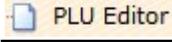


## CREATE A PLU SALES CATEGORY FOLDER

Navigate to the PLU Editor	<div style="text-align: center;">  </div>
Click CREATE SUB FOLDER	<div style="text-align: center;"> <input type="button" value="Create Sub Folder"/> </div>
Enter FOLDER NAME	Folder Name <input style="width: 300px;" type="text"/>
Allocate Position of folder  <i>*folders will sort alphabetically by default if position is not allocated</i>	Position <input style="width: 50px;" type="text" value="1"/>
Select whether the folder is active or non active	Active <input type="button" value="yes"/>
Select which folder this folder will be a sub folder of	Sub folder of <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> <li>/ ** SPECIALS [Not used]</li> <li>/ BEVERAGES</li> <li>/ BEVERAGES / APERITIF &amp; DIGESTIVE</li> <li>/ BEVERAGES / BOTTLES [Not used]</li> <li>/ BEVERAGES / BOURBON WHISKY</li> <li>/ BEVERAGES / BRANDY/COGNAC</li> <li>/ BEVERAGES / CHAMPAGNE COCKTAILS</li> <li>/ BEVERAGES / COCKTAILS</li> <li>/ BEVERAGES / COCKTAILS / national tequila friday</li> <li>/ BEVERAGES / COCKTAILS / shortcut [Not used]</li> <li>/ BEVERAGES / COCKTAILS / vintage wines [Not used]</li> <li style="background-color: #007bff; color: white;">/ BEVERAGES / COLD BEVERAGES</li> </ul> </div>
Click Save	<div style="text-align: center;"> <input type="button" value="Save"/> </div>