



Address: 24 Luna Close Swindon Wiltshire SN25 2LZ UK
Phone: +44 (0) 7792951549
Email: info@holbi.co.uk
Internet: http://www.holbi.co.uk

User's Manual

Project name: TrueLoaded

Module: Catalog - Categories

Project Leader: Vladislav Malyshev

QA: Eduard Shutenko

Technical Writer: Yana Lovyagina

version 1.2

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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Introduction

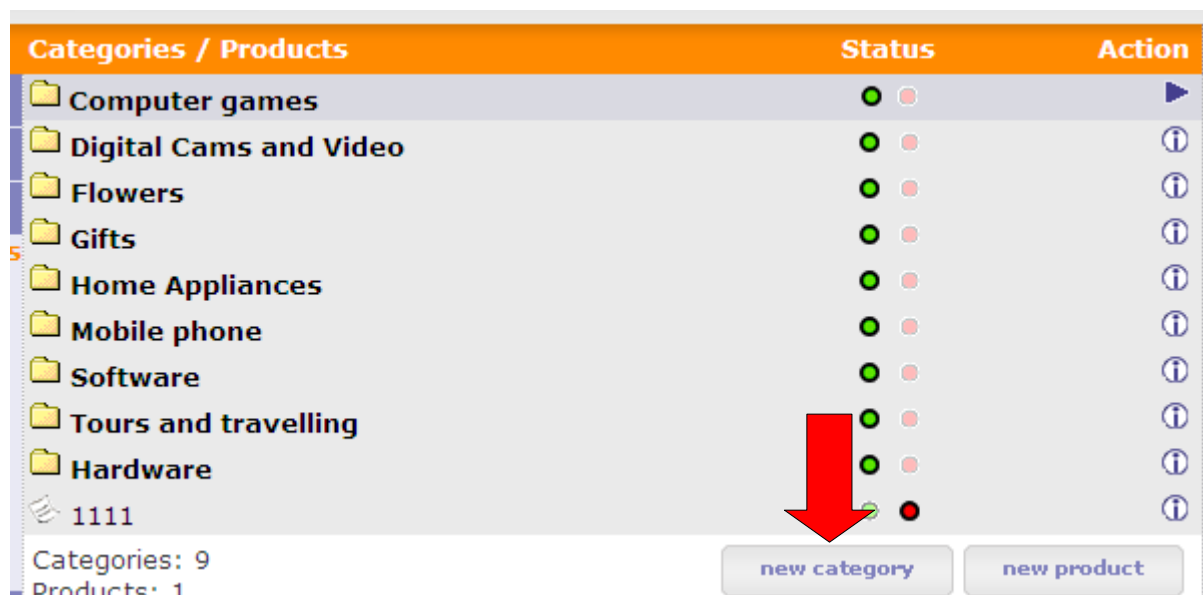
All products must be in a Catalog > Category folder to be displayed in the osCommerce store. The categories are folders containing products. The categories can also contain sub-categories.

Creating New Category

1. Go to Admin Panel of the web-store and click the **Catalog** link.



2. Click the **New Category** button below the Categories/Products list to create a new category.

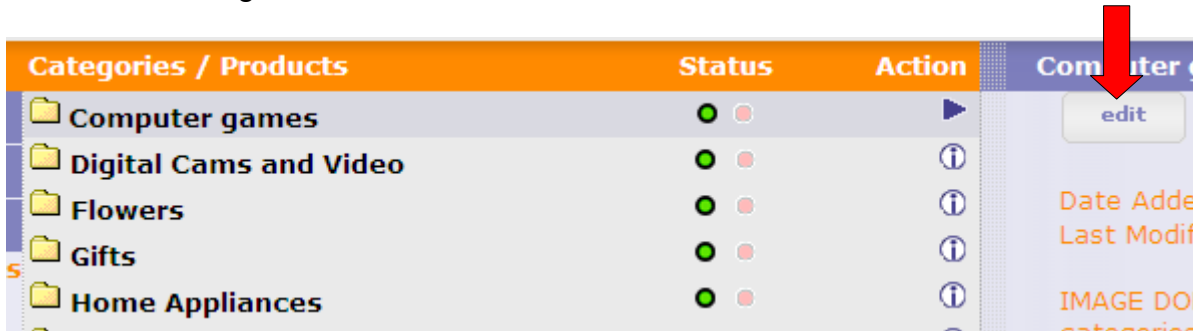


On the New Category page you can add category name/heading title/heading description. You can also upload category image, set category status and specify sort order.

