



***HOW TO***  
**Set Up Categories**  
**Using the Administration**  
**Interface**

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# HOW TO

## Set Up Categories

### Using the Administration Interface

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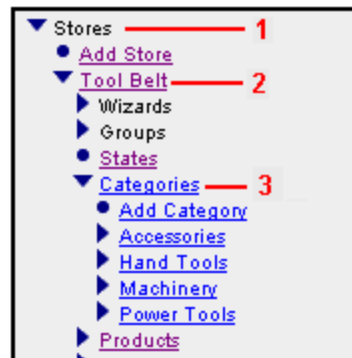
#### Introduction

To get your storefront up and moving, you will want to add products and product categories. In some cases, you may also want to have sub-categories. It is best to have an outline of your products and what categories and sub-categories you want to place them in before starting. In this way, you can easily set up your categories and place your products to their proper categories right from the start.

To access Categories, click on the triangle below Stores to expand the Margin Menu. When you have expanded your store, click on Categories.

Use the following procedure to perform tasks for your Categories using the Administration Interface.

1. Click on the triangle to the left of Stores to display the stores in the Miva Merchant domain.
2. Click on the triangle to the left of the store name to display the functions of the store.
3. Click the Categories link.



#### Categories Link

The Categories link opens a form that displays all of the existing categories.

**Categories**

Categories

Search:

Sort: [Name Ascending](#) [Name Descending](#)  
[Code Ascending](#) [Code Descending](#)

Remove	Code	Name
<input type="checkbox"/>	ac	Accessories
<input type="checkbox"/>	ht	Hand Tools
<input type="checkbox"/>	ma	Machinery
<input type="checkbox"/>	pt	Power Tools
<input type="checkbox"/>	CT	Cordless Tools


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This form allows you to perform the following tasks:

- Search for a Category
- Sort the way the Categories are displayed
- Remove a Category
- Add a new Category
- Edit existing Categories

## Search for a Category

### 1. Search for a category

- Enter a word, or part of a word, and click on the Search  button.
- All categories containing the letters you entered are displayed. This can be either part of the Category name or the Category code.

## Sort the Way the Categories are Displayed

You can display the categories by name or by code, either in ascending or descending alphabetical order.

You can sort the categories in one of the following ways:

- |                |   |
|----------------|---|
| Name Ascending | Displays the Category list A to Z by Category name. |
| Code Ascending | Displays the Category list A to Z by Category code. |

- |                 |   |
|-----------------|---|
| Name Ascending  | Displays the Category list A to Z by Category name. |
| Name Descending | Displays the Category list Z to A by Category name. |
| Code Descending | Displays the Category list Z to A by Category code. |


- Click on one of the links and the Category list will sort in that manner. There is a confirmation message warning you that the sort cannot be undone.
- You can move a Category up or down by clicking on the appropriate arrow next to the Code.

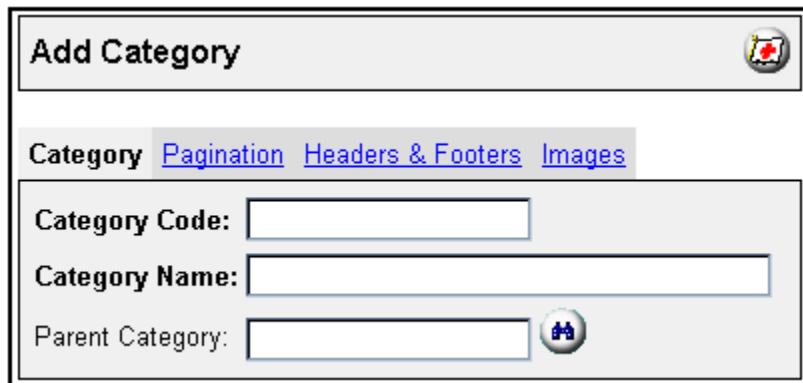
## Remove a Category

To remove a Category, check the box in the Remove column, then click Update.



## Add a New Category

There are two ways to access the Add Category form, or

- Click the Add Category link on the Margin Menu.
- Click the New Category  button on the Categories form.



### Category Link

- |                 |  |
|-----------------|--|
| Category Code   | Enter your Category code. This is an alphanumeric field of up to 50 characters. This is the code that Miva Merchant uses internally, therefore the code should be as short as possible.  |
| Category Name   | Enter your name for the Category. This is an alphanumeric field with a length of up to 100 characters. You may enter a combination of text and HTML for the 100 characters.  |
| Parent Category | After you have created a Category, you can add it to a Parent Category making it a sub-category.<br>If you want to assign this Category to a Parent you can either type in the Parent Category code, or click the Lookup  button to open up the Category Lookup window.<br>Click the Select  button for the Parent Category. |

**Category Lookup**



If you already have a large number of categories, you may not see the Category you wish to select on the first page. To find the Category, enter a search criteria in the text box and click the Search button. This will bring up the list of all categories that match your search criteria.

**Pagination Link**

If you want a certain number of products to display on this Category page of your store, you will want to set the pagination.

**Add Category**

[Category](#) **Pagination** [Headers & Footers](#) [Images](#)

**Pagination:**  Do not paginate products  
 Display  products per page

The default is set to Do not paginate products. To set the pagination, click the radio button next to Display and enter the number of products to display on each page.

**Headers and Footers**

For each Category you may create a header and footer.

**Add Category**

[Category](#) [Pagination](#) **Headers & Footers** [Images](#)

Display Category Title

Header:

Footer:

This can be any combination of text and HTML. Simply enter the text or HTML you wish to display to highlight your Category.

The Display Category Title check box allows you to display the category title if you wish. Deselect this check box to allow room to create a customized Category Title in the Header area.

### Images

You may load images for the Category menu (Tree Image) or for the title (Title Image).


1. Enter the path for your graphic in the text box provided or click the Upload File button.  
The Tree Image will appear in the menu area and the Title Image will appear in the main data area of your page.
2. To display the Upload File screen, click Upload.
3. To overwrite an existing file, select the Overwrite Check Box.
4. Enter the path for your graphic in the text box provided or click on Browse.  
This will open a window for you to choose your graphic file from your directory listing.
5. Select your graphic file and click Open.

This returns you back to the Upload File screen. Click Upload. Your file path for your graphic is now loaded into the text box for your Tree or Title image.

**Caution:** If you use a graphic Tree Image or Title, it will replace the textual Category name.

### Edit Existing Categories

1. Click the Category link.
2. There are two ways you can edit a Category from this form.
  - a. Edit Code and Name

Click the Edit Here  button to change the Category name or code.

**Categories**

**Categories**

Search:

Sort: [Name Ascending](#) [Name Descending](#)  
[Code Ascending](#) [Code Descending](#)

Code	Name	[Edit]	[Add]
pt	Power Tools	[Edit]	[Add]
ma	Machinery	[Edit]	[Add]
ht	Hand Tools	[Edit]	[Add]
CT	Cordless Tools	[Edit]	[Add]
ac	Accessories	[Edit]	[Add]

15 10

- 1( Enter the new Code.
- 2( Enter the Name.
- 3( Click Update.

b. Complete Category Edit

Click the Edit button to open the Edit Category form. This form is the same as the Add Category form.

**Edit Category: Power Tools**

**Category** [Pagination](#) [Headers & Footers](#) [Images](#) [Products](#)

**Category Code:**

**Category Name:**

Parent Category: