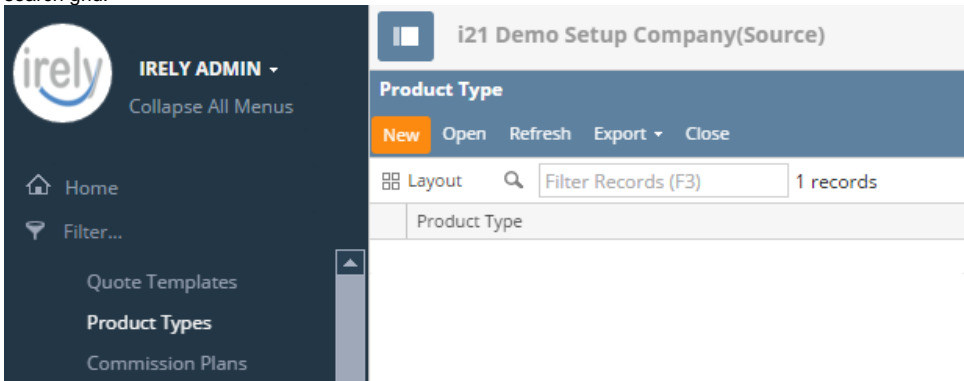


How to Add a Product Type

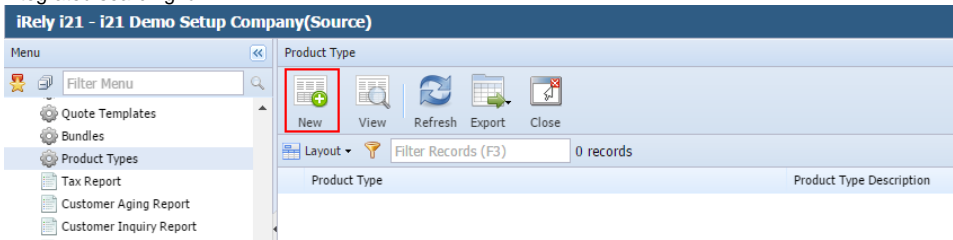
1. Click **Sales | Product Types** menu. This will open a new screen if there is no existing record yet. If not, click the **New** button on the integrated search grid.



2. Enter a unique **Type Name** for this product type. This is a required detail.
3. Enter a detailed **Description** for this product type if necessary.
4. Select the **Category Code** that will be part of this product type.
5. **Save** the new record.

The screenshot shows the 'Product Type - Diesel' form. At the top is a blue header bar with the title 'Product Type - Diesel' and a close button. Below the header is a toolbar with buttons for 'Save', 'Delete', 'Undo', and 'Close'. The form has a 'Details' tab selected. Below the tab are two text input fields: 'Type Name' with the value 'Diesel' and 'Description' with the value 'For diesel categories.'. Below these fields is a 'Categories' section with a toolbar containing a close button, a magnifying glass icon, and the text 'Filter Records (F3)'. Below the toolbar is a table with two columns: 'Category Code' and 'Description'. The table has three rows: the first row has a checkbox, 'DDSL', and 'Dyed Diesel'; the second row has a checkbox, 'CDSL', and 'Clear Diesel'; the third row has a checkbox and is empty. At the bottom of the form is a status bar with icons for help, refresh, lightbulb, and email, followed by the text 'Ready', a page indicator 'Page 1 of 1', and navigation arrows.

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Product Type - Diesel

Save Delete Undo Close

Type Name: Diesel

Description:

Categories

Remove Layout Filter Records (F3)

<input type="checkbox"/>	Category Code	Description
<input type="checkbox"/>	DDSL	Dyed Diesel
<input type="checkbox"/>	CDSL	Clear Diesel
<input type="checkbox"/>		

Ready Page 1 of 1