3. To save your settings, please click the **Preview** button, and then - the **Update** button.

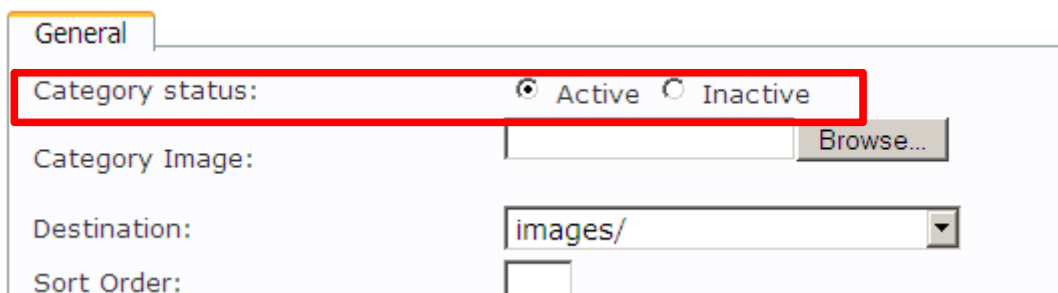
Setting Up Category Status

1. From the Categories/Products list in Admin Panel, select a category and click the **Edit** button on the right.



Categories / Products	Status	Action	Computer games
Computer games	<input checked="" type="radio"/> <input type="radio"/>		<input type="button" value="edit"/>
Digital Cams and Video	<input checked="" type="radio"/> <input type="radio"/>		Date Added Last Modified
Flowers	<input checked="" type="radio"/> <input type="radio"/>		IMAGE DISPLAY
Gifts	<input checked="" type="radio"/> <input type="radio"/>		categories
Home Appliances	<input checked="" type="radio"/> <input type="radio"/>		

2. There are two types of Category Status: Active and Inactive. If you select the **Active** button, a category will be displayed on the website. Accordingly, if you select the **Inactive** button, the category will not be displayed on the website.



General

Category status: Active Inactive

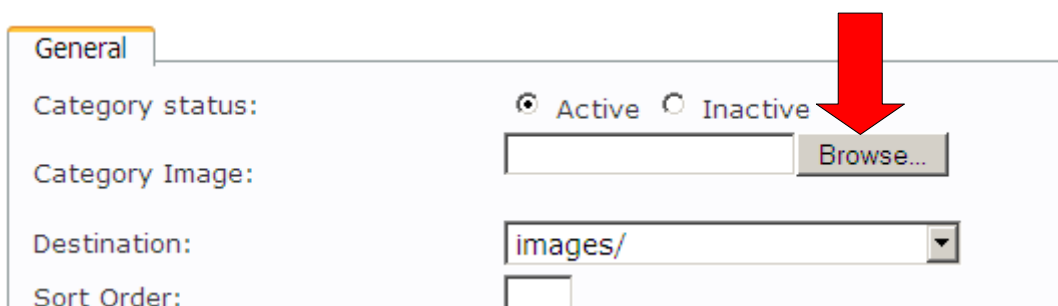
Category Image:

Destination:

Sort Order:

Setting Up Category Image

1. To upload category image, go to category edit mode and click the **Browse...** button adjacent to the **Category Image** field.



General

Category status: Active Inactive

Category Image:

Destination:

Sort Order:

2. Select an image from the Images folder located on your server (or on your PC).

Note: The image size is set in the [Configuration > Images > Subcategory Image](#) section.

This image will show up on the frontend page after clicking the category link (if this category has subcategories).



4. After uploading the image, two checkboxes appear below the **Category Image** field: **Remove** and **Delete**.
 - **Remove** option allows removing the category image file from the web-store database, without deleting it from the destination folder.
 - **Delete** option allows deleting the category image file from the web-store database and from the folder where it is stored (e.g. from the images/categories folder).

