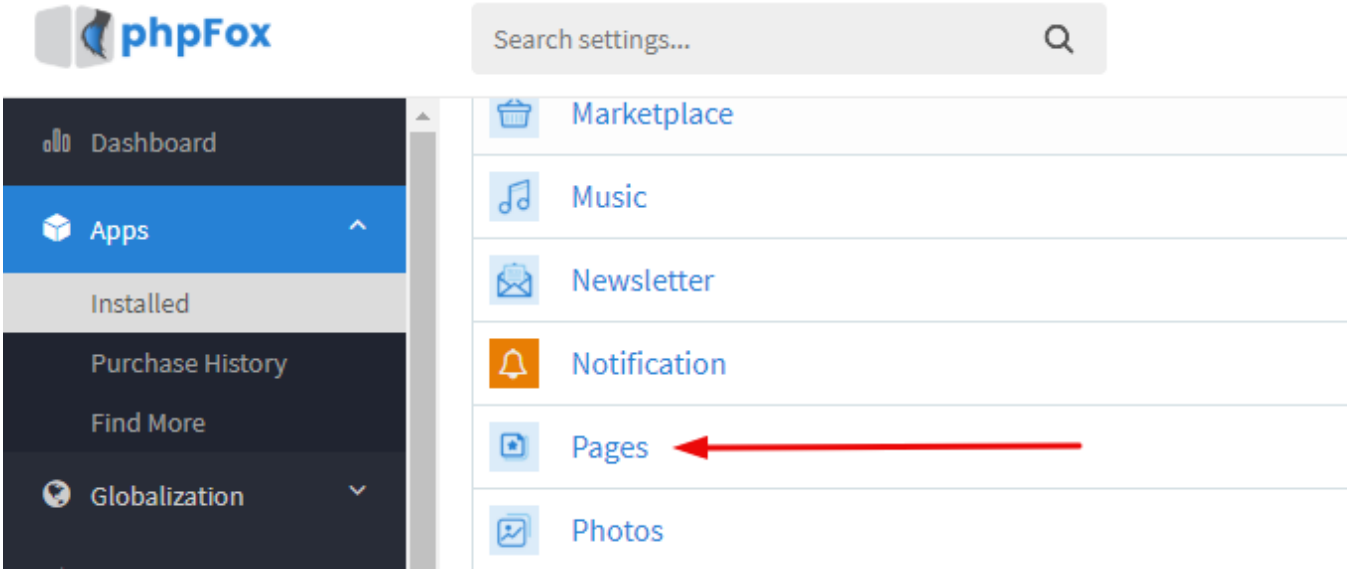
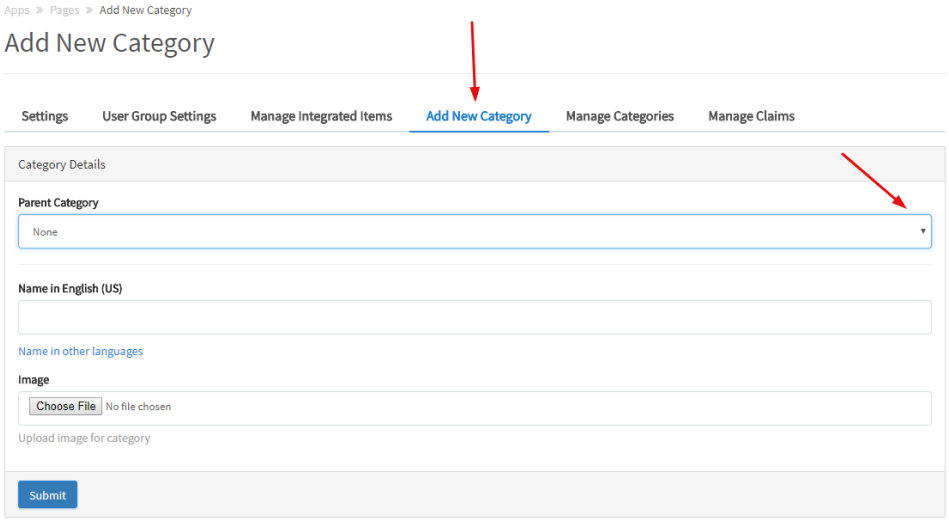
Adding and Managing Categories

