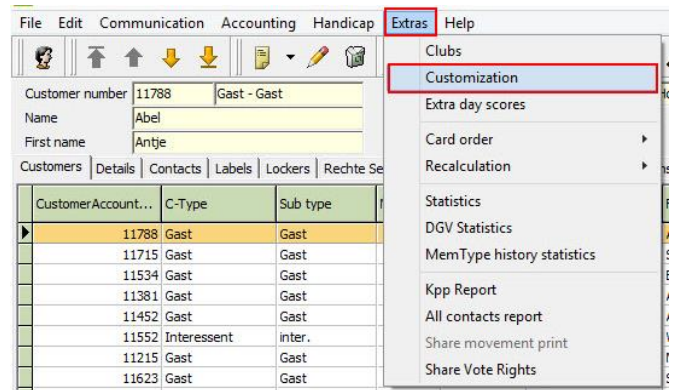


## FAQ | Membership Administration

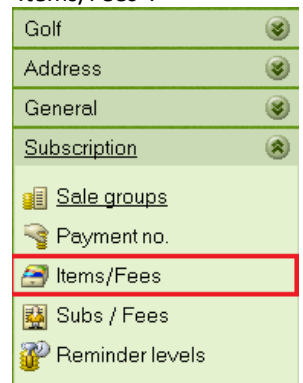
### Create Items / Fees

1 [1]

1. On the menu bar, click on “Extras”. Choose “Customization” from the list.

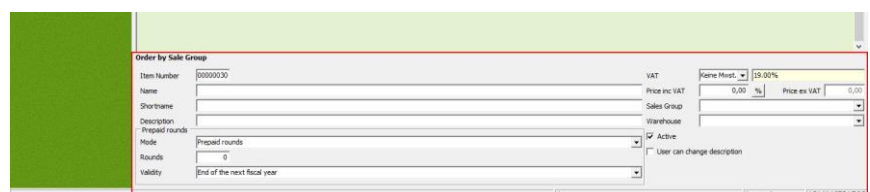
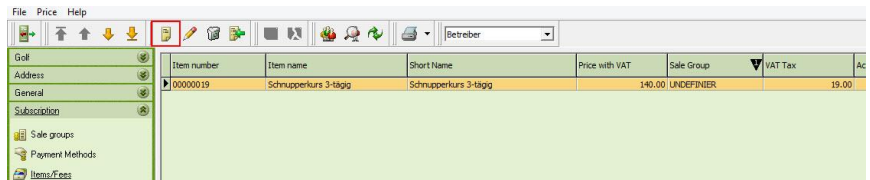


2. A new window will appear. Click on “Subscription” and from the options available choose “Items/Fees”.



3. To create a new item or fee click on “New”.

4. Enter information as required at the bottom of the page: “Name”, “Shortname”, “Description”, “Price inc VAT”, “Sales Group” and “Warehouse”.



5. Finally, click “Save”.