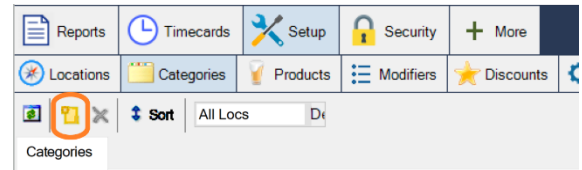


Adding/Editing Categories

- Log in to your BrewPOS Admin Back Office
- Go to the **Setup** tab
- Go to the **Categories** tab

To add a new Category, click on the **New** icon in the toolbar



To edit an existing Category, double click on that Category in categories list on the left hand side of the screen

- Category field is the name you want displayed
- Icon will place the chosen Icon on the POS
- Parent Category will determine if this is a prime or secondary category.
- Alt language will show the translation if alternative languages are turned on.
- Location - Check mark the location you want the category available
- Availability can make the category only show up at certain times
- Hide this Category will make a category invisible to the front of the house POS
- Click Save when done

Day	Start Time	End Time
<input checked="" type="checkbox"/> Sunday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Monday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Tuesday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Wednesday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Thursday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Friday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> Saturday	12:00 AM	11:59 PM

Changing the order of categories:

- Select a category or sub category by highlighting it, then Choose the sort button from the menu

