
Label Assistant User Guide

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How to Contact Us

Ingenius Business Solutions, LLC.

9-C Reading Road,

Edison, NJ - 08817

Kamal Govindasamy - (01) 856-220-4327

tokamal@gmail.com

For additional information, please see our Web site:

<http://www.ingeniusbs.com>

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Chapter 1

Introducing Label Assist

What is Label Assist?

Label Assist is an application used with a Software Print Server (LPS) for generating labels in various level of operation for government-regulated industries.

With Label Assist, you'll now be able to:

- Generate product Labels.
- Generate custom labels.
- Reduce the risk of improper activity in label printing using audit logs.
- Complete flexibility to interface with any other system which may use RFID tag printing in feature.
- Reduce system validation and multiple Software server cost with simplified IIS based deployment.
- Reduce the maintenance cost by keeping track of complete activity and providing user interface to access those from anywhere within the intranet.

Labels are printed based on the configuration of the product which will be associated while creating product. The actual label must be designed before start the configuring product. Software Label designed must be used to design the label. This system provides complete system audit log of user's activity and can be retrieved at any time.

System Components

Label Assist has two major components:

- The **Label Assist** is a .Net Web application used to create product and related data, print those labels using custom input data, allow administrator to create or modify any users, roles, permissions etc.
- The **LPS Handler** is a .Net component used to interact with Software server for all the printing related communication with Software server. This is an interface between label assist and Software Print server.

Principals of Operation

Label Assist relies on the Software Print Server to print or get any labels related information. This label assist is an interface to print the labels and maintain the user data.

Before you configure the product in the label assist, you must design the label using Software label design application and copy the label in appropriate LPS server directory. Then you can create a product which should be associated with customer. Once the product has been associated with label, the label assist screen will provide an option to enter necessary custom data which will be printed on the label. User can enter or keep multiple custom data for the same label at any given point of time. All the entered data will be kept for auditing purpose. The following diagram illustrates the Label Assist System architecture.

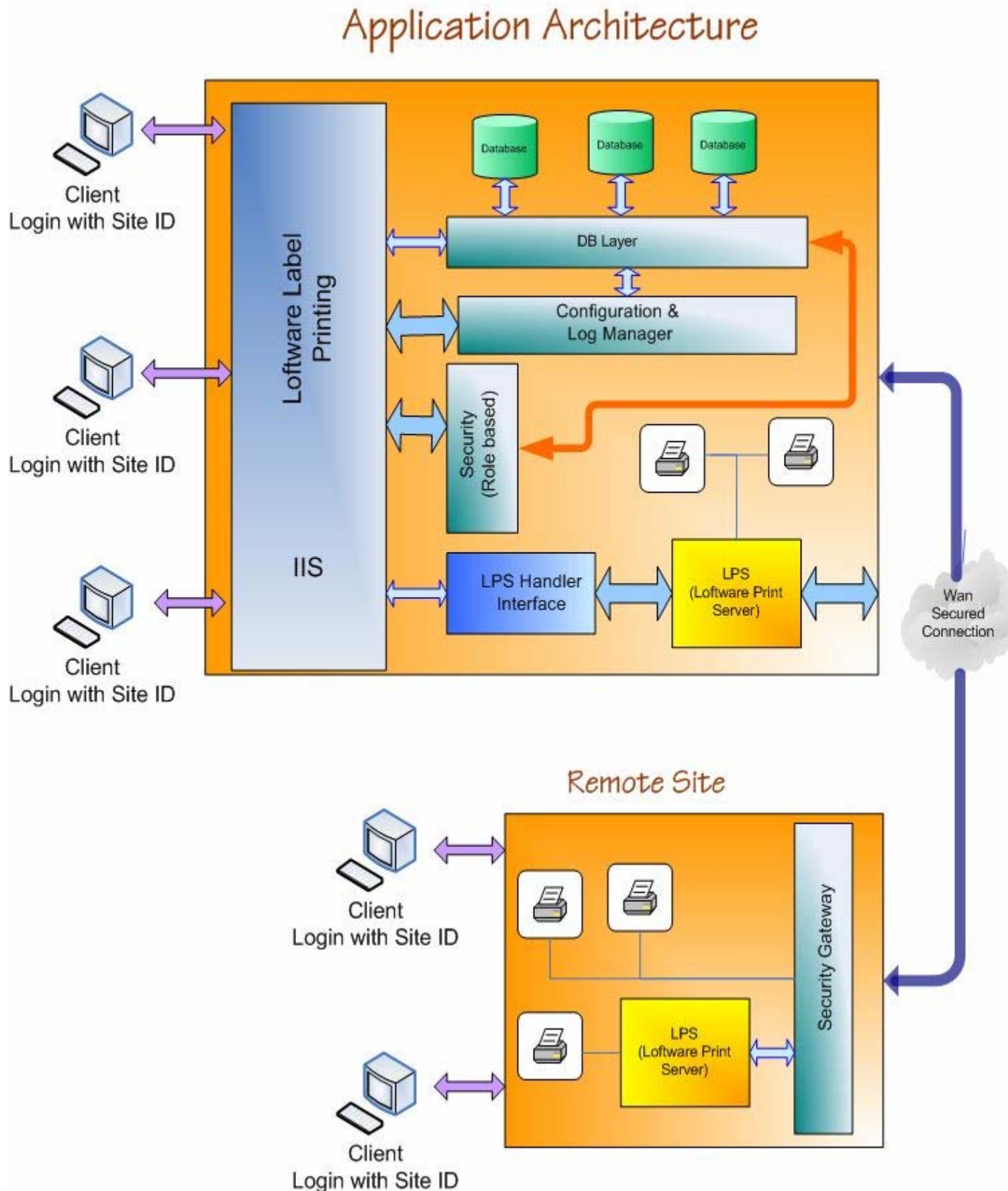


Figure 1.1 - The Label Assist System Architecture

The **Label Assist** is a graphical Web application that allows Production personnel to print labels. To print a label requires 3 steps:

1. Select a customer from the list. The list of available customers will be displayed in the list. Once the customer is selected, it will immediately populate all the available products and its existing data if any. By selecting the existing row, you can print the label with existing data. To create a new entry, click on **New** and enter the information, once information has been entered properly, click on **Update Grid** and click **Save** to save the record.
2. Click on the **Print** to print the selected label.
3. Check all the populated data is correct. To print the sample report, click on Sample **Report**. This will print only one label with entered information. Once everything is confirmed and verified. Then click on **Print** which will print all the required copies of labels on the selected printer.

