

Selecting the “Categories” link that as shown in Figure 1-1 will bring up the “Category Administration” screen shown in Figure 2-1. If this is a new project the only option is to “Add a Category.” When Categories already exist, they can be modified or deleted or new Categories can be added.

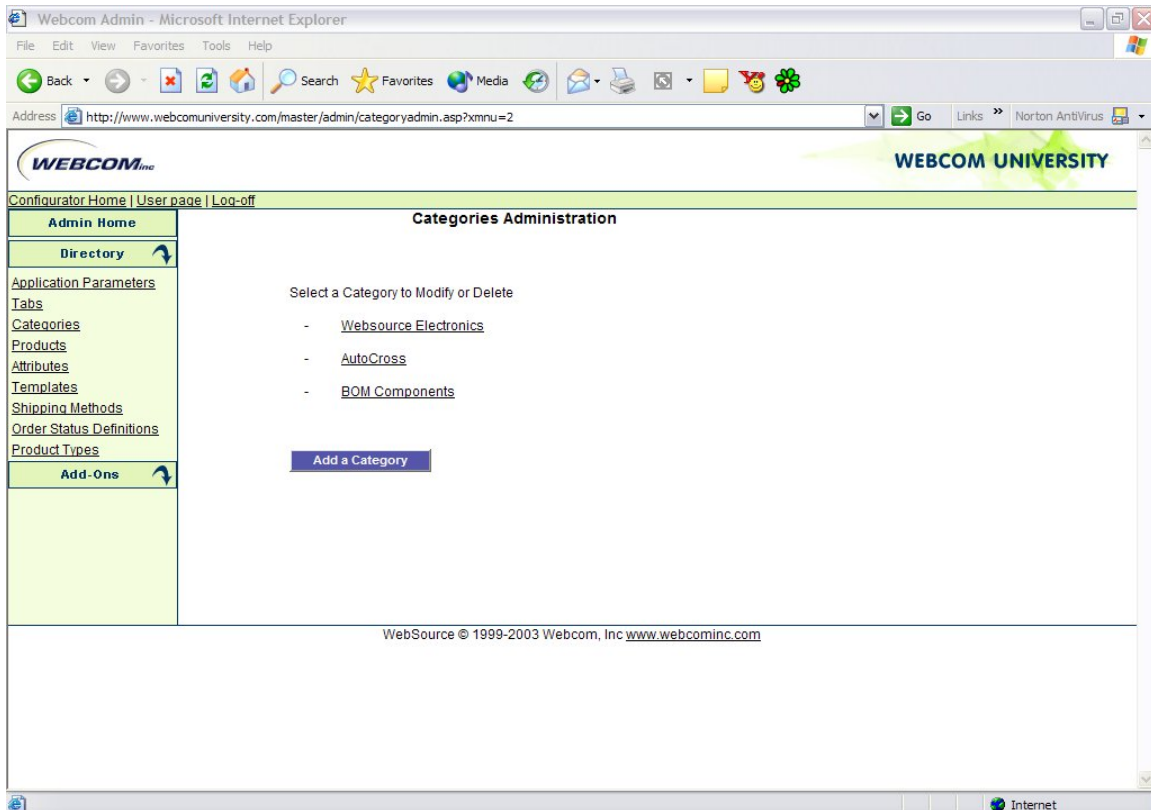


Figure 2-1 Category Administration

Choosing an existing Category brings up the Category Properties page for the one that was selected. Selecting “Add a Category” brings up a blank Category Properties page.

The required properties that need to be defined are:

- 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.

