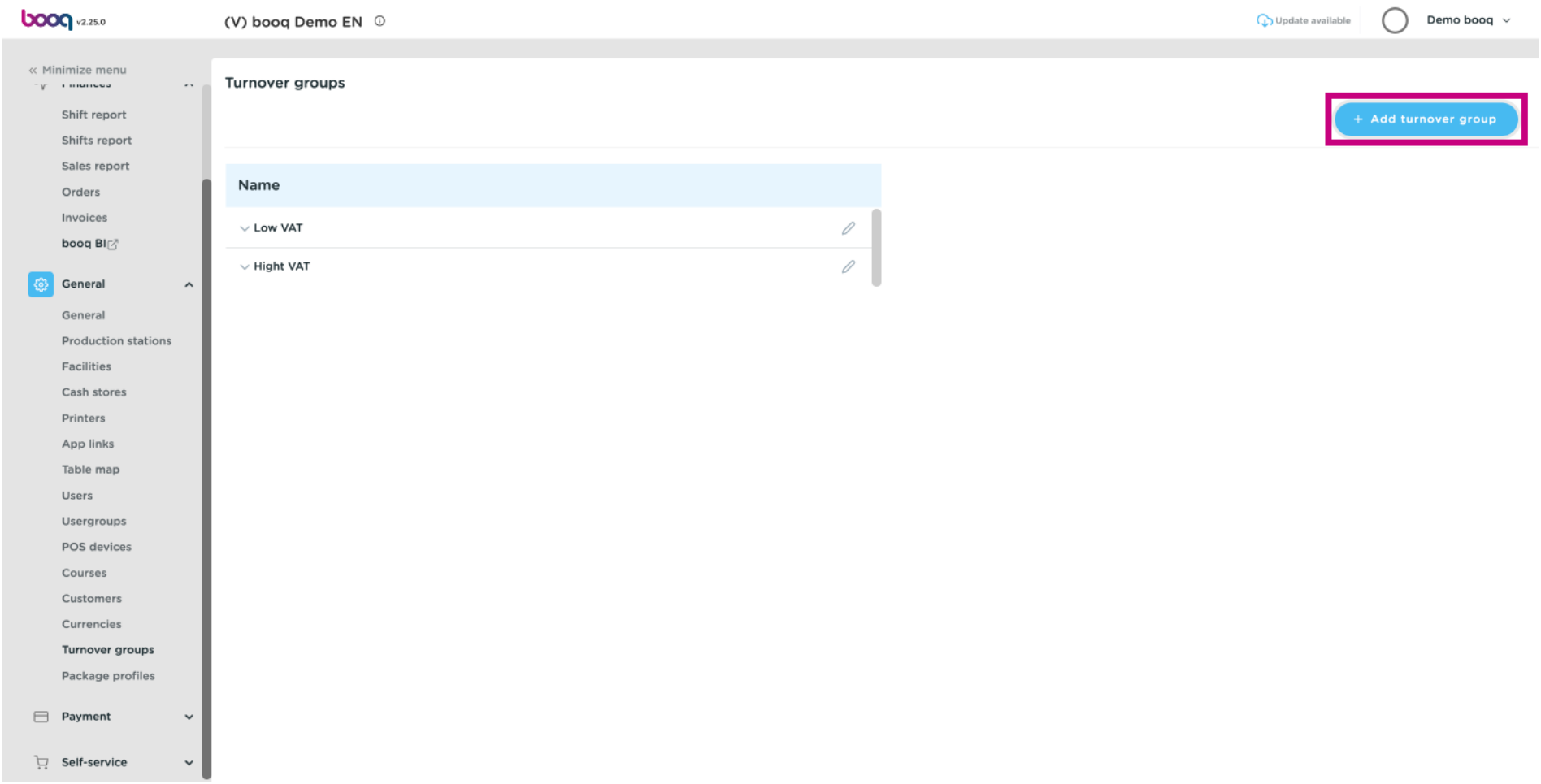
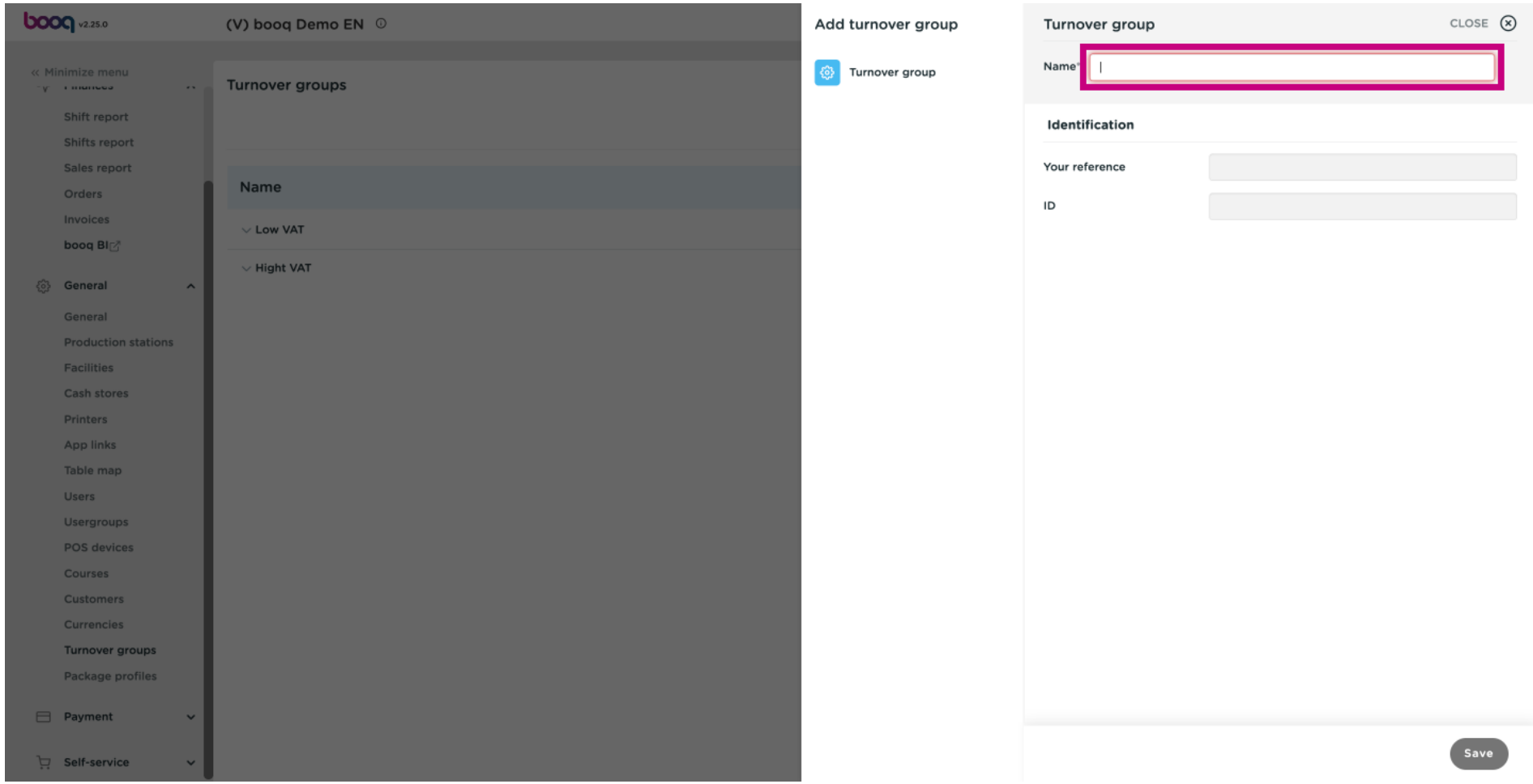
booq - Turnover groups

