



## How to Add Product Category

### Overview:

Item can be categorized in the system. This will be helpful to easily view and sort the items especially when searching.

### Procedure:

1. To add a Product Category, go to Catalog > Product Categories > Click Add

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**Product List**

**MAIN**

- Dashboard
- My Premises
- My Vendors
- All Orders
- Merchant
- Catalog**
  - Products
  - Product Categories**

**+ Add** Import

Code	Name	
EARPHONES	EARPHONES	
HARDWARE	HARDWARE	
SHOES	SHOES	
SOFTWARE	SOFTWARE	

2. Key In Unique Category Code and Category Name and click OK

**Product List**

**Category Details**

\* Code : CAMERA

\* Name : CAMERA

Cancel **OK**

## How does it Work?

1. In Product Maintenance, assigned the Category and click Save.

**Product Details**

Save and New
Save and Close
Save

Description Cover

\* Code : GPH9 [Map](#)

Active : ☒

\* Title : GO PRO HERO 9 [Map](#)

Category : CAMERA [Map](#)

ID	UOM	UOM Rate	Base UOM	Price
GPH9-UNIT(S)	UNIT(S)	1	<input checked="" type="checkbox"/>	29,000.00 <a href="#">Edit</a> <a href="#">Delete</a>

IMAGES

2. In Product List, Category filter is available for quick and easy searching of item.

**Product List** [+ Add Product](#) [...](#)

Search stock code or name [Search](#)

CAMERA [v](#)

Cover	Stock Code	Title	Category	Active
	GPH9	GO PRO HERO 9	CAMERA	<input checked="" type="checkbox"/> <a href="#">Delete</a>

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**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**