
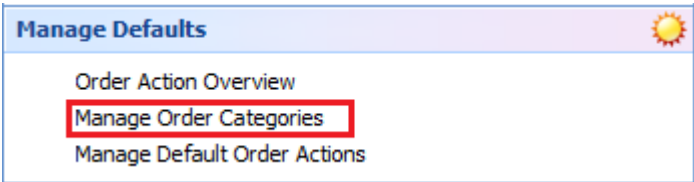
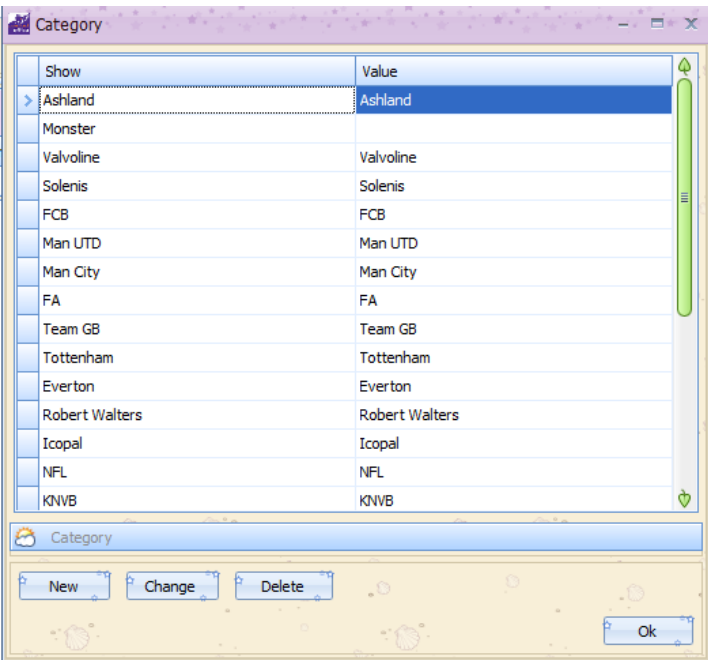


How to add an Order Category

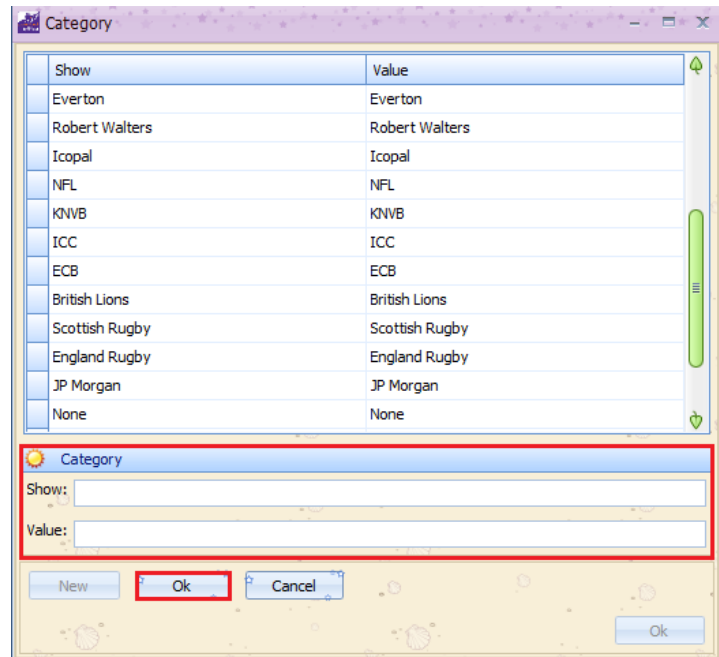
| | | |
|-----------------|---|--|
| Step One | Go to the Dashboard and click on the Orders icon. |  An icon representing the Orders section, featuring a document with a blue checkmark and the word "Orders" below it. |
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| Step Two | In the Order Overview Screen, on the left hand side under Manage Defaults, click on "Manage Order Categories" |  A screenshot of the "Manage Defaults" menu. The menu has a blue header with a sun icon. Below the header are three options: "Order Action Overview", "Manage Order Categories" (highlighted with a red box), and "Manage Default Order Actions". |
|-----------------|---|---|

| Step Three | A pop up will appear. Click New on the box. |  A screenshot of a "Category" pop-up window. It contains a table with two columns: "Show" and "Value". The "Show" column lists various categories, and the "Value" column lists their corresponding values. The "Ashland" row is selected. Below the table are buttons for "New", "Change", "Delete", and "Ok". <table border="1"><thead><tr><th>Show</th><th>Value</th></tr></thead><tbody><tr><td>Ashland</td><td>Ashland</td></tr><tr><td>Monster</td><td></td></tr><tr><td>Valvoline</td><td>Valvoline</td></tr><tr><td>Solenis</td><td>Solenis</td></tr><tr><td>FCB</td><td>FCB</td></tr><tr><td>Man UTD</td><td>Man UTD</td></tr><tr><td>Man City</td><td>Man City</td></tr><tr><td>FA</td><td>FA</td></tr><tr><td>Team GB</td><td>Team GB</td></tr><tr><td>Tottenham</td><td>Tottenham</td></tr><tr><td>Everton</td><td>Everton</td></tr><tr><td>Robert Walters</td><td>Robert Walters</td></tr><tr><td>Icopal</td><td>Icopal</td></tr><tr><td>NFL</td><td>NFL</td></tr><tr><td>KNVB</td><td>KNVB</td></tr></tbody></table> <p>New</p> | Show | Value | Ashland | Ashland | Monster | | Valvoline | Valvoline | Solenis | Solenis | FCB | FCB | Man UTD | Man UTD | Man City | Man City | FA | FA | Team GB | Team GB | Tottenham | Tottenham | Everton | Everton | Robert Walters | Robert Walters | Icopal | Icopal | NFL | NFL | KNVB | KNVB |
|-------------------|--|---|------|-------|---------|---------|---------|--|-----------|-----------|---------|---------|-----|-----|---------|---------|----------|----------|----|----|---------|---------|-----------|-----------|---------|---------|----------------|----------------|--------|--------|-----|-----|------|------|
| Show | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ashland | Ashland | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monster | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Valvoline | Valvoline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solenis | Solenis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FCB | FCB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Man UTD | Man UTD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Man City | Man City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FA | FA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Team GB | Team GB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tottenham | Tottenham | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Everton | Everton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Robert Walters | Robert Walters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Icopal | Icopal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NFL | NFL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KNVB | KNVB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

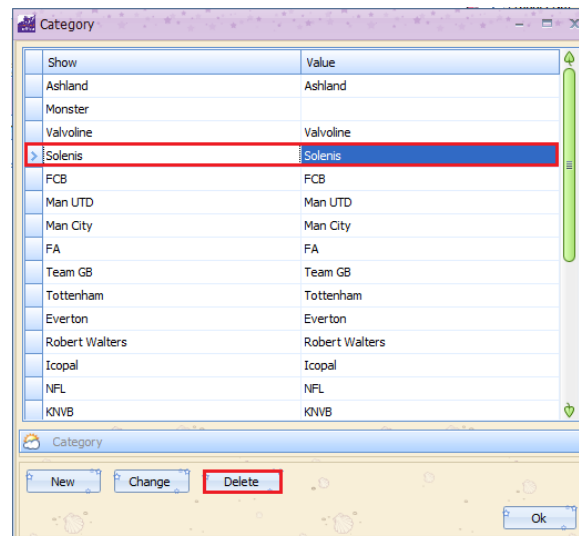
Step Four

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.

