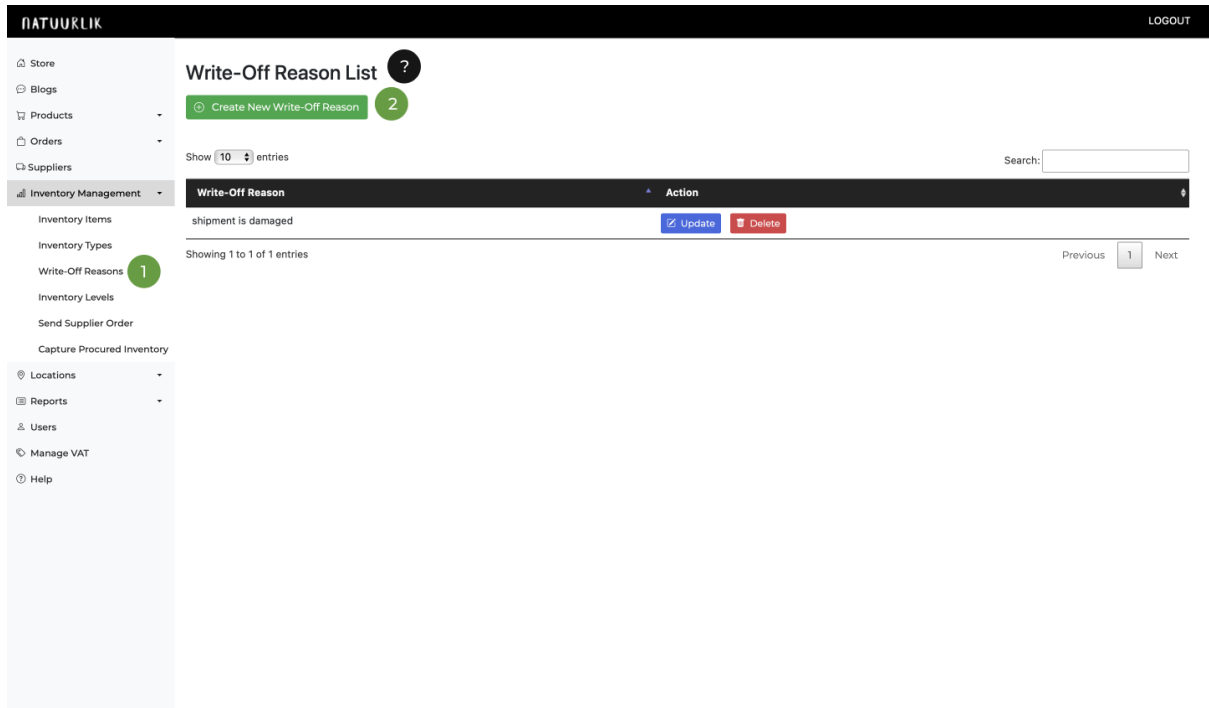


Add a Write-Off Reason



The screenshot shows the NATUURLIK Admin interface. The sidebar on the left contains navigation items: Store, Blogs, Products, Orders, Suppliers, Inventory Management (expanded), Locations, Reports, Users, Manage VAT, and Help. Under Inventory Management, the items are: Inventory Items, Inventory Types, Write-Off Reasons (1), Inventory Levels, Send Supplier Order, and Capture Procured Inventory. The main content area has a header with the NATUURLIK logo and a LOGOUT button. Below the header, the 'Write-Off Reason List' is displayed. It includes a 'Create New Write-Off Reason' button (2) and a table with one entry: 'shipment is damaged'. The table has 'Update' and 'Delete' buttons. The page also shows a search bar, a 'Show 10 entries' dropdown, and pagination controls (Previous, 1, Next).

Step 1 – Click on the “Write-Off Reason” nav item (1) then, click on the “Create New Write-Off Reason” (2) button

Step 2 – Add the name of the Write-Off Reason into the textbox (1)

Step 3 – Click on the “Create” button to add the Write-Off Reason (2) or the Cancel button (3) to return to the Write-Off Reasons List screen

Search for a Write-Off Reason

Step 1 – Type the name of the Write-Off Reason you are searching for in the search bar (1)

Update a Write-Off Reason

The screenshot shows the 'Update Write-Off Reason' form within the NATUURLIK application. The form has a title bar 'Update Write-Off Reason'. Below the title bar, there is a label 'Write-Off Reason' (1) followed by a text input field containing the text 'Item contains grammer errors'. Below the input field, there are two buttons: 'Update' (2) and 'Cancel' (3). The 'Update' button is green, and the 'Cancel' button is white with a grey border. A sidebar on the left contains a list of menu items: Store, Blogs, Products, Orders, Suppliers, Inventory Management, Locations, Reports, Users, Manage VAT, and Help. The 'Inventory Management' item is highlighted. The top right corner of the application has a 'LOGOUT' link.

