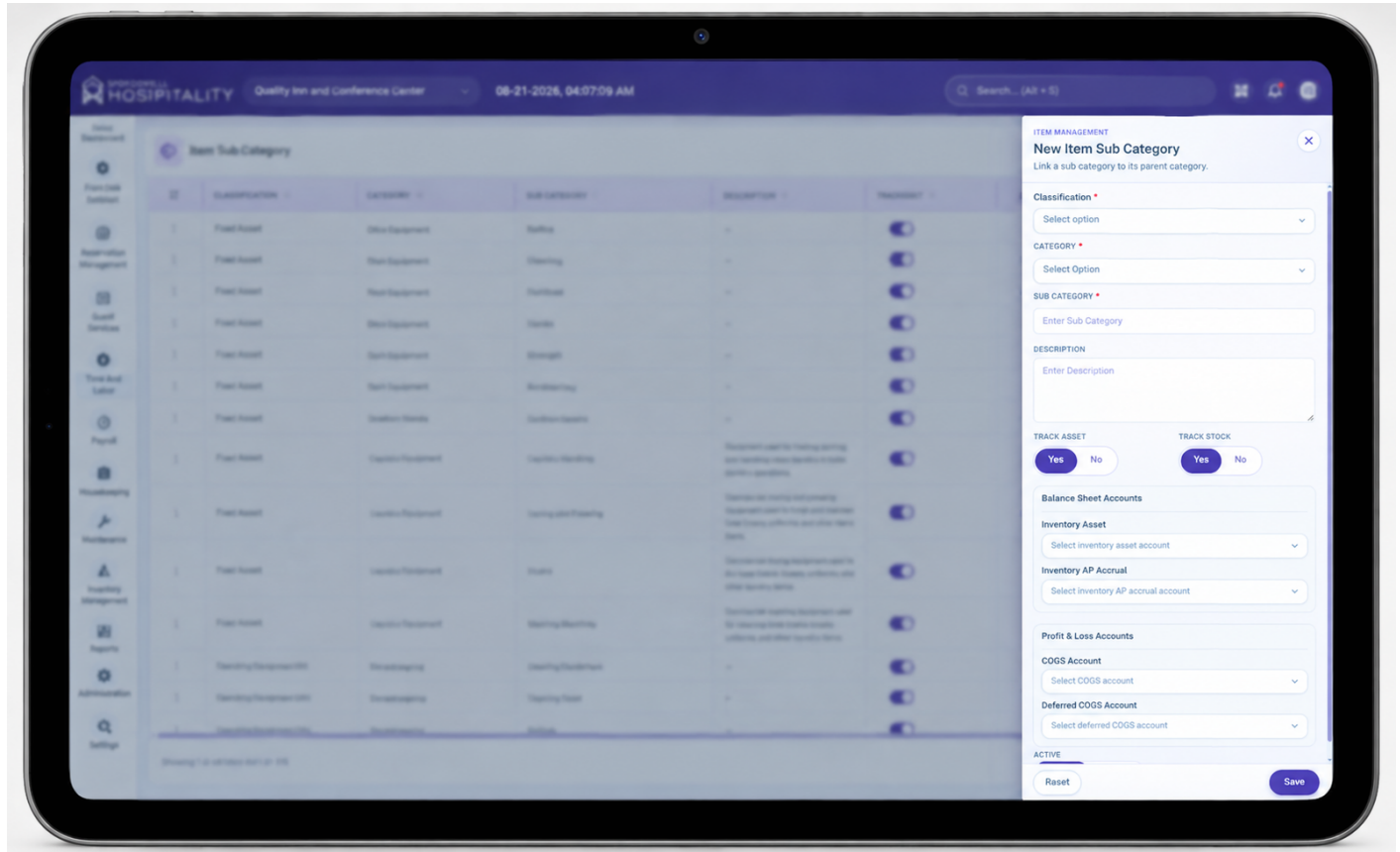
Administrators can review the configured subcategories and manage the inventory classification structure from the list.

Key Fields

- **Item Category** — Required field used to select the parent category under which the subcategory will be created, such as *Asset Category*, *Guest Room Accessories*, *Coffee & Tea Supplies*, or *Water Supplies*.
- **Sub Category** — Required field used to enter the name of the subcategory, such as *Room Asset Sub Category*, *Electrical Sub Category*, *Alarm Clock Radio*, *USB Charging Hub*, or *Water Dispensers*.
- **Save** — Saves the newly created subcategory and closes the panel.
- **Save & Add New** — Saves the current subcategory and keeps the panel open so another subcategory can be created.
- **Reset** — Clears the entered information without saving.
- **Create** — Opens the **Add Item Sub Category** panel.

Steps

Create a New Item Subcategory



1. Navigate to **Item Subcategory** from the Inventory Management section.
2. Click the **Create** button.
3. The **Add Item Sub Category** panel opens on the right side of the screen.
4. Select the required **Item Category**.
5. Enter the required **Sub Category** name.
6. Click **Save** to create the subcategory.
7. Use **Save & Add New** if you want to save the current subcategory and immediately create another subcategory.
8. Use **Reset** to clear the entered information before saving.

Important Notes

- **Item Category** and **Sub Category** are required fields when creating a new item subcategory.
- The parent **Item Category** should be created before creating its associated subcategories.
- Each subcategory should be associated with the appropriate parent category to maintain a clear inventory structure.
- Subcategories provide a more detailed classification of items within an item category.
- Use clear and consistent subcategory names to make inventory items easier to identify and manage.
- Multiple subcategories can be created under the same **Item Category**.
- Item subcategories should be configured before creating items that use those classifications.

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