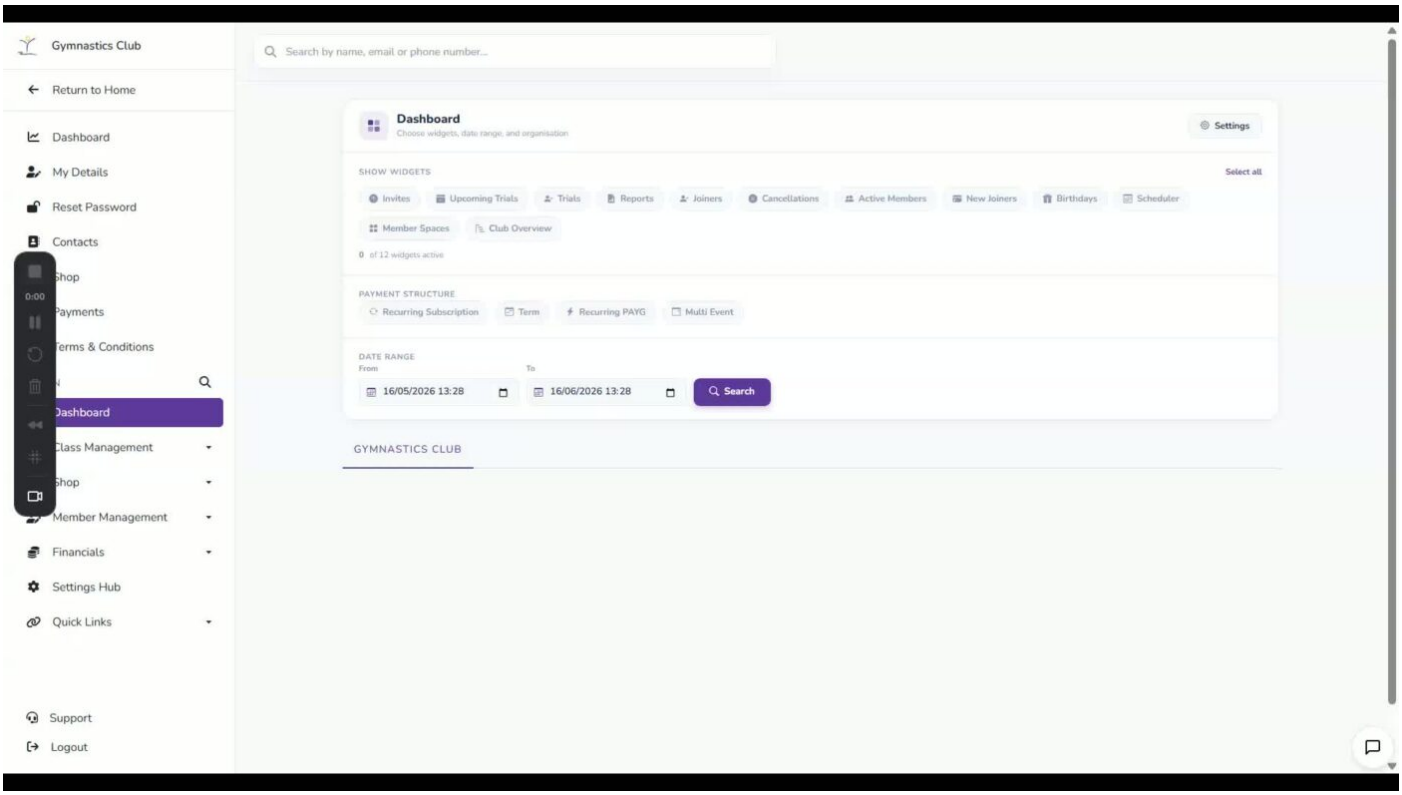
How to Add and Manage Shop Categories

Shop Admin · https://a2bmanager.com/docs/how-to-add-and-manage-shop-categories/

Embedded media: