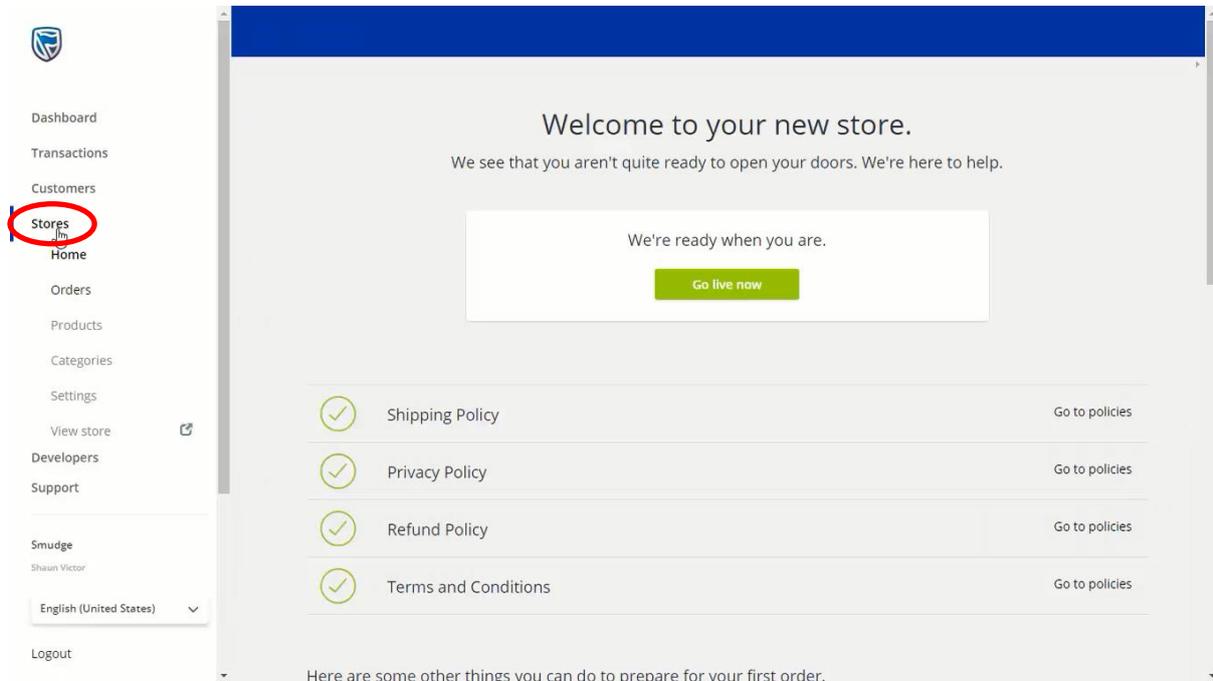
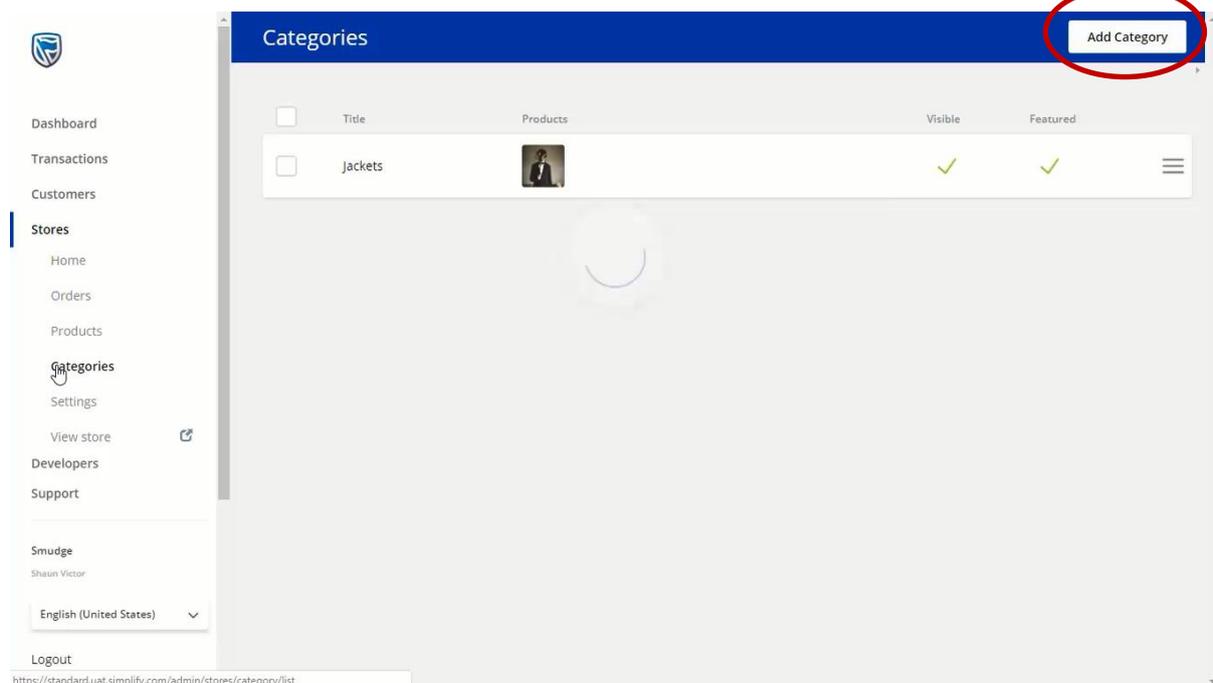