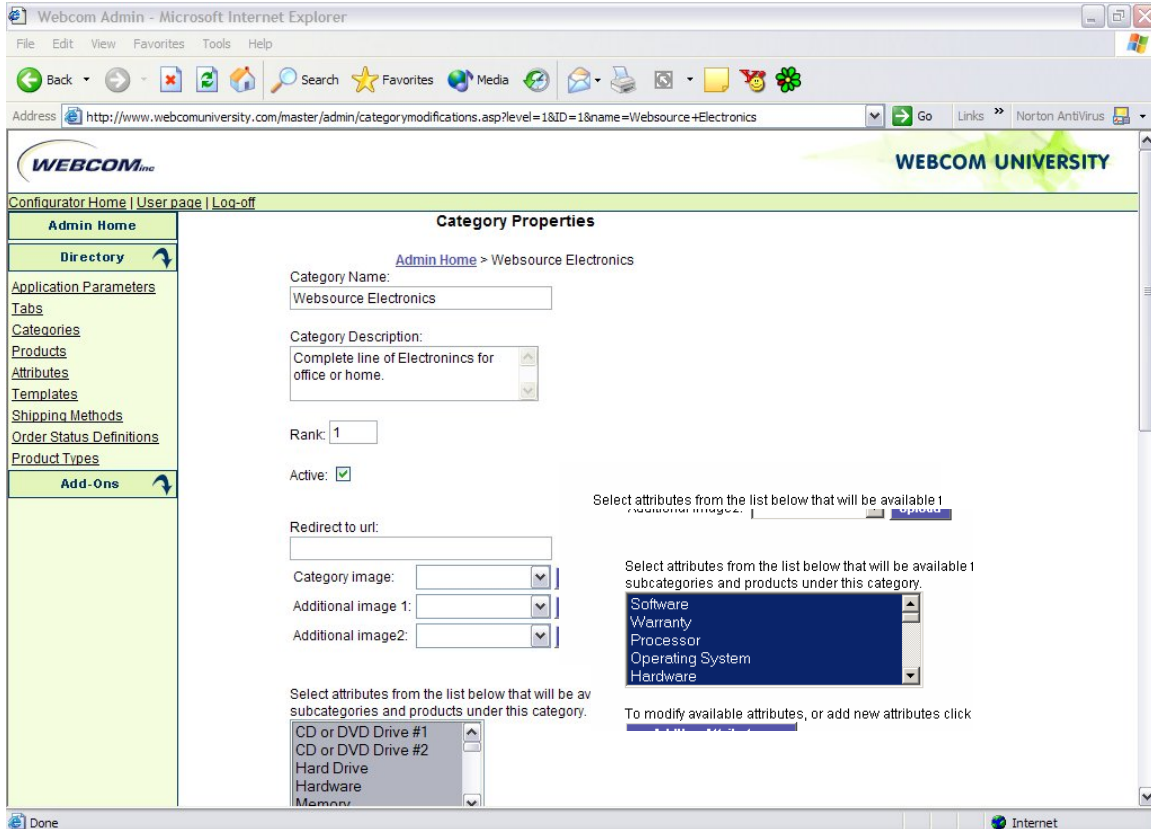


Figure 2-2 Category Administration

Select Attributes: Using the mouse highlight the Attributes needed for the Category as shown below

Select attributes from the list below that will be available for all subcategories and products under this category.

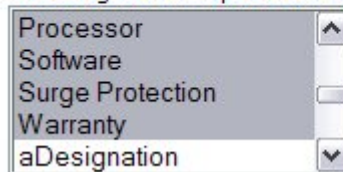


Figure 2-3 shows the remainder of the Category Administration page.

Add New Attribute:

Select if Attribute needed is not on list. Details in Attribute section

Select Tabs (Checkbox):

Check the Tab that will be used for this Category. General Tab must always be selected.

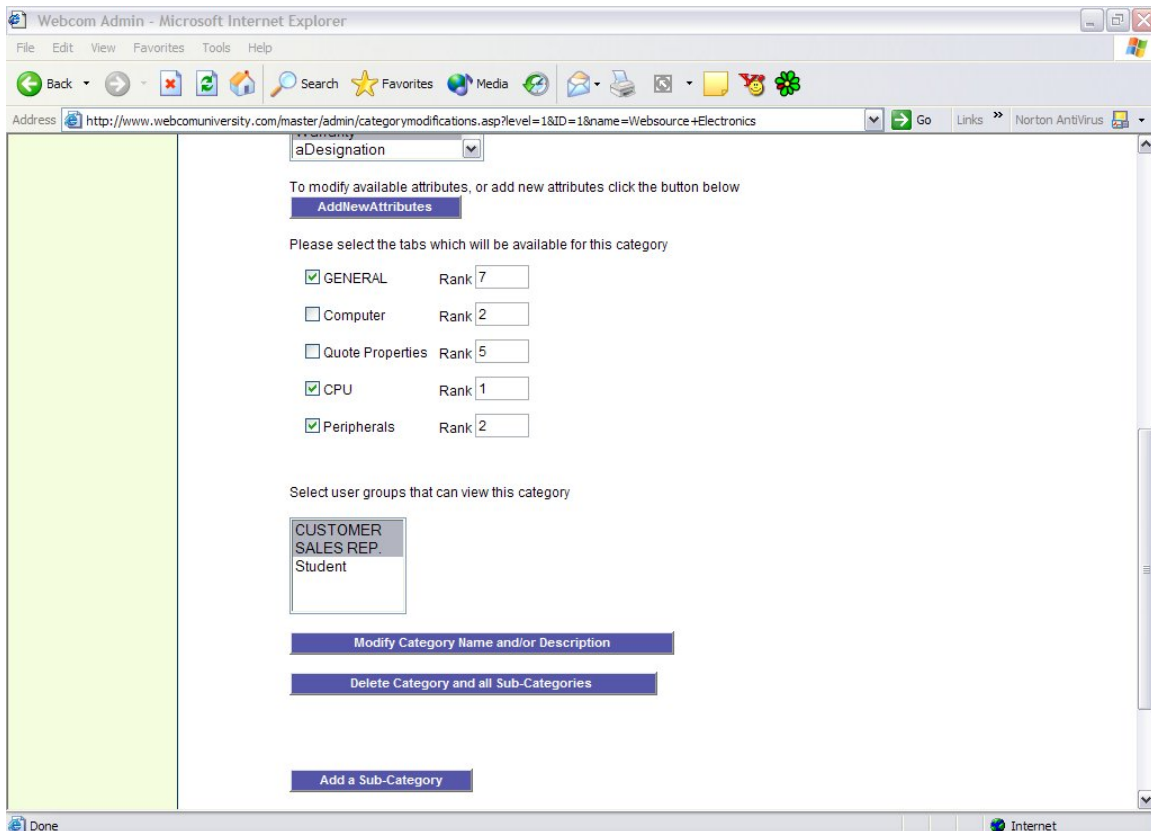


Figure 2-3 Category Administration

Tab Rank (Integer)

Order of appearance on Product page within this Category.

Modify Category Name and/or Description

Click on this to accept Category input.

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

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

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