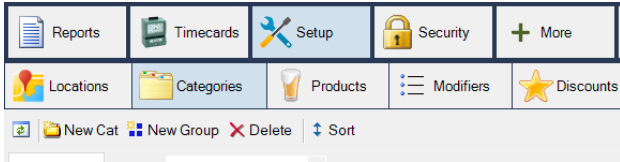


# Adding/Editing Categories

Steps:

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



- To edit an existing Category, double click on that Category in categories list
- To add a new Category, click on the **New** icon in the toolbar

- 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.
- The alt language will show the translation if alternative languages are turned on.
- Availability can make the category only show up at certain times
- Menu and Menu text are part of the menu generation platform and can be ignored unless you're using that platform.
- Hide this Category will make a category invisible to the front of the house POS

Category ID	(new)	<input type="checkbox"/> Hide this Category
Category	<input type="text"/>	
Icon	<input type="text"/> ... X	<input type="text"/>
Parent Category	(none)	
Japanese	<input type="text"/>	
Availability	<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	
	<input type="checkbox"/> Hide this Category when unavailable	
Menu	<input type="text"/>	
Menu Text	<input type="text"/>	

Changing the order of categories:

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

