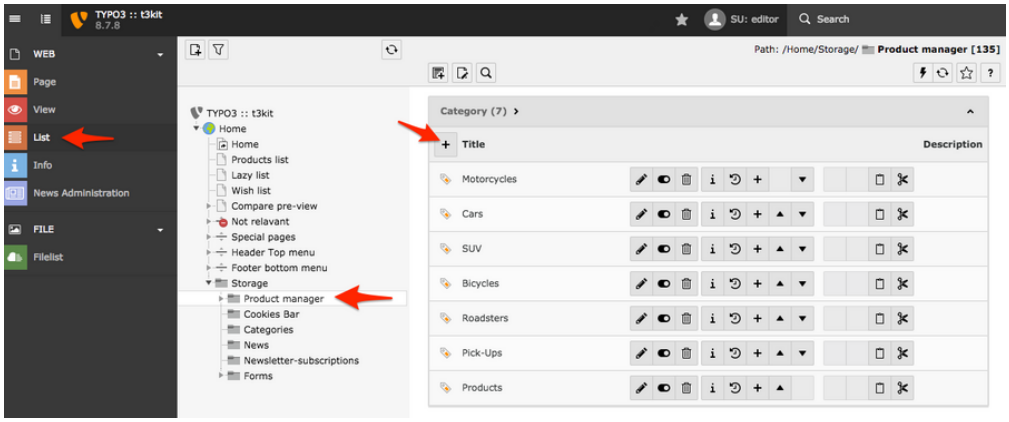
2. Category management

Categories are used for both filter view and listing view, but will have different functions, depending on which type of view. In the filter option, it is simply used to filter out products connected to the category, showing the categories in a dropdown menu. For the listing view option, the categories are listed in a left hand menu and also in a grid net showing subcategories.

Adding categories

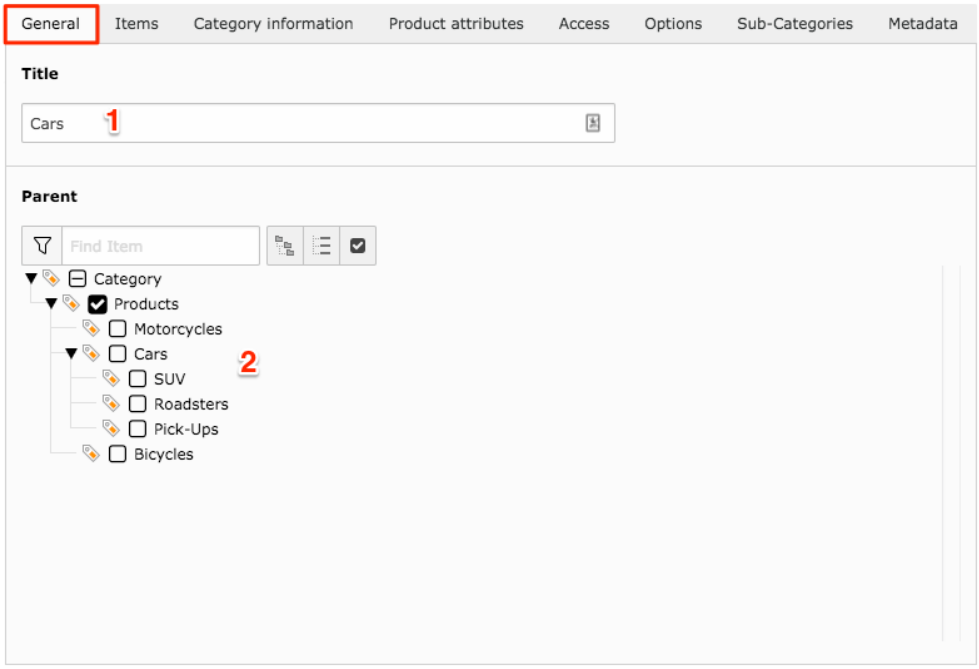
The categories are added selecting List in the control panel and entering the folder for product management (or equivalent), and clicking on the plus icon to add new categories. (2.1)