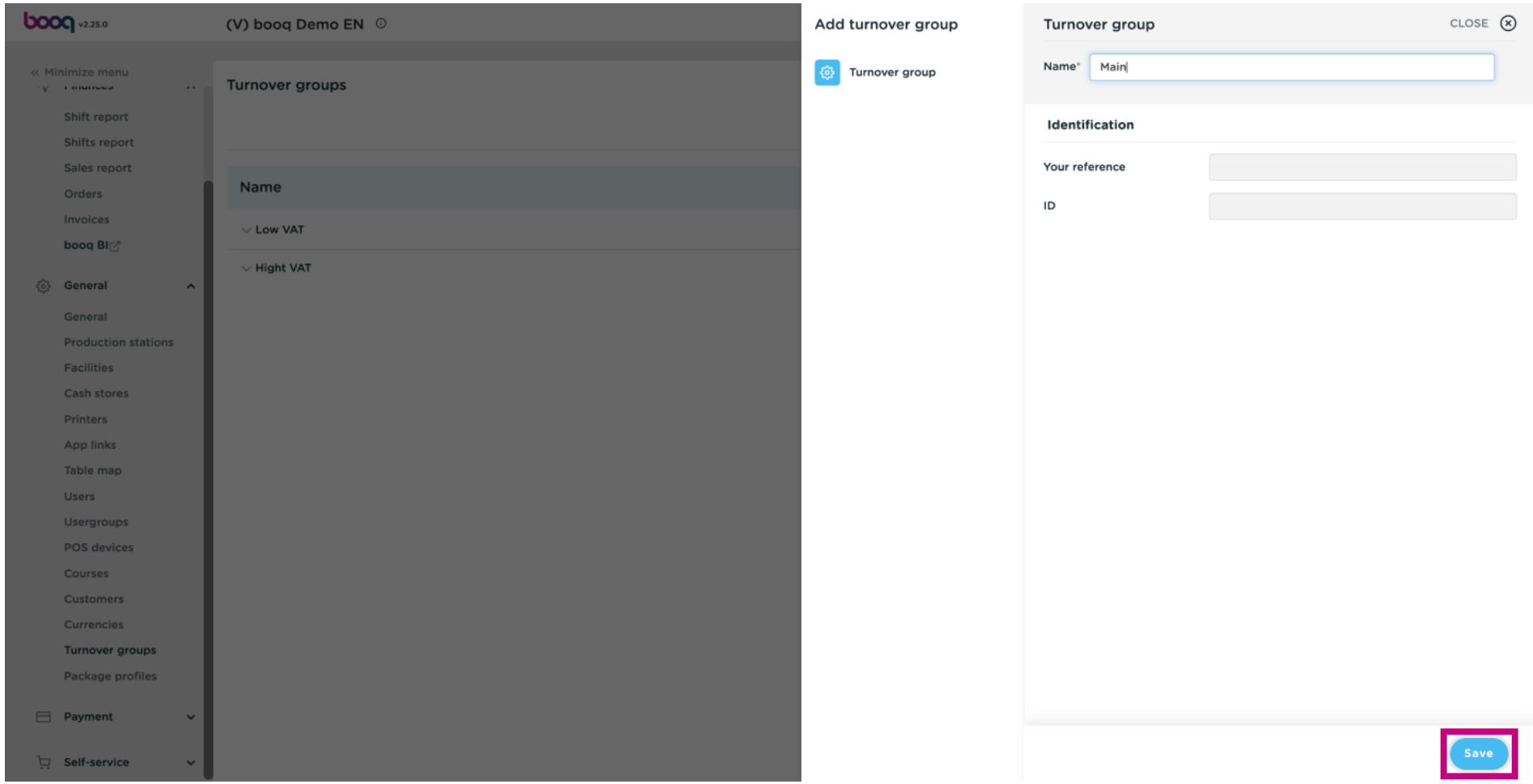
Open the platform and click + Add turnover group.



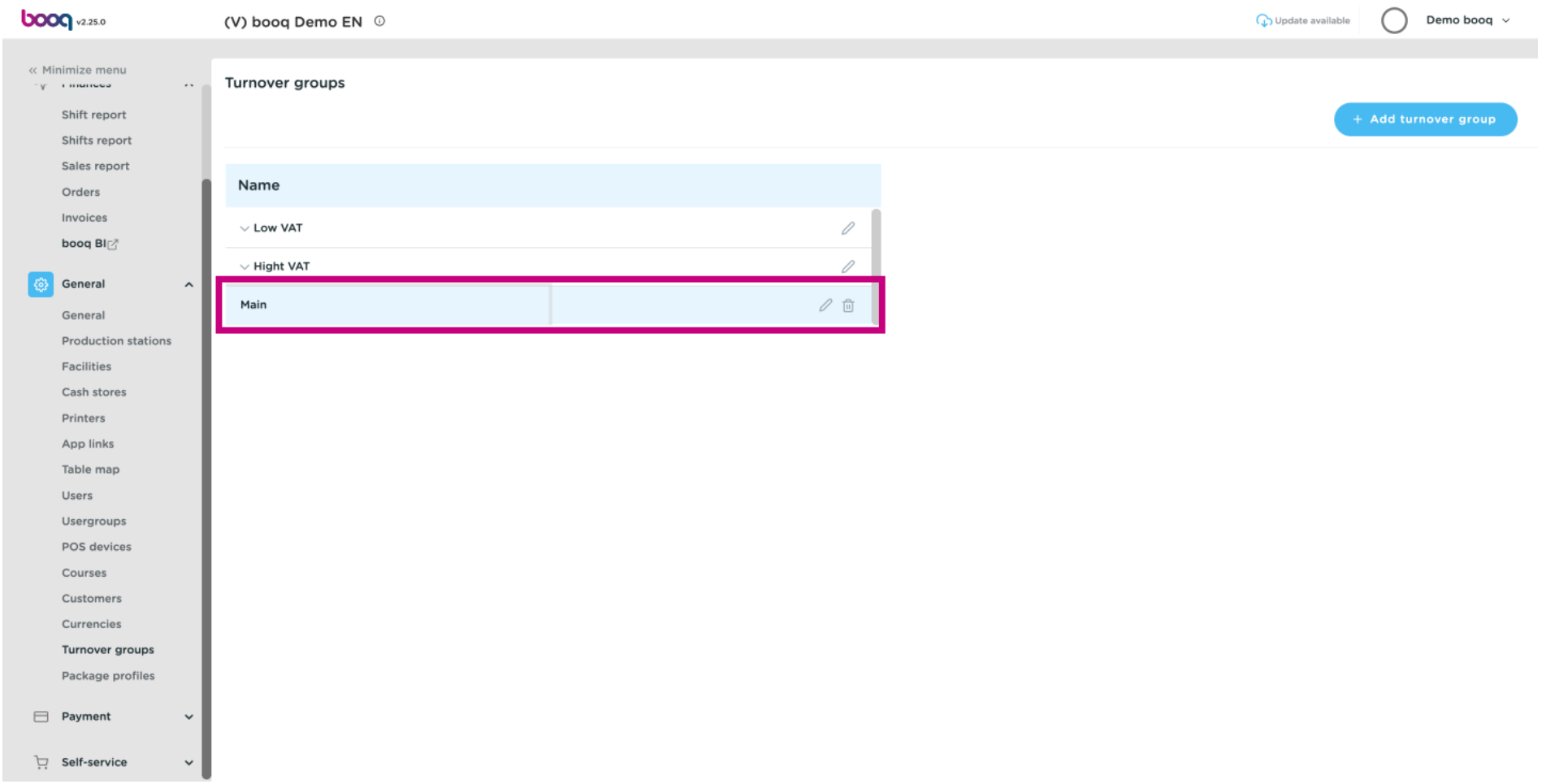
Click on the text field next to Name* and add your Turnover group name.



Click on Save.

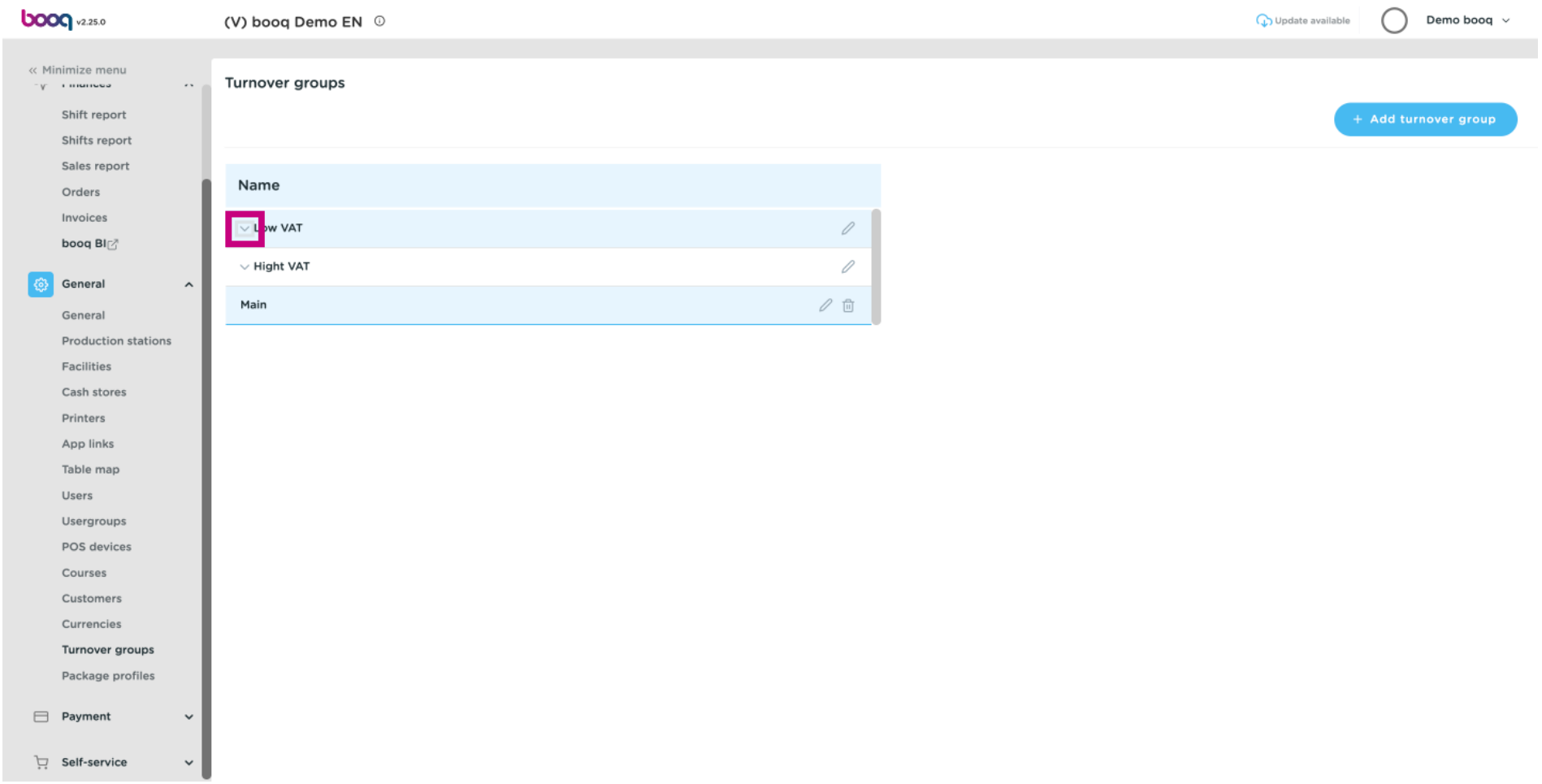


Your Turnover group has been added.

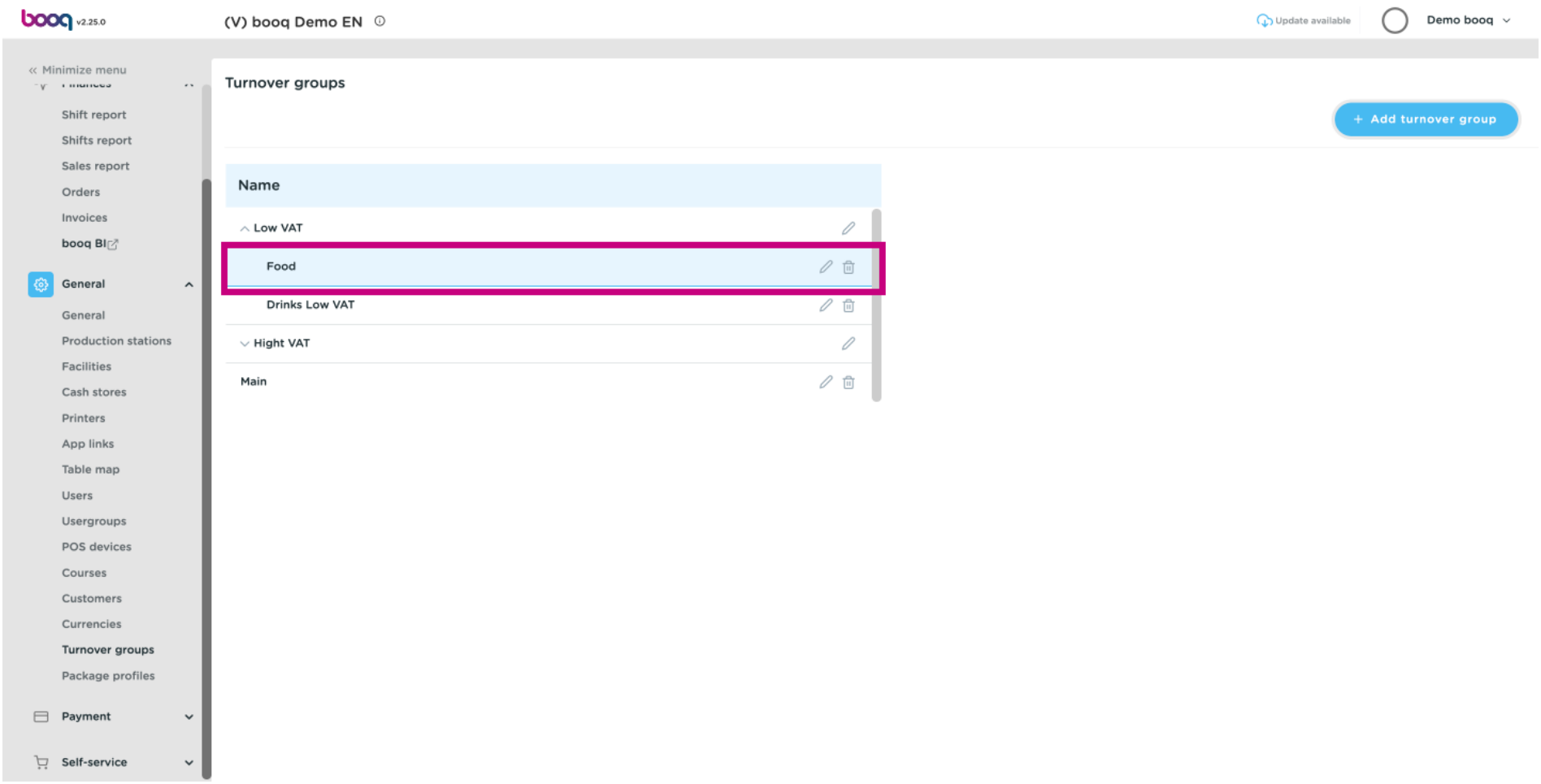


booq - Turnover groups

Click on the arrow next to Low VAT to view the sub categories.

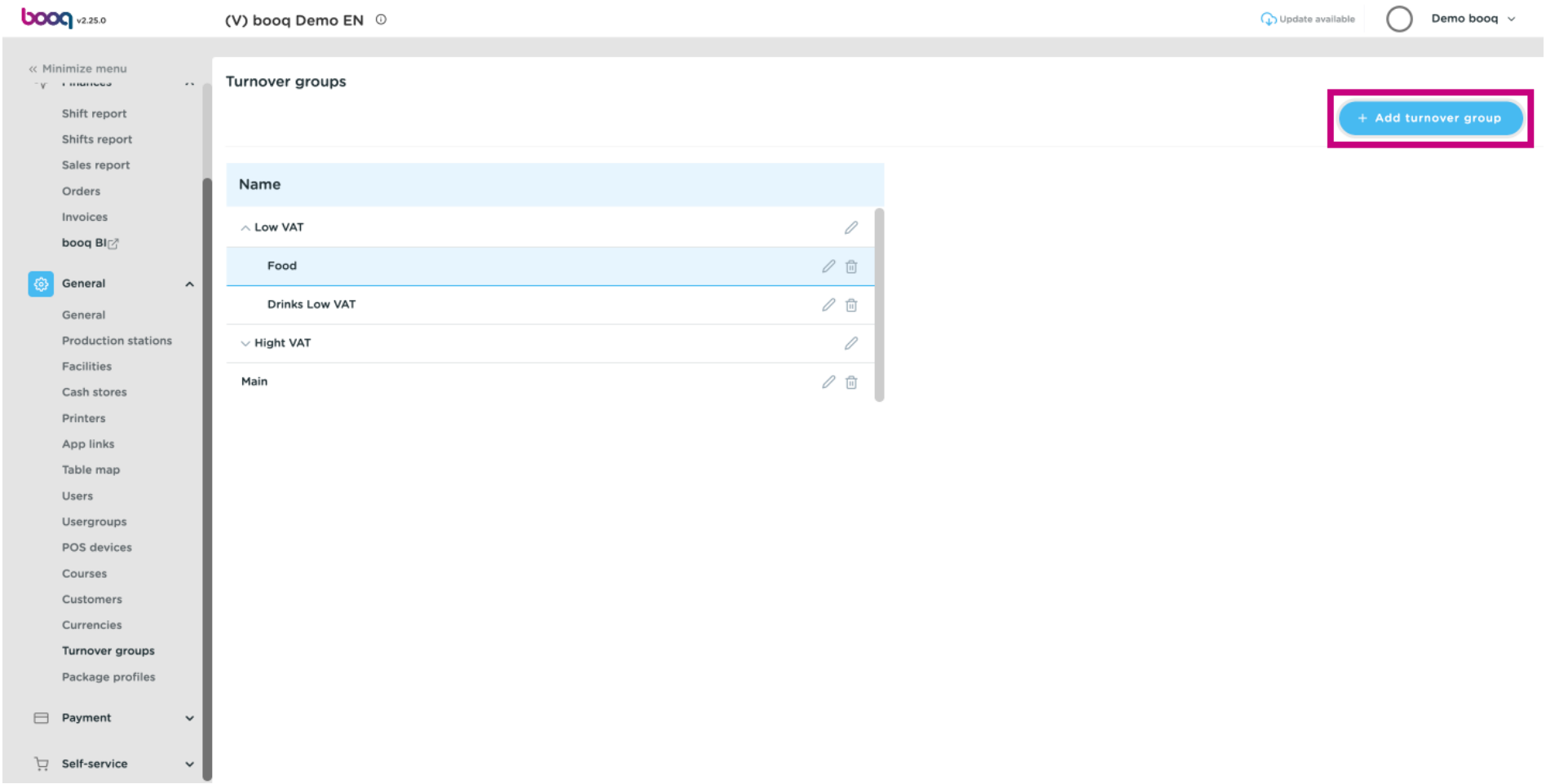


Click on the sub category Food.

