

Add stock definition

To add a stock definition for the catalog, follow these steps:



1. Click , the following window appears:

A screenshot of a 'New Record' dialog box. The dialog has a blue header bar with the text 'New Record' and a close button (X) on the right. Below the header, there are two input fields: 'Stock Code *' and 'Stock Name *'. The 'Stock Code *' field is on the left and has a blue underline. The 'Stock Name *' field is on the right. At the bottom of the dialog, there are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

2. Enter the stock code and name, each in its field,
3. Click **Save** to add the stock definition and close the window, or **Save and New** to add it and open a new window. The stock definition is added to the list.