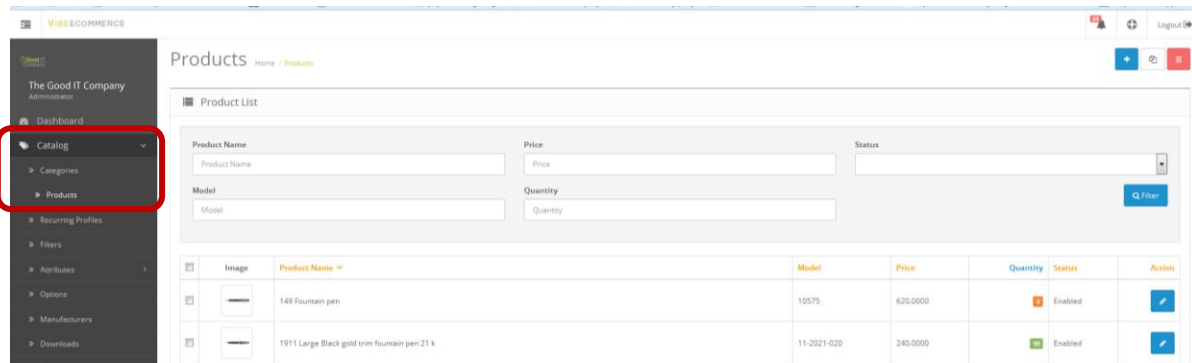


How to add a product to a category

Once you are logged in to the admin area, click on Categories >> Products

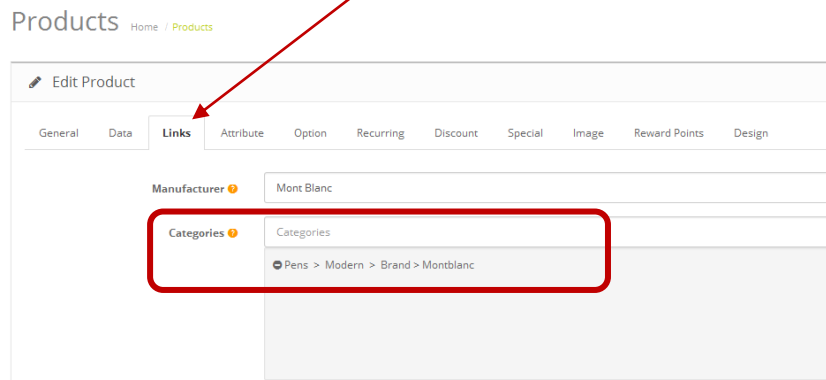
You will then see a list like the one below.*



If you are looking to alter a certain product you can use the filter feature by searching for the product name or model number.

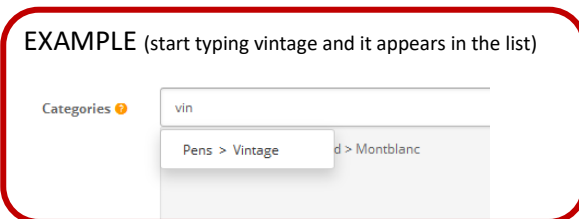
Alternatively you can select a product from the list by clicking the blue edit button on the right

On the Product page, click the “Links” tab.



You can now add categories using the Categories field highlighted above. When you click on this field a dropdown menu will appear with suggested categories. If you start typing the desired category, it should appear in the list below. You can then click on the listed category to select it and add it to the product.

EXAMPLE (start typing vintage and it appears in the list)



When you have selected all your categories, don't forget to save your changes



Your product should then show up in all the shop categories you have assigned to it.