The Label assist processes all the business rules for retrieving label data and generating labels on the LPS printer..

You see the finished, formatted printed report in the selected printer label.

Features of Label Assist

Security

Label Assist implements a custom security model with custom principle and identity which allows the users to defined their own roles and assign permissions on each role. When user defined the roles, each role will be associated with specific security permissions. For more information about setting up security options see system administrator guide.

Audit Log

All the activities like login, logout, printing label and creating other label details are recorded in the database and provided an option to view or export into Excel spreadsheet.

Printing

Label Assist provides option to print regular product label as well customized labels for internal purpose reports. The actual label printing is done through the Software Print Server which gets the input from Label Assist and printing the label in the specified printer. Labels are printed securely to printers defined on the LPS Server.

Internal Labels

Label assist provides an option to maintain the internal label printing and all the information related to specific label will be populated dynamically and allow the user to enter data. This allow the user flexibility of designing any label and use this interface to print those labels without any modification on the program side.

Multi site

Label Assist provides flexibility of defining multiple sites usage which will allow the users to define multiple printers on one single LPS server and using one single server allowed to print labels from different site. Each site can be operated independently without interfering others.

Label Assist

Architecture

Label Assist is a Web-based architecture.

Workflow and Label Printing

Label Assist provides a defined workflow from creating product and associating label to the product, security access configuration and allowing administrator to review the audit log. Using the Label Assist workflow will improve the quality and consistency of your label printing process, which ultimately relates to increased production throughput.

1. *Creating a Product*

The Label Assist Master data management -> Product screen allows you to create a product and associate correct label with product. This screen will also provide necessary information to view all the label details on the fly without using Software application.

Each product must be created under specific customer who will be easy to maintain customer wise the product labels and associated data.

2. *Printing the Label*

Once the product has been created, you can test the new product label with sample print option. If you need to make changes or to do data modification, you can switch back to label assist screen and modify the data and go back to print option to print the sample report. Once sample is satisfied, you can print the rest of the label using the Print option. iteratively.

Any user with proper authorization can print the labels on an assigned printer. All the entered data will be stored in to database for future use. So that user can use the same data if the user wants to print next time for the same customer and same product at any time.

Starting Label Assist

1. On your PC Start Menu, select Label Assist and then Label Assist. You can also use the Internet Explorer and type the following URL to access the application.

<http://labelassistserver/LabelAssist>

This will bring the login screen.

2. Type your User Name, Password and Site ID. Click the **Login** button.

The Label Assist system will validate your information against the custom security model and check the security level for the current user.. If you have access to use the Label Assist, the application will start and display the Label Assist screen.

About This Manual

The *Label Assist Users Guide* is a comprehensive guide to this product. Chapter 2 discusses using the Label assist master data maintenance. Chapter 3 demonstrates how to create products and print labels. Chapter 4 explains about how to create and print the dynamic custom labels.

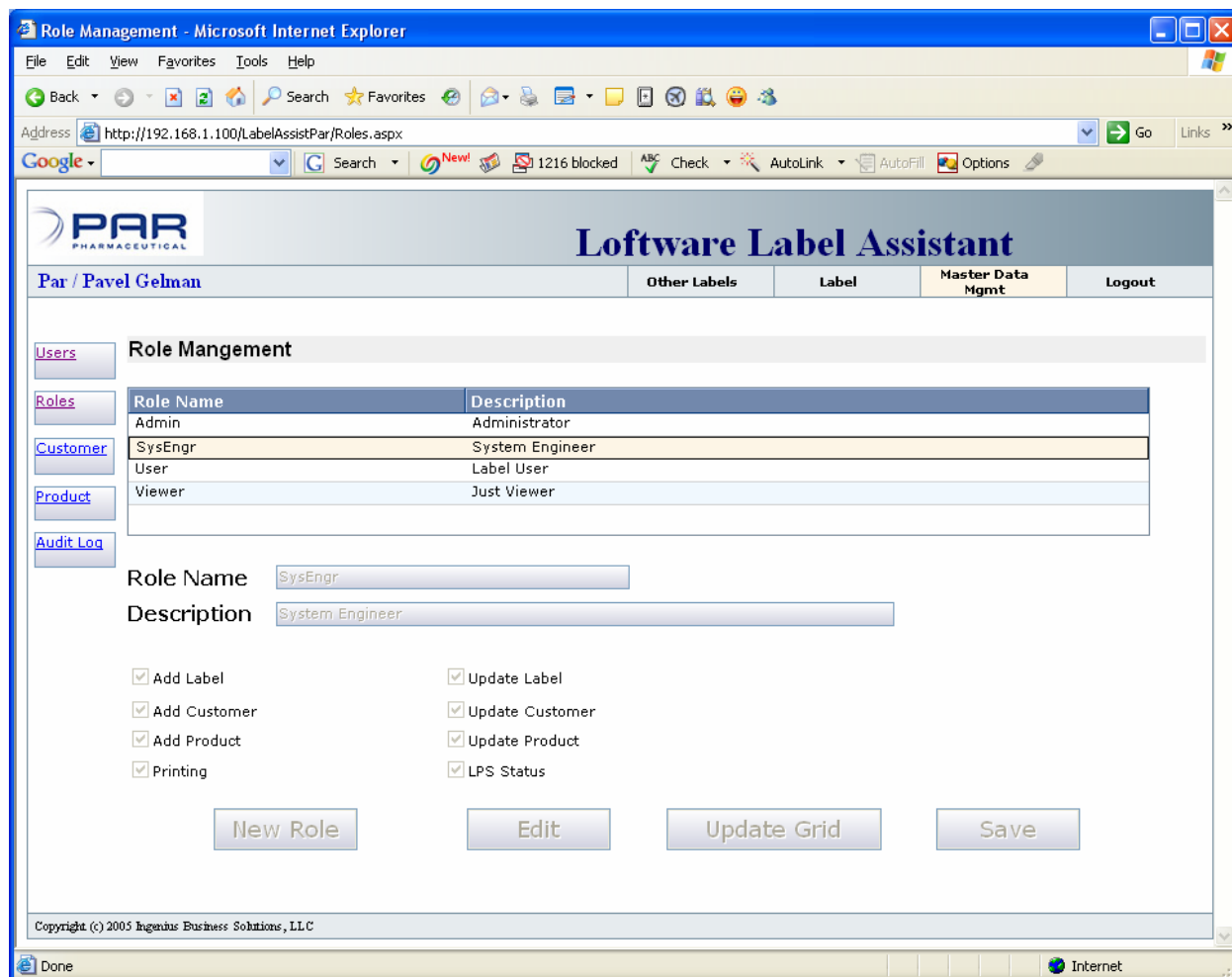
Chapter 2

Label Assist - Master Data Management

The Label assist module Master data management provide you to maintain users, roles, customer, product and audit log. Once user entered valid user name, password and site ID, system will validate and based on the security level, it will allow the users to access each screen level details. By selecting the option from the top menu, initially it will display the user management screen with list of users configured in the system.

