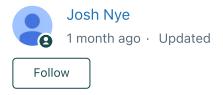
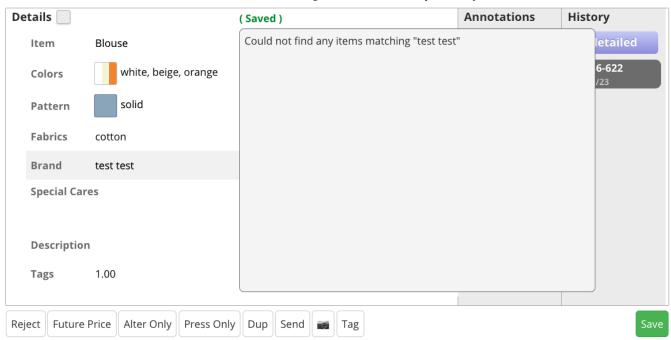


## **Adding a New Brand**

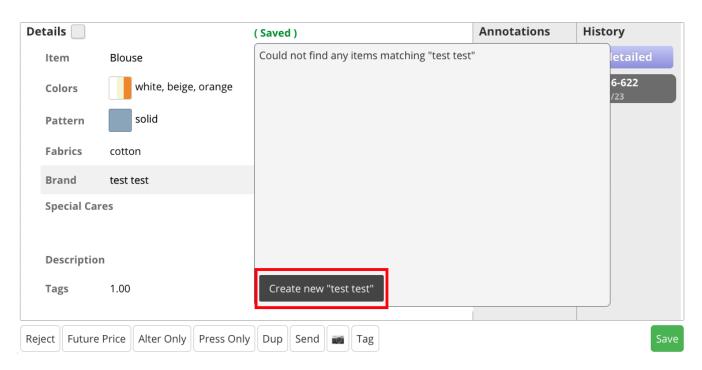


When you are detailing a new item you may encounter a brand that doesn't exist in the system. Follow the steps below to add this brand to the system.

- 1. Type out the full name of the brand.
- 2. If there are no brands in the system that match the brand that you have typed in, the auto-suggestion area will indicate that there are no matches.



3. Hit the Enter key and the system will populate an option to create the brand you have typed in.



4. Now the brand has been added to the item you detailed and to the entire system for you and other employees to use.



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