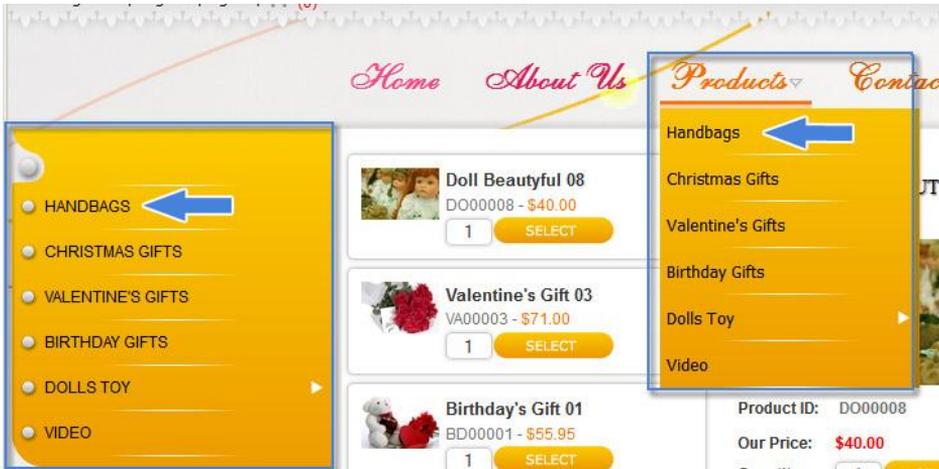


4. To Add a Product Category

Category is the way the content of the website is organized. Categories are displayed on the website as menu items. For example, if there is a menu item "Products" on the Top Menu, your website does have a category named "Products".

Now, move your mouse cursor over "Products" you will see some groups of products such as "Birthday Gifts", "Christmas Gifts", "Dolls", etc. "Products" is a category in your website, and the product groups are also categories that belong to category "Products". We call "Products" the "parent category" of the product groups.

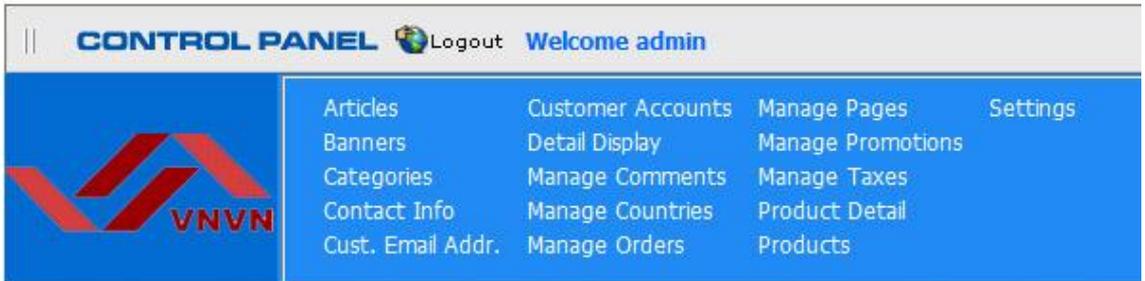
If you want to sell a new group of products, for example, handbags, you will need to add a category for this group.



In this article, we will practice adding the category "Handbags" to the gift shop website. The Left Menu will have a new item, "Handbags". On the Top Menu, when we move the mouse cursor over "Products", the dropdown list will also have a new item, "Handbags".

Here's how to do it.

Login the Control Panel as usual. A menu will appear at the top of the screen.



You will need to do 2 steps.

A. Step 1: Add a new category; you will select a display style in step 2.

- Click "Categories" on the menu. The list of existing categories will appear.

CONTROL PANEL Logout Welcome admin

VNVN

- Articles
- Banners
- Categories**
- Contact Info
- Cust. Email Addr.
- Customer Accounts
- Detail Display
- Manage Comments
- Manage Countries
- Manage Orders
- Manage Pages
- Manage Promotions
- Manage Taxes
- Product Detail
- Products
- Settings

Categories ID SEARCH Reset Product ID

-----Select----- Add new record

ID	ParentID	Title	Columns	Rows	Order	Date
457	325	Video	3	3	24	8/27/2012 10:10:11 AM
449	325	Birthday Gifts	3	3	7	8/27/2012 10:10:11 AM
442	325	Valentine's Gifts	3	3	3	8/27/2012 10:10:11 AM
441	325	Christmas Gifts	3	3	1	8/27/2012 10:10:11 AM
430	322	Customer Services	3	5	8	8/27/2012 10:10:11 AM
429	322	Faqs	3	5	8	8/27/2012 10:10:11 AM
421	322	Privacy Policy	3	5	8	8/27/2012 10:10:11 AM

- Click the "Add new record" button. A blank record will appear. You need to fill in some most essential boxes.