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

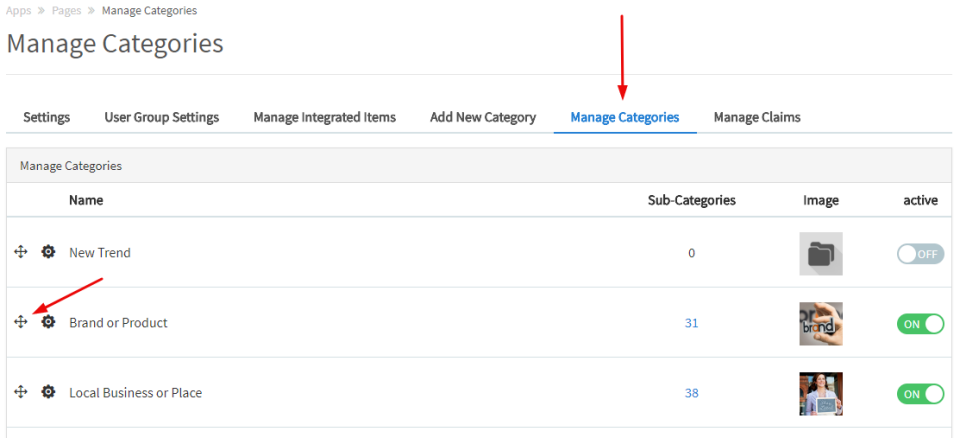


- **Add a Category:**

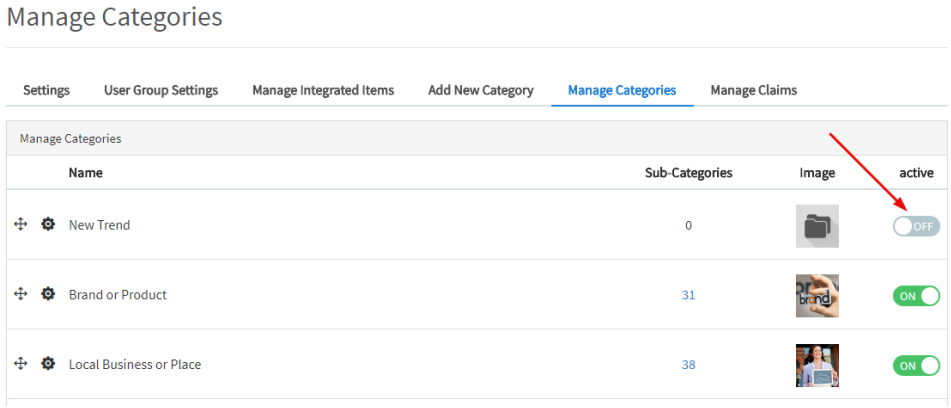
  a. Select the Add New Category Tab.
  b. Select a parent category if you are creating a sub-category or leave to none if you are creating a parent category.
  c. Input the name (and in other languages)
  d. Upload an image



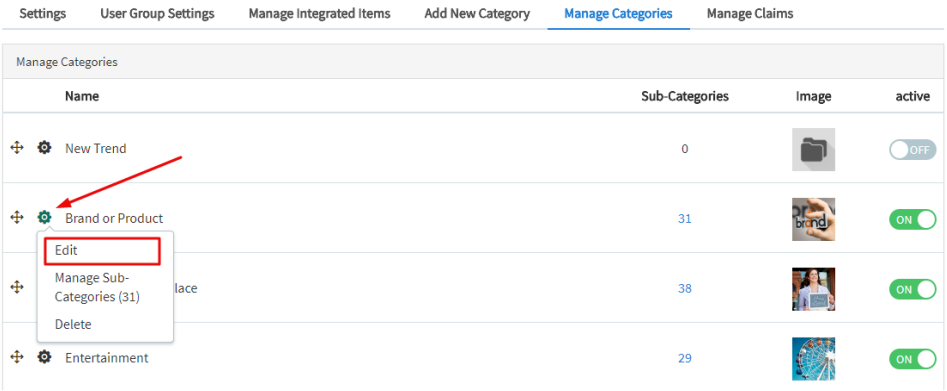
- **Re-arranging Categories:** Drag up and down to rearrange categories



