



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**.

Store Setup - Store Settings		Florida Atlantic University		
STUUNION				
<input type="checkbox"/> Name & Logo				
<input checked="" type="checkbox"/> → Store Settings				
<input type="checkbox"/> Notifications				
<input type="checkbox"/> Theme				
Do you want to organize the items you are selling into multiple categories? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Do you want the No Preview image as default image for the Items? <input type="radio"/> Yes <input checked="" type="radio"/> No				



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	
1			



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	<p>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.</p> <p>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.</p>
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.)



Available Items: Featured Items:

Available Items: New Products:

Parent Category Code

Choose the image for your category here.

Choose File No file chosen

* Image File Upload Size (Maximum Limit): 1.0 MB

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.

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