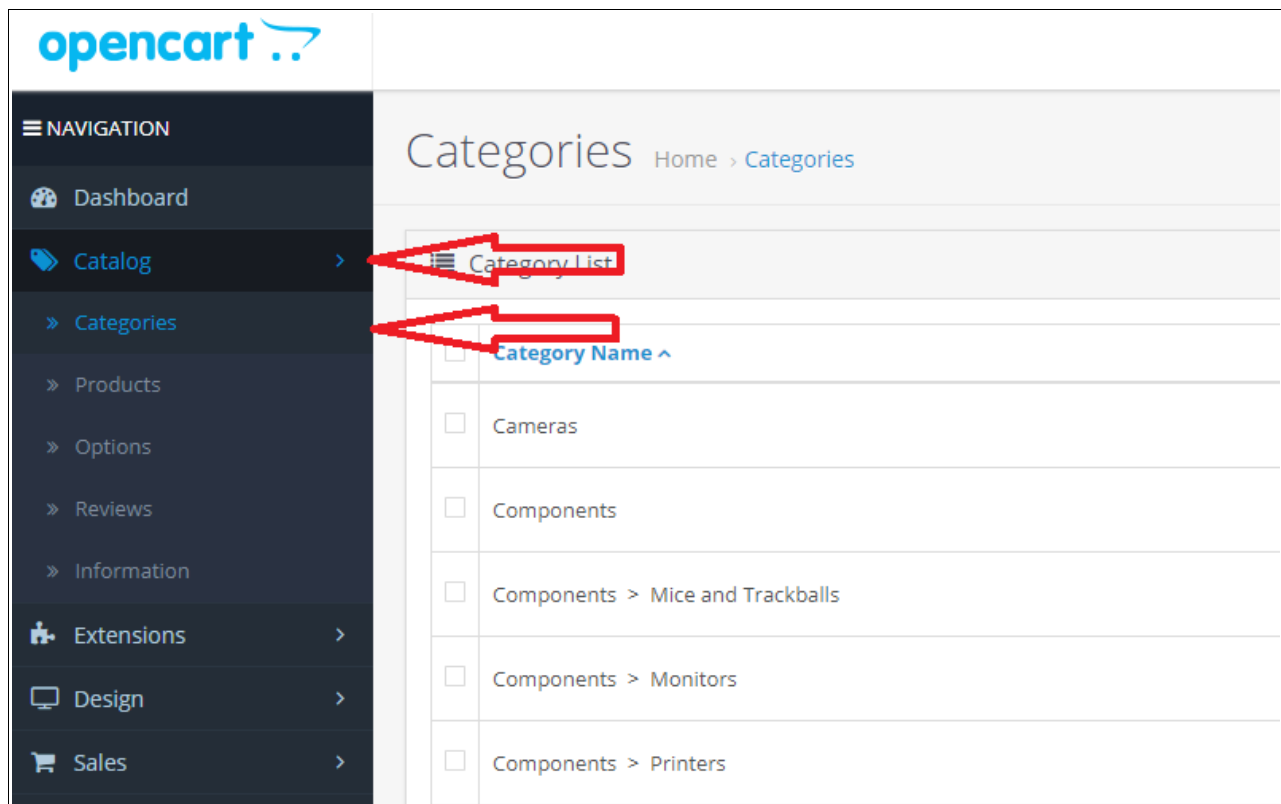


Maintain Categories

This article describes the category setup in Opencart for WebStupet clients. After reading this article you will be able to add a category to your Opencart catalog as well as edit or delete categories that are already in your catalog. If you do not want to set up your categories contact WebStupet at support@webstupet.com and we will set them up for you at \$4.95 per category.

Accessing Categories

1. Log into your WebStupet Opencart administration account.
2. Expand the Catalog menu and click Categories.



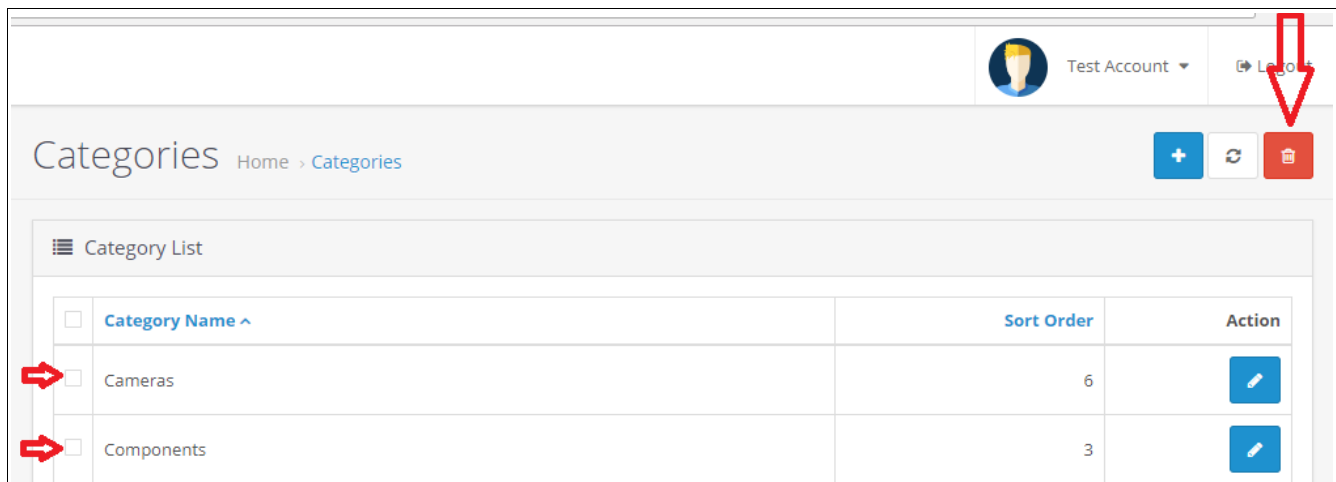
3. To edit an existing category click the edit action button next to the category you want to edit. Refer to the Add New Category section for the definition of the data fields.

Maintain Categories page 2 of 8



<input type="checkbox"/>	Category Name ^	Sort Order	Action
<input type="checkbox"/>	Cameras	6	
<input type="checkbox"/>	Components	2	

- To delete check the box for the category (or categories) you want to delete and click the trash can. Be careful not to delete categories that are assigned to products because you may make products difficult to find in your storefront.

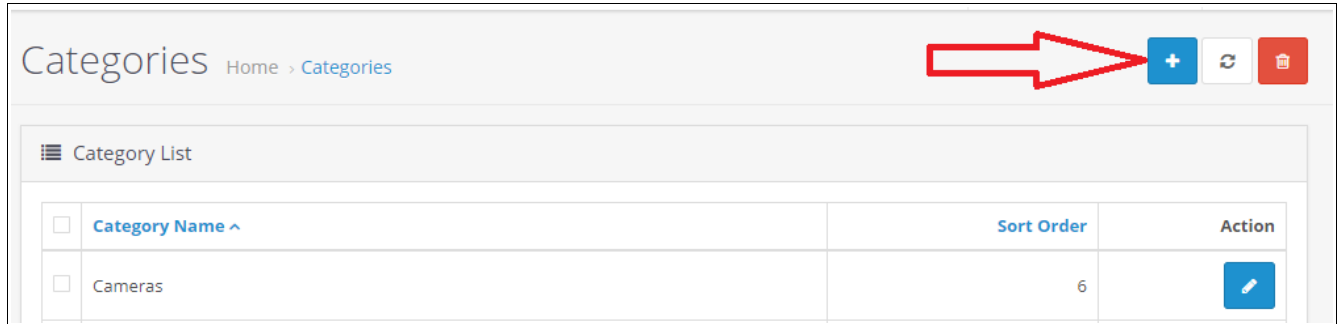


Categories [Home](#) > [Categories](#)

<input type="checkbox"/>	Category Name ^	Sort Order	Action
<input type="checkbox"/>	Cameras	6	
<input type="checkbox"/>	Components	3	


