User Manual

PROCION SYSTEM ONLINE

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Inventory section

Consumable Category:

Edit Consumable Category:

Step 1 Navigate to Consumable Category screen:

Navigate to the Consumable Category Screen by clicking on the "Inventory" button on the top navbar or on the "Inventory" button on the home screen:
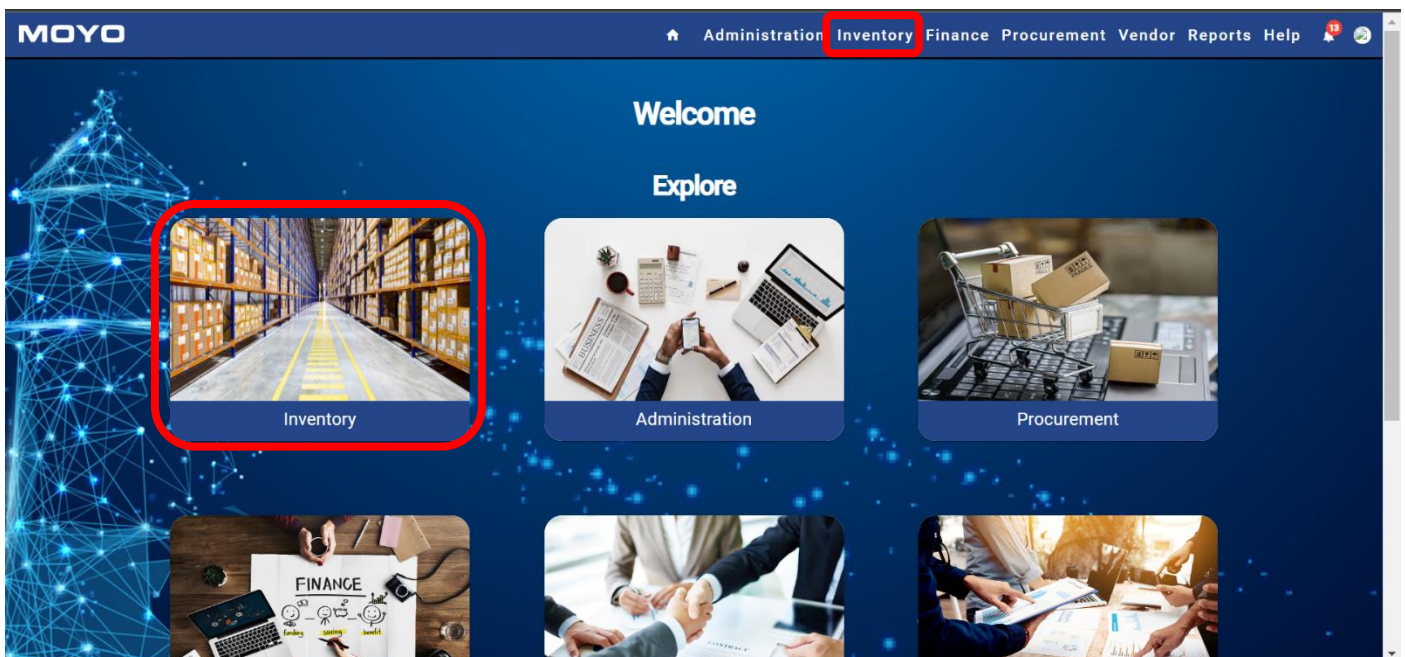

Figure 1 Home Screen to Consumable Category Screen

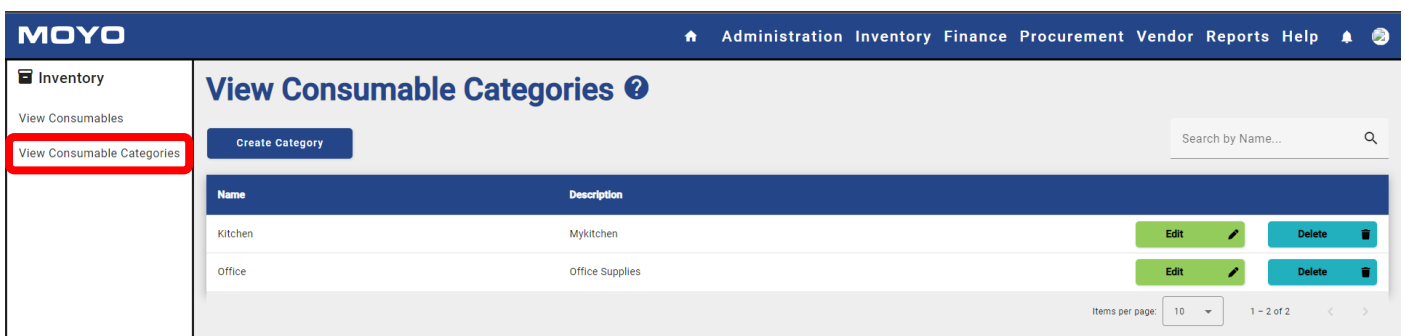**Then Click on the "View Consumable Category" button on the inventory side navbar:**

Figure 1 Inventory side nav to Consumable Category Screen

Step 2 Edit Consumable Category:

Edit a Consumable Category by clicking on the "Edit" button on the Consumable Category screen within the Consumable Category table: (The row you chose is the Consumable Category you will be editing)
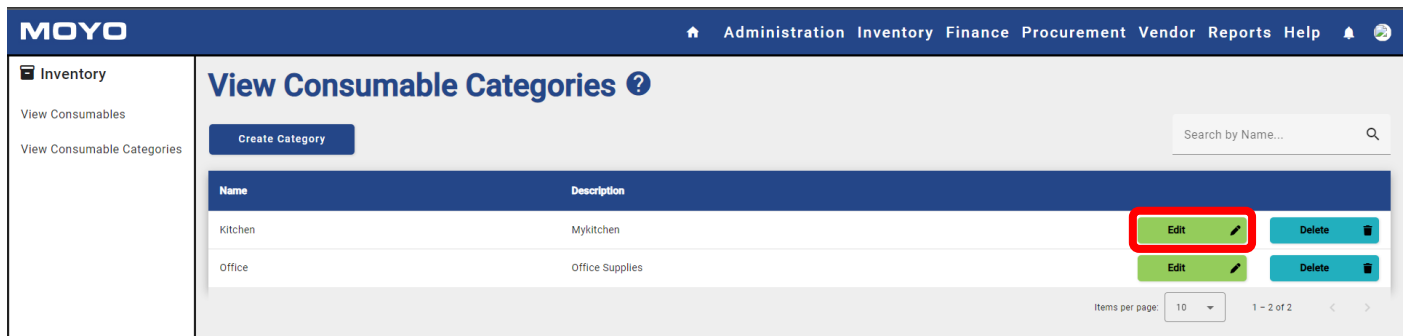

Figure 1 Click Edit Consumable Category Button.

This will navigate you to the "Edit Consumable Category" screen where you will be able to Edit the Consumable Category. Click on the "Save" button to edit the Consumable Category. (All Details are prefilled)

Figure 1 Click Save Edit Consumable Category Button.

1. **"Name":** Change the name of the Consumable Category. (Not Compulsory)

2. <u>"Description":</u> Change the description of the Consumable Category. (Not Compulsory)