



Admin Help Document

Inventory Management Subsystem

Add a Write-Off Reason

The screenshot shows the NATUURLIK Admin interface. The top navigation bar is black with 'NATUURLIK' on the left and 'LOGOUT' on the right. A left sidebar contains a menu with items like Store, Blogs, Products, Orders, Suppliers, Inventory Management (expanded), Locations, Reports, Users, Manage VAT, and Help. The 'Inventory Management' section is expanded, showing sub-items: Inventory Items, Inventory Types, Write-Off Reasons (marked with a green circle '1'), Inventory Levels, Send Supplier Order, and Capture Procured Inventory. The main content area is titled 'Write-Off Reason List' with a help icon. Below the title is a green button 'Create New Write-Off Reason' (marked with a green circle '2'). There is a 'Show 10 entries' dropdown and a search box. A table with one entry is visible, with columns 'Write-Off Reason' and 'Action'. The entry is 'shipment is damaged' with 'Update' and 'Delete' buttons. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and '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

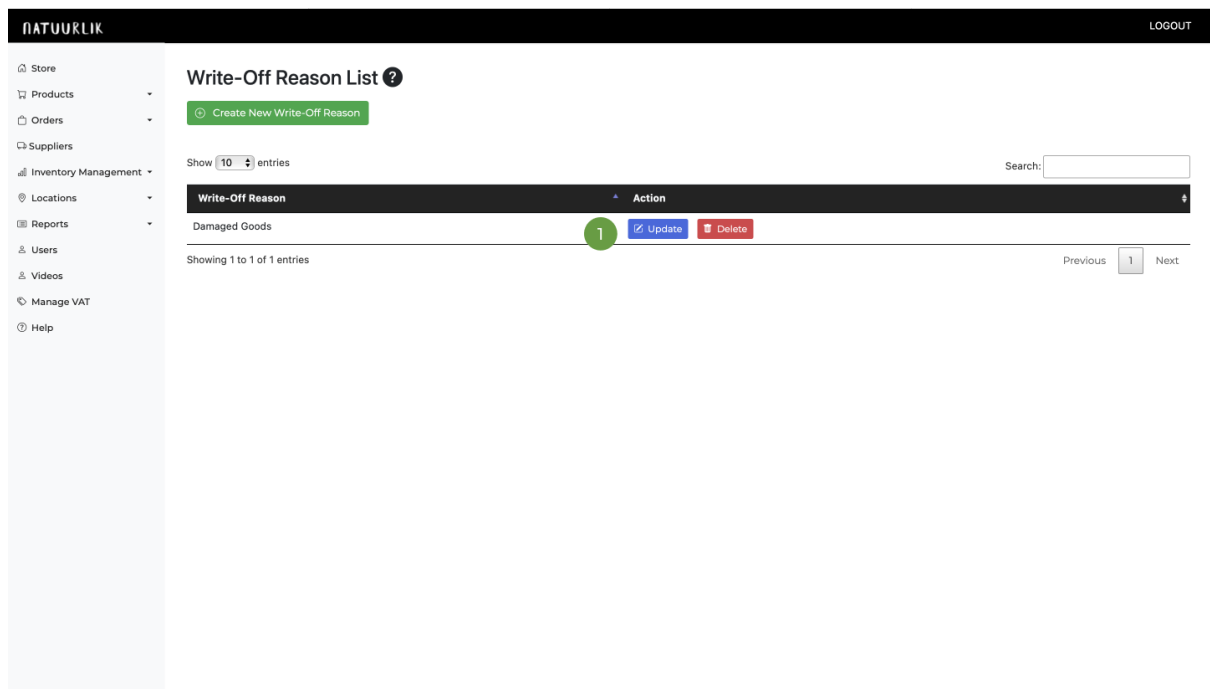
Step 2 – Add the Write-Off Reason into the textbox (1)

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

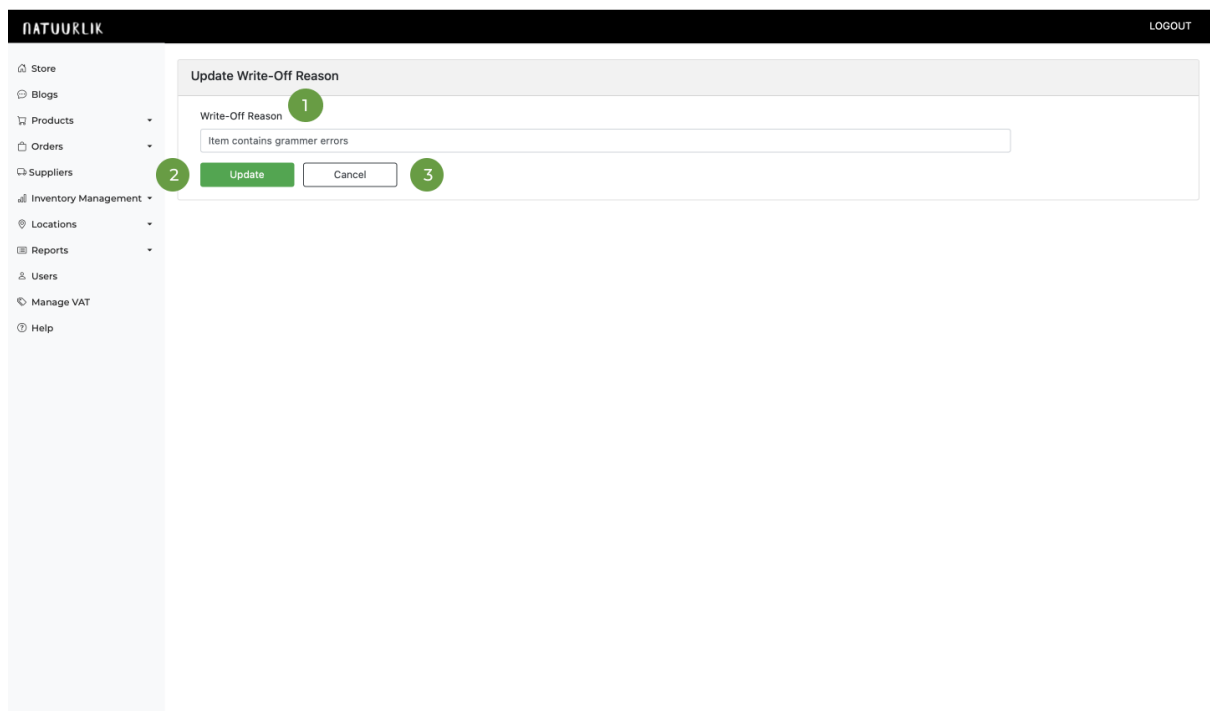
Search for a Write-Off Reason

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

Update a Write-Off Reason



Step 1 – Click on the “Update” button (1)



Step 1 – Fill in the Write-Off Reason details

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



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

NATUURLIK LOGOUT

Write-Off Reason List ?

Create New Write-Off Reason

Show 10 entries Search:

Write-Off Reason	Action
Damaged Goods	Update Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Step 1 – Click on the “Delete” button (1)

NATUURLIK LOGOUT

Write-Off Reason Details

Write-Off Reason Name: shipment is damaged

[Delete](#) [Cancel](#)

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