## How to add a product to the sale category

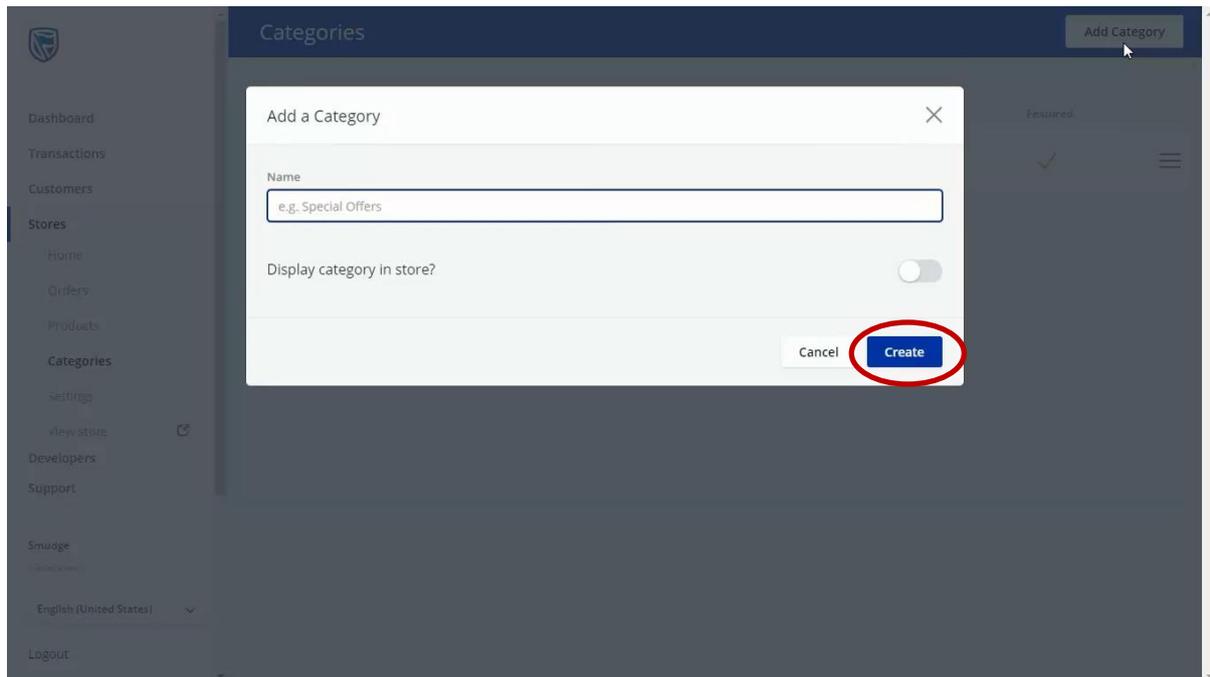
- When an item is on sale, it needs to be added to the sale category.
- On your dashboard go to the left-hand side menu, click on the stores button, and move down to categories.



