

Manage Storefront Categories

You may find that you wish to add a category or change the name of a category on your storefront. Your storefront items must belong to one or more categories so your customers can easily find what they are looking for.



Category Tips

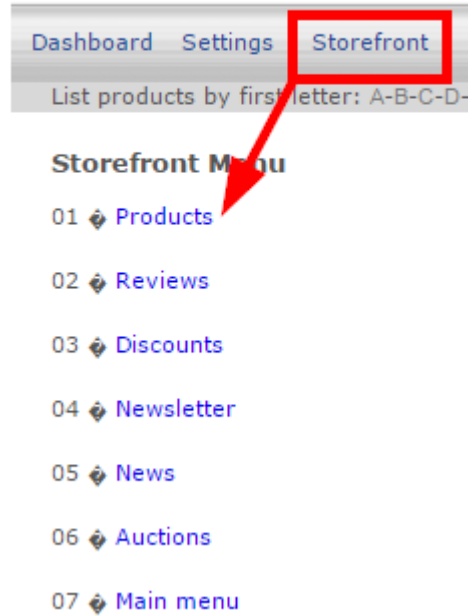
- Categories must be active to be seen on the storefront. Any products within inactive categories will not be seen.
- The storefront will not let you change the name of a category unless there are no products within it. Therefore, you will need to temporarily remove the products within the category or contact a support to change the name for you.

Add a Storefront Category

1. [Access the Storefront](#) .
2. Select **Storefront** from the main menu.
3. Select **01 Products** to open the Product Menu.

Store Administration

You are viewing: Store Administration

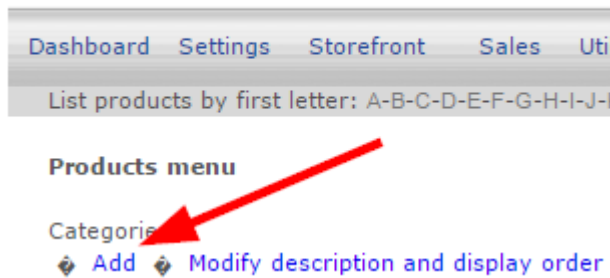


The screenshot shows the 'Store Administration' page. At the top, there is a navigation bar with 'Dashboard', 'Settings', and 'Storefront'. The 'Storefront' tab is highlighted with a red box, and a red arrow points from it to the 'Products' link in the 'Storefront Menu' section below. The 'Storefront Menu' section lists several items: 01 Products, 02 Reviews, 03 Discounts, 04 Newsletter, 05 News, 06 Auctions, and 07 Main menu.

4. Select **Add** under Categories to create a new category.

Store Administration

You are viewing: Store Administration



The screenshot shows the 'Store Administration' page. At the top, there is a navigation bar with 'Dashboard', 'Settings', 'Storefront', 'Sales', and 'Util'. The 'Storefront' tab is highlighted. Below the navigation bar, there is a search bar with the text 'List products by first letter: A-B-C-D-E-F-G-H-I-J-K'. The 'Products menu' section is visible, and a red arrow points to the 'Add' button under the 'Categories' section. The 'Add' button is highlighted in blue.

5. Fill out the **Add Category** form. See the table below for an explanation of the fields on this form.

Add Category

Description

Parent Category ▼

Details

Keywords

Image file name *You can upload and assign an image in next screen*

Active Yes

6. Save.

Add Category

Form Fields

Explanation

Description

This is the category name that will be displayed in your store when people browse the store by category, together with the category image.

Parent Category

Select root to create a brand new category.

Select an available category from the drop-down menu to create a subcategory that belongs to the parent category you select.

Details

Add more information not available in the description field. The text you enter here will show as a detailed view when customers click on the category.

Keywords

Add as many simple terms as you like, each separated by a comma, to help customers using the search tool.

Image File Name

Enter the file name for the category's general image. Make sure that the image has been uploaded first.

Add Category

Form Fields

Explanation

Active

Select the checkbox to make this category active and visible on your storefront.



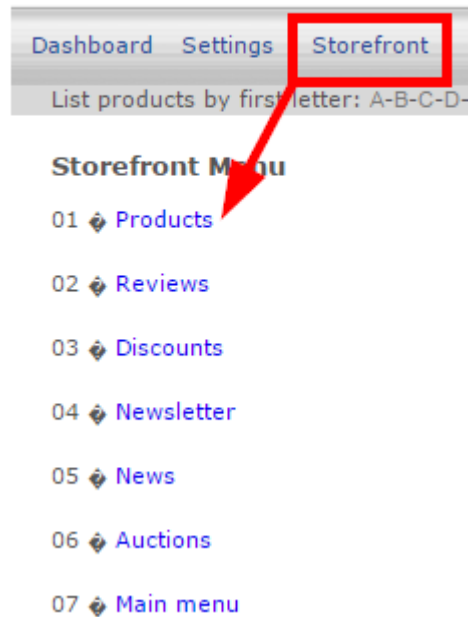
Newly added categories will automatically be populated and available as selections when you post new products to the storefront. The category options are based on the store you select (for clients who have more than one store set up).