Add New Category

1. Click the Add Button

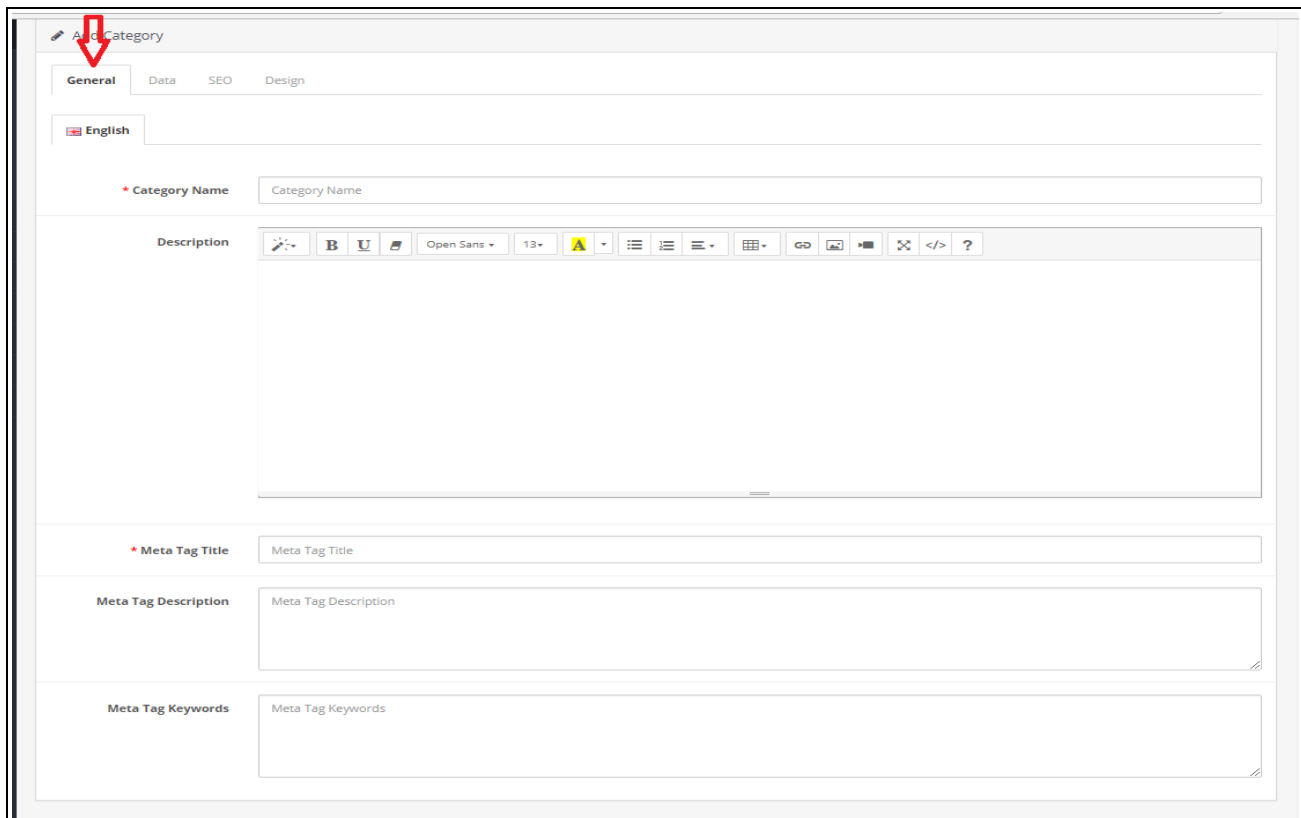


Categories Home > Categories

Category List

<input type="checkbox"/>	Category Name ^	Sort Order	Action
<input type="checkbox"/>	Cameras	6	

General Tab

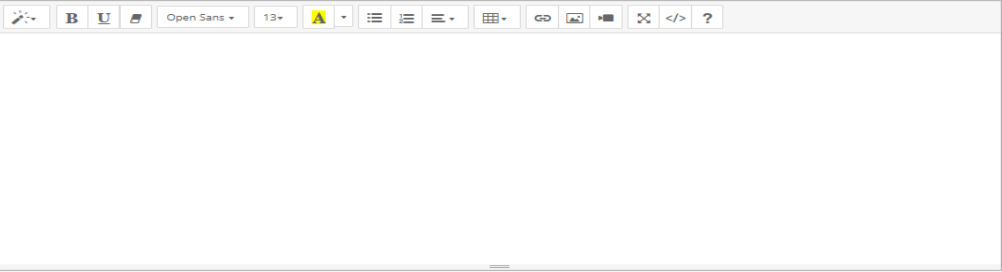


Add Category

General Data SEO Design

English

* Category Name

Description 

* Meta Tag Title

Meta Tag Description

Meta Tag Keywords



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www.WebStupet.Com

Maintain Categories page 4 of 8

1. Product input starts on the General Tab.
2. **Category Name** – Input is required for Category Name. This is the name that will be displayed in the Category Selector, on the Category Page and, if set up, on the top menu ring of the storefront.
3. **Description** – Input is optional for Description. The Description is listed under the Category Name on the Category Page in your storefront. You can use basic text formatting by clicking the format buttons above the input box.
4. **Meta Tag Title** – Input is required for Meta Tag Title. This is the title that is listed on the tab of the web browser when a customer is viewing the Category Page. It can be the same as the Category Name.
5. **Meta Tag Description** – Input is optional for Meta Tag Description. This description is listed with the Meta Tag Title when available. It is commonly used by mobile devices.
6. **Meta Tag Keyword** – Input is optional for Meta Tag Keywords. These keywords can be used drive search engines (such as Google) to your categories.

