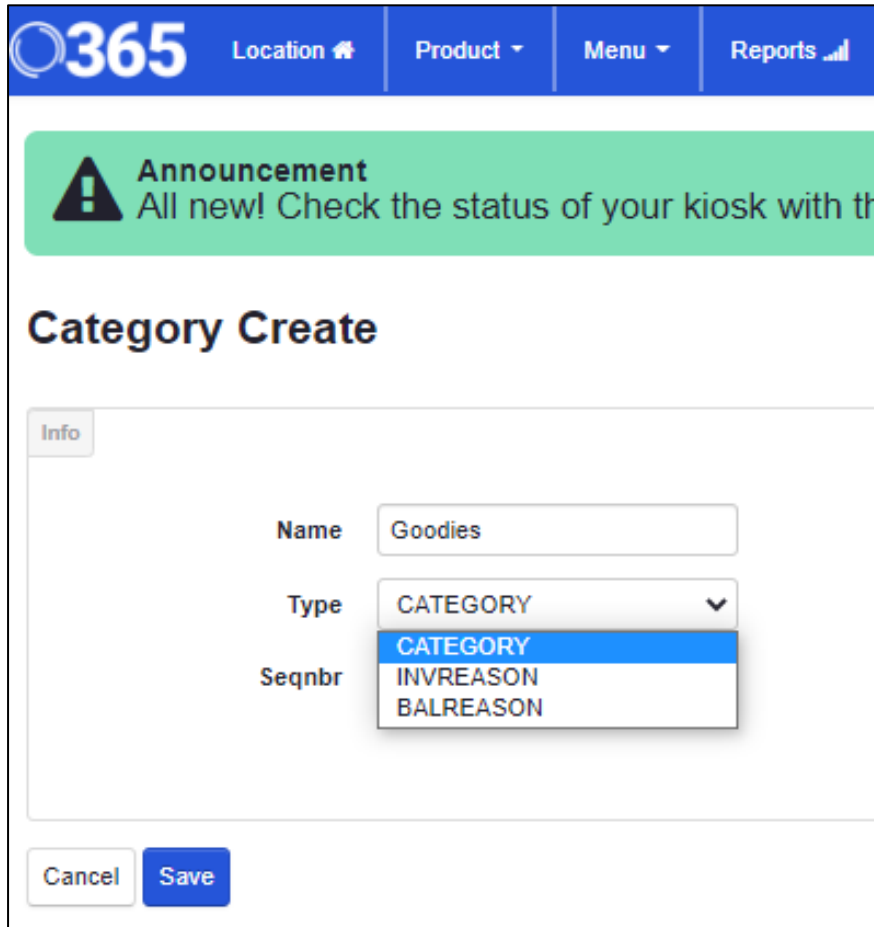# ADM How to Add a Category

1. In ADM, click the **Admin** tab.

2. Select **Category** from the drop-down menu.

3. Click **Create New** on the right side of the page.

4. Enter the **name of the category** you want displayed in the *Name* field.

5. Choose **Category** in the *Type* field.



6. Leave the *Seqnbr* field blank.

7. Click **Save**. The *Category List* page will display.

8. Search for your product category using the **Search** field in the upper, right corner. Your product category will display in the table.

| Location 🏠 | Product ▼ | Menu ▼ | Reports 📊 | Admin ▼ | Super ▼ |
|---|---|---|---|---|---|

✉️³¹ 🔔    Ideas   |   Help    365Headquarters   ▼   Laurie ▼

⚠️ **Announcement**
All new! Check the status of your kiosk with the touch of a button! 365 has multiple ways to ease your operations. [More]

## Category List

Create New

50 ▼ records per page        Search: goo

| Name ▲ | Type |
|---|---|
| GOODIES | CATEGORY |

Showing 1 to 1 of 1 entries (filtered from 83 total entries)     ← Previous   1   Next →