General

Category status: Active Inactive

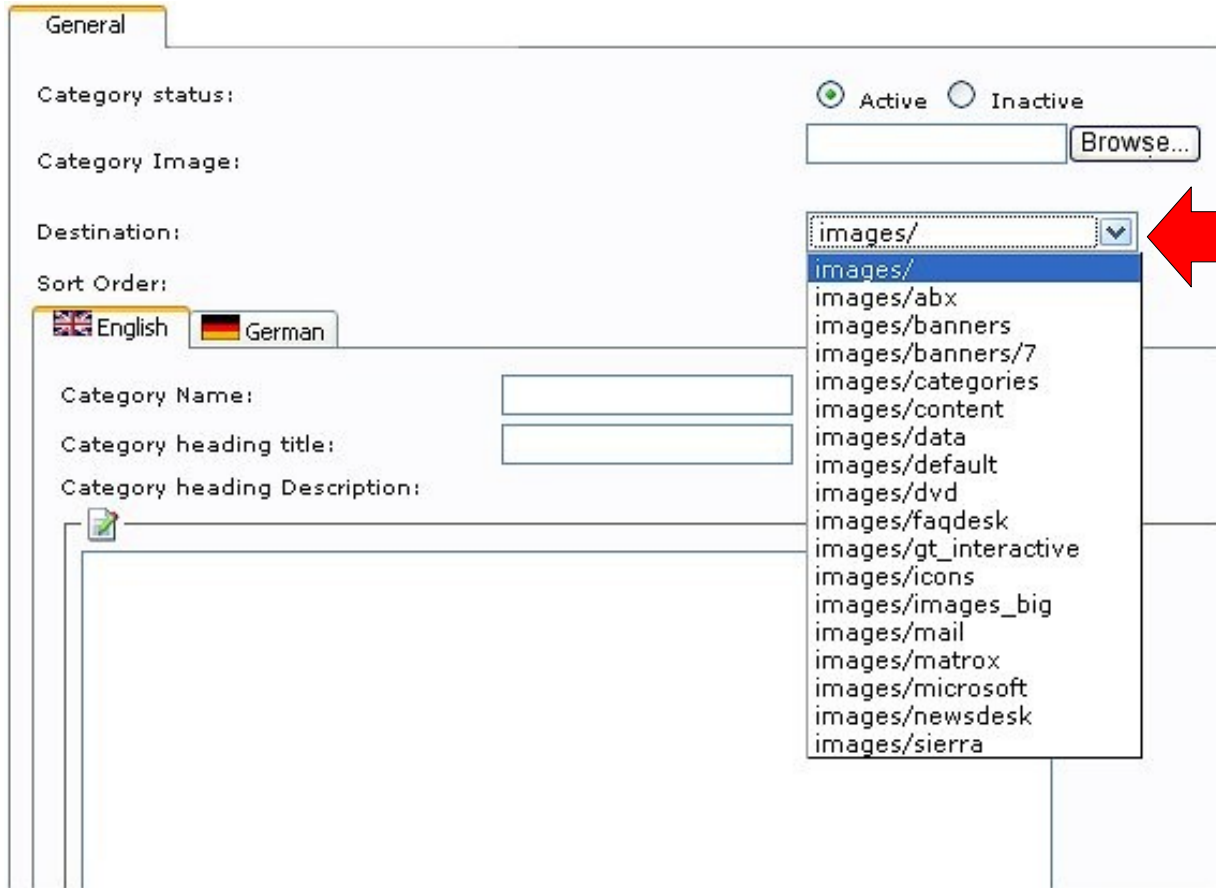
Category Image:

Remove

Delete

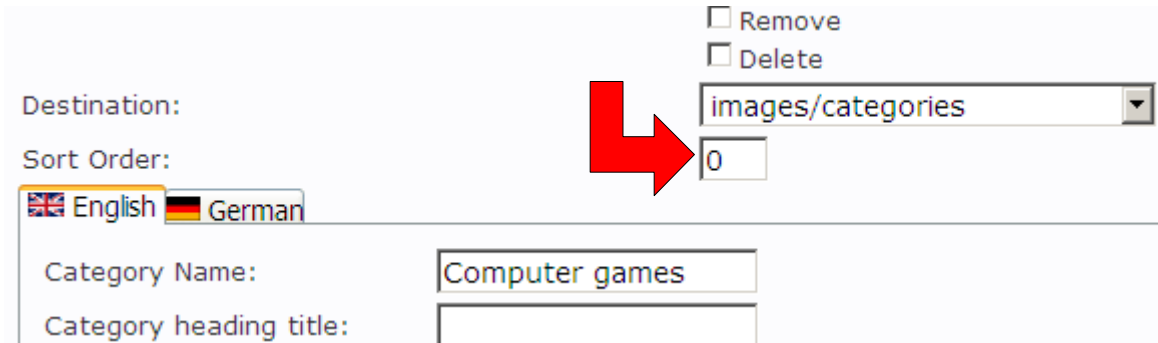
Just select an appropriate checkbox and click the **Preview** button, and then - the **Update** button.

- The default **Destination** folder is images/. You can change it by selecting another folder in the dropdown list. The uploaded image file will be saved to the **Destination** directory you specified. *Note: The Destination dropdown list displays sub-folders contained in the Images folder located on your server.*



Setting Up Category Sort Order

The "Sort Order" is set by a number. If the **Sort Order** field is left blank, the category folders will line up alphabetically.



Destination: Remove
 Delete
images/categories

Sort Order: 0

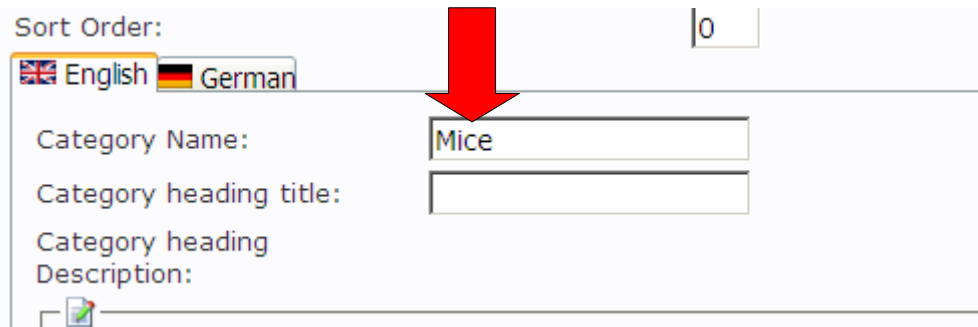
English German

Category Name: Computer games

Category heading title:

Setting Up Category Name, Title and Description

1. The **English** tab is open by default, that means you should put information in English here. In the **Category Name** field, specify a name of a category. For example, *Mice*.



