Asset Keeper Pro - Category Setup

Category Setup

Categories are used in the Quick Add with Categories option for quickly adding assets using methods and lives pre-setup as categories.

To add categories values in advance, access the Categories Setup option by selecting that option in the Assets menu. Note, that these can also be setup via the Category button on the Quick Add with Categories screen.

The categories setup screen is show below.

Category Setup

Clicking the "+" (plus) button allows you to enter a new category.

Clicking the "-" (minus) button allows you to delete a category.

To edit categories, highlight the category and click the cog wheel button.

Once you are in add or edit mode, you can enter information for the category on the right. When you click the "Save" button the category is saved to the table.