Role Management

Once you logged into the system, select Master data management option from the top menu list and select Roles on the left site menu item to access the Role management screen. This will allow you to create, modify the roles based on the security permission settings. Once you select the Roles option from the left side menu list, initially it will display all the available roles in the grid. At the bottom of the grid section will allow you to modify the permissions related to the selected role from the grid.



Picture 2.1 – Role Management

Label Assist

Add

To add a new role, click on **New Role** and enter the role name, description and select security settings. As soon as the role name has been entered, the application will validate whether entered role name is already exist in the system and if it is already exist display warning message saying that '*The Role name already exist*'. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple roles before save the data. You have to repeat the above steps to add more roles. Once every thing is entered, click on **Save** to save all the entered new roles. Once the report has been saved, the page will refresh with updated roles in the grid list.

Edit

To edit existing role, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the modified roles. Once the roles have been saved, the page will refresh with updated roles in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid.

User Management

Once you logged into the system, select **Master data management** option from the top menu and it will display all the available users in the grid. This will allow you to create, modify the users based on the security permission settings. At the bottom of the grid section will allow you to modify the user details for the selected user from the grid.

Software Label Assistant

Par / Pavel Gelman Other Labels Label Master Data Mgmt Logout

User Management

User ID	First Name	Last Name	Active	Last Login
ari	Ari	Kaliannan	<input checked="" type="checkbox"/>	9/8/2005 9:28:00 PM
john	John	Joseph	<input checked="" type="checkbox"/>	8/9/2005 6:04:41 AM
kamal	Kamal	Govindasamy	<input checked="" type="checkbox"/>	9/9/2005 12:00:13 AM
pavel	Pavel	Gelman	<input checked="" type="checkbox"/>	9/9/2005 12:02:58 AM

User ID: Password:

First Name: E-mail:

Last Name: Role:

Occupation: Active: ☒

Copyright (c) 2004 SuchithSoft Software Technologies

Picture 2.2 – User Management

Add

To add a new user, click on **New** and enter the user details and select the role where the new user is belongs to. As soon as the user ID has been entered, the application will validate whether entered user ID is already exist in the system and if it is already exist display warning message saying that '*TheUser ID already exist*'. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple users before save the data. You have to repeat the above steps to add more users. Once every thing is entered, click on **Save** to save all the entered new users. Once the users have been saved, the page will refresh with updated users information in the grid list.

Edit

To edit existing users, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on **Edit** button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every

Label Assist

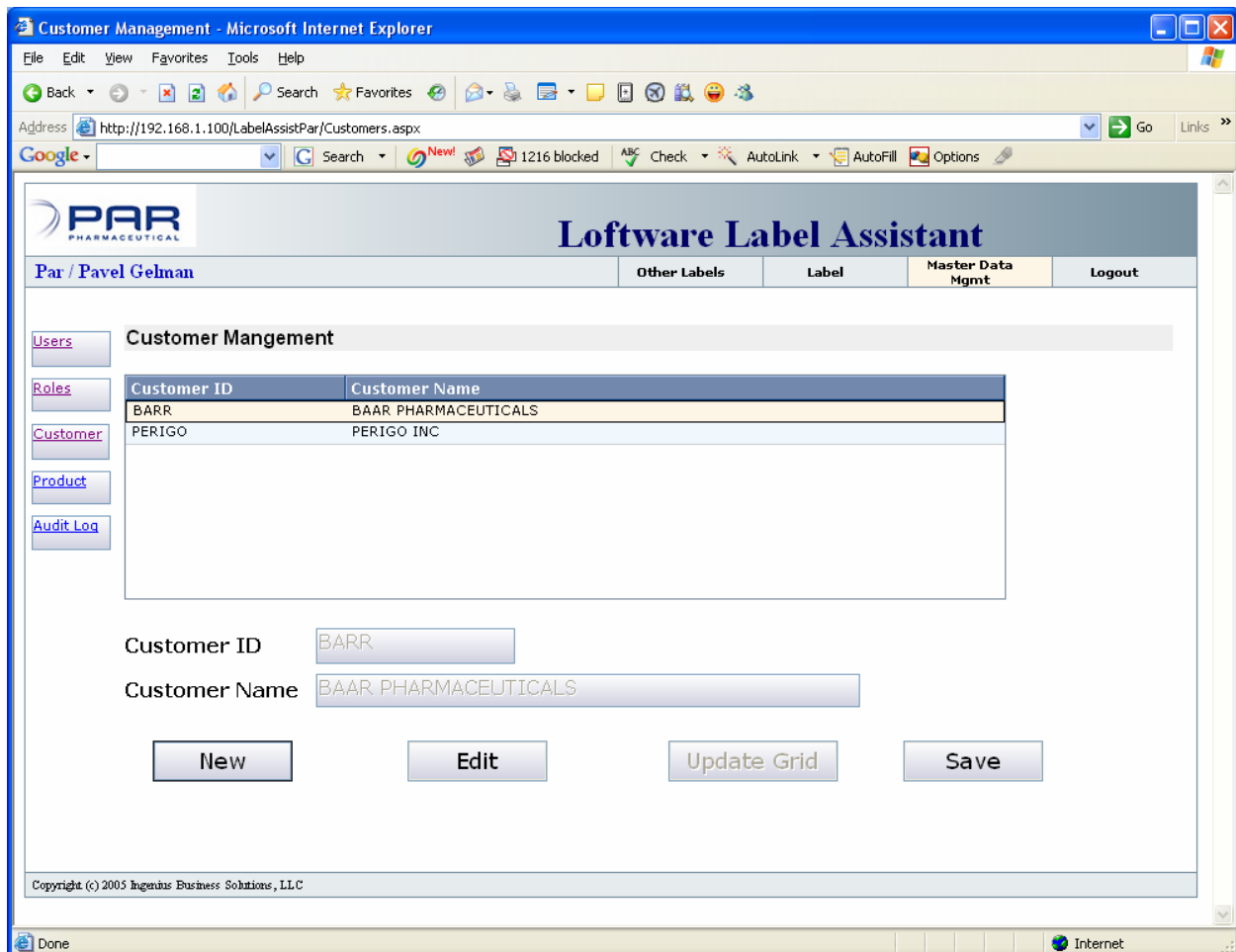
thing is entered, click on **Save** to save all the modified users. Once the report has been saved, the page will refresh with updated roles in the grid list.