Sort Order: 0

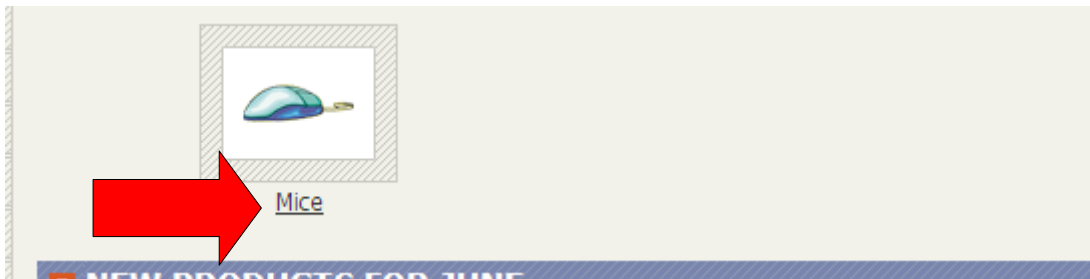
English German

Category Name: Mice

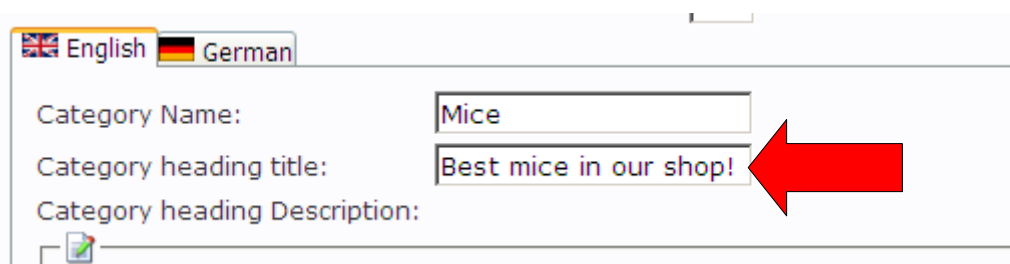
Category heading title:

Category heading Description:

It will show up as a link below the category image on the website frontend.

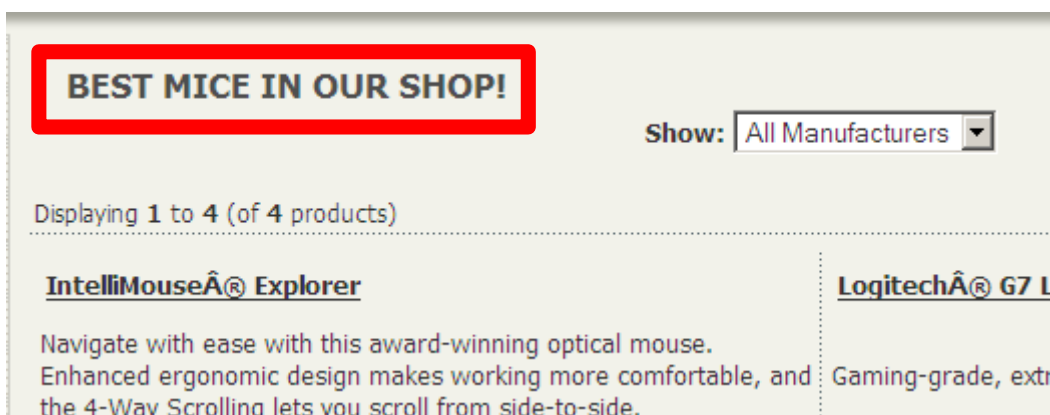


2. In the **Category heading title** field, specify the category heading title.



The screenshot shows a form with two tabs: 'English' (selected) and 'German'. The form contains three input fields: 'Category Name' with the value 'Mice', 'Category heading title' with the value 'Best mice in our shop!', and 'Category heading Description'. A red arrow points to the 'Category heading title' field.

It will show up in Upper Case at the top of the category info page.



3. In the **Category heading Description** box you can type a short description of the category.



The screenshot shows the same form as in the previous image. The 'Category heading Description' field is now highlighted with a red box and contains the text 'Buy the best modern mice in our shop!'.

4. You can also use the **WYSIWYG Editor** to create more perfect description. To open the Editor in a popup window, click the *WYSIWYG* icon at the top of the box.

Sort Order:

 English  German

Category Name:

Category heading title:

Category heading Description:

Buy the best modern mice in our shop!

5. In the WYSIWYG Editor you can change the font, size and color of your text, as well as insert image, web link, etc. Make your changes and click the **Save** button. If you do not want to save changes, click the **Cancel** button.



Buy the best modern mice in our shop!

Path: [body](#) » [font](#) » [span](#)

save

cancel

The heading description will show up on the page below the heading title.

BEST MICE IN OUR SHOP!

Show:

Buy the best modern mice in our shop!

Displaying 1 to 4 (of 4 products)

IntelliMouse® Explorer
 Navigate with ease with this award-winning optical mouse. Enhanced ergonomic design makes working more comfortable, and the 4-Way Scrolling lets you scroll from side-to-side

Logitech® G7 Laser Cordless Mouse
 Gaming-grade, extreme cordless performance

The same way you can describe a category in German. To do this, select the category and click the **German** tab. Then, add all necessary information and click the **Preview** button, and then - the **Update** button.