https://www.loom.com/embed/9ac33d78cea144a1bc3ede765e4a45ea

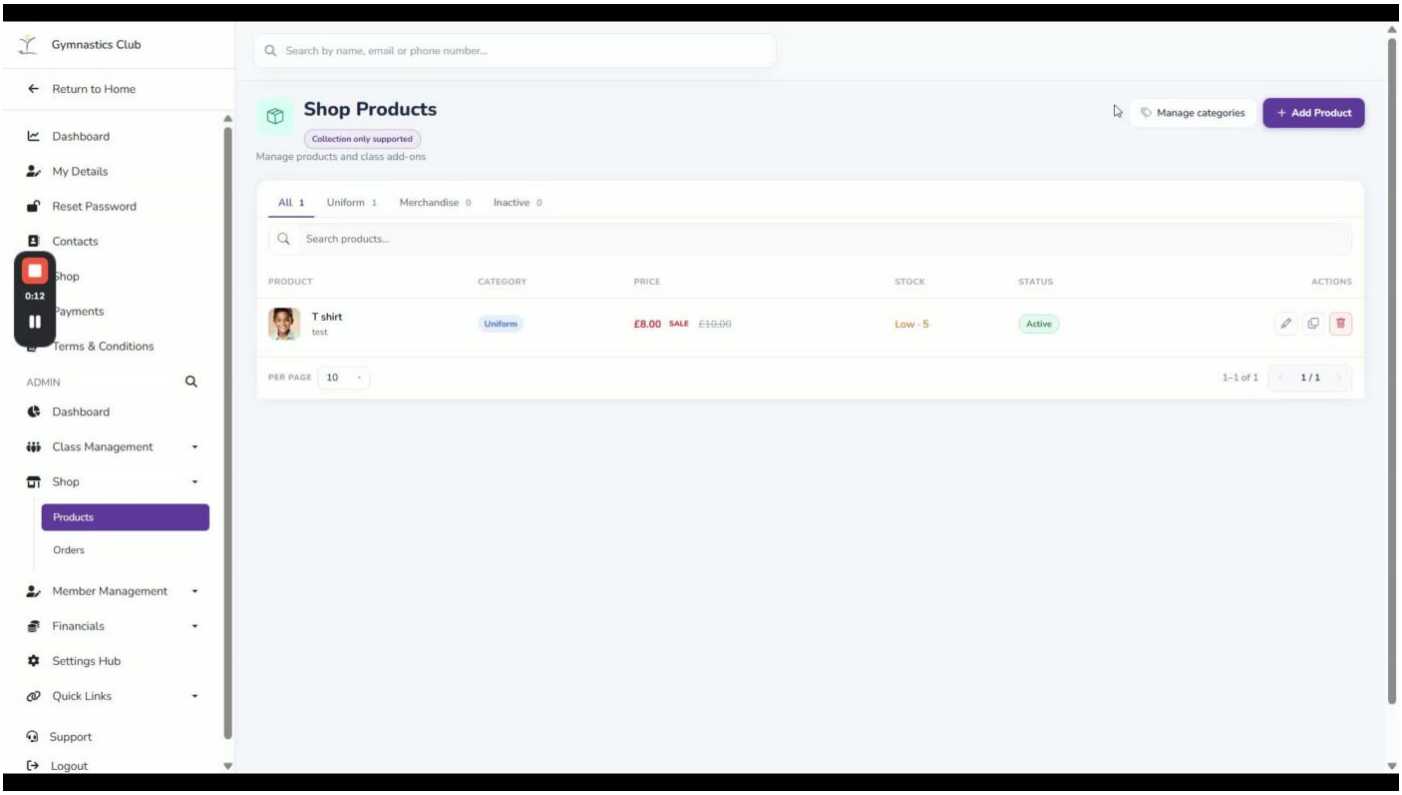
How to Add and Manage Shop Categories

1. Open the Categories Manager 0:00



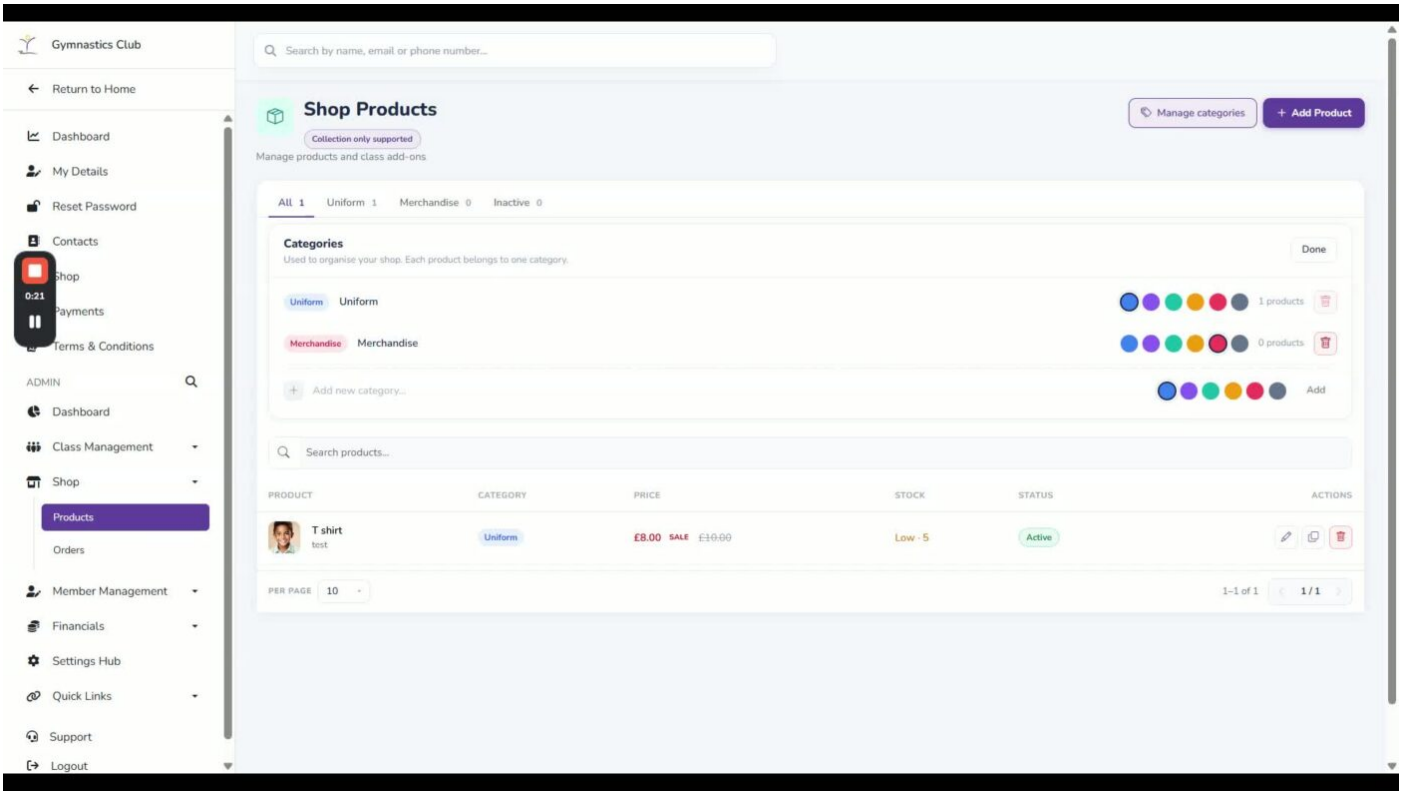
- Go to the **Products** tab in the Shop section.
- In the **top-right corner**, click **Manage Categories**.
- This opens the area where all shop categories are listed and managed.

