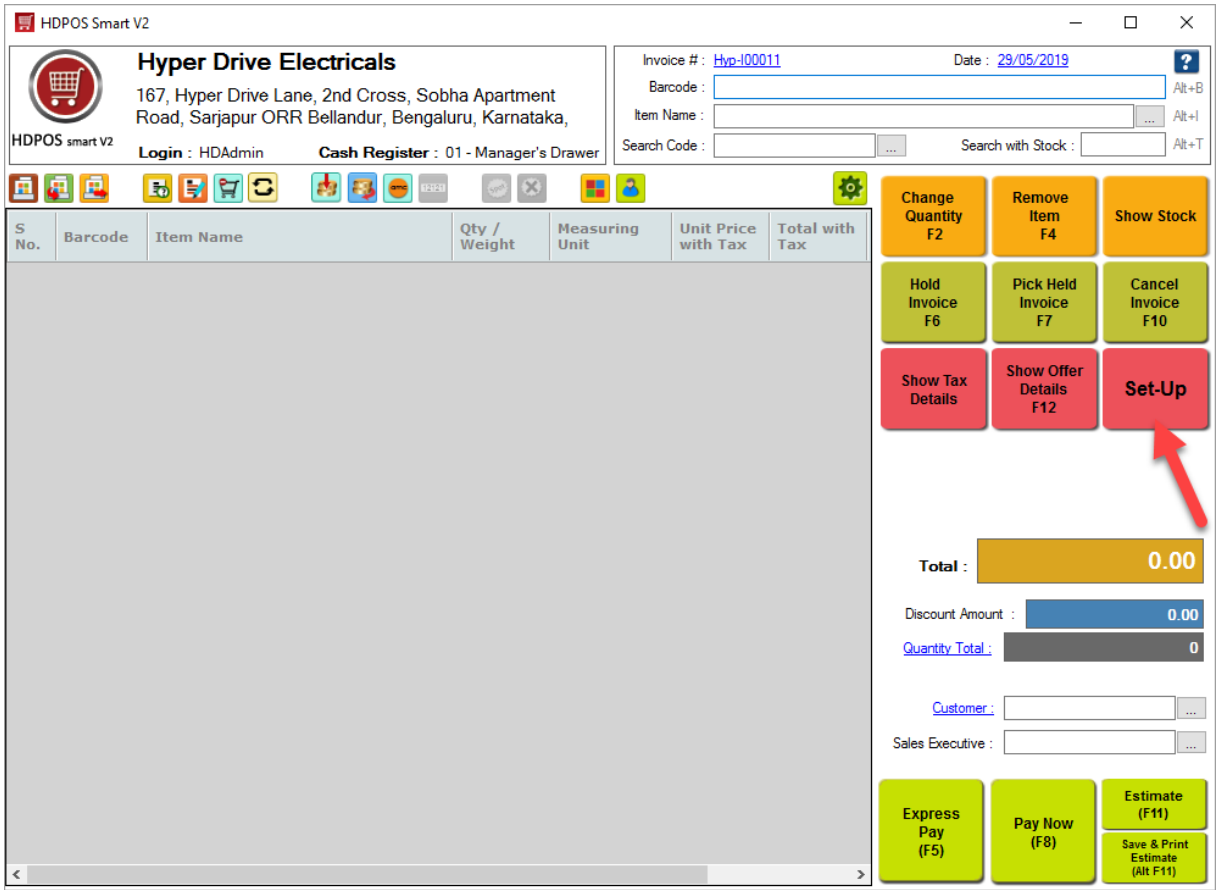
How to add item category

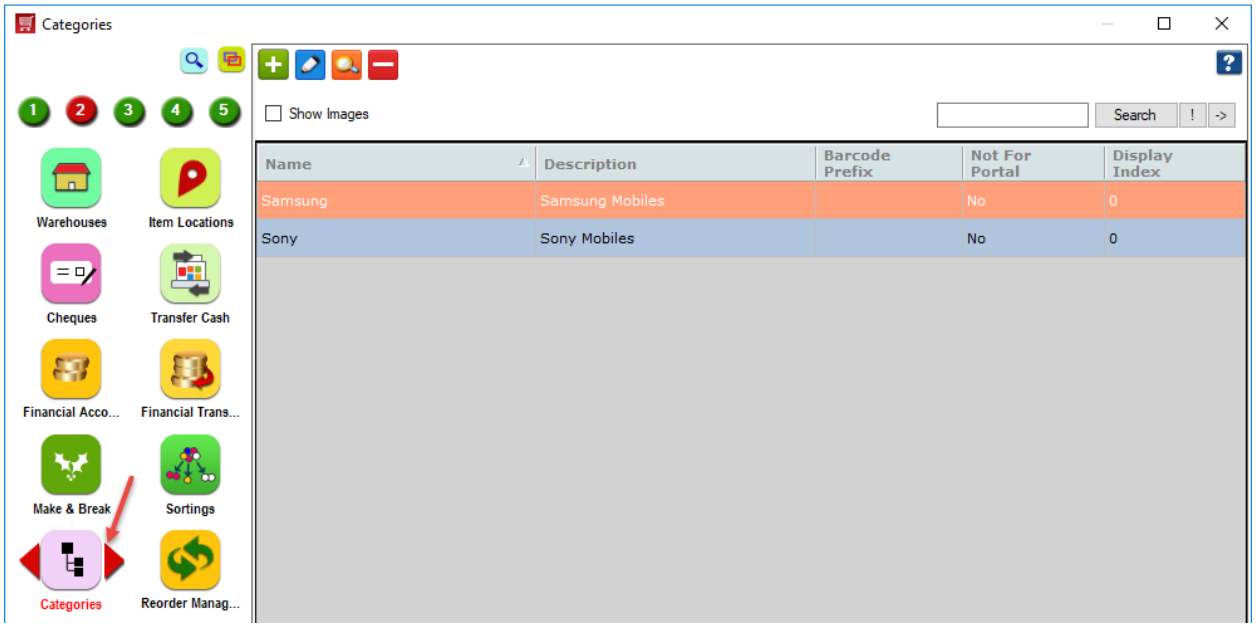
HDPOS smart v2 Tutorials

The steps to add a category in HDPOS smart are as given below:

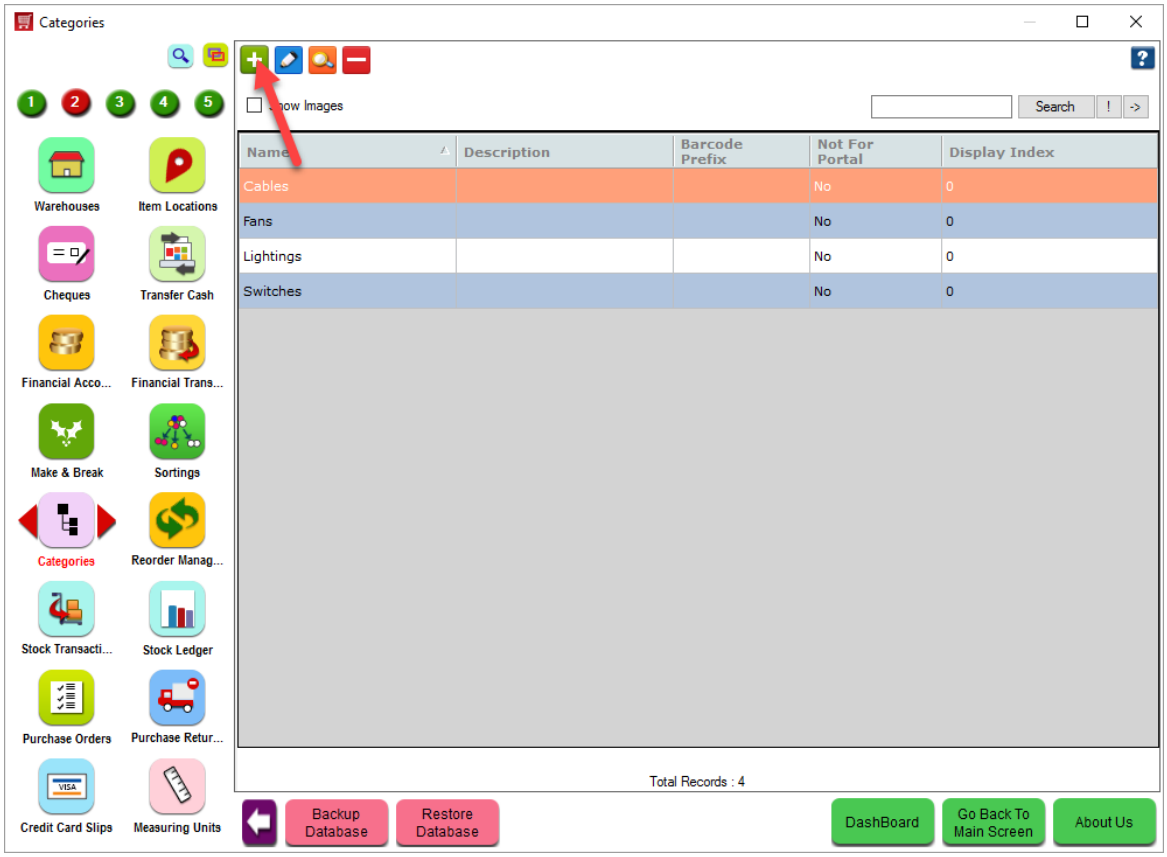
1. Run **HDPOS smart**. Click on the **Set-Up** button from the Main screen.



2. From the 2nd page of **Set-Up**, click on **Category** button.



3. From **Categories** screen, click on **Add Category** button from the tool strip.



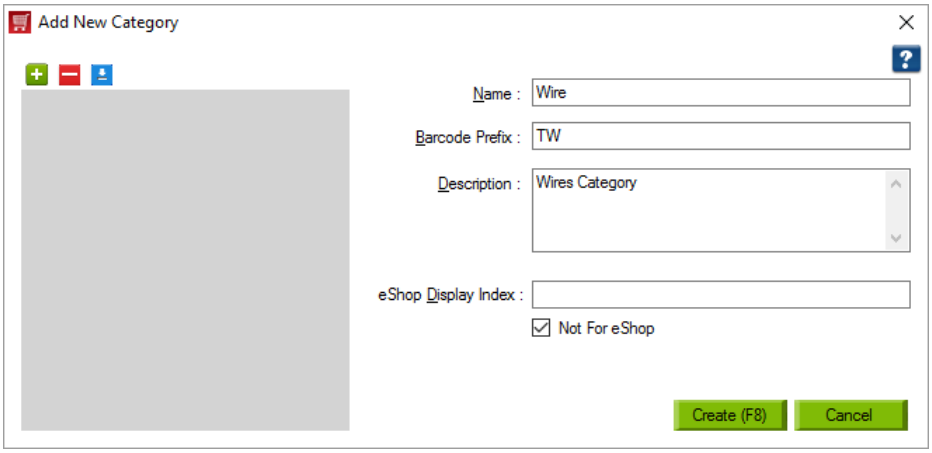
4. You will see the following screen of **Add New Category**. Enter the required details.

- **Name**: Enter the category name.
- **Barcode Prefix**: If you want to define item barcode differently for each category, then you can enter the barcode prefix for the items here.