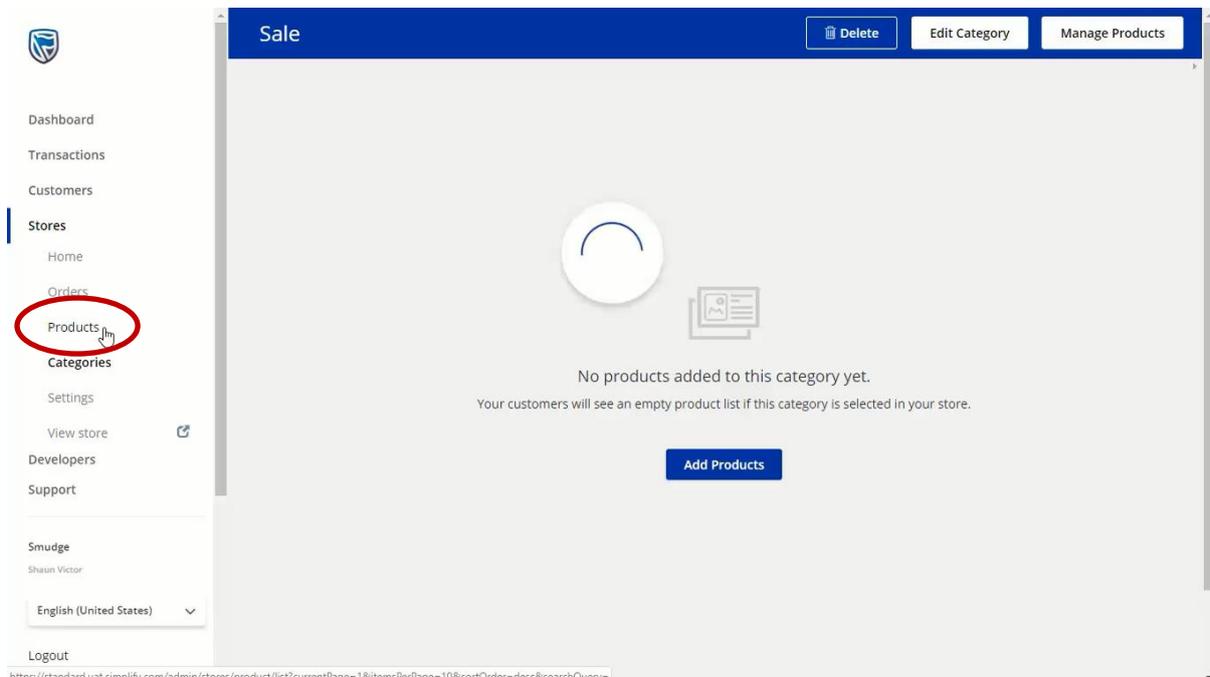
- To add a category, go to the Add Category button in the top right-hand corner.