2. Review Existing Categories 0:13



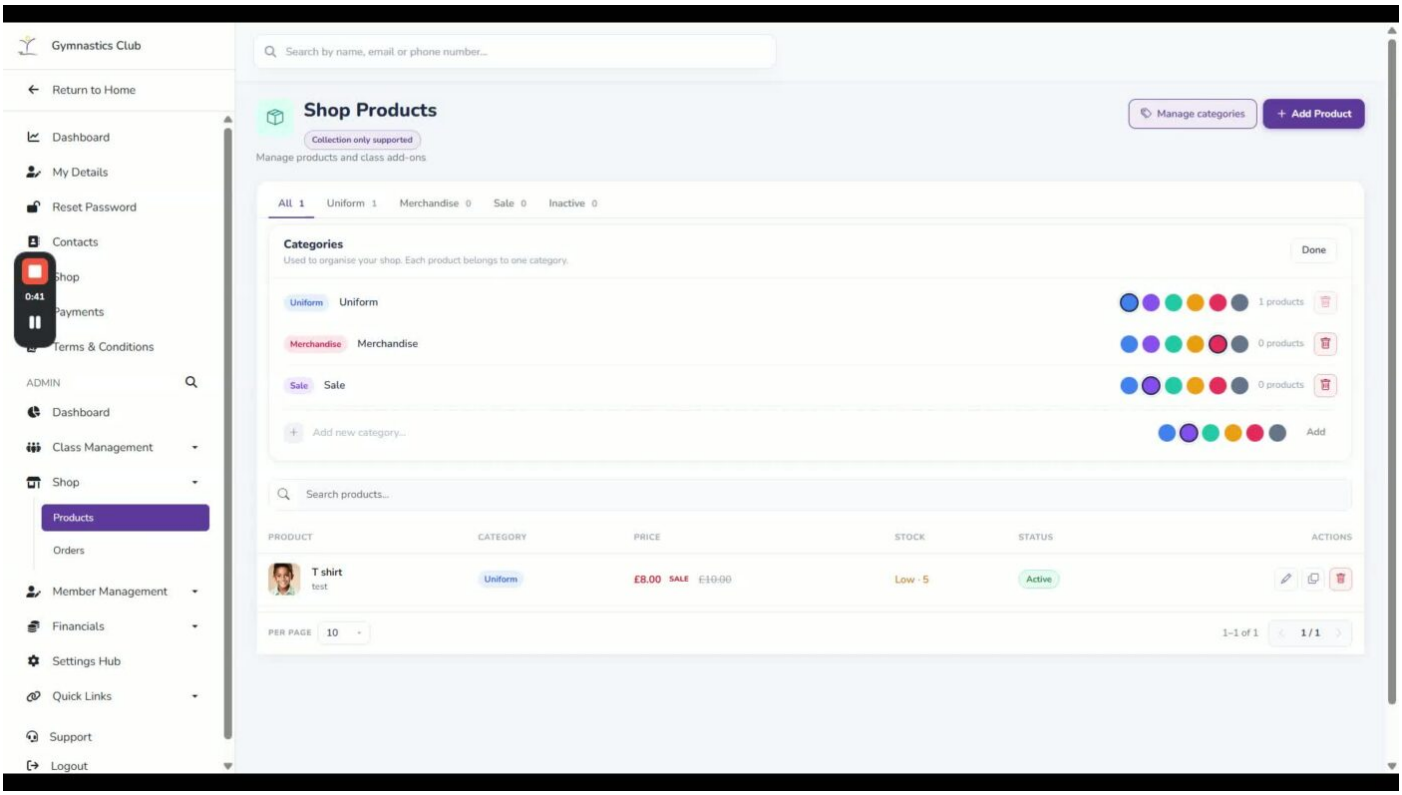
- You'll see any categories that already exist, such as **Uniform** and **Merchandise**.
- This list is where all shop categories are stored and organized.

3. Add a New Category 0:22



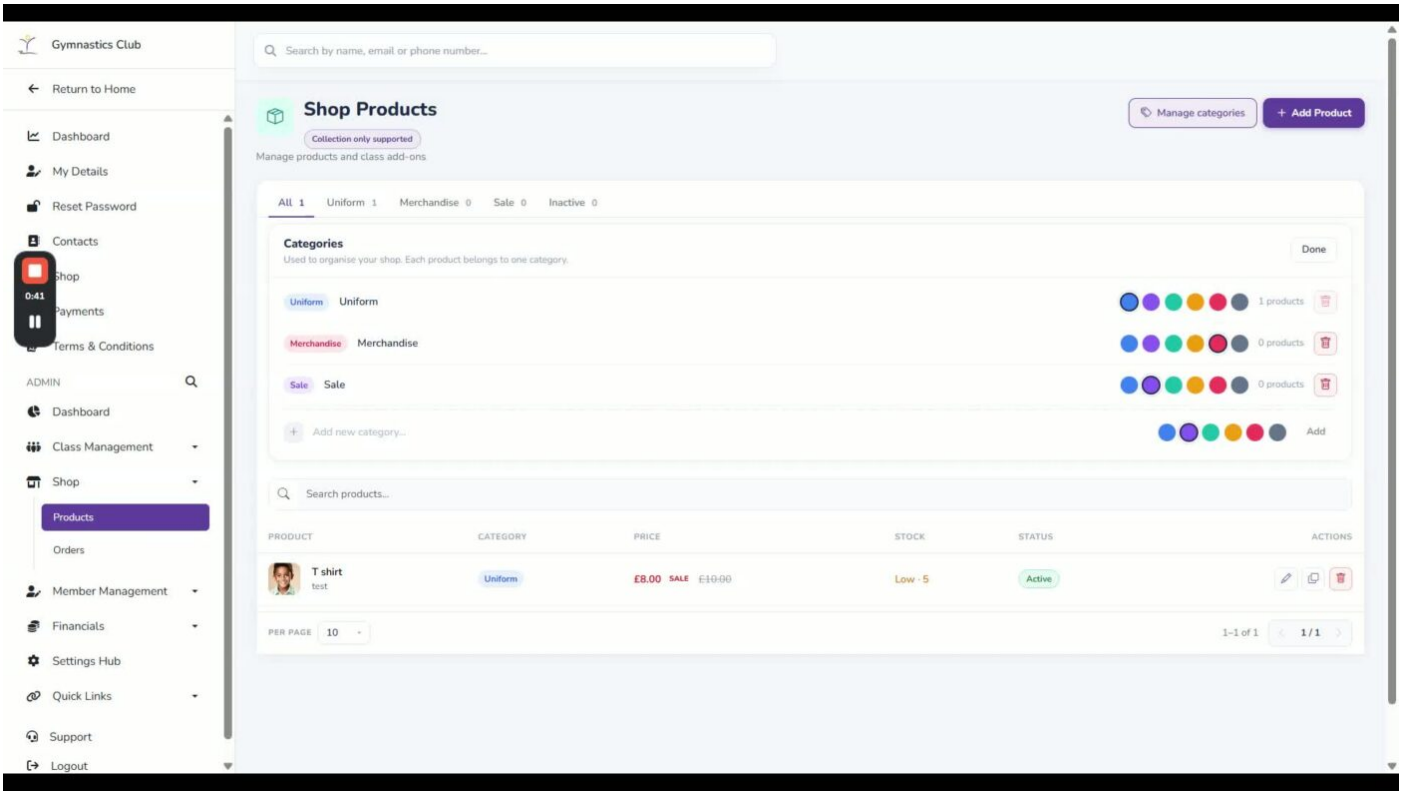
- Enter the name of the new category in the add field, such as **Sale**.
- Optionally, choose a **colour code** for the category.
- Click **Add** to save it.
- The new category will now appear in the Categories list.

4. Delete an Unwanted Category 0:42



- Find the category you want to remove.
- Click **Delete** next to that category.
- The category will be removed from the list.

5. Manage Multiple Shop Categories 0:42



- You can create as many categories as needed for different areas of the shop.
- All categories will be logged and managed in the same Categories section.