

## Technical Bulletin

### U-Scan — Adding a New Category to the Non-Bar-Coded Item Editor

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This procedure improves upon the currently-provided documentation for adding a new category to the NBC Editor.

#### PROCESS

1. Open the NBC Editor, click on the CONNECT button, then click on DRILLDOWN EDITOR button
2. Click on CATEGORIES and then click on ProduceDD
3. Click on the CREATE NEW CATEGORY button in the lower left corner
4. Key in the CATEGORY NAME
5. Click on the SELECT IMAGE button, type in the name of the image or select from those provided then click OK
6. Select ENGLISH, depress the TAB key, type in the name you wish to have appear under the image selected above, then either click OK if you are done or if you require additional languages (Spanish and French) fill in those areas in the LANGUAGE DESCRIPTION area
7. This will put the new category under the UNUSED CATEGORIES in NBC Editor
8. Go to the top of the directory tree, select CATEGORIES then ProduceDD
9. Click on a blank slot on the right side of the screen
10. Click on the CATEGORY button on the left side of the screen
11. In the SELECT CATEGORY drop down and then select the new category you created
12. Click OK and the new category is added to your system
13. Add additional items to your new category and when done click on the CLOSE button, click on the DISCONNECT button and then click on the CLOSE button to exit NBC Editor

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