

Adding a Category

1. Log into ADMIN.
2. Click on CATALOG.

The screenshot shows the osCommerce Administration interface. At the top, there is a navigation bar with 'Administration | Online Catalog | Support Site'. Below this is a sidebar with several menu items: 'osCommerce' (with sub-items like Support Site, Support Forums, etc.), 'Orders' (with statistics like Pending: 66, Processing: 0, etc.), 'Statistics' (with Customers: 743, Products: 30, etc.), and a security notice 'You are not protected by a secure SSL connection.'. The main content area is titled 'Choose an action..' and contains several categories: 'Configuration' (My Store, Logging, Cache), 'Modules' (Payment, Shipping), 'Catalog' (Contents, Manufacturers) - which is highlighted with a mouse cursor, 'Locations / Taxes' (Countries, Tax Zones), 'Customers' (Customers, Orders), 'Localization' (Currencies, Languages), 'Reports' (Products, Orders), and 'Tools' (Backup, Banners, Files). A language dropdown menu is set to 'English'.

Attitude's Simple osCommerce Guides

add_category.pdf

Download from:
www.oscommerce.co.nz/docs/

For osCommerce installation, customization and support, contact Attitude.

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Introduction

As your store expands, you may need to add new categories of products.

This guide shows you how to add a new product category to your shop.

Quick Guide

1. Log into ADMIN.
2. Click on CATALOG.
3. Choose where the new category will be created.
4. Click NEW CATEGORY.
5. Type a name in the CATEGORY NAME box.
6. Click BROWSE to choose an image.
7. Click SAVE.



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3. Choose where the new category will be created.

You need to decide whether the new category will be created at the “top” of your store or inside an already existing category.

At the top of the store

If you want to create the new category at the top level of your store, check that you are at the top level, then follow Step 4. The GO TO drop down box at the upper right of your screen helps you check where you are.



A screenshot of a user interface showing a search bar and a 'Go To' dropdown menu. The search bar is empty. The 'Go To' dropdown menu is open, showing 'Top' as the selected option.

In an existing category

To create the new category inside another category, you need to “go inside” the existing category. One way to get into a category is to use the GO TO drop down box.



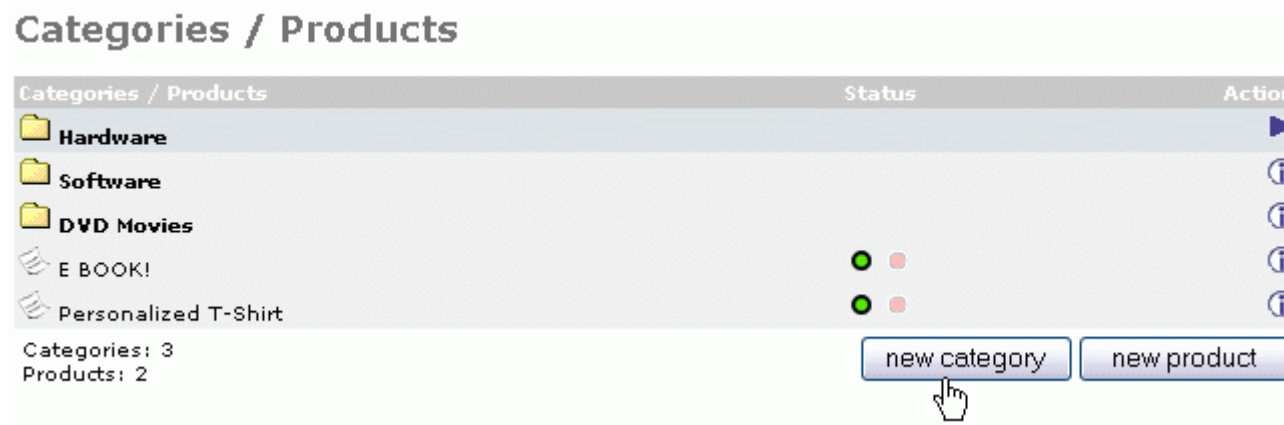
A screenshot of a user interface showing a search bar and a 'Go To' dropdown menu. The search bar is empty. The 'Go To' dropdown menu is open, showing 'Fashion' as the selected option. A mouse cursor is pointing at the 'Fashion' option.

Alternatively, you can click the icon at the left of an existing category to get inside.



4. Click NEW CATEGORY.

This creates the new category at your current position in the shop.



The New Category section will appear at the far right of the screen.

5. Type the category's name in the CATEGORY NAME box.

The "New Category" dialog box is shown. It contains the following fields and buttons:

- Category Name:** A dropdown menu with a UK flag icon and the text "Clothing".
- Category Image:** A text box and a "Browse..." button.
- Sort Order:** A text box.
- Buttons:** "save" and "cancel".

6. Click **BROWSE** if you want to choose an image.



New Category
Please fill out the following information for the new category

Category Name:
 Clothing

Category Image:
 Browse...

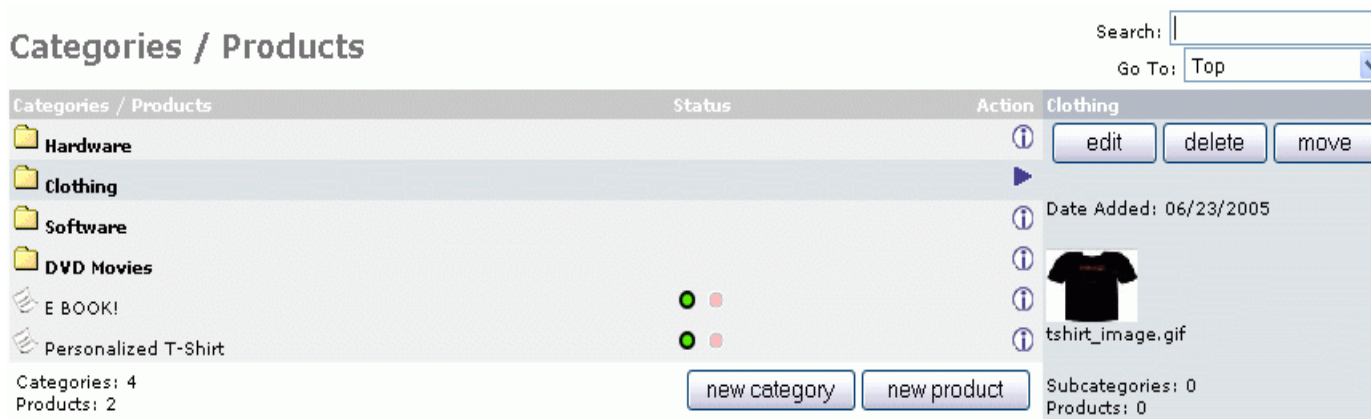
Sort Order:

save **cancel**


















Any image you choose will be visible to customers, so make sure it matches the new category.

7. Click **SAVE**.

The screen will show that the new category has been added to your store.



Categories / Products Search: Go To: **Top** ▼

Categories / Products	Status	Action	Clothing
 Hardware		 edit delete move	
 Clothing			Date Added: 06/23/2005
 Software			
 DVD Movies			tshirt_image.gif
 E BOOK!	 		
 Personalized T-Shirt	 		

Categories: 4
Products: 2

new category **new product**

Subcategories: 0
Products: 0