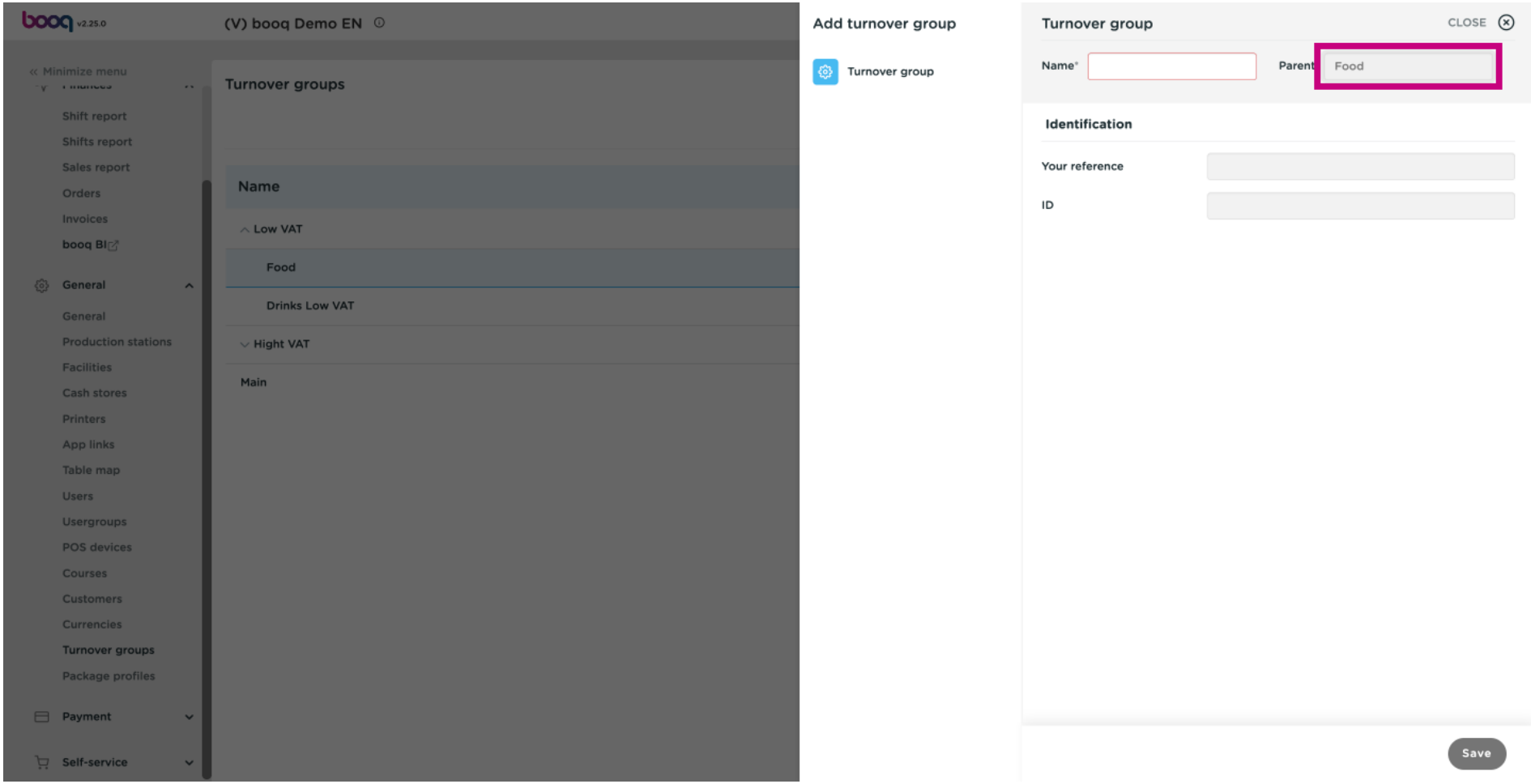


booq - Turnover groups

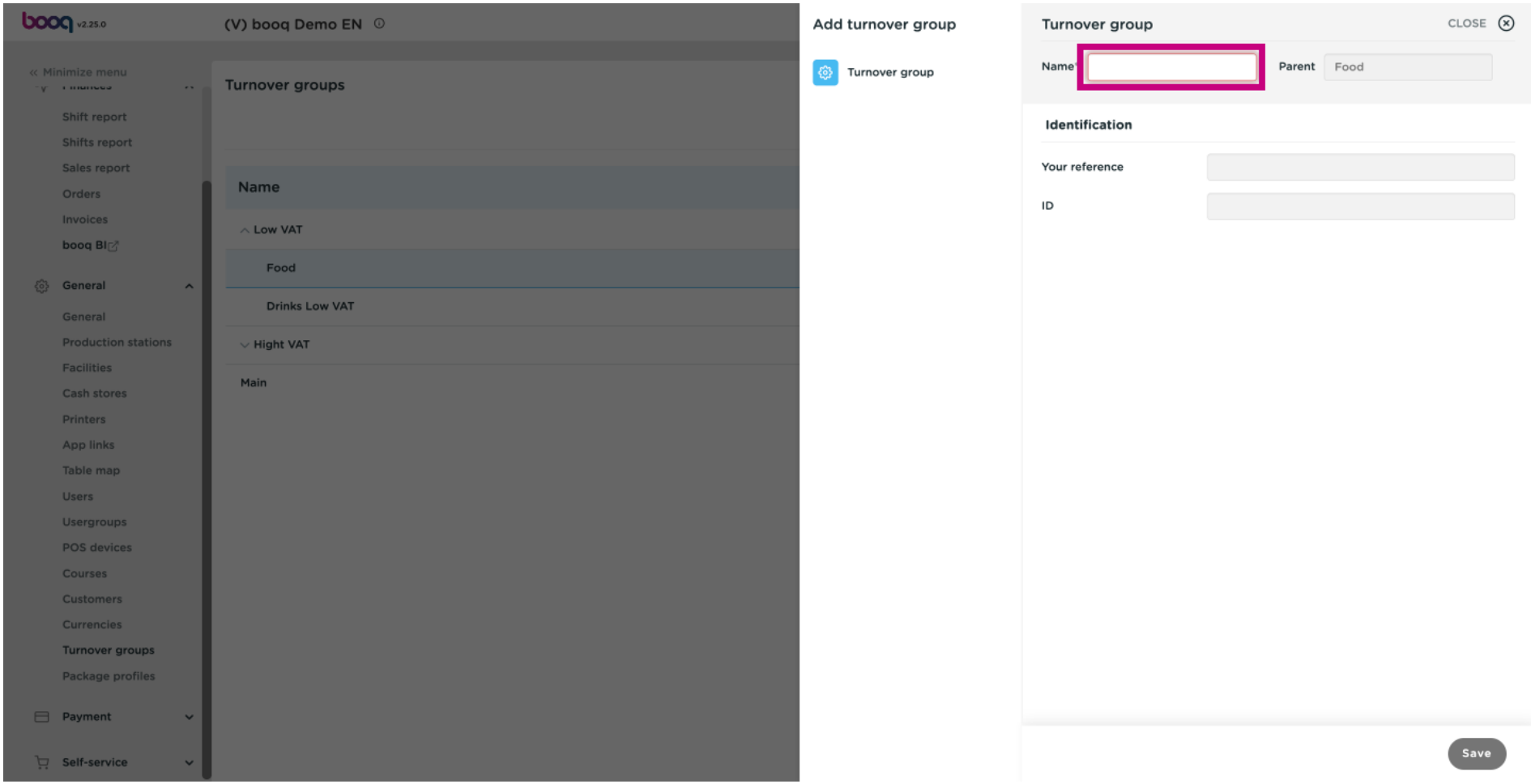
After clicking on the sub category Food. Click on + Add turnover group to add a further Turnover group to your sub category. Note: only possible if you previously clicked on the sub category.