View

To view the details of the row, simply click on row, it will display all the available details at the bottom of the grid.

Customer Management

Once you logged into the system, select **Master data management** option from the top menu and it will display all the available users in the grid. Select **Customer** menu item from the left side of the menu item. This will display all the available customers in the grid. This will allow you to create, modify the customers based on the security permission settings. At the bottom of the grid section will allow you to modify the customer details for the selected customer from the grid.



Picture 2.3 – Customer Management

Add

To add a new customer, click on **New** and enter the customer details. As soon as the Customer ID has been entered, the application will validate whether entered customer is already exist in the system and if it is already exist display warning message saying that *'The Customer ID already exist'*. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the

grid. You can add multiple customers before save the data. You have to repeat the above steps to add more customers. Once every thing is entered, click on **Save** to save all the entered new users. Once the customer details have been saved, the page will refresh with updated customers information in the grid list.

Edit

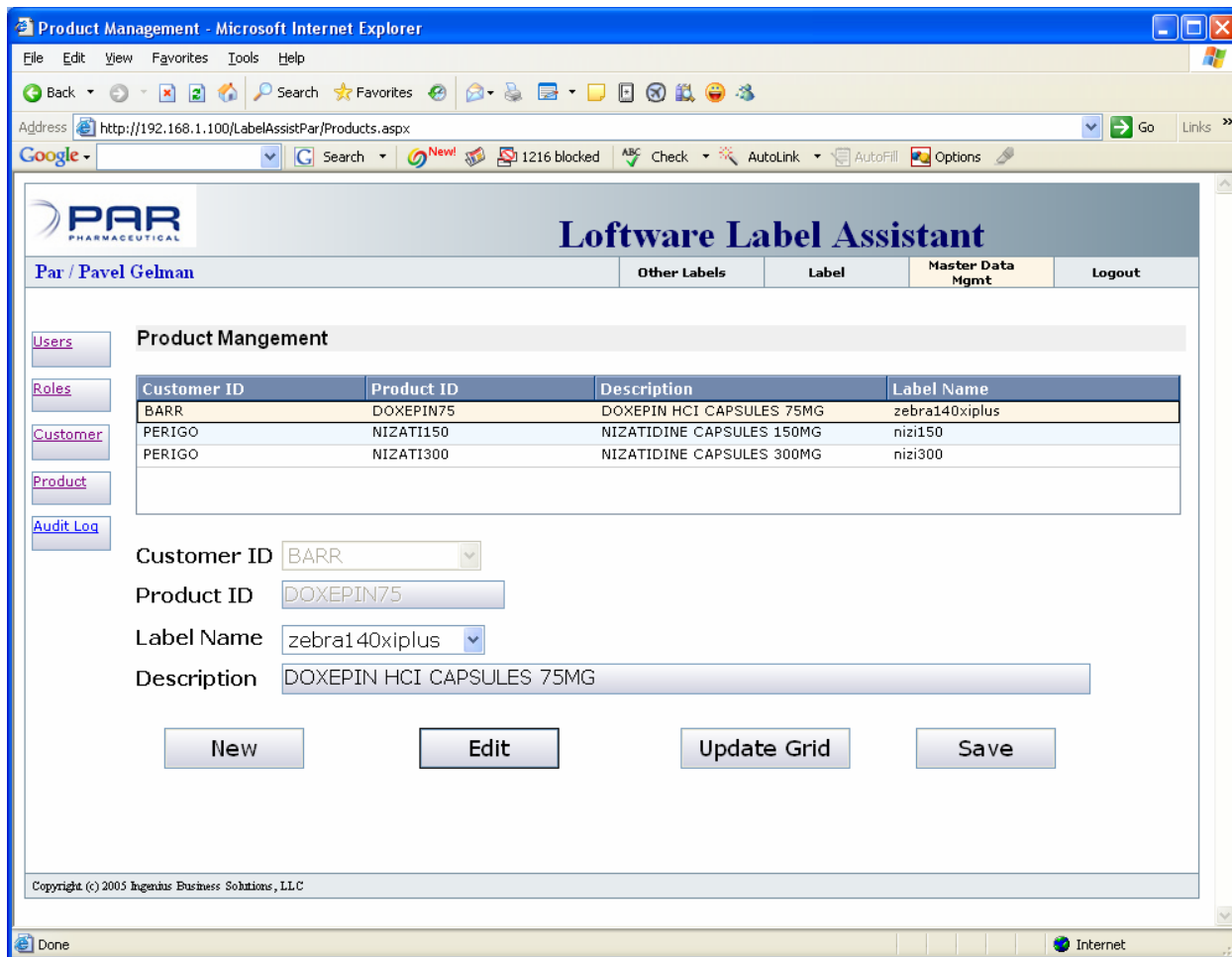
To edit existing customer, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the modified customers. Once the customer details have been saved, the page will refresh with updated customers in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid

Product Management

Once you logged into the system, select **Master data management** option from the top menu and it will display all the available users in the grid. Select **Product** menu item from the left side of the menu item. This will display all the available products in the grid. This will allow you to create, modify the products based on the security permission settings. At the bottom of the grid section will allow you to modify the product details for the selected product from the grid. This screen will allow you to select any label from the list and associate with product. It also provides an option to view all the fields defined in the selected label. You can view all the available fields in the selected label by pressing **Get Fields** button. This button will be enabled only for Admin users.



Picture 2.4 – Product management

Warning: If any error message is displaying at the bottom of the screen, please report this error message to system administrator. Problem is Software print server is not running.

Add

To add a new product, click on New and enter the product details. The product detail has to be entered by selecting the customer from the drop down list first and then you can enter rest of the details. In the details section, the *Label name* will list all the available labels. This is the place where the product and label is getting associated. As soon as the Product ID has been entered, the application will validate whether entered product is already exist in the system and if it is already exist display warning message

saying that '*The Product ID already exist*'. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple products before save the data. You have to repeat the above steps to add more products. Once every thing is entered, click on **Save** to save the entire entered new product. Once the product details have been saved, the page will refresh with updated products information in the grid list.

