

How to create, edit, and archive a product family

Create:

1. Navigate to the **Settings** page using the three-line menu button at the top left of the screen
2. Select **Product Families**
3. Select **Add Product Family**
4. Enter **Name & Code**
5. Click **Use Round Amount** if you would like to use it and add any necessary tags by clicking **Edit tags**
6. Click **Next** to save

Edit:

1. Click on the **Product Family** you would like to edit
2. Make any necessary edits to the fields
3. Click **Done** to save

Archive:

1. Click on the **Product Family** you would like to archive
2. Click **Confirm**

[Video: How to create, edit, and archive a product family]