Product Category (Categorizing products)

Products · https://spos.pk/docs/product-category-categorizing-products/

Categories keep thousands of products organised so staff can find anything in seconds.

How to set up product categories

1. Go to Products and open the category list.
2. Add your main categories first — for example Grocery, Dairy, Bakery and Household.
3. Add sub-categories under a main category where you need finer grouping.
4. Assign every product to a category when you add it, or use bulk edit to fix a whole group at once.
5. Use categories in reports to see which ranges sell best and which need attention.

Tip: Keep the category list short — too many categories are as hard to search as none at all.