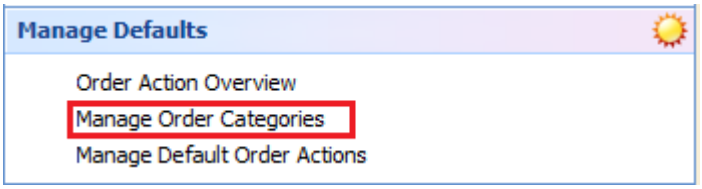
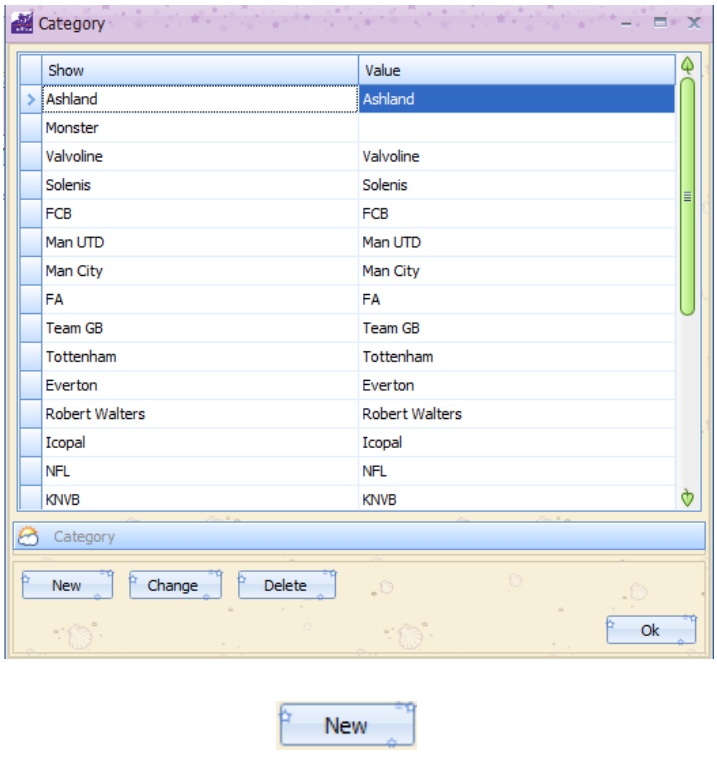
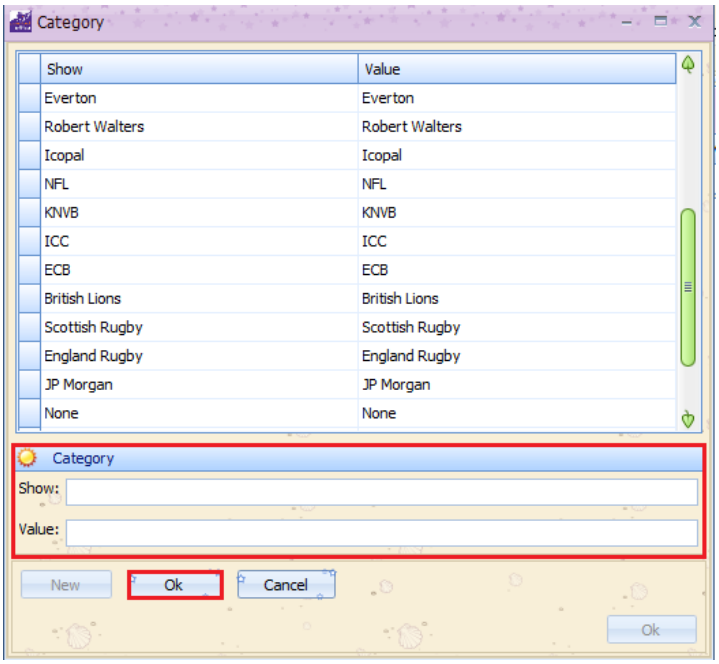
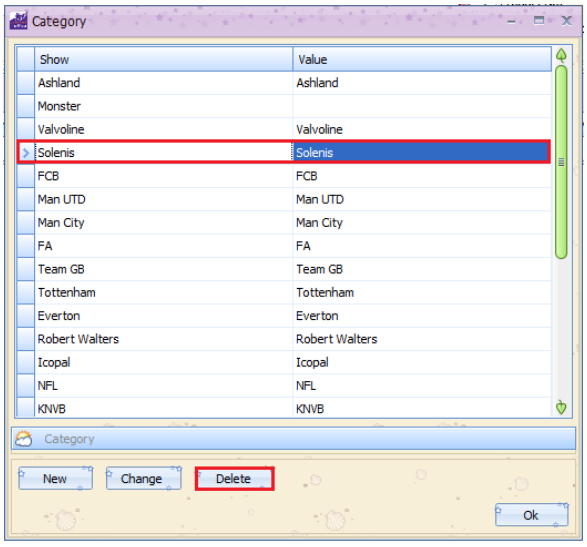
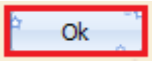
How to add an Order Category

Step One	Go to the Dashboard and click on the Orders icon.	
Step Two	In the Order Overview Screen, on the left hand side under Manage Defaults, click on "Manage Order Categories"	
Step Three	A pop up will appear. Click New on the box.	

Step Four	Add your details (highlighted in red) and then click OK.	
Step Five	To delete categories, highlight the category and then click delete. This will remove it from the list.	
Step Six	Once you are happy with all of your categories, click OK.