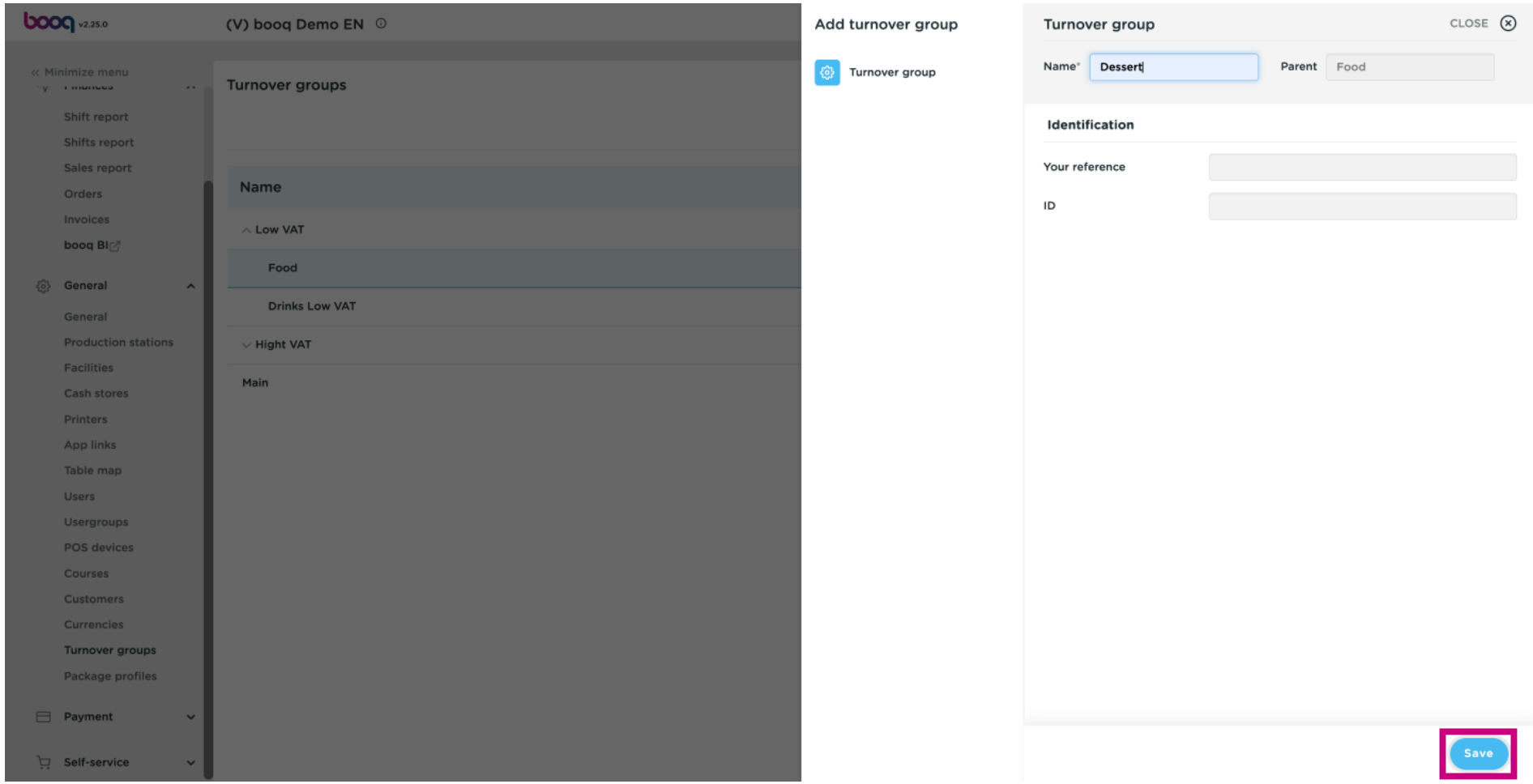
If the field Parent is visible a sub Turnover group is been added to the selected sub category. In this case to Food.



Click on the text field next to Name* and add a title.

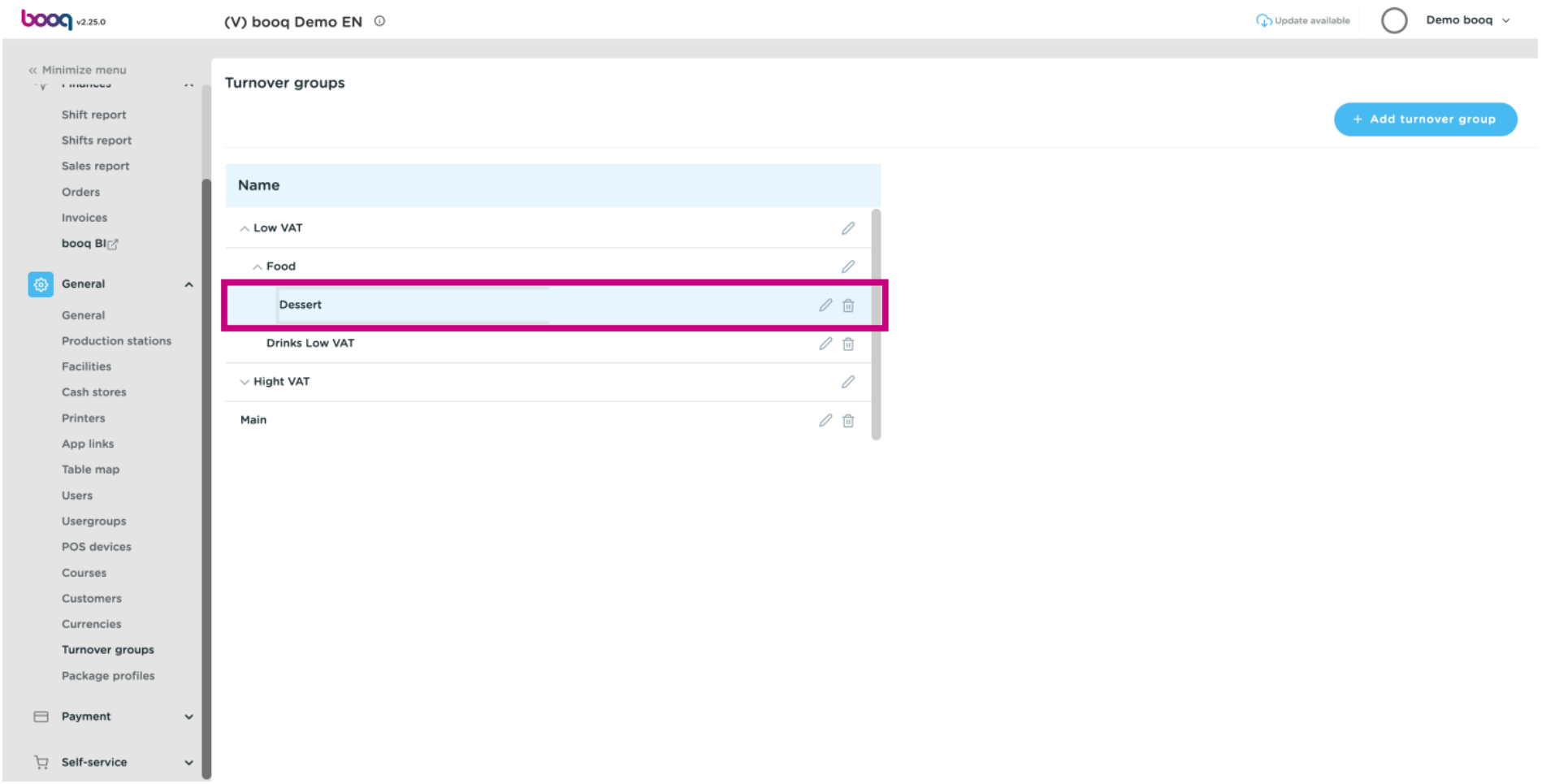


Click on Save.