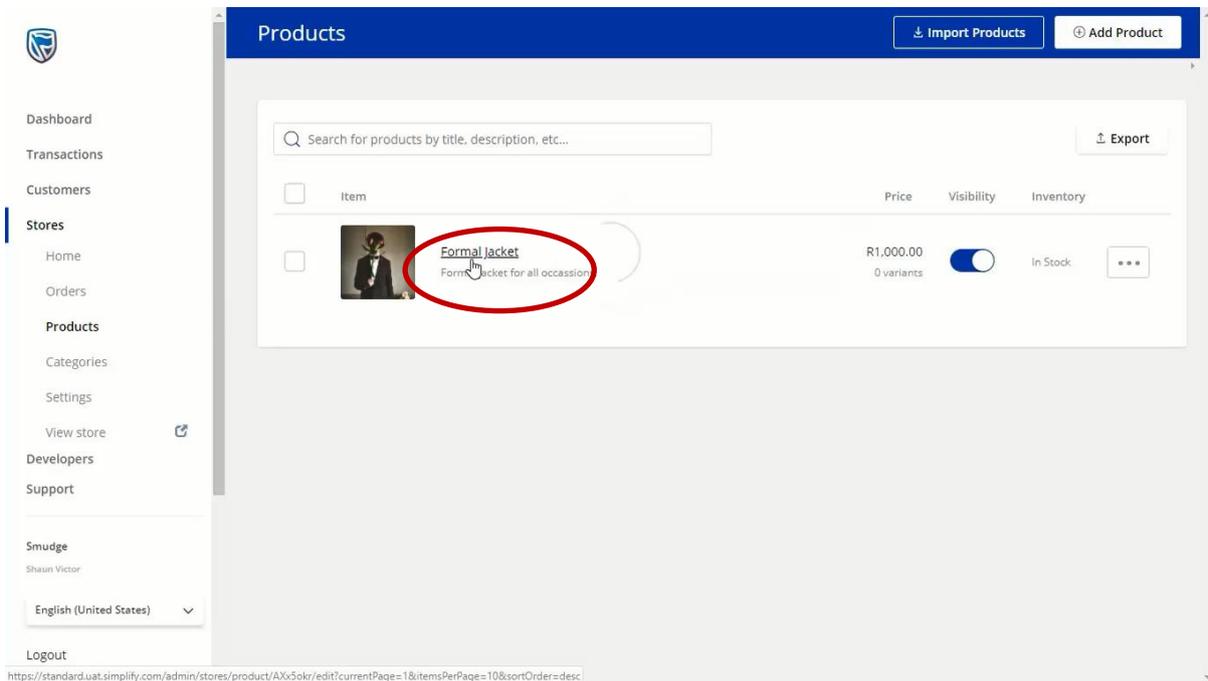
- Here you will be able to create a Sales category.
- When you are satisfied with your changes click the create button.



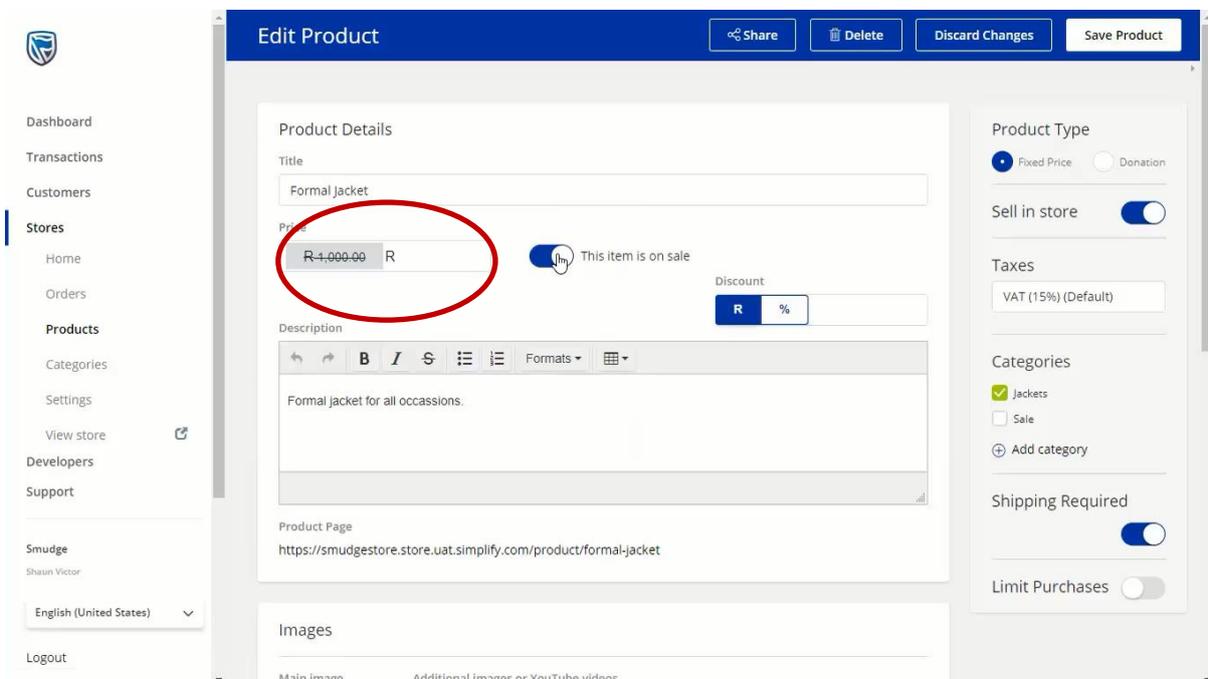
- You will now be able to add the items you wish to put on sale to this category, either directly or from the product page.
- To add the item from the product page directly simply go to the left-hand side menu and click on the products button.



