

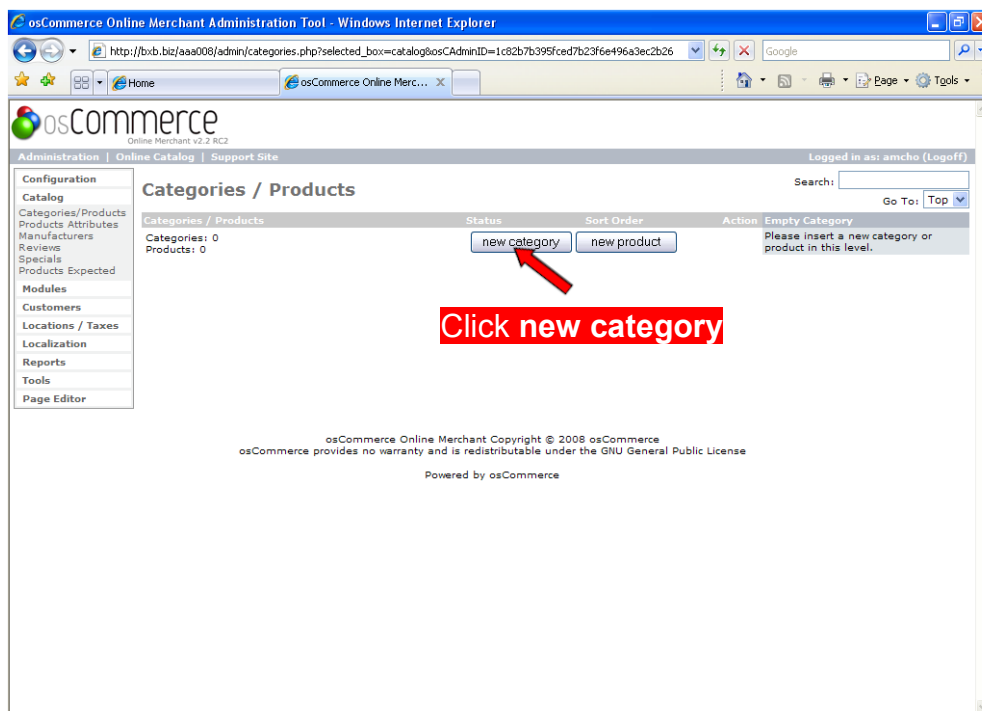
Chapter 6 – Set Up Categories

Categories are the departments of your shop. The category name should describe the items in that department, for example, teddy bears.

1. Start at the OS Commerce Administration page
<http://bxb.biz/your 6 digit webshop code/admin>



- 2.



3.

The screenshot shows the 'New Category' form in the osCommerce administration interface. The form includes fields for 'Category Name', 'Category Image', and 'Sort Order'. Red arrows and text boxes provide instructions: '1) Enter Category Name here' points to the 'Category Name' field; '2) Leave Category Image blank' points to the 'Category Image' field; '3) Arrange the category in the order you want it to appear in your shop by typing a sort order in here' points to the 'Sort Order' field; and '4) Click save' points to the 'save' button.

4. Your categories will be listed as you enter them.

The screenshot shows the 'Categories / Products' list in the osCommerce administration interface. The list contains three categories: 'Teddy Bears', 'Other Soft Toys', and 'Teddy Bear Clothes'. The 'Teddy Bears' category is selected, and its details are shown on the right, including 'Date Added: 03/26/2009', 'Last Modified: 03/26/2009', and 'IMAGE DOES NOT EXIST'. The 'new category' and 'new product' buttons are visible at the bottom of the list.

5. Continue entering your categories, repeating steps 2 to 4.