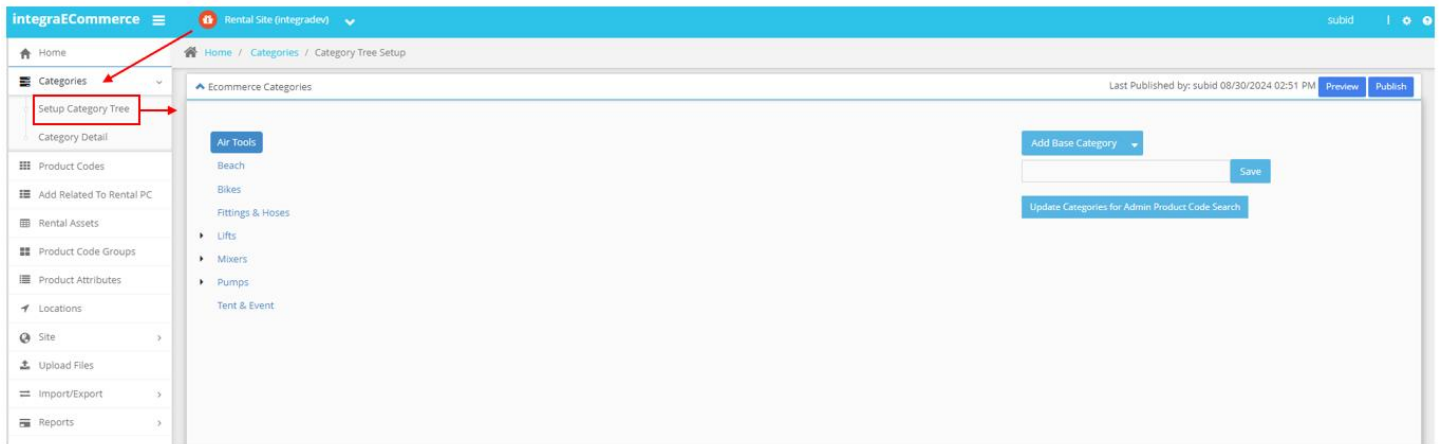


# Category Tree Management

Category management is essential to a smooth customer experience when they visit your website.

iNextAdmin > Categories > Setup Category Tree

Login to iNextAdmin tool and Click Categories from the Main Menu on the left

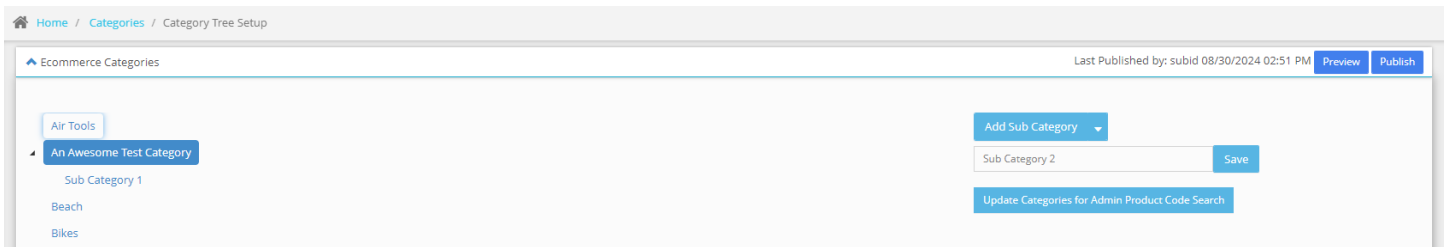


Here, you can see the categories that currently exist. You can drag and drop to move them around (see the note below). If there are any issues the software will present a popup with a warning message to make sure you are wanting to do what you're trying to do.

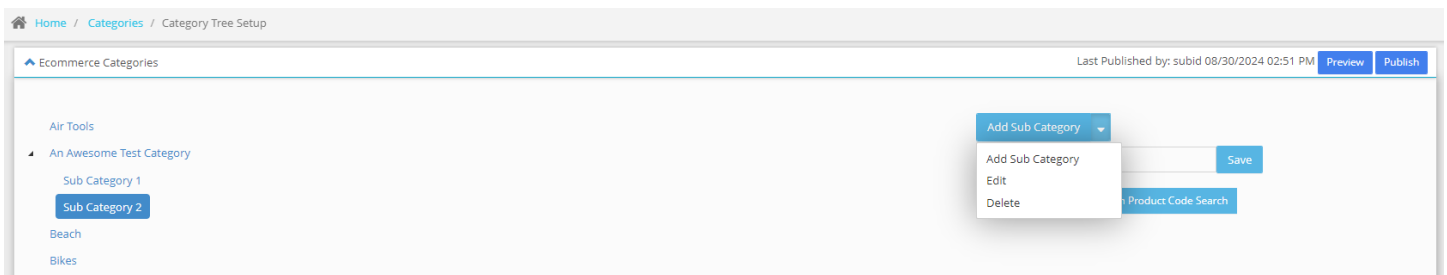
**Note on Dragging/Dropping Categories:** If you accidentally drag and drop a Base Category into another Base Category, it will make it a Sub Category. To UNDO this, you will need to make a New Base Category with the same name and move the ORIGINAL Base Category to a Sub Category below the NEW Base Category with the same name. You can delete the Sub Category (original base category) to automatically move all the assigned product codes to this new Base Category with the same name.