Edit a Storefront Category

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Storefront** from the main menu.
3. Select **01 Products** from the main menu to open the Product Menu.

Store Administration

You are viewing: Store Administration

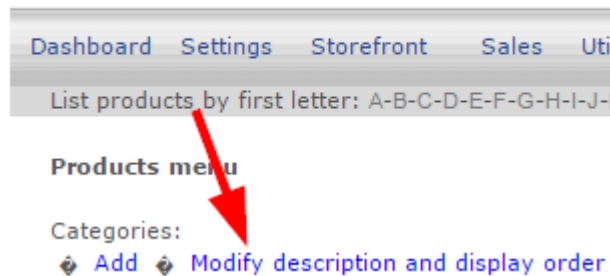


A screenshot of the 'Store Administration' page. At the top, there is a navigation bar with three tabs: 'Dashboard', 'Settings', and 'Storefront'. The 'Storefront' tab is highlighted with a red rectangular box, and a red arrow points from it down to the 'Products' link in the 'Storefront Menu' section below. The 'Storefront Menu' section contains a list of seven items, each with a diamond icon and a number: '01 Products', '02 Reviews', '03 Discounts', '04 Newsletter', '05 News', '06 Auctions', and '07 Main menu'.

4. Select **Modify Description and Display Order** under Categories.

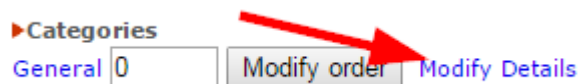
Store Administration

You are viewing: Store Administration



A screenshot of the 'Store Administration' page showing the 'Products menu' section. The navigation bar at the top includes 'Dashboard', 'Settings', 'Storefront', 'Sales', and 'Utilities'. Below the navigation bar, there is a filter for 'List products by first letter: A-B-C-D-E-F-G-H-I-J-'. The 'Products menu' section is titled 'Products menu' and contains a 'Categories:' label followed by two links: 'Add' and 'Modify description and display order'. A red arrow points from the 'Storefront' tab in the navigation bar down to the 'Modify description and display order' link.

5. Select **Modify Details** next to the category you wish to make changes to.



A screenshot of the 'Categories' section in the 'Store Administration' interface. It shows a dropdown menu for 'Categories' with 'General' selected. To the right of the dropdown is a text input field containing the number '0'. Further right are two buttons: 'Modify order' and 'Modify Details'. A red arrow points from the 'Modify order' button to the 'Modify Details' button.

6. Make any changes to the category fields (see [Add a Storefront Category](#)).
7. Select **Modify** at the bottom.

Modify Category

Description

Parent Category

Details

Keywords

Image

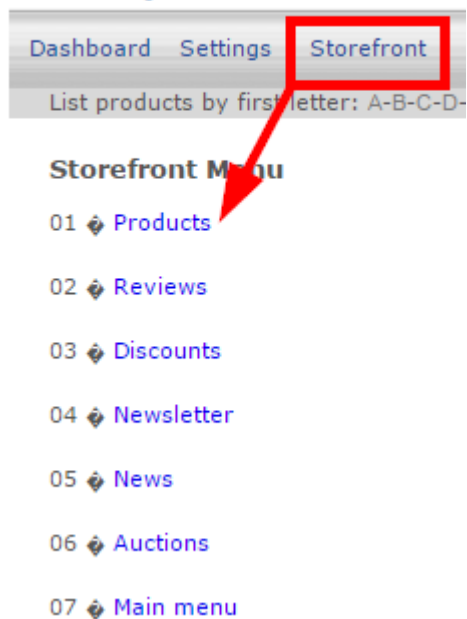
Active Yes

Change Category Display Order

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Storefront** from the main menu.
3. Select **01 Products** from the main menu to open the Product Menu.

