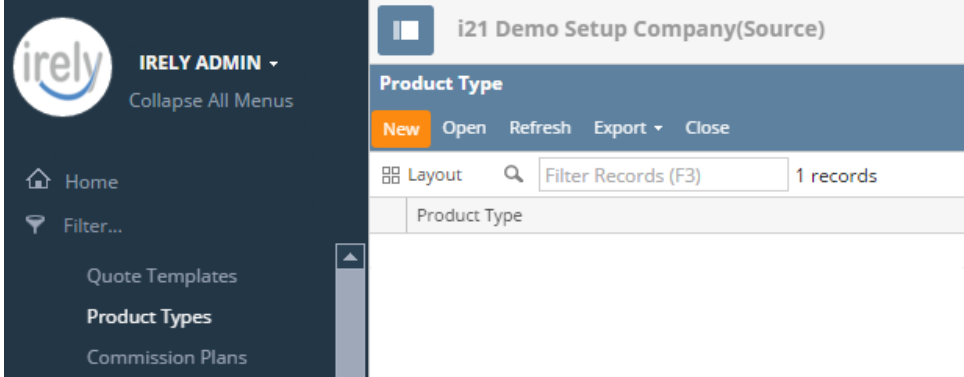


# How to Add a Product Type

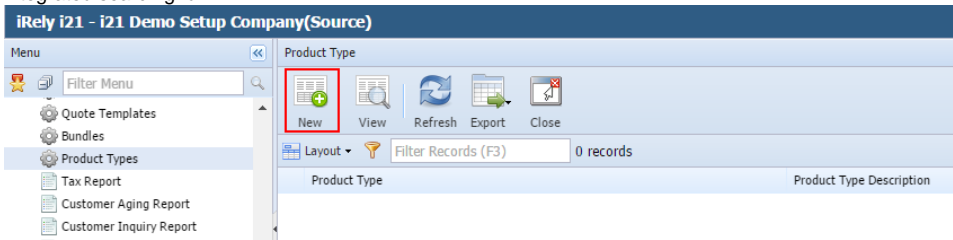
1. Click **Sales | Product Types** menu. This will open a new screen if there is no existing record yet. If not, click the **New** button on the integrated search grid.



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. The title bar includes a maximize button and a close button. Below the title bar are buttons for 'Save', 'Delete', 'Undo', and 'Close'. The form has two tabs: 'Details' (active) and another unlabeled tab. The 'Details' section contains two text input fields: 'Type Name' with the value 'Diesel' and 'Description' with the value 'For diesel categories.'. Below these is a 'Categories' section. This section has a header bar with a close button, a 'Layout' button, a search bar with 'Filter Records (F3)', and a table. The table has two columns: 'Category Code' and 'Description'. It contains three rows of data, each with a checkbox in the first column. The first row has 'DDSL' and 'Dyed Diesel'. The second row has 'CDSL' and 'Clear Diesel'. The third row is empty. At the bottom of the form is a status bar with icons for help, settings, and a lightbulb, followed by the text 'Ready', a page navigation bar showing 'Page 1 of 1', and navigation buttons.

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