English German

Category Name:

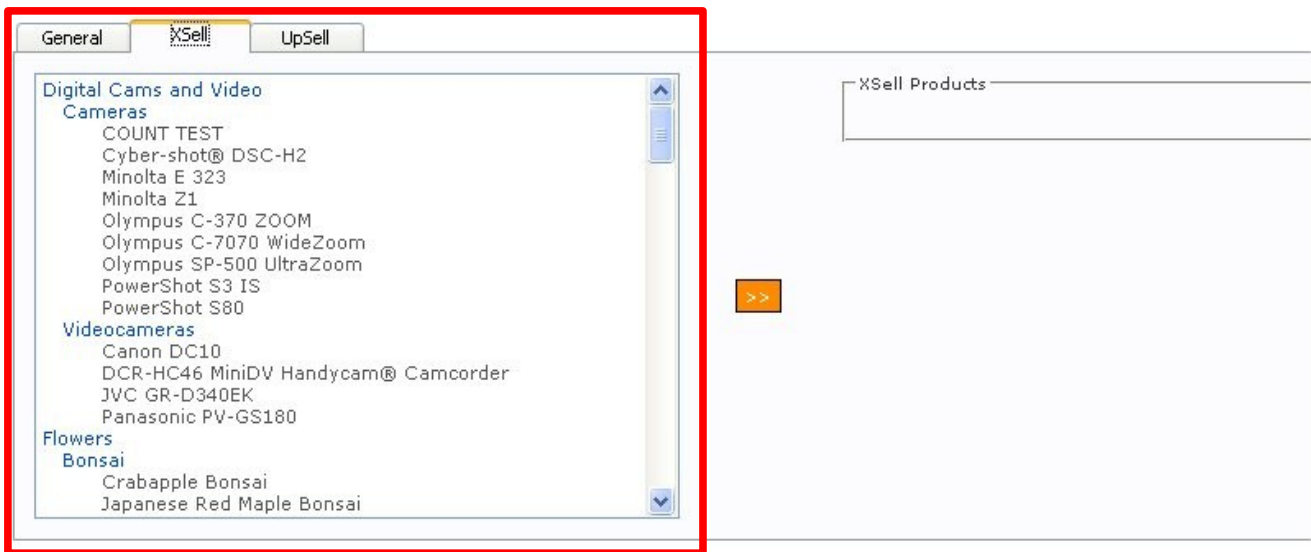
Category heading title:

Category heading Description:

Setting Up X-Sell and Up-Sell Categories

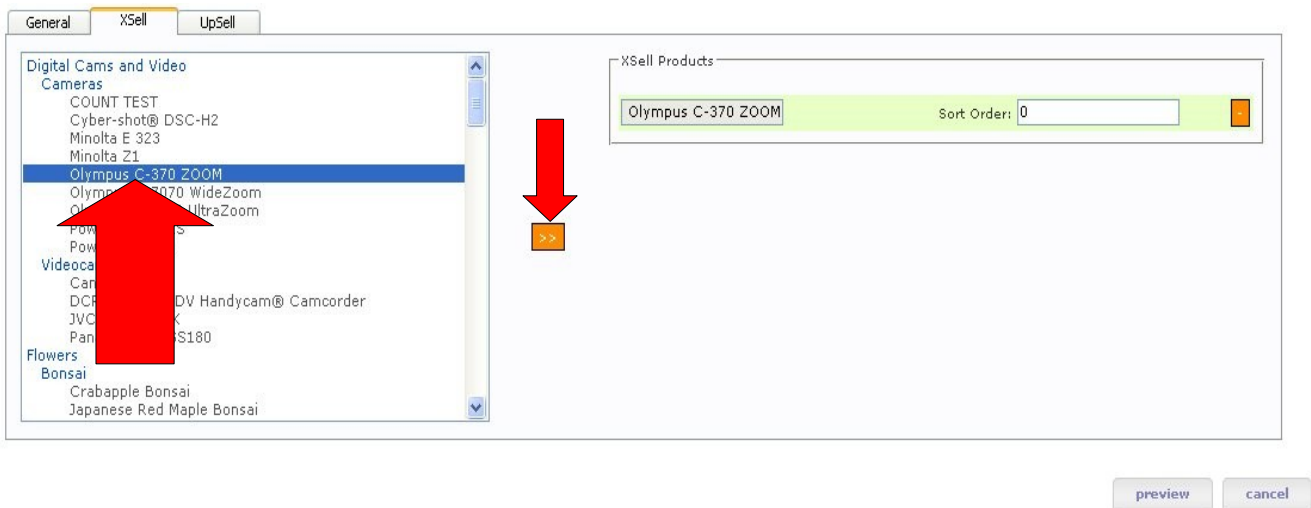
For those who have X-Sell and Up-Sell additional modules installed and activated, the **XSell** and **UpSell** tabs are displayed on the Edit Category page (while editing an existent category) or New Category page (while creating a new category).

