

## CATEGORIES

Selecting the **Categories** link under the **Products/Online Catalog** drop down menu shown in Figure 1-1 will bring up the **Categories Administration** screen shown in Figure 2-1. New installations will show only an **Add** button. After Categories have been created they can be modified, deleted or made inactive.

Admin Home	<b>Categories Administration</b>	
Global Parameters		
Attributes/Sequences		
<b>Products/Online Catalog</b>		
Categories		
Products		
Product Export/Import		
Product Types		
Workflow/Approvals		
Users/Groups		
Quotations/Projects		
Priorities		
		Select a Category to Modify or Delete
		- <a href="#">Communication</a>
		- <a href="#">G Infrastructure</a>
	- <a href="#">Good Link</a>	
	- <a href="#">Webcom Software and Services</a>	
	- <a href="#">Vision Boats</a>	

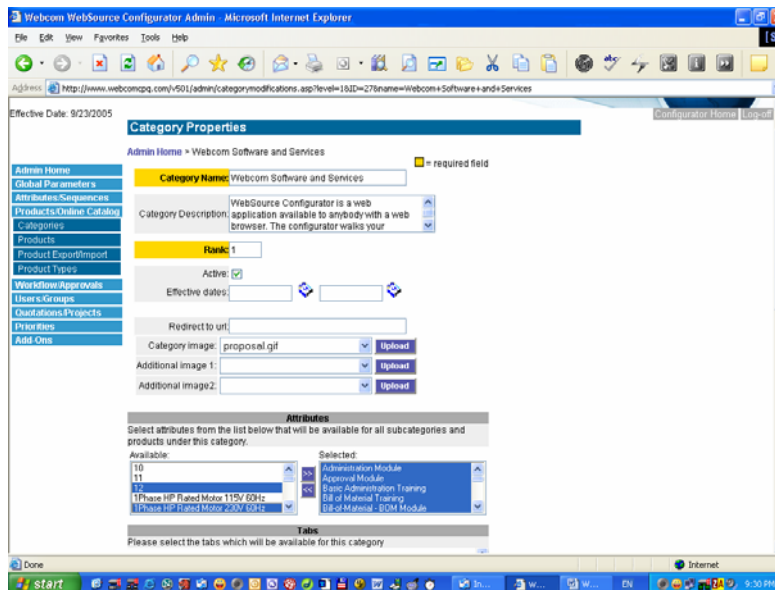
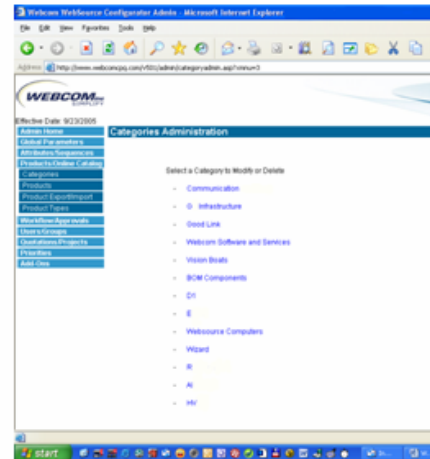


Figure 2-1 Category Administration

Choosing an existing Category brings up the Category Properties page. Selecting **Add** brings up a blank Category Properties page.

The properties that need to be defined are (yellow are required):

- **Category Name**: Text limited to 50 characters
- **Category Description**: Free style text can be added to provide a brief summary of the category or products within the category
- **Rank** (Integer): Order of appearance on Category page
- **Active** (Checkbox): Check if active Category. Can activate or deactivate for testing or if categories are seasonal or time sensitive.
- **Category Image**: Up to (3) images can be uploaded. These images will only appear on the Categories page.

Redirect to URL: - this field enables redirection – when user choose this Category they will be redirected to the URL from this field, in the case the Product Redirection is allowed – see Chapter 48 – Application Parameters for more details.

