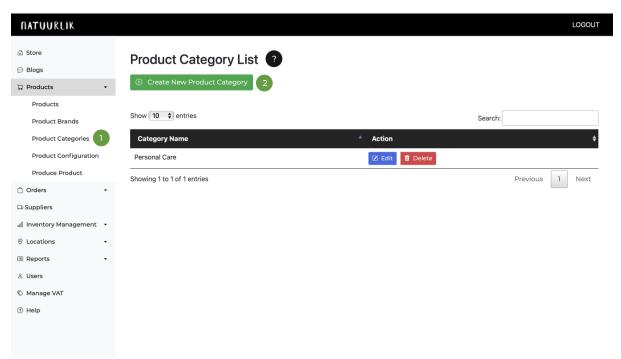


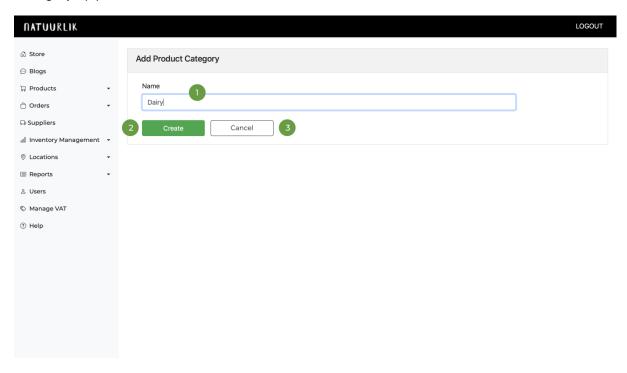
# **Admin Help Document**

Product Subsystem

#### **Add a Product Category**



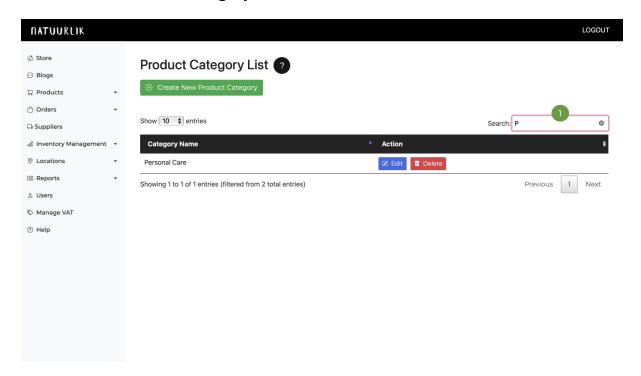
Step 1 – Click on the "Product Category" nav item (1) then, click on the "Create New Product Category" (2) button



Step 2 – Add the name of the Product Category into the textbox (1)

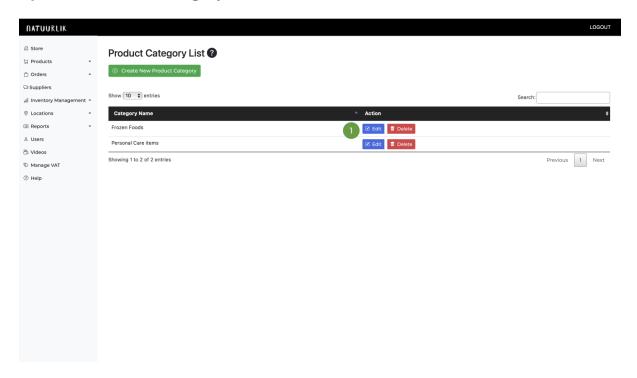
Step 3 – Click on the "Create" button to add the Product Category (2) or the Cancel button (3) to return to the Product Category List screen

### **Search for a Product Category**

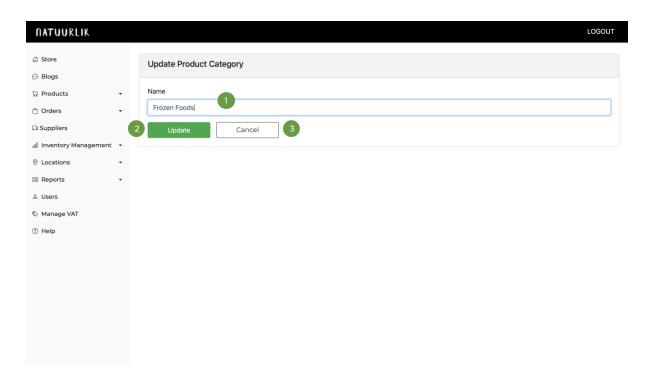


Step 1 – Type the name of the Product Category you are searching for in the search bar (1)

## **Update a Product Category**

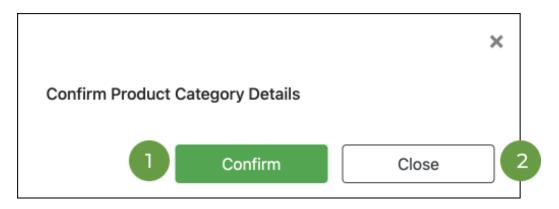


Step 1 – Click on the "Edit" button (1)



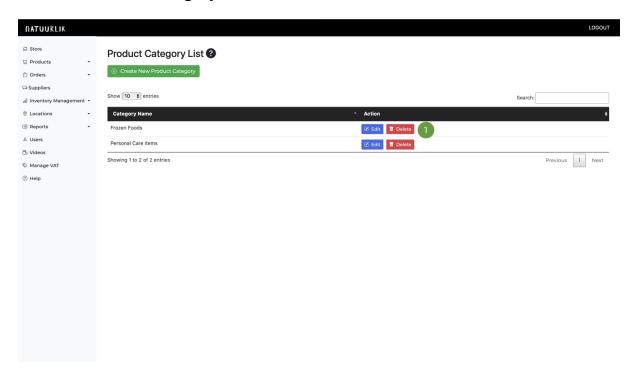
Step 2 – Fill in the Product Category details

Step 3 – Click on the "Update" button (1) to update the Product Category details or "Cancel" button (2) to return to the Product Category List screen

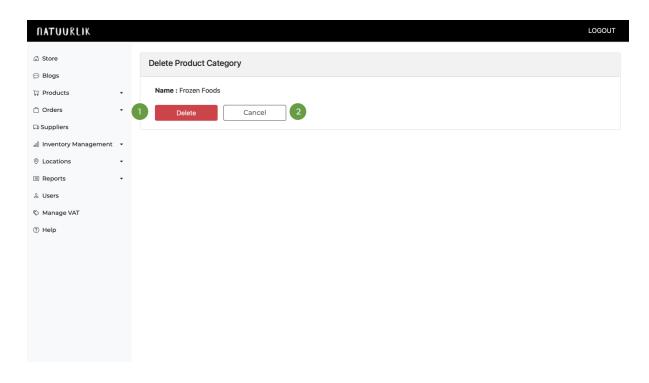


Step 4— Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Product Category List screen

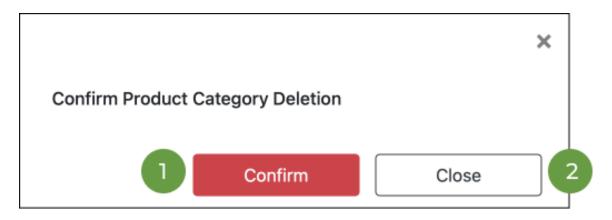
## **Delete a Product Category**



Step 1 – Click on the "Delete" button (1)



Step 2 – Click on the "Delete" button to delete the Product Category (1) or the "Cancel" button (2) to return to the Product Category List screen



Step 3 – Click on the "Confirm" button (1) to confirm the deletion Product Category or the "Cancel button (2) to return to the Product Category List screen