- ◆ *The XSell products are cross-sell products recommended to buy along with the “main” product. These are displayed on the product info page in the We Also Recommend box.*
- ◆ *The UpSell products are cross-sell products recommended to buy along with the “main” product. These are displayed on the shopping cart content page in the We Also Recommend box.*



Adding XSell Products

1. On the Edit Category page, click the **XSell** tab.
There is a list of products under categories on the left.
2. You can add products from a general list to the XSell Products list using the ">>" button.
First, highlight a product name in the list on the left panel, and then click the ">>" button.






3. The product's name will appear in the **XSell Products** box on the right.
3. Click the **Preview** button, and then - the **Update** button.
4. Go to the frontend of your web-store and select a category. You can see the added x-sell product in the **We Also Recommend** box below the products.

CHOOSE YOUR MOUSE!


Show:

We have a great assortment of mice models from various manufacturers in this category.

<p><u>IntelliMouse® Explorer</u></p> <p>Navigate with ease with this award-winning optical mouse. Enhanced ergonomic design makes working more comfortable, and the 4-Way Scrolling lets you scroll from side-to-side.</p>  <p>Model: MSIMEXP USD122.78 Weight:8.00 Product details</p>	<p><u>Logitech® G7 Laser Cordless Mouse</u></p> <p>Gaming-grade, extreme cordless performance.</p>  <p>Model: 931375-0215 USD113.42 Weight:1.00 Product details</p>	<p><u>Logitech® MX1000 Laser Cordless Mouse</u></p> <p>Laser precision, sophistication for the desktop.</p>  <p>Model: 931175-0215 USD113.42 Weight:1.00 Product details</p>
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Displaying 1 to 3 (of 3 products) Result Pages: 1

WE ALSO RECOMMEND:



Olympus C-370 ZOOM
 Photo fun for everyone
USD491.50
[BUY NOW!](#)

5. Return to the backend > Category Edit > **XSell** screen.
6. You can also setup x-sell products Sort Order here specifying the numbers in the fields opposite each added product. If you leave these fields empty, the products will be listed in the order they were added.
7. Click the **Preview** button, and then - the **Update** button.

Product Name	Sort Order	Action
Canon DC10	3	-
Olympus C-370 ZOOM	2	-
Olympus SP-500 UltraZ	1	-
PowerShot S3 IS	4	-