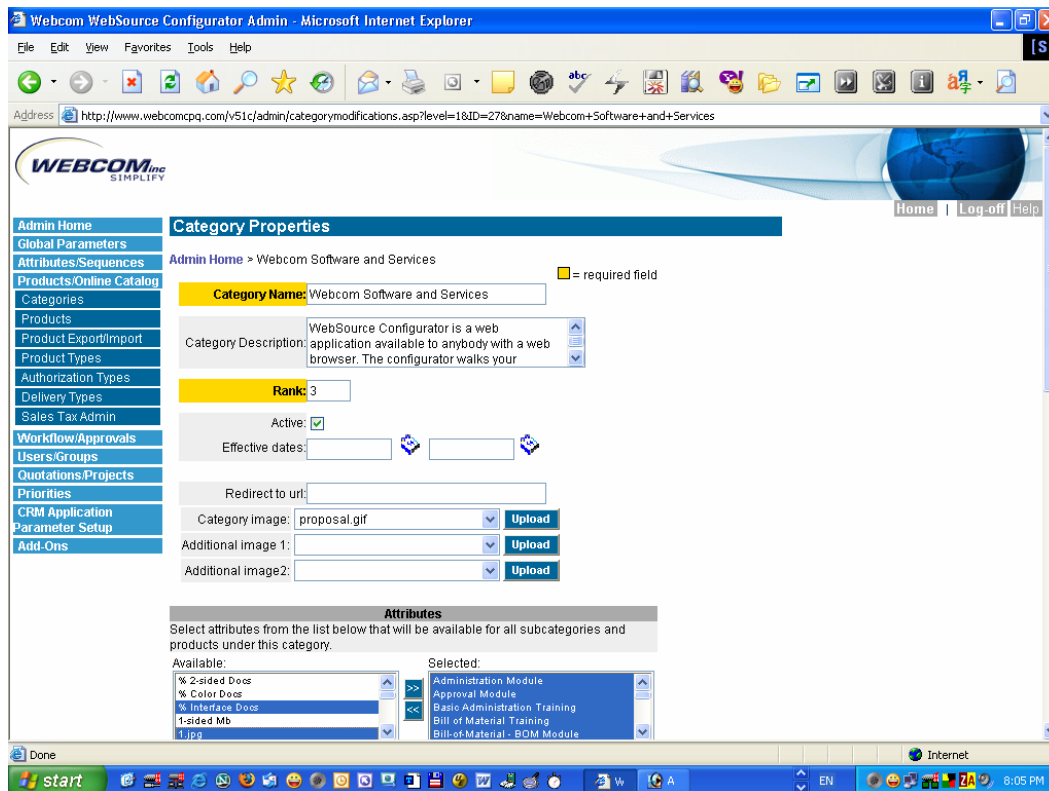


Figure 2-2 Category Administration

Select **Attributes** by using the mouse to highlight the Attributes needed for the Category and click ">>" as shown in the in Figure 2-3.

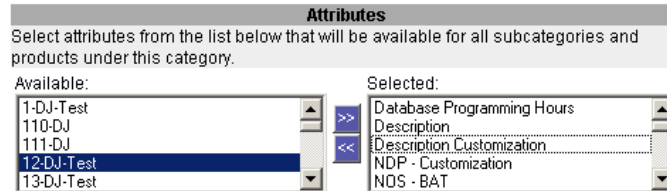


Figure 2-3 Attribute Selection

Figures 2-4 shows the Category and Security Administration section.

Select **Tabs** (Checkbox): Check the Tab that will be used for this Category.

Tab **Rank** (Integer): Order of appearance on Product page within this Category.

**Security:** Selects user groups that may view this category.

**Delete Category and all Sub-Categories:** Click on this to delete the category.

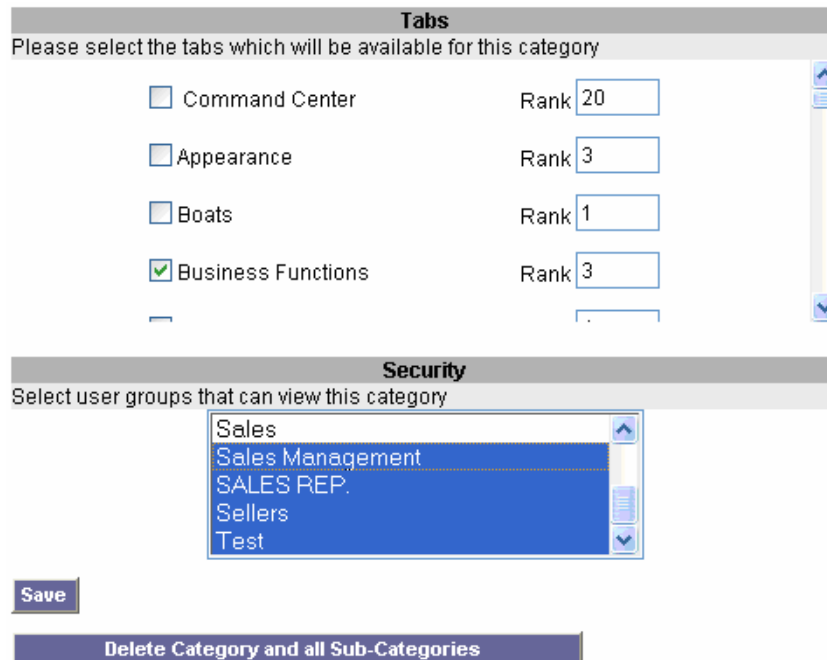


Figure 2-4 Tab and Security Selection

**Add a Sub-Category:** Click on this to add a Sub-Category.

- Category Properties are the same for both Categories and Sub-Categories. Figure 2-5.

**Delete Category and all Sub-Categories**

## Sub-Categories

Click on a Sub-Category to modify or delete it.

Click on the **Add a Sub-Category** button to add another sub-category.

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**Add a Sub-Category**

Figure 2-5 Sub-Categories Page