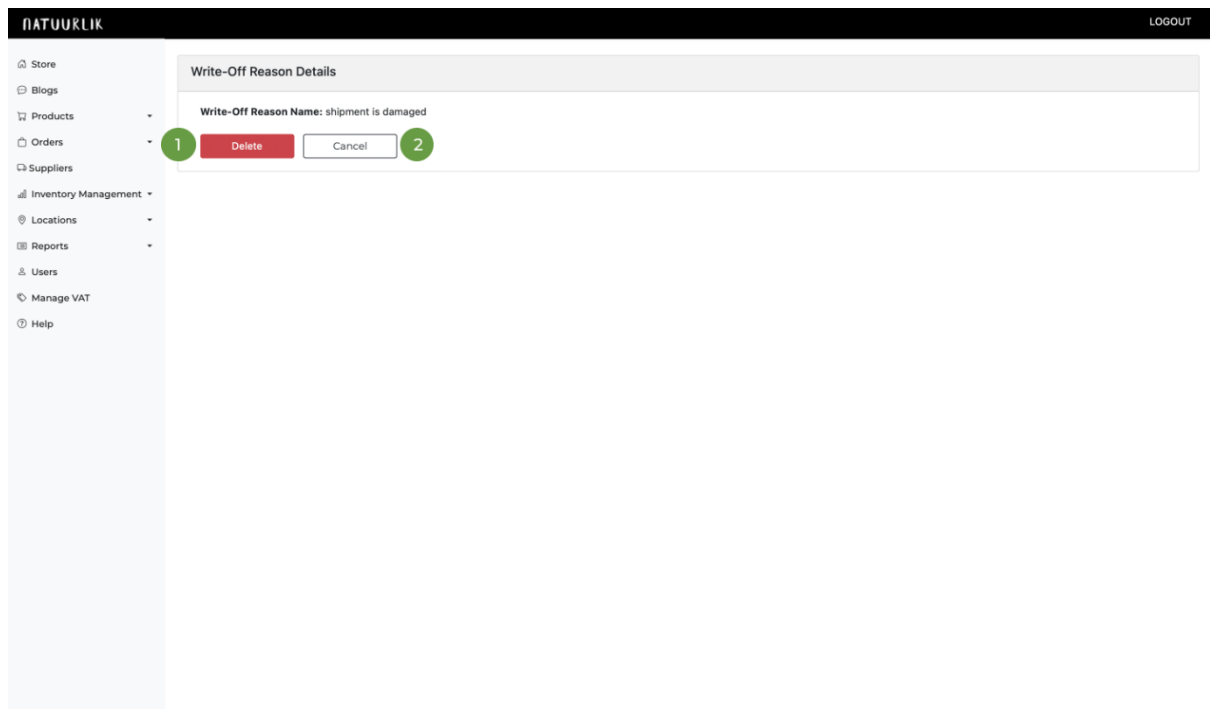
Step 1 – Fill in the Write-Off Reason details in the provided form

Step 2 – Click on the “Update” button (1) to update the Write-Off Reason details or “Cancel” button (2) to return to the Write-Off Reasons List screen

The screenshot shows a 'Confirm Write-Off Reason Details' dialog box. The dialog box has a title bar with a close button (X). Below the title bar, there is a label 'Confirm Write-Off Reason Details'. At the bottom of the dialog box, there are two buttons: 'Confirm' (1) and 'Close' (2). The 'Confirm' button is green, and the 'Close' button is white with a grey border. The 'Confirm' button is highlighted with a green circle (1), and the 'Close' button is highlighted with a green circle (2).

Step 3 – Click on the “Confirm” button (1) to proceed with the update or the “Close” button (2) to return to the Write-Off Reasons List screen

Delete a Write-Off Reason



Step 1 – Click on the “Delete” button to delete the Write-Off Reason (1) or the “Cancel” button (2) to return to the Write-Off Reasons List screen



Step 2 – Click on the “Confirm” button (1) to confirm the deletion Write-Off Reason or the “Cancel” button (2) to return to the Write-Off Reasons List screen