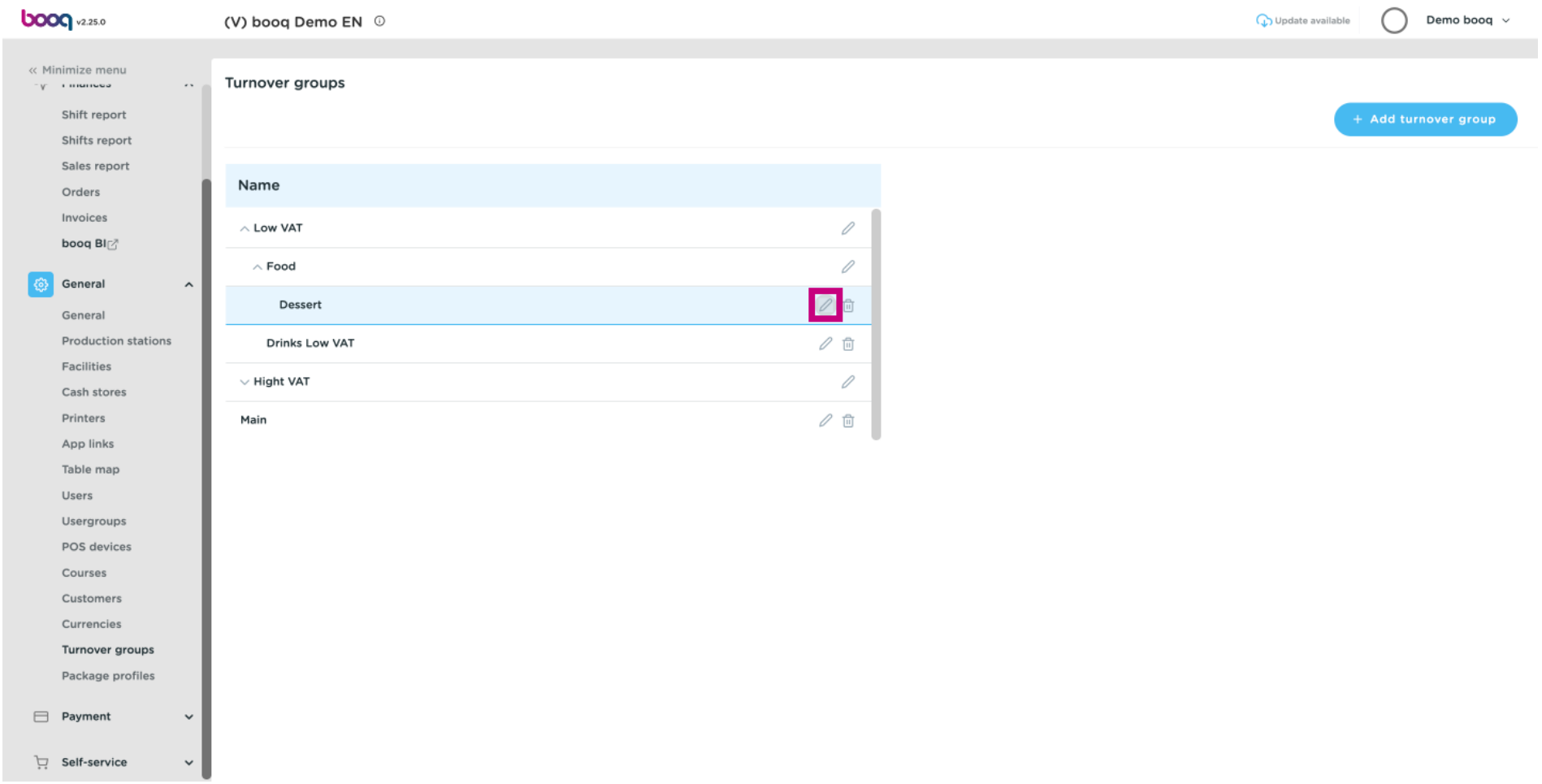
booq - Turnover groups

Our sub Turnover group Dessert was added to the sub category Food.



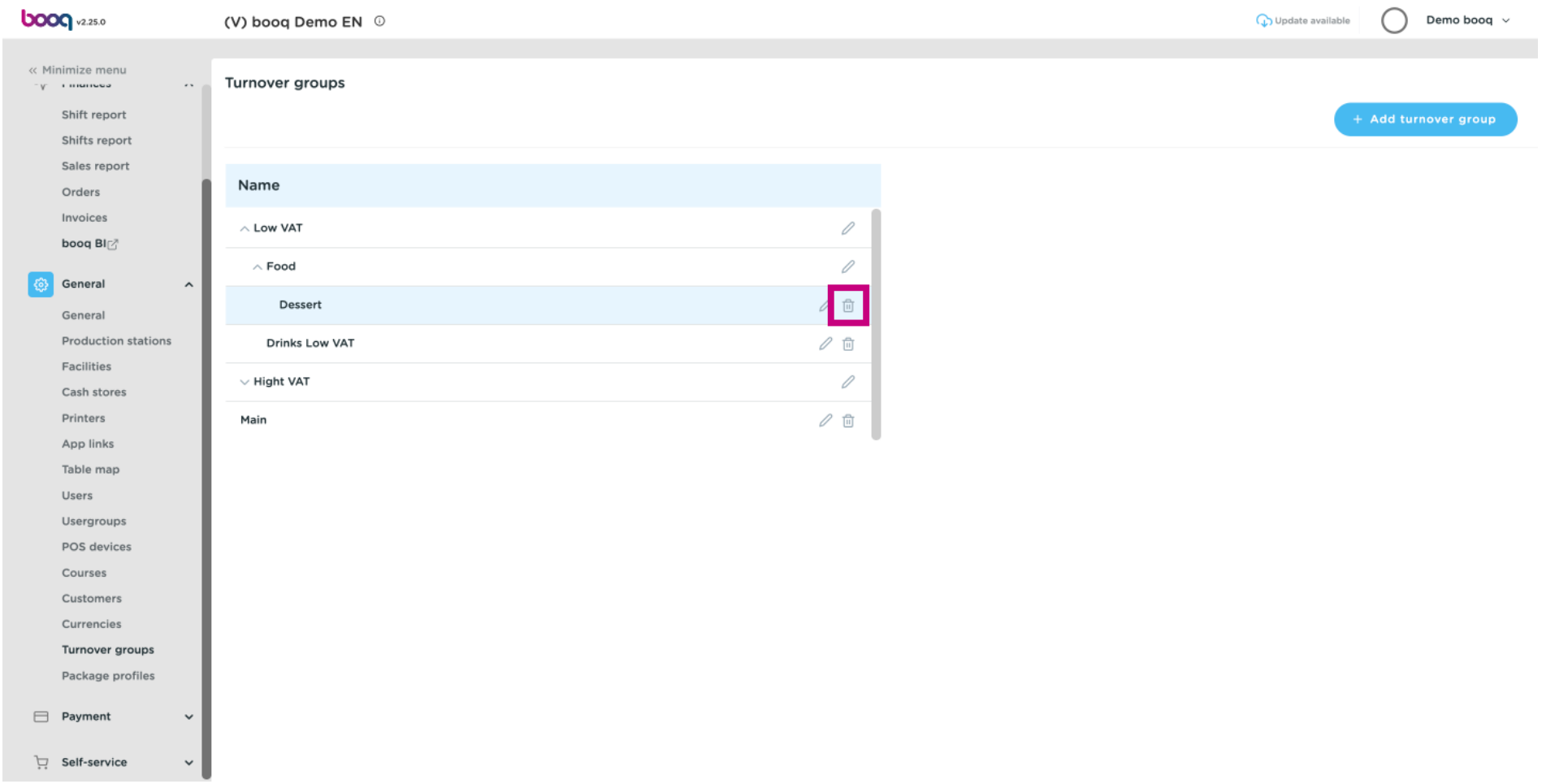
booq - Turnover groups

Click the pencil icon to edit Turnover groups.