Edit

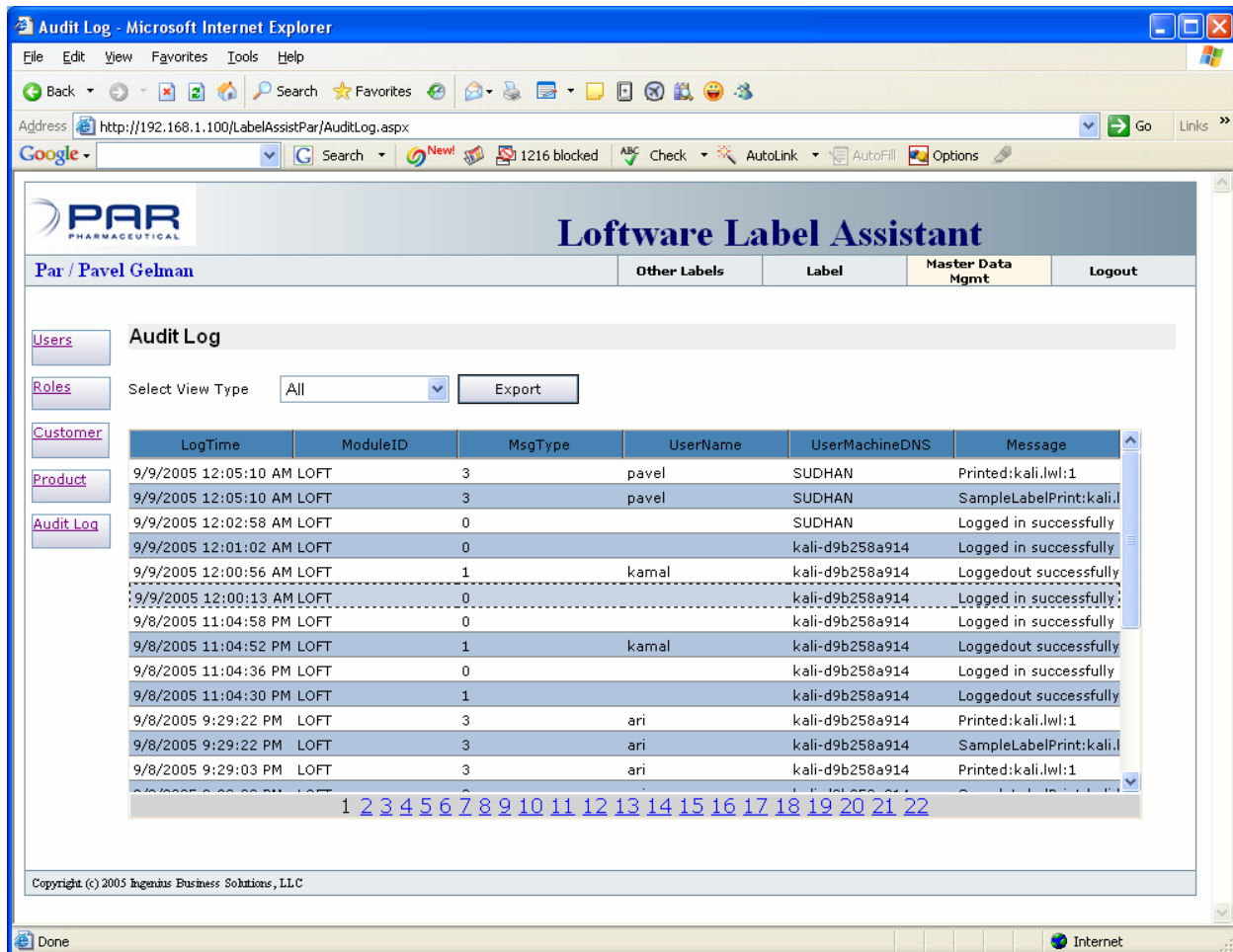
To edit existing product, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the entered modified products. Once the product details have been saved, the page will refresh with updated products in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid.

Audit Log

Once you logged into the system, select **Master data management** option from the top menu and it will display all the available users in the grid. Select **Audit Log** menu item from the left side of the menu item. This will initially display all the available log messages the grid. This will allow you to filter by any specific message type. You can export the grid results into Excel by pressing the **Export** button. The grid will also will display all the page numbers at the bottom of the grid. You can navigate through any page by clicking on the page number at the bottom of the results grid.



Picture 2.5 – Audit Log

Export

To export the audit log result, you have just press Export button on the audit log screen and it will ask to you open or save the Excel document. You can either save or directly open the exported audit log contents into Excel.

Chapter 3

Label Assist - Label

The Label assist module **Label** provides you to print labels check the Software server details and allow the user to change their password. Once user entered valid user name, password and site ID, system will validate and based on the security level, it will allow the users to access each screen level details. Upon successful login, initially the label assist will display the shipper label screen which will allow the users to print or entered label details and view information based on the customer.

Shipper Labels

Once you logged into the system, it will automatically display this screen. This will be the default application screen where most of the product labels can be printed. Initially it will display all the available products for the first customer listed in the dropdown list box. You can select any customer from the selection list box to view all the products related to that customer.

Label Assistant - Microsoft Internet Explorer

Address: http://192.168.1.100/LabelAssistPar/LabelAssist.aspx

PAR PHARMACEUTICAL

Software Label Assist

Par / Pavel Gelman Other Labels Label Master Data Mgmt Logout

Shipper Labels Label Assistant

Config. Settings Customer ID: BARR

Utility

Product ID	Description	NDC	Quantity
DOXEPIN75	DOXEPIN HCI CAPSULES 75mg	... 4988422001	100

Product ID: DOXEPIN75

Description: DOXEPIN HCI CAPSULES 75mg

NDC: 4988422001 Quantity: 100

Misc.: Treatment of depression

New Edit Update Grid Save Print

Picture 3.1 - Shipper Label

Add

To add a new shipper label, click on New and enter the new shipper label details like product ID, description and all other label related information. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple shipper label details before save the data. You have to repeat the above steps to add more shipper label details. Once every thing is entered, click on **Save** to save the entire entered new shipper label details. Once the shipper label detail has been saved, the page will refresh with updated shipper label details for the selected label in the grid list.

Edit

To edit existing shipper label details, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the modified shipper label details. Once the shipper label details have been saved, the page will refresh with updated shipper label details in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid.

