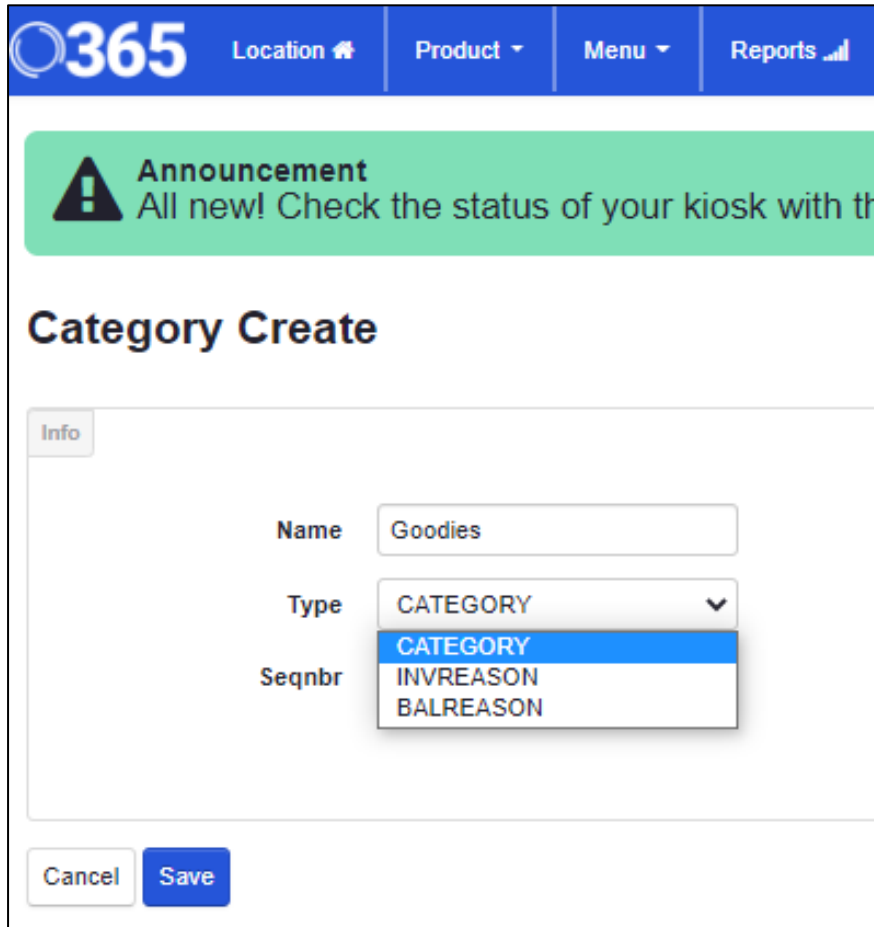


ADM How to Add a Category

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.



The screenshot shows the ADM interface for creating a category. The top navigation bar includes the 365 logo and tabs for Location, Product, Menu, and Reports. A green announcement banner is visible. The main content area is titled "Category Create" and features an "Info" tab. The form fields are: "Name" (Goodies), "Type" (CATEGORY), and "Seqnbr" (blank). The "Type" dropdown menu is open, showing options: CATEGORY, INVREASON, and BALREASON. At the bottom, there are "Cancel" and "Save" buttons.

6. Leave the **Seqnbr** field blank.
7. Click **Save**. The **Category List** page will display.



ADM How to Add a Category

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

The screenshot shows the ADM Admin interface. At the top, there is a navigation bar with tabs for Location, Product, Menu, Reports, Admin, and Super. Below this, there are notification icons, a search bar containing '365Headquarters', and the user name 'Laurie'. A green announcement banner reads: "Announcement All new! Check the status of your kiosk with the touch of a button! 365 has multiple ways to ease your operations. [More]". Below the announcement is the "Category List" section, which includes a "Create New" button, a "50 records per page" dropdown, and a search field containing "goo". A table with two columns, "Name" and "Type", displays one entry: "GOODIES" under "Name" and "CATEGORY" under "Type". At the bottom of the table, it says "Showing 1 to 1 of 1 entries (filtered from 83 total entries)" and navigation buttons for "Previous", "1", and "Next".