

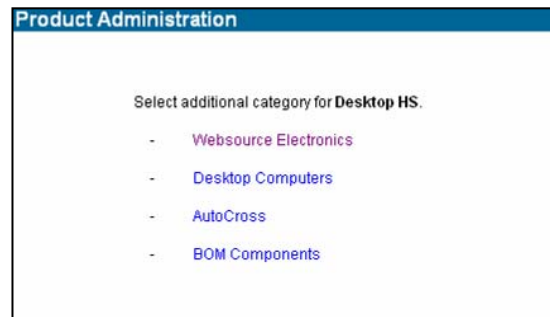
ADD PRODUCT TO ANOTHER CATEGORY

A Product can be displayed in multiple categories. This is done by selecting **Add this product to another category** under the Category section of Product Definition (see Chapter 13). After clicking **Save** when adding or modifying a product, **Add this product to another category** can be selected on the resulting Confirmation page.



The screenshot shows the 'Product Definition' page. It features a table with columns for 'Category' and 'Rank within'. The 'Desktop Computers' category is checked. Below the table, there is a link 'Add this product to another category.' with a red arrow pointing to it. To the right, a message says 'Information saved to database. Add this product to another category.' with another red arrow pointing to the link.

Once selected, the link brings up a list of existing Categories, as shown in Figure 14-1. Select the Category that the product will be added to. After selecting the Category, a list of Products and their ranks existing in that category will be displayed.

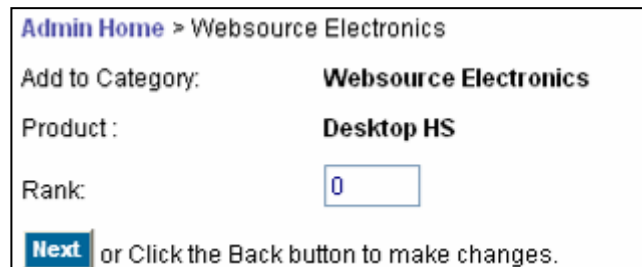


The screenshot shows the 'Product Administration' page. It displays a list of categories for 'Desktop HS':

- Webservice Electronics
- Desktop Computers
- AutoCross
- BOM Components

Figure 14-1 – Add product to another category – Category List

At the bottom of the page is the link **Add <Product Name> to this category**. This will bring up a configuration page. Enter the rank for the Product. When finished click **Next**. On the resulting confirmation page, the option is given to add the Product to another Category. If selected, the list of Categories will be displayed again and the process will start over. Otherwise, click any link to exit the confirmation page to disregard the option.



The screenshot shows the configuration page for adding a product to a category. It displays the following information:

Admin Home > Webservice Electronics

Add to Category: **Webservice Electronics**

Product: **Desktop HS**

Rank:

Next or Click the Back button to make changes.

Figure 14-2 – Add product to another category – Configuration Page