Print

Print the labels with entered information on the shipper label screen, select a shipper label you want to print by clicking on the row and then make sure that all the details are correct by checking on the bottom of the grid details. Click on **Print** button to print bring up the print screen to view and enter more information related to label.

http://192.168.1.100 - Print Label - Microsoft Internet Explorer

PAR
PHARMACEUTICAL

Loftware Label Assistant


Print Label

Description **DOXEPIN HCI CAPSULES 75mg**


NDC **4988422001** Quantity **100**

Lot Number

Starting Shipper #

Expiration Date (mm/yyyy) / 

Number of Labels to Print

Printer 

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Done Internet

Picture 3.2 – Print

Warning: If any error message is displaying at the bottom of the screen, please report this error message to system administrator. Problem is Loftware print server is not running.

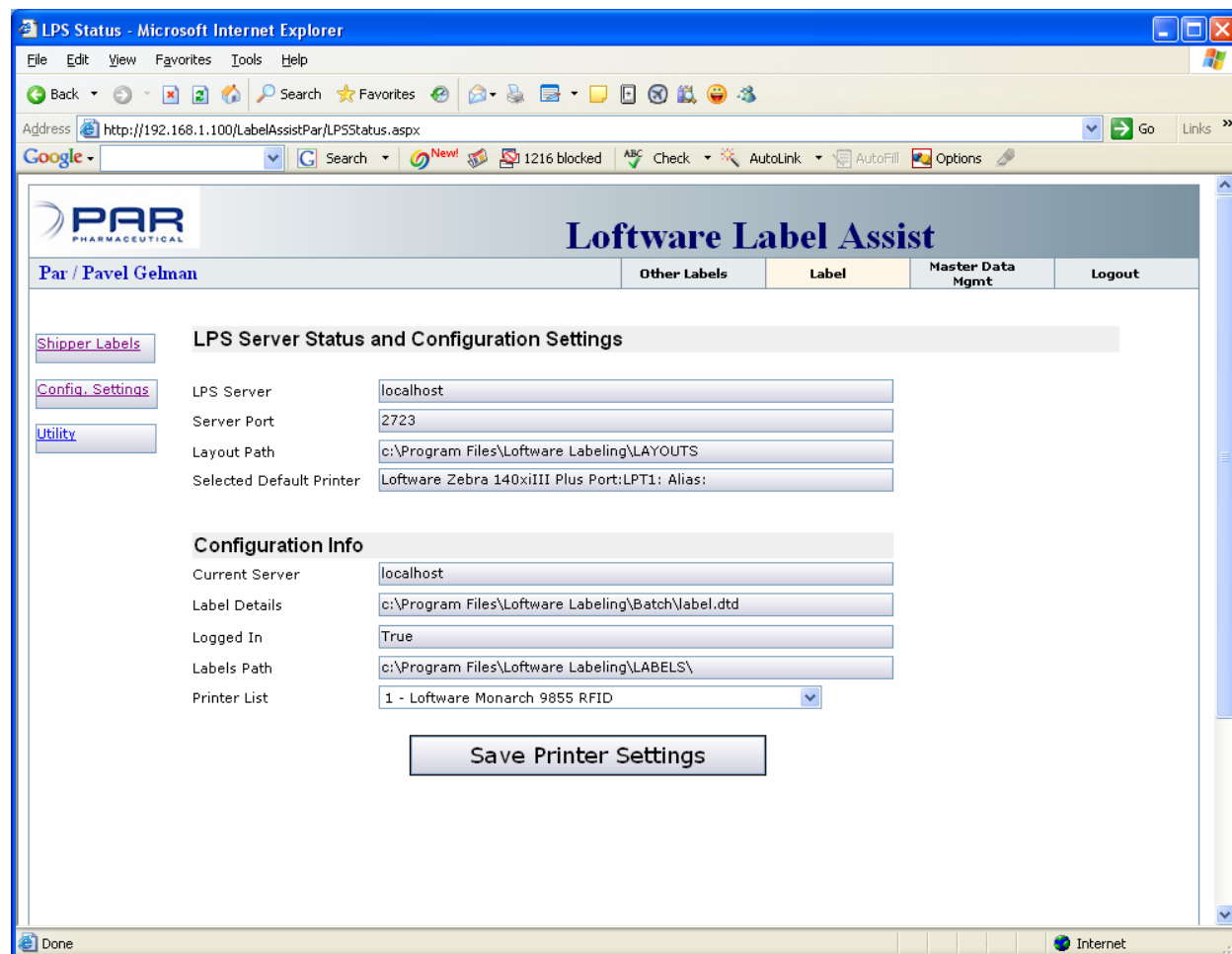
Label Assist

The general steps you follow to print label as follows:

- Select the shipper label details by clicking on the row from the Grid.
- Make sure that all the data displaying at the bottom of the grid details are correct.
- Click on Print button to bring the print screen.
- Enter the following value in the fields.
 - Lot Number
 - Starting Shipper number
 - Number of Labels to Print
 - Select the printer you want to use to print the label.
 - Change the expiration date if you want to change by pressing the calendar icon which will bring up the calendar for selection.
- Click on **Sample Print** to make sure that the printed label has all the information and printing properly.
- Click on **Print** to print all the labels.
- Click **Close** to close the print screen.

Configuration Settings

Once you logged into the system, it will automatically display shipper label. Select Config settings from the left side menu item. You can see all the configured LPS server details and label information. This will allow you to view the details and change the default printer. The printer list will list all the configured printer on the LPS server for label printing.