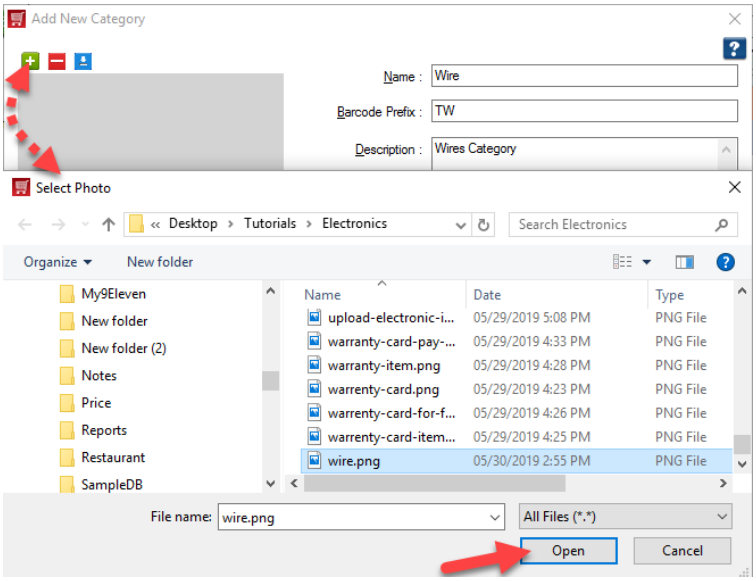
For Example: If you want to have all items barcode of Wire category to be started with TW, then enter the barcode prefix as TW.

Note: By default this field is disabled. To enable this go to 4th page--> **Settings**--> **General**--> Click on **Item Definition** Tab--> Check the checkbox **Use Category Barcode Prefix**.

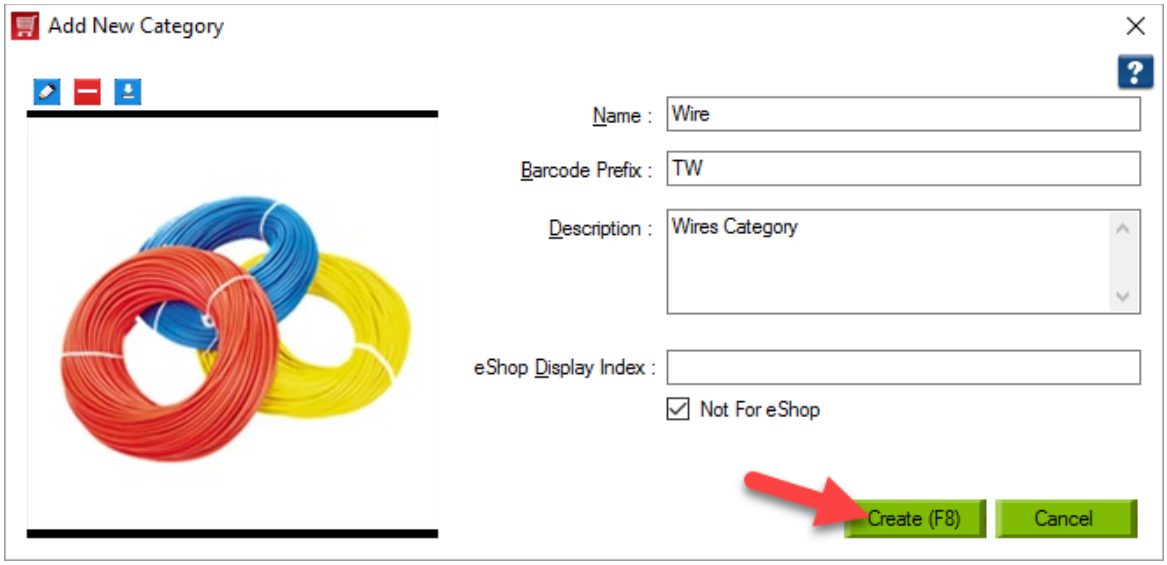
- **Description**: Enter the category description here.
- **e-Shop Display Index**: Enter the display index for the category for the e-Shop.
- **Not for e-Shop** checkbox: Check this checkbox if you do not want to see this category and associated items in e-Shop and then e-Shop Display Index value is not needed.



- **Add Photo**: Click on **Add Photo**. Select an image and click on **Open**.



- Click on **Create** button.



5. You can see the added category as shown below.

