

# Summary

From this screen you can manage your Category details. It can be used to add a new Category, or amend an existing one.

Categories are used for a variety of purposes:

- Creating a hierarchy of web products (also used in the POS)
- Reporting purposes
- Powering the main menu on the website
- Allowing the user to create content based pages

## Setup

You can also amend the [Meta Tags](#) for the Category from this page.

## Category Details

Field	Purpose
Category Name*	<p>The name of the Category</p> <p>This will also be used as the H1 text, to define the default URL and will be the default for the <a href="#">Meta Tags</a></p>
Alternative Short Name	<p>If used, this will overtake the Category name in the main menu, allowing you to save space, e.g. 'Living Room' becomes 'Living'</p> <p>The Category Name will still be used as the H1 text, to define the default URL and will be the default for the <a href="#">Meta Tags</a></p> <p>Optional field</p>
Category Parent	<p>Select the Parent Category from the drop down</p> <p>This allows you to take a Sub-Category and make it a top level Category, or alternatively, to take a top level Category and turn it into a Sub-Category</p> <p>Linked Products will be automatically updated</p>

Field	Purpose
Product Assignment	<p>Choose between:</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Dynamic (rule based)</li> </ul> <p>Defaults to Manual</p>
Live	<p>Determines whether a Category is visible</p> <p>Defaults to No for new Categories</p>

## Layout options

Field	Purpose
Display Content	<p>Choose the types of content you want to display on this page</p> <ul style="list-style-type: none"> <li>• Products</li> <li>• Sub-Categories</li> <li>• Collections</li> <li>• Content</li> </ul> <p>By default, all are enabled</p>
Include Sub-Category Products?	<p>If you enable this, the Category page will show Products which have been assigned to its Sub-Categories</p> <p>Defaults to no</p>
Product Layout	<p>Determines the way in which Products will be displayed on your website in desktop mode on the <a href="#">Product Listing Page</a>, if this Category has been enabled to show product content (see above)</p> <p>Choose from</p> <ul style="list-style-type: none"> <li>• 3 Column</li> <li>• 4 Column</li> <li>• 2 Column</li> <li>• Standard List</li> <li>• Compact List</li> <li>• Large + 3 Column</li> <li>• Large + 4 Column</li> <li>• Funky</li> <li>• Mega-Funky</li> </ul> <p>Defaults to 3 column</p>

Default Sort Order	<p>Choose the Default Sort Order for Products within this Category - choose from:</p> <ul style="list-style-type: none"> <li>• Manual (<a href="#">Manual Sort</a>)</li> <li>• Dynamic (System generated recommendations)</li> <li>• Custom (Defined in <a href="#">Site Settings</a>)</li> </ul> <p>Defaults to Manual</p>
Hide Left Navigation	<p>Choose to show the Filters on the Product Listing Page, or to hide them behind a button</p> <p>If the latter, they will slide out when selected</p> <p>More detail available <a href="#">here</a></p>
Hide Page Title	<p>Hide the H1 text from the Category</p> <p>Not recommended unless you add H1 text within the Category Content</p>

## Images

Field	Purpose
Category Image	<p>Upload an image to be used as the Sub-Category tile throughout the website</p> <p>If not uploaded, IXO Commerce will use the image from a Product assigned to that Category</p>
Size	<p>Use this to determine the size at which the Sub-Category tile will be displayed throughout the website</p>
Main Menu Image	<p>Upload an image to be shown within the main menu on the website</p> <p>These may only be uploaded to top level Categories</p>
Menu Image Link URL	<p>Add a URL, which will turn the Main Menu Image into a button</p>

## Third-Party Category Mapping

Use this section to map your Category for integrations. These options will only be visible if you have these integrations enabled.

Field	Purpose
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Find matching Categories	<p>Use this to update the contents of the 3rd party category drop downs below</p> <p>Defaults to Category Name</p>
Google Shopping Category	<p>Use this to select the Google Shopping Category</p> <p>This will be used when editing the <a href="#">Product</a></p>
eBay Category	<p>Use this to select the eBay Category</p> <p>This will be used when editing the <a href="#">Product</a></p>
Amazon Category	<p>Use this to select the Amazon Category</p> <p>This will be used when editing the <a href="#">Product</a></p>

## Additional Options

Field	Purpose
Footer Text	Text to be shown just above the footer on the Category page

## Category Content

This uses IXO Commerce's [Modular Block](#) system to allow you to manage your content.

If your content is not showing, please ensure that Content is ticked under Layout Options.

## Assignment

### Manual

Products may be assigned to Categories manually, either in bulk via the [CSV Import/Export](#), or alternatively on the [Categories](#) tab of the Product.

### Dynamic

If a Category is set to Dynamic assignment in the Category Details section, then product assignment will be [rule based](#).

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