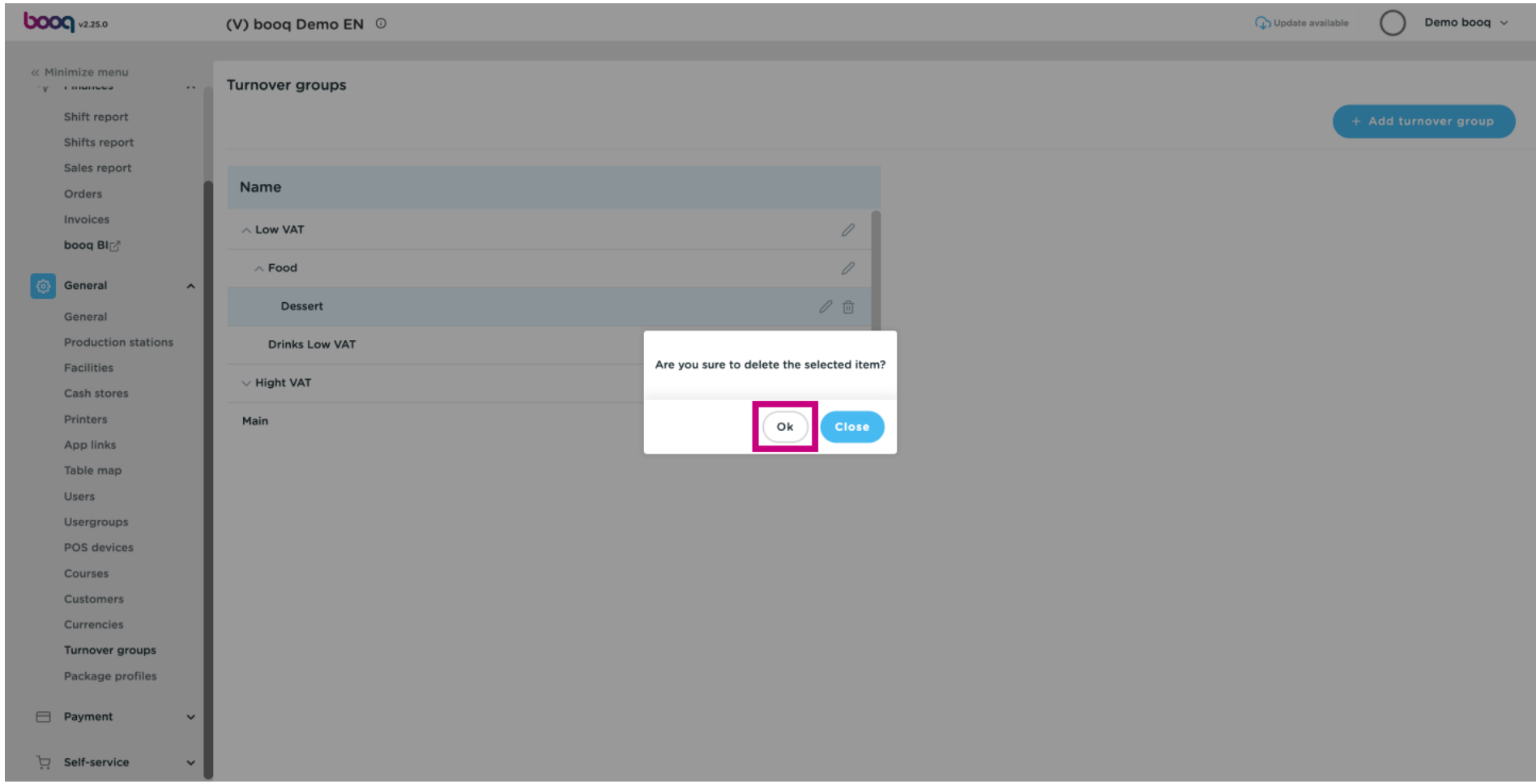


booq - Turnover groups

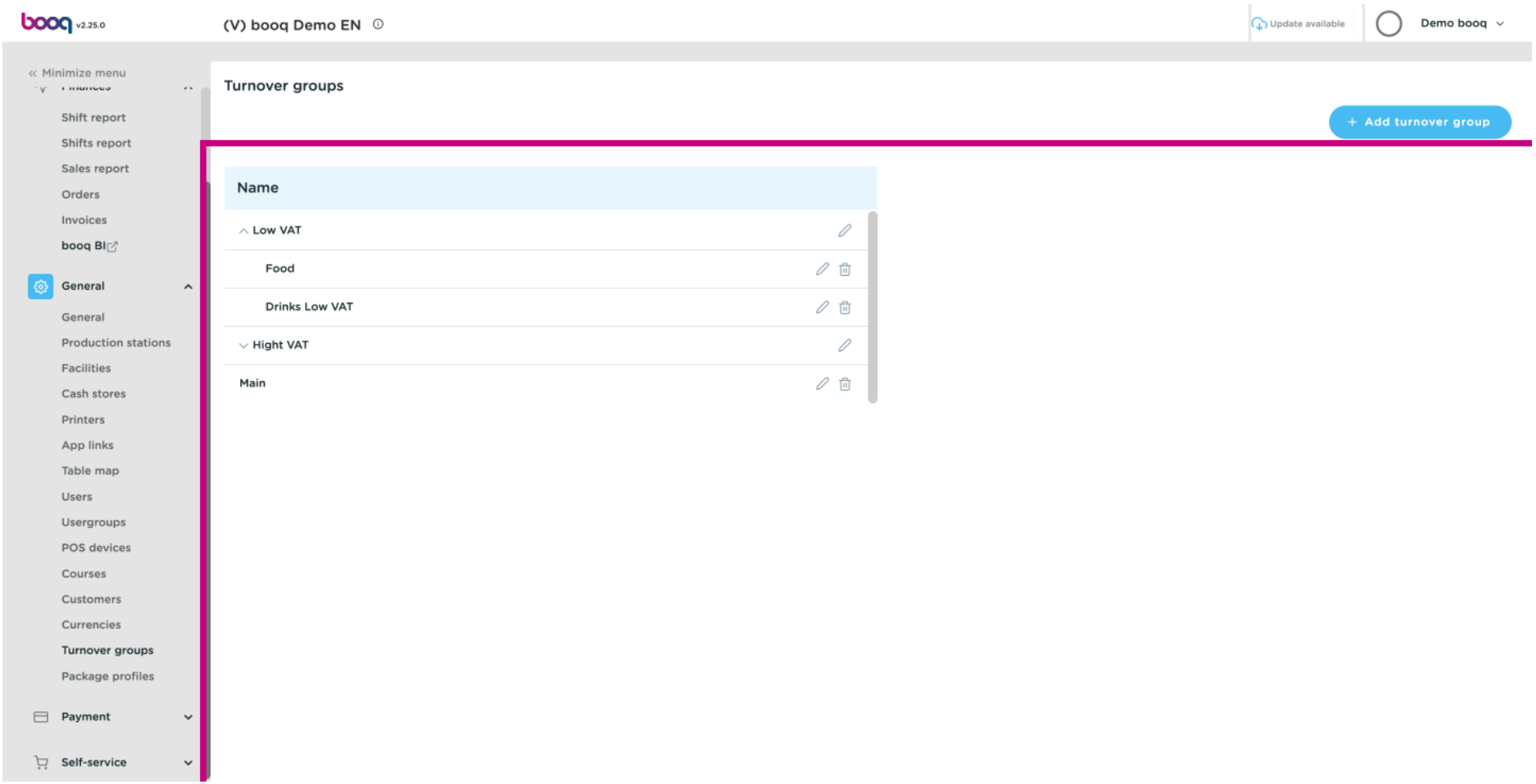
Click the trash can icon to delete a Turnover group.



Confirm the deletion by clicking on Ok.



That's it. You're done.



Scan to go to the interactive player