

# **TALLORDER SOLUTIONS**

# **CREATING DEPARTMENTS**

---

Departments serve as reporting categories for reporting purposes. When products are assigned to a specific department, the products will be organized in a Category Report, which will allow the user to see how specific departments are performing. E.g. Savanna can be assigned to the Ciders department; Castle Light can be assigned to the Beer department – this way you can see how Beers in general are performing in terms of revenue generated and how frequently it was purchased.

Click on 'Products' on the left hand side of the TallOrder admin Dashboard and it will display a dropdown list of functions related to 'Products'. Select 'Departments'.