Data Tab

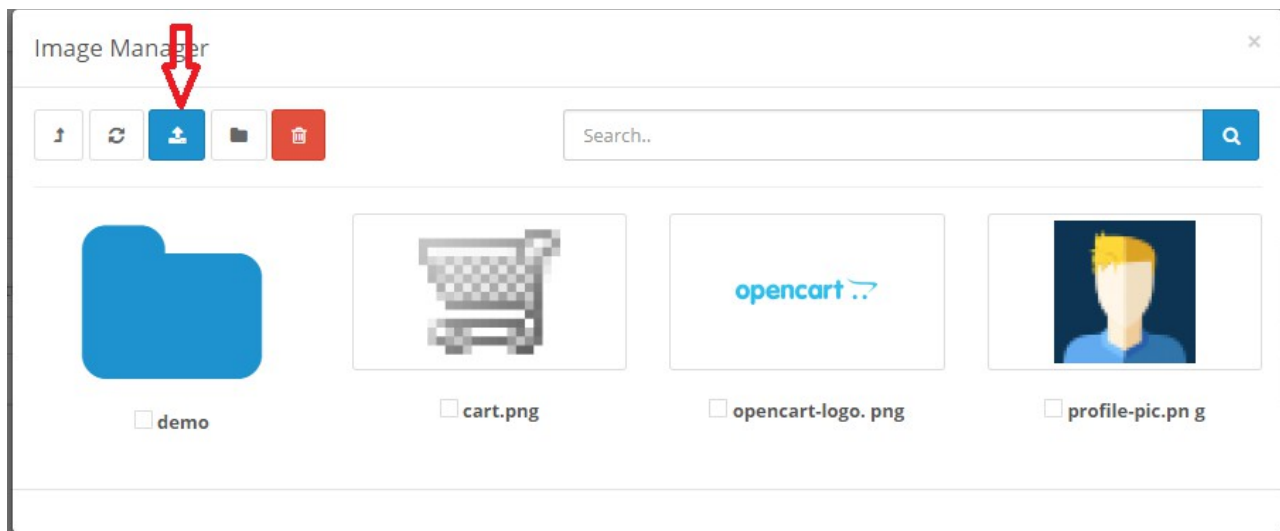
The screenshot shows the 'Data Tab' of a category management interface. At the top left, there is a button labeled 'Add Category' with a red arrow pointing to it. Below this, there are four tabs: 'General', 'Data', 'SEO', and 'Design'. The 'Data' tab is selected. The form contains several sections: 'Parent' with a text input field containing 'Parent'; 'Filters' with a text input field containing 'Filters' and a large empty area below it; 'Stores' with a list containing 'Default' which is checked; 'Image' with a placeholder image of a blue logo; 'Top' with an unchecked checkbox; 'Columns' with a text input field containing '1'; 'Sort Order' with a text input field containing '0'; and 'Status' with a dropdown menu set to 'Enabled'.

1. **Parent** – Parent is not used in the basic setup. For basic setup leave “Parent” as the value. For a more complicated category setup, this field is used to establish sub-categories. Selecting a category (or sub-category) will set the entry as a sub-category under the selected category (or sub-category). Sub-categories are expandable in the Category Selector, similar to a directory tree in Microsoft Windows. The number of levels you can create is not limited; however, the Category Selector is only expands to the second level. Therefore, more than three levels may be confusing to your customers. To select a category or sub-category put the cursor in the

