



STOCK MANAGEMENT: STOCK CATEGORY

A step-by-step guide to adding and updating Stock Categories via the
ePOS Hybrid Admin Panel

This guide demonstrates the steps to adding and updating Stock Categories via the ePOS Hybrid Admin Panel.

Updating Stock Categories is helpful in Stock Management for creating and managing Delivery Notes, Purchase Orders and Stock Takes.

Firstly, log in to your [Admin Panel](#) and select **Stock Management**, followed by **Manage Stock Category**.

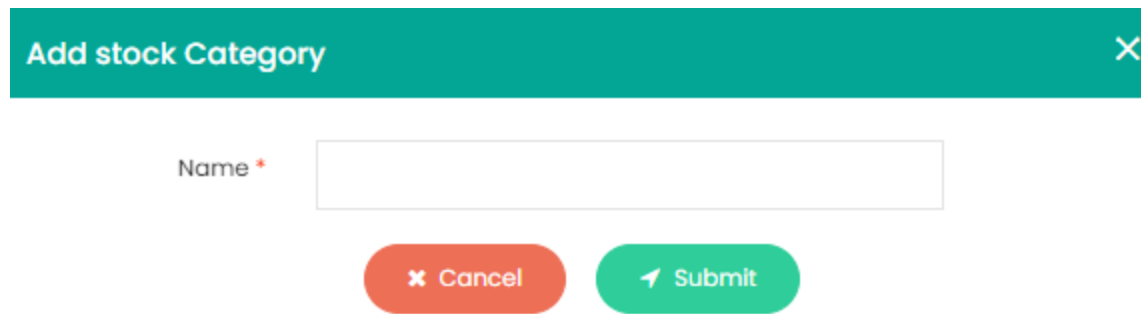
The **Stock Category** screen will open, with all created stock categories listed.

S.NO	NAME	ADDED DATE	STATUS	ACTION
1	Beers	24/12/2016	Active	
2	Cleaning Supplies	24/12/2016	Active	
3	Cutlery & Crockery	24/12/2016	Active	
4	Dairy	24/12/2016	Active	
5	Desserts	24/12/2016	Active	
6	Fish	01/08/2022	Active	
7	Frozen	24/12/2016	Active	
8	Fruit & Veg	24/12/2016	Active	
9	Meat	24/12/2016	Active	
10	Mixers	01/08/2022	Active	

To create a new stock category, click the green **+ Add Stock Category** button on the top-right corner of the page.

Once clicked, the **Add Stock Category** pop-up will appear, allowing you to enter the name of the new category.

After the **Category Name** has been entered, click **Submit** to add your new category and return to the **Stock Category** screen.

The image shows a teal-colored pop-up window titled "Add stock Category" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name" with a red asterisk indicating it is required. Underneath the input field are two buttons: a red "Cancel" button with a white X icon and a green "Submit" button with a white arrow icon pointing up and to the right.

The **Stock Category** screen will update with the new category details.

The **Status** column will show whether a category is **Active** or **Inactive**. Click the relevant button to deactivate or reactivate the category accordingly.

The **Action** column includes an **Edit** button to edit the category name and the **Delete** button allows the category to be deleted.