# Transferring Auction Categories

Transfer can be used within Auctions to change the category of all items that are currently listed in a certain category. This can be used if you decide to change the way that your categories work. The same process applies for Subcategories

**Quick Steps:** Go to **Auction > Categories > Transfer**

## Adding an Auction Item:

1. Within the Management Console, select **Auction** from the top menu, then **Lots** from the left menu.

2. Click **Transfer** at the top of the page.

3. Select the Category that you wish to transfer From and the Category that you wish to transfer To from the dropdown menus.

4. Click **Transfer**.

Transferring Categories allows administrators to change the way their Auction Portal is set up without waiting til their currently listed items end.

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