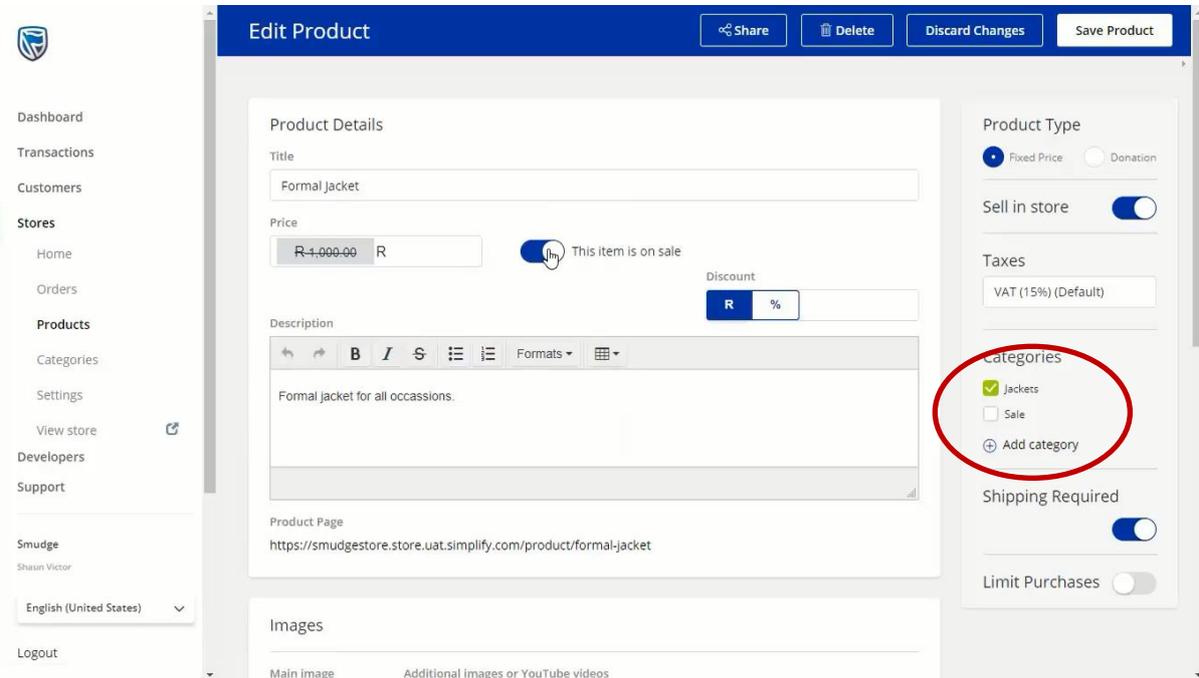
- You will be directed to your product list.
- Click on the product you want to add to the sales category and slide the slider to indicate that the item is on sale.



- You now can decide on either a monetary discount by clicking on the R, or a percentage discount.



- Once you have made your choice and filled in the relevant fields you will see the new price on the left-hand side, under the original price.
- When you are happy with the changes you have made, click on the Sale category you created earlier to indicate that this item is now on sale.



- When you have completed your changes, click the Save product button in the top right-hand corner.