Categories ID SEARCH Reset Product ID SendEmail Upload Images

Add new record

Parent Category: -----Select----- (*)

Title: (*) Title case

Description:

Columns: 0 (*)

Rows: 0 (*)

Theme: -----Select-----

Discount:

Time Start Discount: 5/14/2013 6:13:00 AM

Time End Discount: 5/14/2013 6:13:00 AM

Always Discount:

Order: 0 (*)

Date: 5/14/2013 6:13:00 AM

Active:

Add Reset Close

- **Parent Category.** Select the parent category of this new category. We are adding a new group of products. This product group is a part of the big category "Products". We call "Products" the parent category of the category being added. For that reason, we will select "Products" for this box.

Click the "Parent Category" box. A dropdown list will appear. Find the category "Products" in the "Top Menu_EN" section. Click "Products" to select.

- **Title.** Fill in this box with "Handbags".
- **Columns.** Whenever a viewer clicks on a category, the list of products will appear. You can decide how many columns and rows the list will be displayed. Enter the number of columns here. This number is effective only if you select the display style "Product List 2". We will do this in step 2.
- **Rows.** Enter the number of rows you want the list to be displayed in each page.

You can ignore all the other boxes until you are more familiar with the administration task.

- Click the "Add" button to complete Step 1.

The message "Record added successfully!" will appear at the upper left corner, and another blank record will appear ready for another category.

Categories ID [] SEARCH Reset Product ID SendEmail Upload Images

Record added successfully!

Map to

Parent Category: [-----Select-----] (*)

Title: [] (*) Title case

Description: []

Columns: 0 (*)

Rows: 0 (*)

Theme: [-----Select-----]

Discount: []

Time Start Discount: 5/14/2013 6:13:00 AM []

Time End Discount: 5/14/2013 6:13:00 AM []

Always Discount:

Order: 0 (*)

Date: 5/14/2013 6:13:00 AM []

Active:

[Add] [Reset] [Close]

[-----select-----] [Add new record]

ID	Parent Category	Title	Columns	Rows	Order	Date	Active	Edit	Remove
464	325	Handbags	3	3	0	5/10/2013 8:08:05 AM	<input checked="" type="checkbox"/>	Edit	Remove
457	67	Announcements	1	3	20	2/3/2013 7:27:24 PM	<input checked="" type="checkbox"/>	Edit	Remove
449	325	Birthday Gifts	3	3	7	1/31/2013 5:28:48 PM	<input checked="" type="checkbox"/>	Edit	Remove
442	325	Valentine Gifts	3	3	3	1/31/2013 5:28:48 PM	<input checked="" type="checkbox"/>	Edit	Remove
333	325	Christmas Gifts	3	3	1	1/31/2013 5:28:48 PM	<input checked="" type="checkbox"/>	Edit	Remove

Below the blank record is the list of categories. Your newly added record is at the top of the list.

B. Step 2: Select a display style.

When a visitor clicks on a product category, the list of products will be displayed in one of these 2 styles.

- Multiple columns and rows (if you choose "Product List 2" as the display style for this category.)

The screenshot shows a product management interface for the category "GIFTS - HANDBAGS". On the left, a sidebar contains a "Display Style:" dropdown menu with a list of options. The option "094. Product List 2" is highlighted with a red box, and "588. Product List 1 Col" is also highlighted with a red box. Below the sidebar, a preview of "Blue Essence Tie Dye Twill Jeans" is visible. The main content area displays a grid of six handbags, each with a price and a "SELECT" button.

Handbag Fashion 01	Handbag Fashion 02	Handbag Fashion 03
\$299.00	\$305.00	\$135.00
SELECT	SELECT	SELECT
Handbag Fashion 04	Handbag Fashion 05	Handbag Fashion 06
\$150.00	\$155.00	\$199.00
SELECT	SELECT	SELECT

- Single column and multiple rows (if you choose “Product List 1”, or “Product List 1 Col” as the display style for this product group.)

