



# Configuring Categories and Subcategories

**This article provides instructions on how to setup categories and subcategories.**

## **Creating Categories**

From the BakeSmart Main System home screen click on "Administration" then "Configure Categories".

Here you are presented with a list of pre-configured categories. You can remove these categories by clicking on the Trash Can icon to the right.

To add new categories click the "+Add" button at the top.

## **Creating Subcategories**

Again we will need to be in the "Configure Categories" screen in the BakeSmart Main System. Select the Category you want to add Subcategories to by clicking the "action arrow" to the left of the category name.

The window below Categories will now display the name of the category you selected along with any subcategories that are currently available for that category.

To add a Subcategory simply click the "+Add" button and create your subcategory.

## **Including in POS and Sort Order**

You will need to check the box for "Include in POS?" to have your categories (and subcategories) show in the Point of Sale system.

You can also edit the sort order of the categories (and subcategories) to manipulate the way they are displayed in the POS system. If you leave "Sort Order" blank your categories are sorted alphabetical.