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

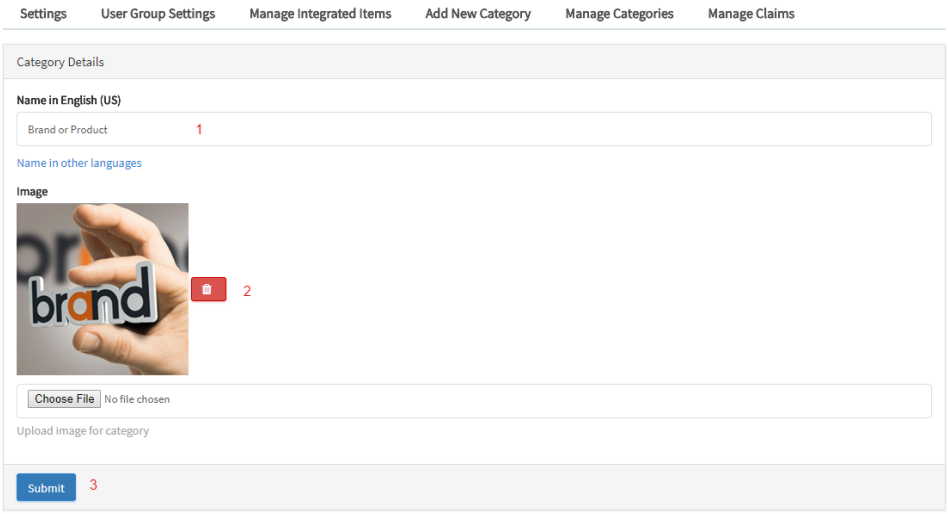


- **Edit a Category:**
  1. From the Manage Category tab, click the setting icon of the category you want to edit. Then, select Edit.

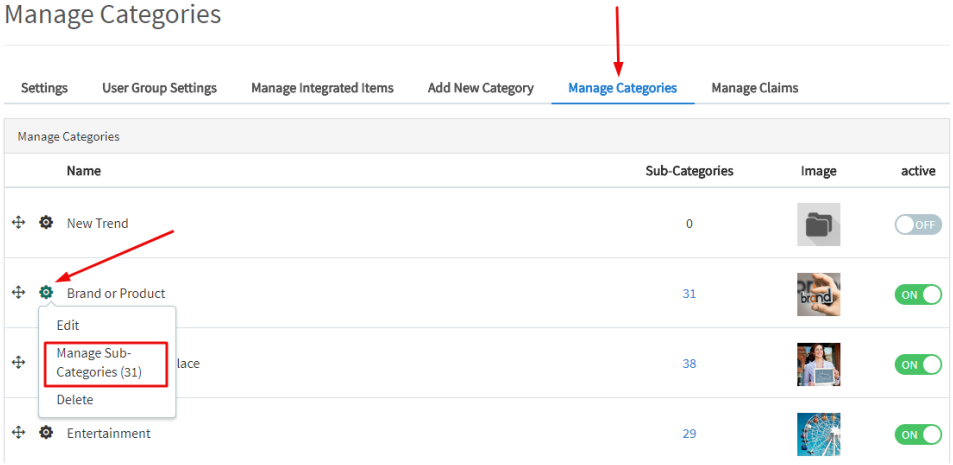


  2. Edit that specific category by the following options:
     a. (1) Name: Rename the category.
     b. (2) Upload, change or delete the image

c. (3) Submit when done



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



  - Edit the sub category. Clear Cache when done.