
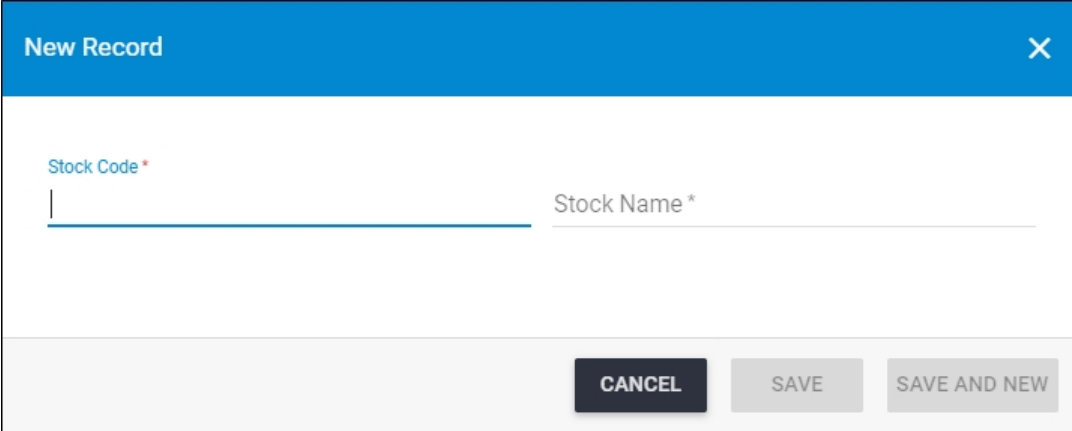


## Add stock definition

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

1. Click , the following window appears:



The screenshot shows a 'New Record' dialog box. The title bar is blue with the text 'New Record' and a close button (X). The main area is white and contains two input fields: 'Stock Code \*' and 'Stock Name \*'. The 'Stock Code \*' field has a vertical cursor. At the bottom of the dialog, there are three buttons: 'CANCEL' (dark grey), 'SAVE' (light grey), and 'SAVE AND NEW' (light grey).

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.