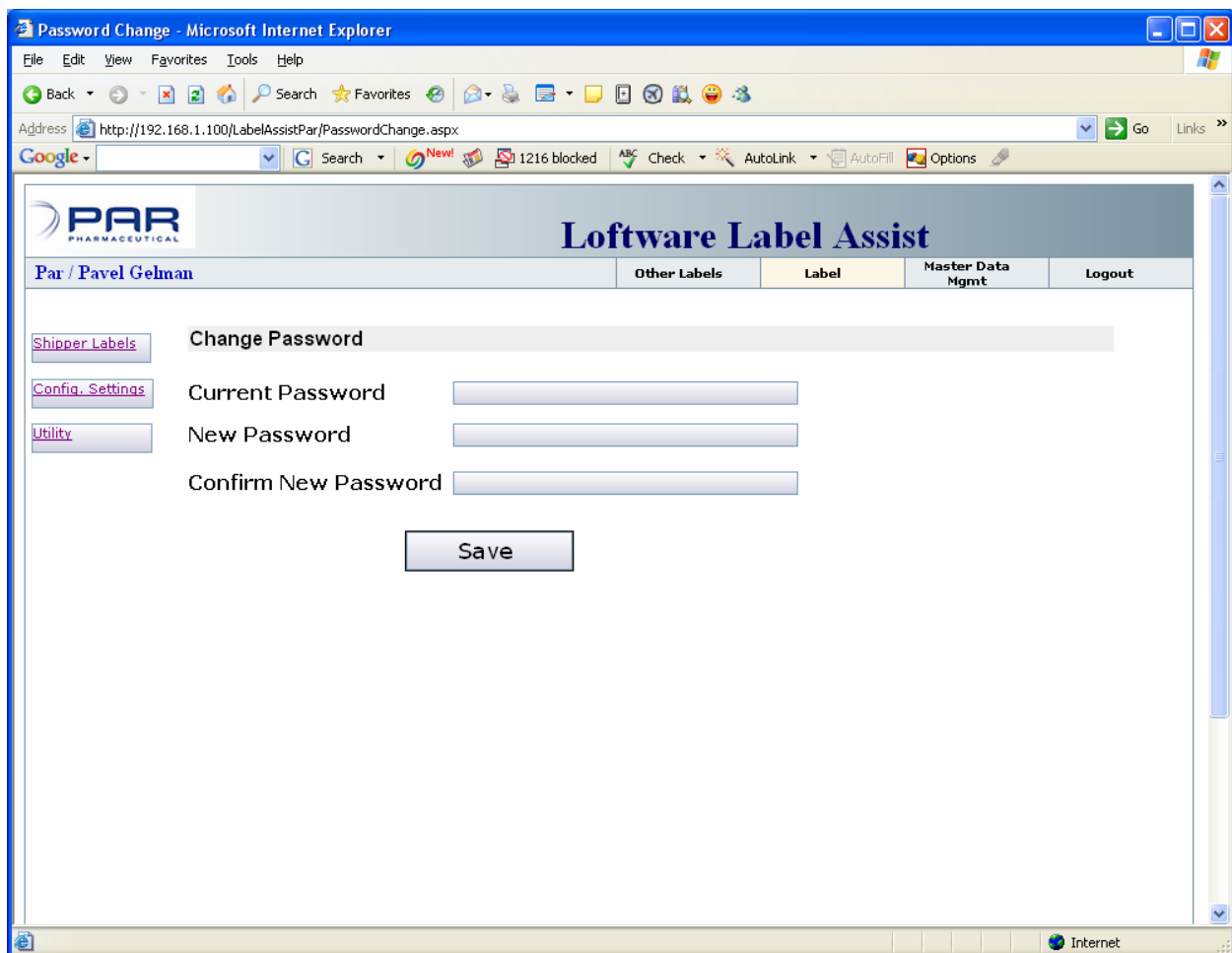


Picture 3.3 – Configuration Settings

Warning: If any error message is displaying at the bottom of the screen, please report this error message to system administrator. Problem is Software print server is not running.

Utility

Once you logged into the system, select **Utility** option from the left menu item which will display this screen. You can modify the password the way you wanted. During the password change process, you must enter the valid old password, new password and confirm password. If any of those are invalid, system will display an error message with complete details. Every time user changes the password, the old password will be validated first and then update the new password.



Picture 3.4 – Utility

Chapter 4

Label Assist – Other Labels

The Label assist module **Other Labels** provides you to print custom labels for internal use, create a department and category. Once user entered valid user name, password and site ID, system will validate and based on the security level, it will allow the users to access each screen level details. Upon successful login, initially the label assist will display the shipper label screen. Select **Other Labels** from the top which will display other label screens.

Internal Label Assistant - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://192.168.1.100/LabelAssistPar/DynamicLabel.aspx Go Links

Google Search New 1216 blocked ABC Check AutoLink AutoFill Options

PAR PHARMACEUTICAL Software Label Assist

Par / Pavel Gelman Other Labels Label Master Data Mgmt Logout

Internal Label Assistant

Other Labels Department ARD Category EQUIPMENT Search

Label	Values
ARD_EQP	HPLC;1;08;2006;NA;NA;NA;

Description HPLC
quantity 1
xMonth 08
xYear 2006
lot NA
ndc NA
shipper NA

New Edit Update Grid Save Print

Done Internet

Figure 4.1 – Other Labels

Other Labels

Once you logged into the system, it will automatically display Label screen. and click on Other Labels from the top menu which will list all the available department in the list. This will be the default application screen where most of the internal use custom labels can be printed. This screen provides an option to select any department and any category labels. By selecting department, category and clicking on search button will bring all the available label details in the grid.

Add

To add a new custom label, click on New and enter the label data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple custom label details before save the data. You have to repeat the above steps to add more custom label details. Once every thing is entered, click on **Save** to save the entire entered new custom label details. Once the shipper label detail has been saved, the page will refresh with updated custom label details for the selected label in the grid list.

Edit

To edit existing custom label details, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the modified shipper label details. Once the shipper label details have been saved, the page will refresh with updated shipper label details in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid.

Print

Print the labels with entered information on the custom label screen, select a custom label you want to print by clicking on the row and then make sure that all the details are correct by checking on the bottom of the grid details. Click on **Print** button to print bring up the print screen to view and enter more information related to label.

http://192.168.1.100 - Print Internal Label - Microsoft Internet Explorer

PAR
PHARMACEUTICAL

Software Label Assistant

Internal Label Printing

Description

quantity

xMonth

xYear

lot

ndc

shipper

Number of Labels to Print

Printer

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Done Internet

Picture 4.2 – Print

Warning: If any error message is displaying at the bottom of the screen, please report this error message to system administrator. Problem is Software print server is not running.

