



## E-Basket – Item Categories

These instructions apply to all three types of category.

### Creating a New Category

Add a Category	Remove/Edit a Category
Name: <input type="text"/>	Mens Hats <input type="button" value="v"/>
<input type="button" value="Add Category"/>	<input type="button" value="Remove Category"/> <input type="button" value="Edit Category"/>

1. Go to the 'Shopping Basket Admin – Add/Remove Categories' page.
2. Type the name of your category into the name box.
3. Click the 'Add Category' button to save.

### Editing a Category

Add a Subcategory	Remove/Edit a Subcategory
Category: <input type="button" value="v"/> Mens Hats	<input type="button" value="v"/> Mens Hats : Fun Hats
Name: <input type="text"/>	
<input type="button" value="Add Subcategory"/>	<input type="button" value="Remove Subcategory"/> <input type="button" value="Edit Subcategory"/>

1. Go to the 'Shopping Basket Admin – Add/Remove Categories' page.
2. Select the category from the drop down menu.
3. Click the 'Edit Category' button.
4. Type the name of your category into the name box.
5. Click the 'Edit' button to save.



## Removing a Category

Add a Relating Category	Remove/Edit a Relating Category
Name: <input type="text"/>	Big Hats <input type="button" value="v"/>
<input type="button" value="Add Relating Category"/>	<input type="button" value="Remove Rel Category"/> <input type="button" value="Edit Rel Category"/>

1. Go to the 'Shopping Basket Admin – Add/Remove Categories' page.
2. Select the category from the drop down menu.
3. Click the 'Remove Category' button.
4. Confirm the deletion by clicking the 'Yes please remove the category and it's contents' link.