Maintain Categories page 6 of 8

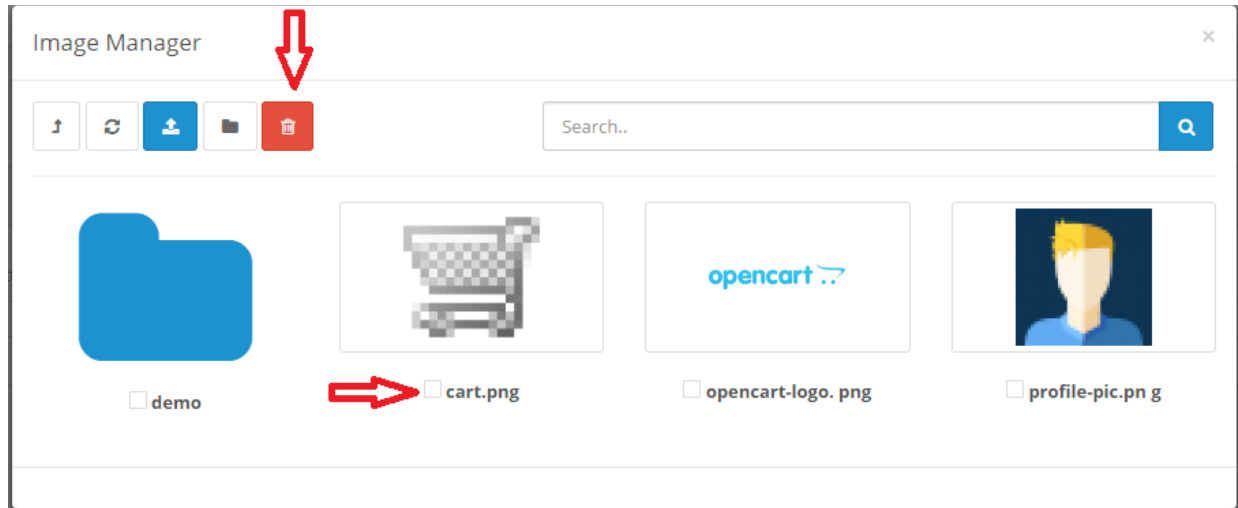
Parent text box and click the desired selection. If your setup has more than five categories and sub-categories you may need to type the first few letters of the category or sub-category name to be able to select it.

2. **Filters** – Filters are considered advanced setup and are not address in this documentation.
3. **Stores** – Leave “Default” checked for basic setup. Multiple store functionality is not set up as a part of the basic WebStupet Opencart setup.
4. **Image** – Selecting and image is optional. If an image is selected it is shown under the category name on the category page in the storefront.
 1. Click the image and then the edit button to set an image for the category.
 2. The Image Manager screen appears.
 3. Click an image in the image manager to select.
 4. To upload more images click the upload button and browse for the images.



5. To delete images check the images to delete and click the trash can.

Maintain Categories page 7 of 8

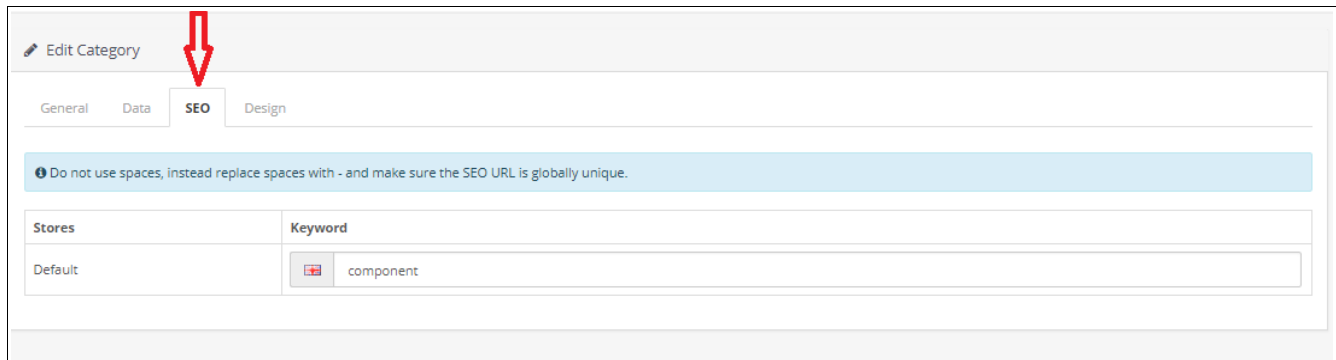


5. **Top** – Check Top to list this category on the top menu ring in the storefront.
6. **Columns** – Not used
7. **Sort Orders** – Set the order the category or sub-category will be listed in the Category Selector. Lower number are shown first.
8. **Status** – Set the Status to “Enabled” if you want the category shown in your storefront. Set to “Disabled” to prevent the category from being shown in your storefront. Be careful not to disable categories that are assigned to products because you may make products difficult to find in your storefront.

SEO Tab

The SEO Tab is optional. The SEO keywords can be used drive search engines (such as Google) to your products.

Maintain Categories page 8 of 8



Edit Category

General Data **SEO** Design

Do not use spaces, instead replace spaces with - and make sure the SEO URL is globally unique.

Stores	Keyword
Default	<input type="text" value="component"/>

1. Click the SEO tab to access.
2. Input Key words as desired. Separate with dashes.

Design Tab



Edit Category

General Data SEO **Design**

Stores	Layout Override
Default	<input type="text"/>

WebStupet recommends that you **do not** use this tab to alter the product screen layout.

Don't forget to save your work.

When you are done adding or editing the product you must save your work by clicking the disk button.



Categories Home > Categories

Edit Category

General **Data** SEO Design

Test Account Logout

Save