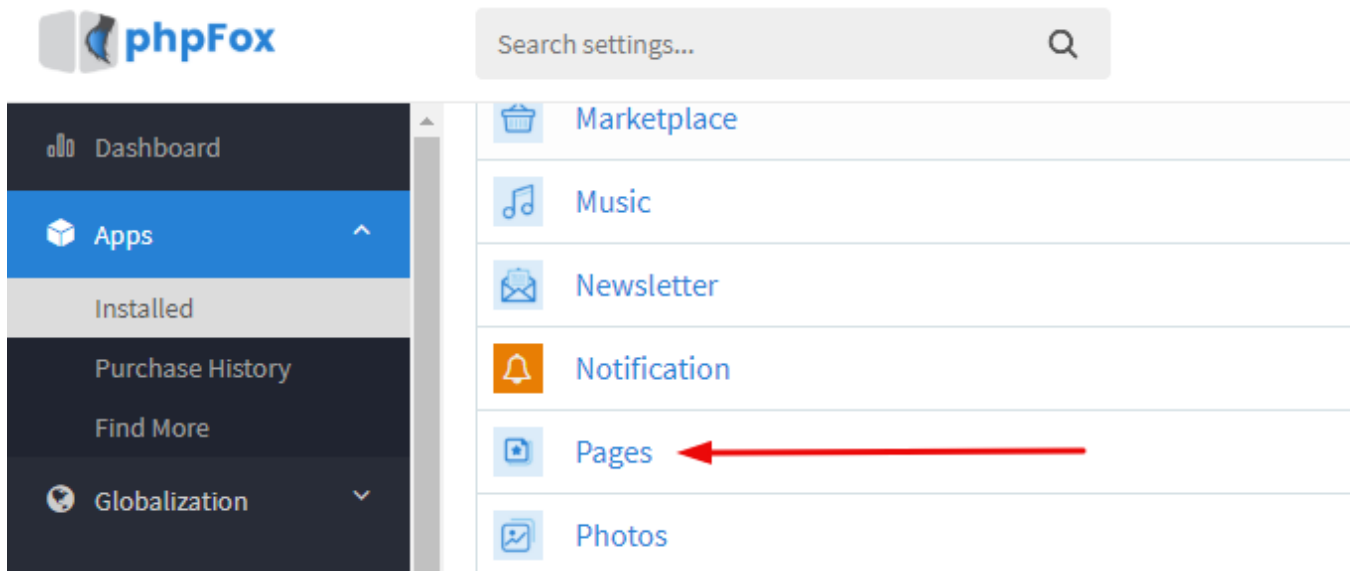


# Adding and Managing Categories

Consider you are logged in the AdminCP. Go to Apps >> Installed >> Pages



- **Add a Category:**

- Select the Add New Category Tab.
- Select a parent category if you are creating a sub-category or leave to none if you are creating a parent category.
- Input the name (and in other languages)
- Upload an image

Apps > Pages > Add New Category




## Add New Category

The screenshot shows the 'Add New Category' form. At the top, there are tabs: Settings, User Group Settings, Manage Integrated Items, **Add New Category** (highlighted with a red arrow), Manage Categories, and Manage Claims. Below the tabs is the 'Category Details' section. It contains a 'Parent Category' dropdown menu with 'None' selected (indicated by a red arrow), a 'Name in English (US)' text input field, a 'Name in other languages' text input field, an 'Image' section with a 'Choose File' button and 'No file chosen' text, and a 'Submit' button at the bottom.

- **Re-arranging Categories:** Drag up and down to rearrange categories




Apps > Pages > Manage Categories

## Manage Categories

Manage Categories				
Settings	User Group Settings	Manage Integrated Items	Add New Category	Manage Categories
Name	Sub-Categories	Image	active	
✚ ⚙ New Trend	0		<input type="checkbox"/>	
✚ ⚙ Brand or Product	31		<input checked="" type="checkbox"/>	
✚ ⚙ Local Business or Place	38		<input checked="" type="checkbox"/>	





- **Enable/Disable a Category:** Toggle the ON/OFF button to enable/disable a category

## Manage Categories

Manage Categories				
Settings	User Group Settings	Manage Integrated Items	Add New Category	Manage Categories
Name	Sub-Categories	Image	active	
✚ ⚙ New Trend	0		<input type="checkbox"/>	
✚ ⚙ Brand or Product	31		<input checked="" type="checkbox"/>	
✚ ⚙ Local Business or Place	38		<input checked="" type="checkbox"/>	

- **Edit a Category:**

1. From the Manage Category tab, click the setting icon of the category you want to edit. Then, select Edit.

Manage Categories				
Settings	User Group Settings	Manage Integrated Items	Add New Category	Manage Categories
Name	Sub-Categories	Image	active	
✚ ⚙ New Trend	0		<input type="checkbox"/>	
✚ ⚙ Brand or Product	31		<input checked="" type="checkbox"/>	
✚ ⚙ Manage Sub-Categories (31)	38		<input checked="" type="checkbox"/>	
✚ ⚙ Entertainment	29		<input checked="" type="checkbox"/>	

2. Edit that specific category by the following options:
  - a. (1) Name: Rename the category.
  - b. (2) Upload, change or delete the image

c. (3) Submit when done

Settings   User Group Settings   Manage Integrated Items   Add New Category   Manage Categories   Manage Claims

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Category Details

Name in English (US)

Brand or Product 1

Name in other languages

Image



2

Choose File No file chosen

Upload image for category

Submit 3





- **Manage Sub-Categories**

- From the Manage Category tab, click the setting icon of the Category, then Select Manage sub-categories

### Manage Categories

Settings   User Group Settings   Manage Integrated Items   Add New Category   Manage Categories   Manage Claims

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Manage Categories				
	Name	Sub-Categories	Image	active
⛶ ⚙	New Trend	0		OFF
⛶ ⚙	Brand or Product	31		ON
⛶ ⚙	Place	38		ON
⛶ ⚙	Entertainment	29		ON

Edit

Manage Sub-Categories (31)

Delete

- Edit the sub category. Clear Cache when done.