Store Administration








You are viewing: Store Administration



Dashboard Settings **Storefront**

List products by first letter: A-B-C-D-

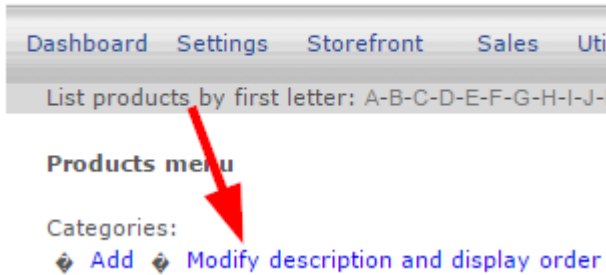
Storefront Menu

- 01  Products
- 02  Reviews
- 03  Discounts
- 04  Newsletter
- 05  News
- 06  Auctions
- 07  Main menu

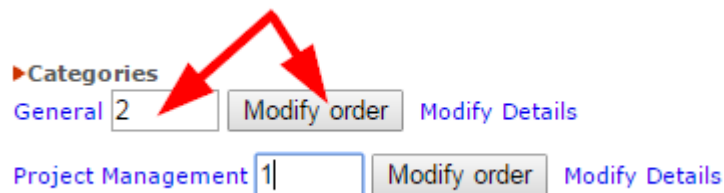
4. Select **Modify Description and Display Order** under Categories.

Store Administration

You are viewing: Store Administration



5. Enter a number next to each category. The categories will show on the storefront in numerical order.
6. Select **Modify Order**.

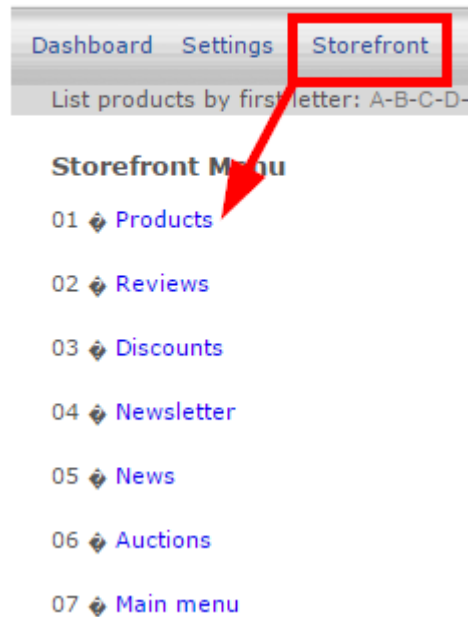


Delete a Storefront Category

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Storefront** from the main menu.
3. Select **01 Products** from the main menu to open the Product Menu.

Store Administration

You are viewing: Store Administration

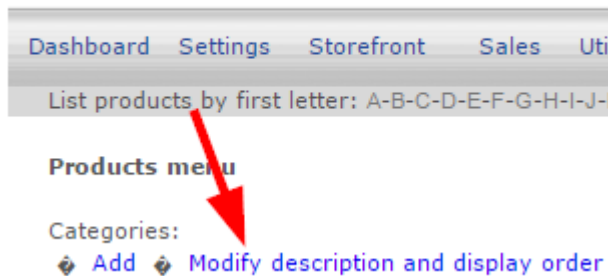


A screenshot of the 'Store Administration' page. At the top, there is a navigation bar with three tabs: 'Dashboard', 'Settings', and 'Storefront'. The 'Storefront' tab is highlighted with a red rectangular box. Below the navigation bar, there is a sub-menu titled 'Storefront Menu' with a list of items: '01 Products', '02 Reviews', '03 Discounts', '04 Newsletter', '05 News', '06 Auctions', and '07 Main menu'. A red arrow points from the 'Storefront' tab to the 'Products' item in the sub-menu.

4. Select **Modify Description and Display Order** under Categories.

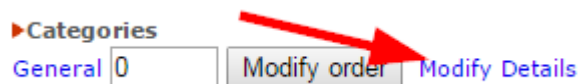
Store Administration

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A screenshot of the 'Store Administration' page, showing the 'Products menu' section. The navigation bar at the top includes 'Dashboard', 'Settings', 'Storefront', 'Sales', and 'Utilities'. Below the navigation bar, there is a sub-menu titled 'Products menu' with a list of items: 'Categories', 'Add', and 'Modify description and display order'. A red arrow points from the 'Storefront' tab to the 'Modify description and display order' item.

5. Select **Modify Details** next to the category you wish to delete.



A screenshot of the 'Store Administration' page, showing the 'Categories' section. The 'Categories' section is expanded, showing a list of categories. The first category is 'General' with a value of '0'. To the right of the 'General' category, there are two buttons: 'Modify order' and 'Modify Details'. A red arrow points from the 'Modify Details' button to the right.

6. Select **Delete** at the bottom of the form.

Modify Category

Description

Parent Category ▼

Details

Keywords

Image

Active Yes