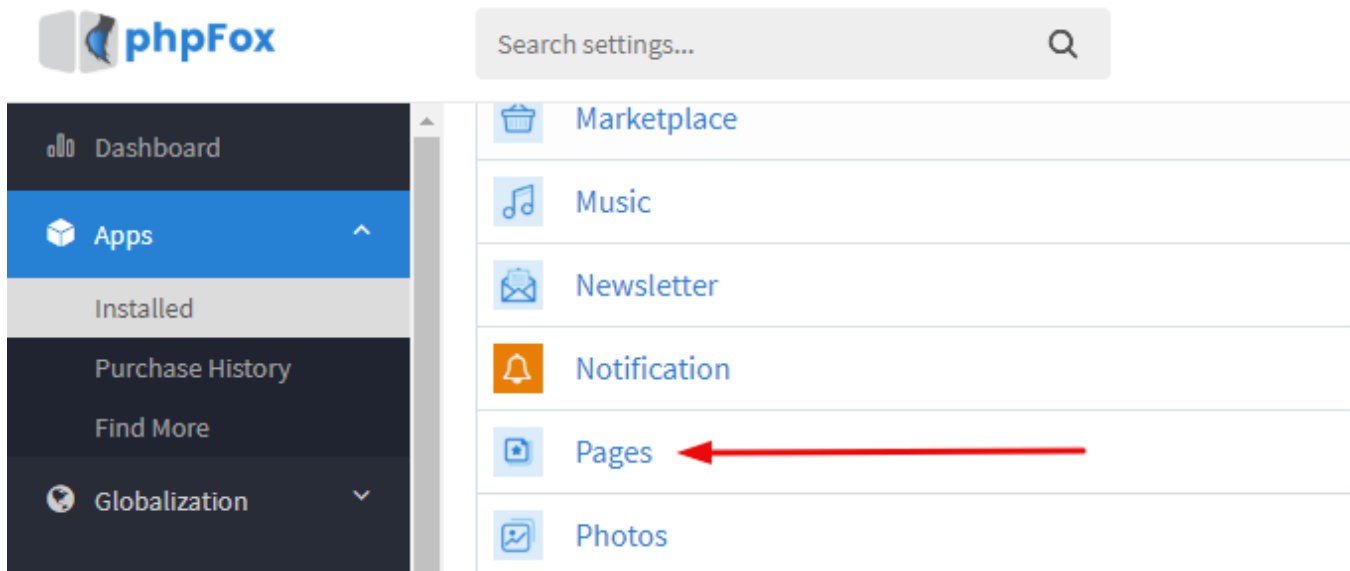


Adding and Managing Categories

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 several 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, and an 'Image' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a 'Submit' button.

- **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			
  Brand or Product	31			
  Local Business or Place	38			



















- **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			
  Brand or Product	31			
  Local Business or Place	38			

- **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			
  Brand or Product	31			
  Manage Sub-Categories (31)	38			
  Delete				
  Entertainment	29			

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


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

Manage Categories				
Name		Sub-Categories	Image	active
  New Trend		0		
  Brand or Product		31		
  Manage Sub-Categories (31)	lace	38		
  Entertainment		29		

- Edit the sub category. Clear Cache when done.