2.1

General tab

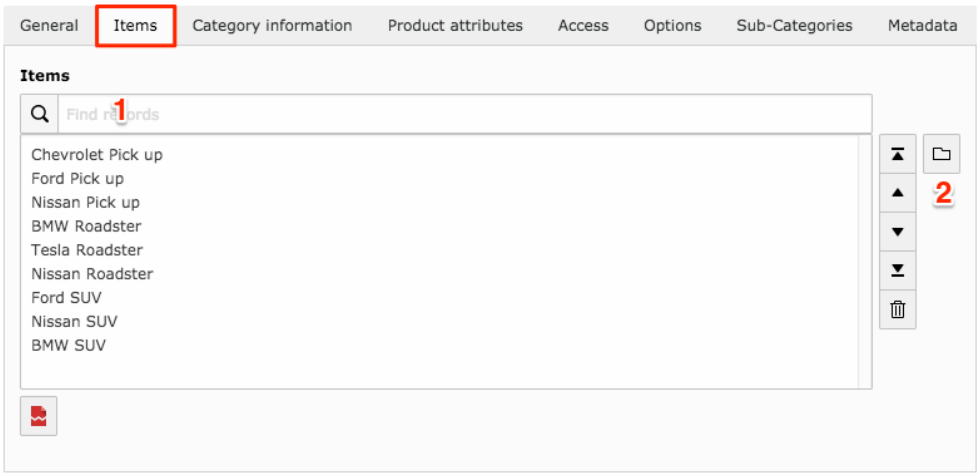
The tab ‘General’ includes the title of the category (1), which will be shown in the frontend. A parent category needs to be set (2), either the top product category, or a parent category for this category. (2.2)



2.2

Items tab

The ‘Items’ tab contains a listing of all the products that are connected to the category. You can connect products to the category by searching for it by name (1) or by clicking the folder icon (2), to add it from the product storage folder in the page tree. (2.3)

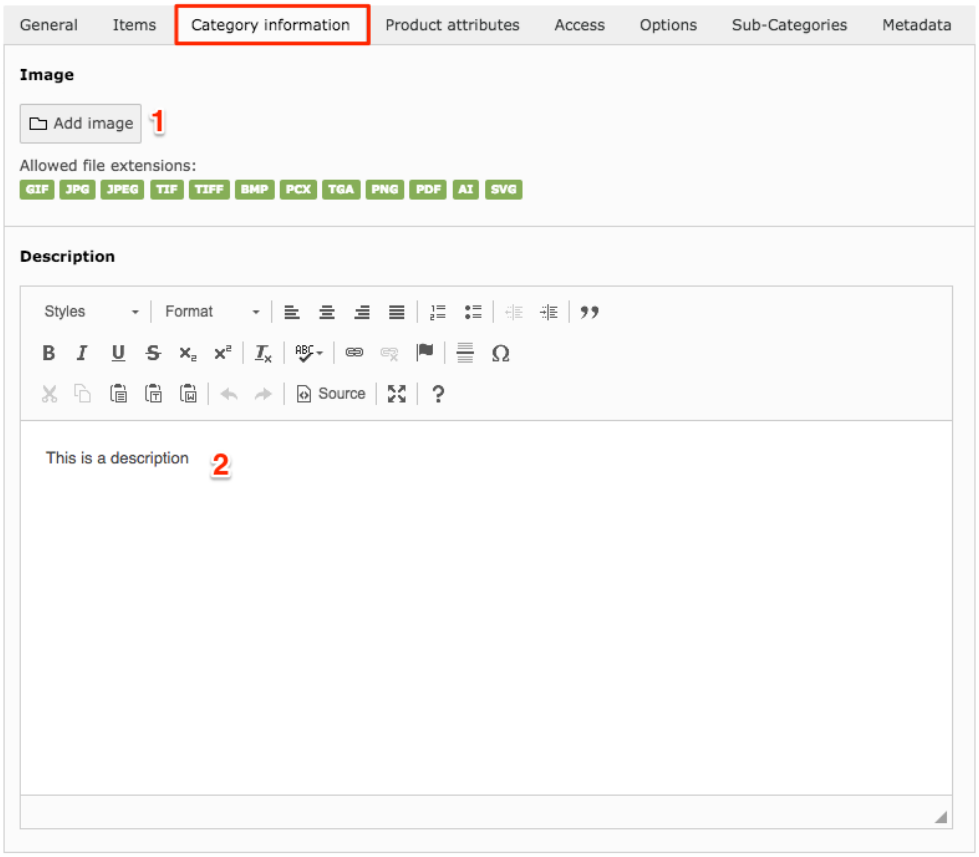


2.3

Category information tab

The next tab is ‘Category information’ where you add the image (1), shown in category grid listing, and also the Description field (2) to add text to a category. **Note!** These two fields are only