**Add Base Category** – With any existing base category selected, click the Add Base Category button on the right, type the name of a new category, and hit save. It will be added to the list and automatically sorted alphanumerically.

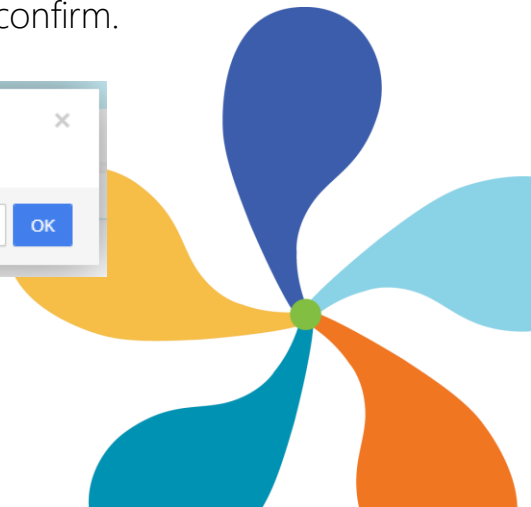
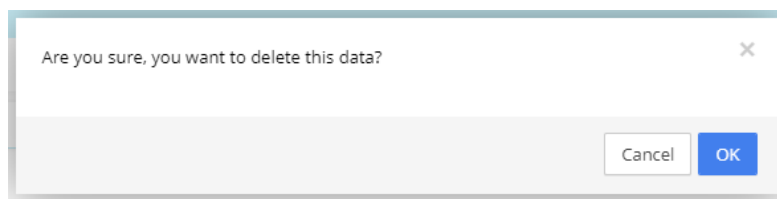
**Add Sub Category** – Highlight the base category that will have the new Sub Category. Click the dropdown carrot on Add Base Category button, and select Add Sub Category, type the name, and click save.



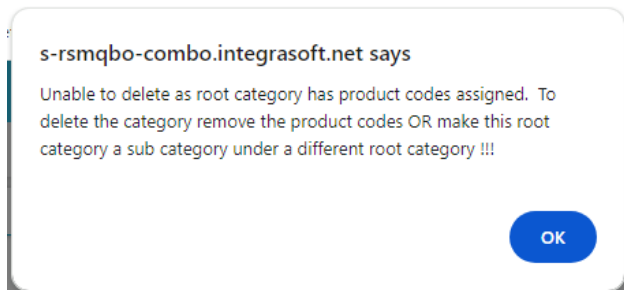
**Edit Category Name** – Select the category you'd like to rename and from the Add Base/Sub Category button, click the dropdown carrot and select Edit. The name will appear in the field and you can edit and click Save to update.



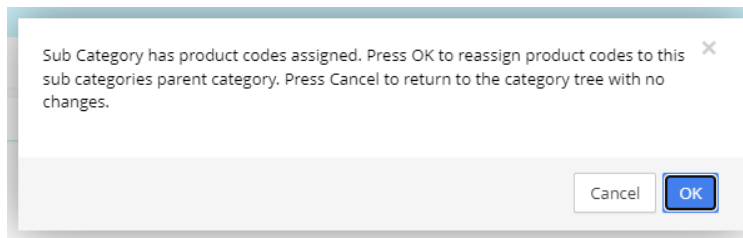
**Delete Base Category** – highlight the Base Category and click the carrot dropdown to select Delete. If there are no product codes assigned to this Base Category or Sub Category, you will get the following pop-up confirmation message, click OK to confirm.



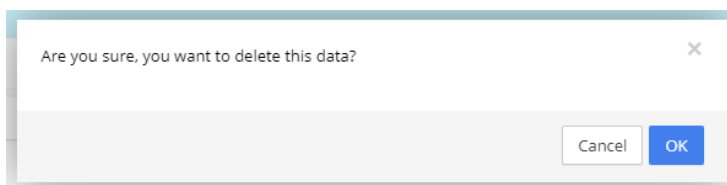
If the Base Category you are attempting to delete has product codes assigned to it, you will not be able to delete it until there are no product codes assigned to it. You can either move product codes to a different category via a product code import, or you could open each product code page manually and reassign those assets to different categories. You will receive this message if you try to delete a base category with product codes assigned:



**Delete Sub Category** – If the Sub Category you are attempting to delete has product codes assigned to it, by default the software will automatically reassign all product codes previously assigned to this sub Category to the parent Sub Category or Base Category. You will receive this popup confirmation message asking you to confirm the change:



If you are attempting to delete a Sub Category with no product codes assigned, you will get a popup confirmation message to confirm deletion.



**Deleting Base Category that includes Sub Categories** – if there are no product codes assigned to this base category or sub category you will get the same confirmation message as above. If there are product codes assigned, you will get the unable to delete message as above.

Once you have finished, hit **Save & Publish** in the top right hand corner of the screen. You will need to hard refresh (CTRL+F5) the customer-facing site to see the changes.

For information on creating/organizing categories in bulk via import, please see the guide on importing product codes.