The screenshot shows the same product management interface, but the handbags are displayed in a single column list. The sidebar on the left shows the "Display Style:" dropdown menu with "588. Product List 1 Col" selected, highlighted with a red box. The main content area displays a list of nine handbags, each with a small image, name, production type, quantity, and an "ADD TO CART" button.

	PRODUCT NAME	PRODUCTION	QTY	
	Handbag Fashion 01	Mask	1	ADD TO CART
	Handbag Fashion 02	Mask	1	ADD TO CART
	Handbag Fashion 03	Hermes	1	ADD TO CART
	Handbag Fashion 04	Hermes	1	ADD TO CART
	Handbag Fashion 05	Hermes	1	ADD TO CART
	Handbag Fashion 06	Louis	1	ADD TO CART
	Handbag Fashion 07	Louis	1	ADD TO CART
	Handbag Fashion 08	Moksh	1	ADD TO CART
	Handbag Fashion 09	Moksh	1	ADD TO CART

- Let’s open the record of the newly added category. Click the **ID** number or the “**Edit**” button. This record will appear.

Map to Display Style		Mapped to
CategoryID: 451	Display Style: -----Select-----	There are no items! Click item to edit.
Date: 2/8/2013 9:47:45 PM		
<input type="button" value="Add"/> <input type="button" value="Close"/>		

Edit record	
ID: 451	
ParentID: 325. Products	(*)
Title: Handbags	(*) <input checked="" type="checkbox"/> Title case
Description:	
Columns: 3	(*)

- In the “Map to Display Style” section, click the “**Display Style**” box, a drop down list will appear.

Map to Display Style	
CategoryID: 451	Display Style: -----Select-----
Date:	
ID: 451	
ParentID:	
Title: Handbags	
Description:	
Columns: 3	
Rows: 3	
Theme:	
Discount:	
Time Start Discount:	

-----Select-----

-----Select-----

071. Contact

083. Contact 1

052. News List

574. News List 2

084. News List 1

048. Home Page

079. Home Page 1

015. ProductList

094. ProductList 2

599. ProductList 1 Col

588. ProductList 1 Col

092. ProductList 1

093. Link

092. Check out

3002. OrderDetail

801. GiftCard_Form

800. System_Style

571. Account_Information

570. Account_Information_1

- Click the line “Product List 2” to select the “multiple columns and rows” style.

The “Display Style” box is now filled with “Product List 2”.

Map to Display Style		Mapped to
CategoryID: 451	Display Style: 094. ProductList 2	There are no items! Click item to edit.
Date: 2/8/2013 9:58:21 PM		
<input type="button" value="Add"/> <input type="button" value="Close"/>		

- Click the **“Add”** button. “Product List 2” will appear in the “Mapped to” box on the right side. This means the products will be listed with this display style.

Categories ID [] SEARCH Reset Product ID SendEmail Upload Images

Record updated successfully!

DISPLAY STYLE		Mapped to
Map to Display Style		
CategoryID:	451	Product List 2
Display Style:	094. Product List 2	
Date:	2/8/2013 9:58:21 PM	
		Click item to edit.

- Click the **“Update”** button at the bottom of this record to save the change you’ve just made.

Categories ID [] SEARCH Reset Product ID SendEmail Upload Images

Record updated successfully!

DISPLAY STYLE		Mapped to
Map to Display Style		
CategoryID:	451	Product List 2
Display Style:	094. Product List 2	
Date:	2/8/2013 9:58:21 PM	
Add Close		Click item to edit.

Edit record

ID: 451

ParentID: 325. Products (*)

Title: Handbags (*) Title case

Description:

Columns: 3 (*)

Rows: 3 (*)

Theme: Select

Discount:

Time Start Discount:

Time End Discount:

Always Discount:

Order: 24 (*)

Date: 1/31/2013 5:28:48 PM

Active:

Update Copy Remove Close

The message “Record updated successfully” will be shown at the upper left corner.

You have finished adding a category to the website. However, this category will not appear on the website until you have added at least one product to this category.

#