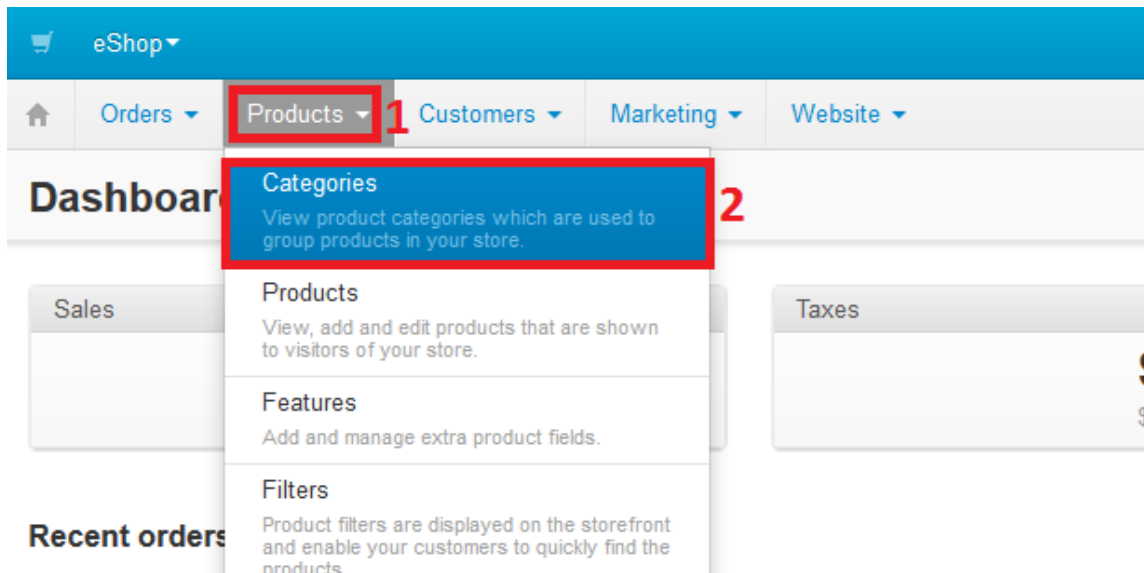


Create a sub-category

This article will guide you through how to create a new sub-category in eShop 4.0

1. Hover over **Products**.
2. Click to select **Categories**.



3. Click on **Add Category**.



4. **Name** your sub-category.
5. Click the **downward pointing arrow**.
6. Select the name of the **parent category** (for more info, see image below).
7. Click **Create and close**.

New category

Create

Create and close

7

General Add-ons Layout

Information

Name: * Sub-Category Name Goes Here

4

Location: - Root level -

5

Description:

- Root level -
Example Category #1
 Sub Category #1
 Sub Category #2
 Sub Category #3
 Sub Category #4
Example Category #2
Example Category #3
Example Category #4
Example Category #5

6 - Select the name of the parent category (i.e, the category you wish to make this a sub category of)

Status * Active Hidden Disabled

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<https://magicdustsupport.com.au/kb2/entry/473/>