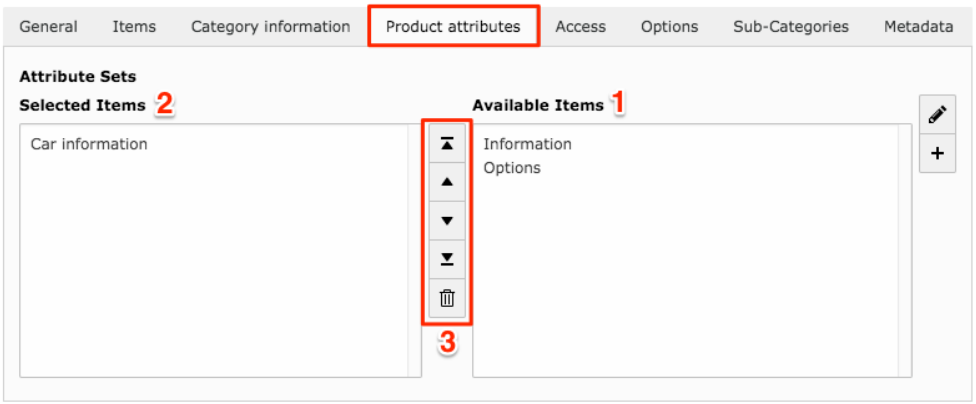
used in the listing view option, not for the filter view option. (2.4)



2.4

Product attributes tab

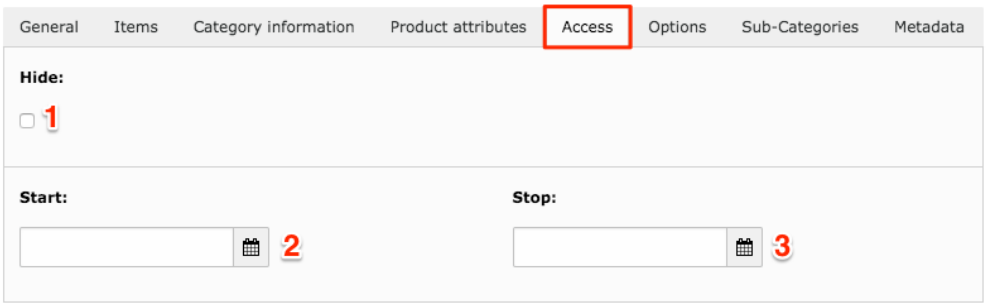
The ‘Product attributes’ section allows you to select which attribute set that should be available in the products, that are connected to this category. Existing attributes will show in the list on the right hand side (1), and by clicking them, they are moved to the left field (2). The icons in the middle (3) can be used to handle the selected attributes, by marking them and moving them up and down in the list, and removing them from the list with the trash bin. The attributes connected to the attribute set, will show in the product after you have selected a category and saved the product. Attribute sets selected in a category are also inherited to all subcategories, in addition to selected in subcategory. (2.5)



2.5

Access tab

The ‘Access’ tab contains the publishing functions that allows you to hide (1), set publish date (2) and expiration date (3). (2.6)



2.6

Subcategories tab

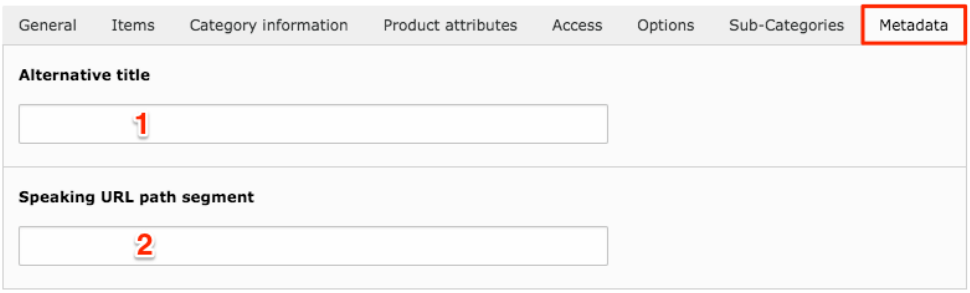
‘Subcategories’ lists all subcategories connected to the selected category. By rearranging the order here, it will change the order in the frontend. To move the order of subcategories, use the arrows on the left hand side, or drag 'n drop with the three-striped icon. (2.7)



2.7

Metadata tab

Finally we have the ‘Metadata’ tab, that allows you to add information concerning the search engine optimization (SEO). You can add a description (1) and the field 'Alternative title' (2) is equivalent to the browser title or title tag. The field 'Speaking URL path segment' (3) allows you to change the URL of the category. (2.8)



2.8

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