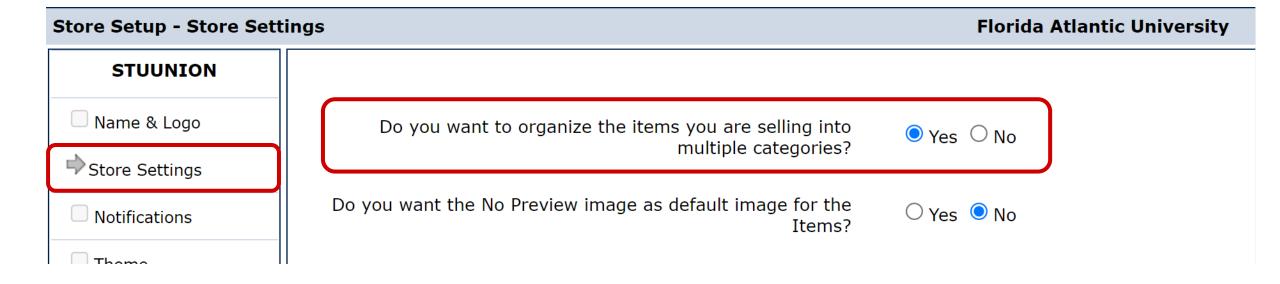


Creating Categories



Creating Categories

This section will only appear if the "Do you want to organize the items you are selling into multiple categories" radio button located on the **Store Setup** > **Store Settings** screen was set to **Yes**.





Category Maintenance

- To edit an existing category, click on the category's Select button.
- To **delete a category** that has not been used, click on the category's **Delete** button.
- To **create a new category**, click on the **ADD NEW RECORD** button and the following fields will appear.

You are in category maintenance. This is where you create new or modify existing categories. To create a new category click the 'Add New Record' button. To modify a category, click the 'Select' button adjacent to that category code.

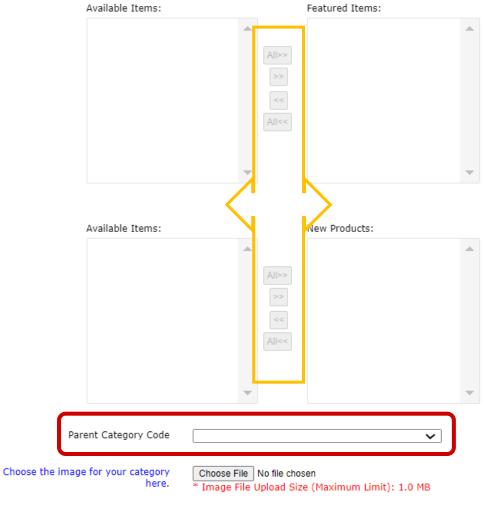
Code	Name	ADD NEW RECORD
GREEK LIFE	FAU GREEK LIFE	Select Delete
STUCONF	Student Affairs Summits and Conferences	Select Delete
STUPMTS	Student Union Payments	Select Delete
(3 record(s))		Display All



Category Fields

FIELD NAME	DATA ENTRY INSTRUCTIONS	
Category Code	Enter a name for this category code. (12-character maximum.)	
Category Name	Enter a name for this category that will display in the store. (50-character maximum.)	
Description	Enter a description of this category if desired. This description will display depending on what was selected for the "Category Description on the catalog" field located on the Store Setup - Store Settings screen. If Don't show was selected, this description will not display If Show full description was selected, this entire description will display. Show partial description is no longer used and should not be selected.	
Order	Enter a number here to determine the order in which the categories will appear in the store. If an order is not specified, categories will display in alphabetical order. (8-digit maximum.)	





Assigning a Category to an Item

Use the center arrows to select item codes to associate with the created category. You may also assign a category to a **parent category**, or have the category exist as its own unique category.

Finally, once all fields are complete, select **Continue** to save.