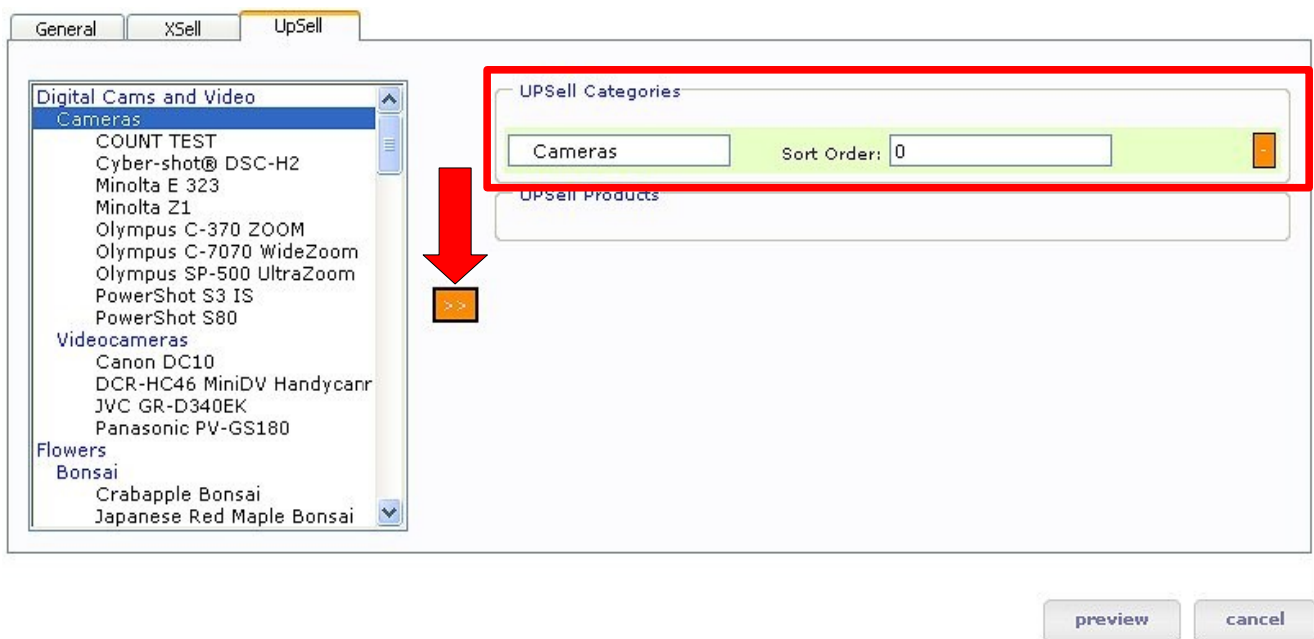
8. You can remove a product from the **XSell Products** list by clicking the “minus” (-) icon located opposite the product name in the most right position.

Product Name	Sort Order	Action
Canon DC10	3	-
Olympus C-370 ZOOM	2	-
Olympus SP-500 UltraZ	1	-
PowerShot S3 IS	4	-

9. Please do not forget to click the **Preview** button, and then - the **Update** button to save your changes.

Adding UpSell Products and Categories

1. From the Edit Category page, click the **UpSell** tab.
There is a list of products under categories on the left.
2. This is where you can add UpSell **Products** and **Categories** to the products list on the right. Do this the same way as it is described for XSell Products: use the “>>” button. If you add a category to the UpSell Products list, the products contained in this category will show up in the shopping cart content page (if these were prior assigned to the product in the Catalog > Cross Sell Products section).



3. After adding products/categories to the UpSell Products/Categories list, click the **Preview** button, and then - the **Update** button.

To remove products/categories from the UpSell list, use the “minus” (-) button located opposite each product/category in the most right position.

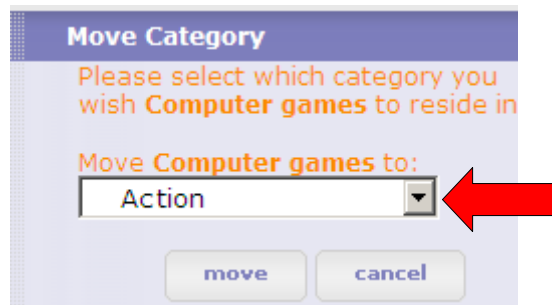
4. Go to the frontend of web-store.
5. Add a product to the Shopping Cart or just open the Shopping Cart if you already have product(s) in it.
6. On the shopping cart content page you can see the up-sell products in the **We Also Recommend** box.

Moving Categories

You have a possibility to move one category folder to another one.

1. From Admin Panel click the **Catalog** link.
2. In the Categories/Products list, select a category.
3. Click the **Move** button on the right.

- To move a Category to another category in the web-store, select a folder in the dropdown list.



- Click the **Move** button again.

Deleting Categories

- From Admin Panel click the **Catalog** link.
- In the Categories/Products list, select a category.
- Click the **Delete** button on the right.



- Confirm deletion by clicking the **Delete** button once again. Be careful while deleting categories, remember that products contained in the category will be deleted too.