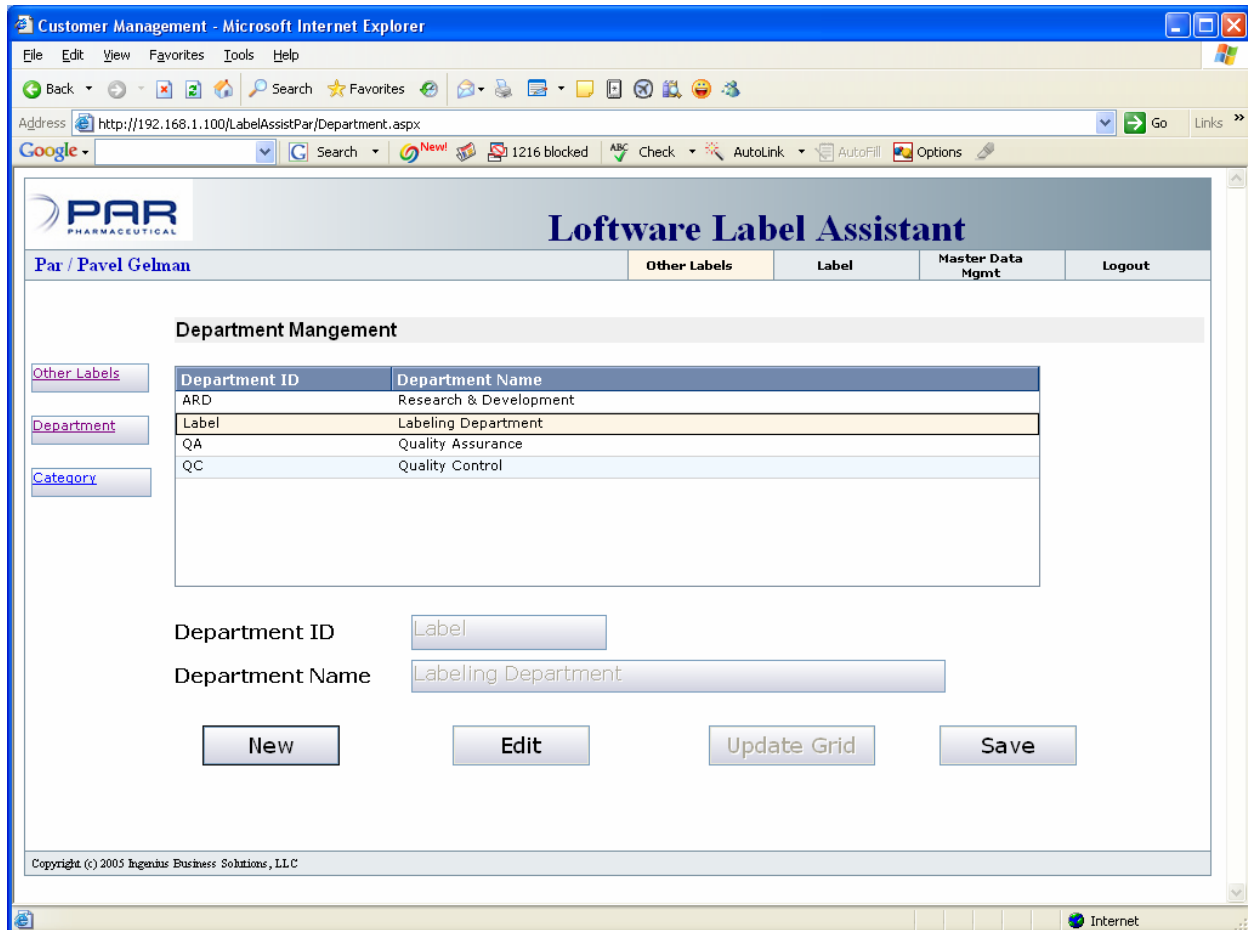
Label Assist

The general steps you follow to print custom label as follows:

- Select the department from the department list.
- Select category from the list.
- Click on Search button, this will display all the available label data for that category labels.
- Select the custom label details by clicking on the row from the Grid.
- Make sure that all the data displaying at the bottom of the grid details are correct.
- Click on Print button to bring the print screen.
- Check the populated data on the label fields and verify it.
- Enter the following value in the fields.
 - Number of Labels to Print
 - Select the printer you want to use to print the label.
- Click on **Sample Print** to make sure that the printed label has all the information and printing properly.
- Click on **Print** to print all the labels.
- Click **Close** to close the print screen.

Department Management

Once you logged into the system, select **Other Labels** option from the top menu and select **Department** menu item from the left side of the menu item. This will display all the available departments in the grid. This will allow you to create, modify the departments based on the security permission settings. At the bottom of the grid section will allow you to modify the department's details for the selected departments from the grid.



Picture 4.3 – Customer Management

Add

To add a new department, click on **New** and enter the departments details. As soon as the department ID has been entered, the application will validate whether entered department ID is already exist in the system and if it is already exist display warning message saying that '*The Department ID already exist*'. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple departments before save the data. You have to repeat the above steps to add more departments. Once every thing is entered, click on **Save** to save all the entered new departments. Once the department details have been saved, the page will refresh with updated department information in the grid list.

Label Assist

Edit

To edit existing department, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the modified department. Once the department details have been saved, the page will refresh with updated customers in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid

Category Management

Once you logged into the system, select **Other Labels** option from the top menu select **Category** menu item from the left side of the menu item. This will display the entire available category in the grid. This will allow you to create, modify the category based on the security permission settings. At the bottom of the grid section will allow you to modify the category details for the selected product from the grid. This screen will allow you to select any label from the list and associate with category. It also provides an option to view all the fields defined in the selected label. You can view all the available fields in the selected label by pressing **Get Fields** button. This button will be enabled only for Admin users.

Software Label Assistant

Par / Pavel Gehman

Other Labels | Label | Master Data Mgmt | Logout

Category Management

Other Labels	Department ID	Category ID	Description	Label Name
	ARD	EQUIPMENT	LAB EQUIPMENT MASTER LABEL	ARD_EQP
Department	Label	test	zebra 140xiplus test	zebra140xiplus
	QA	QAINP	QA IN-PROCESS MONITORING LABELS	QA_INP
Category	QC	QC-SAMP	QC - TEST SAMPLE LABLES	QC_SAMP

Department ID:

Category ID: Internal Use ☒

Label Name:

Description:

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Picture 4.4 – Product management

Warning: If any error message is displaying at the bottom of the screen, please report this error message to system administrator. Problem is Software print server is not running.

Add

To add a new category, click on New and enter the category details. The category detail has to be entered by selecting the department ID from the drop down list first and then you can enter rest of the details. In the details section, *the Label name* will list all the available labels. This is the place where the category and label is getting associated. As soon as the category ID has been entered, the application will validate whether entered category ID is already exist in the system and if it is already exist display warning message saying that '*The Category ID already exist*'. During that time, you must replace with new data. Once data has been entered, then click on **Update Grid** to update the grid. You can add multiple categories before save the data. You have to repeat the above steps to add more categories. Once every thing is entered, click on **Save** to save the entire entered new category. Once the category details have been saved, the page will refresh with updated category information in the grid list.

Edit

To edit existing category, click on the row which you want to edit and then it will populate all the available details at the bottom of the grid. Click on Edit button to edit the details. It will enable the entire available field to edit. Once data has been modified, then click on **Update Grid** to update the grid. Once every thing is entered, click on **Save** to save all the entered modified products. Once the category details have been saved, the page will refresh with updated products in the grid list.

View

To view the details of the row, simple click on row, it will display all the available details at the bottom of the grid.

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