

Add order type

To add a new order type, follow these steps:



1. Click , the following window appears:

A screenshot of a 'New Record' window. The window has a blue header bar with the text 'New Record' and a close button (X) on the right. Below the header is a search bar with a magnifying glass icon and the placeholder text 'Search'. The main area of the window contains a form field labeled 'Order Type *' in red. Below the label, there is a red error message 'Field required' and a character count '0 / 50'. At the bottom of the window, there are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

2. Enter the order type,
3. Click **Save** to add the order type and close the window, or **Save and new** to add it and open a new window. Order type is added.