

Shortcut for Adding Categories to Imported Products and Services

Chapter 2

Intuit recently added a new tool for adding **categories** to **product** and **service** records. The shortcut is very useful when **categories** are added to the imported **products** and **services** in Step 8 of the homework for Chapter 2.

Open the **Product/Service** list.

Products and Services

Find products and services

Assign category

Batch actions

1 Check the box next to each item to be included in the same category

2 Select the category

	NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE		ACTION
<input type="checkbox"/>	Design								
<input type="checkbox"/>	Design		Service	Custom Design	75				Edit
<input type="checkbox"/>	Fountains								
<input type="checkbox"/>	Concrete				0				Edit
<input checked="" type="checkbox"/>	Pump	P461-17	Inventory	Fountain Pump	15	10	✓	25	Edit
<input checked="" type="checkbox"/>	Rock Fountain	R154-88	Inventory	Rock Fountain	275	125	✓	2	Edit
<input type="checkbox"/>	Lighting		Service	Garden Light...	0		✓		Edit

Check the boxes next to all the items to be included in one of the **categories** created for your homework company in Step 8 of your homework.

Open the **Assign category** dropdown menu that appears next to **Batch actions** and select the appropriate **category**.

The item records will be automatically updated.