What Is This?

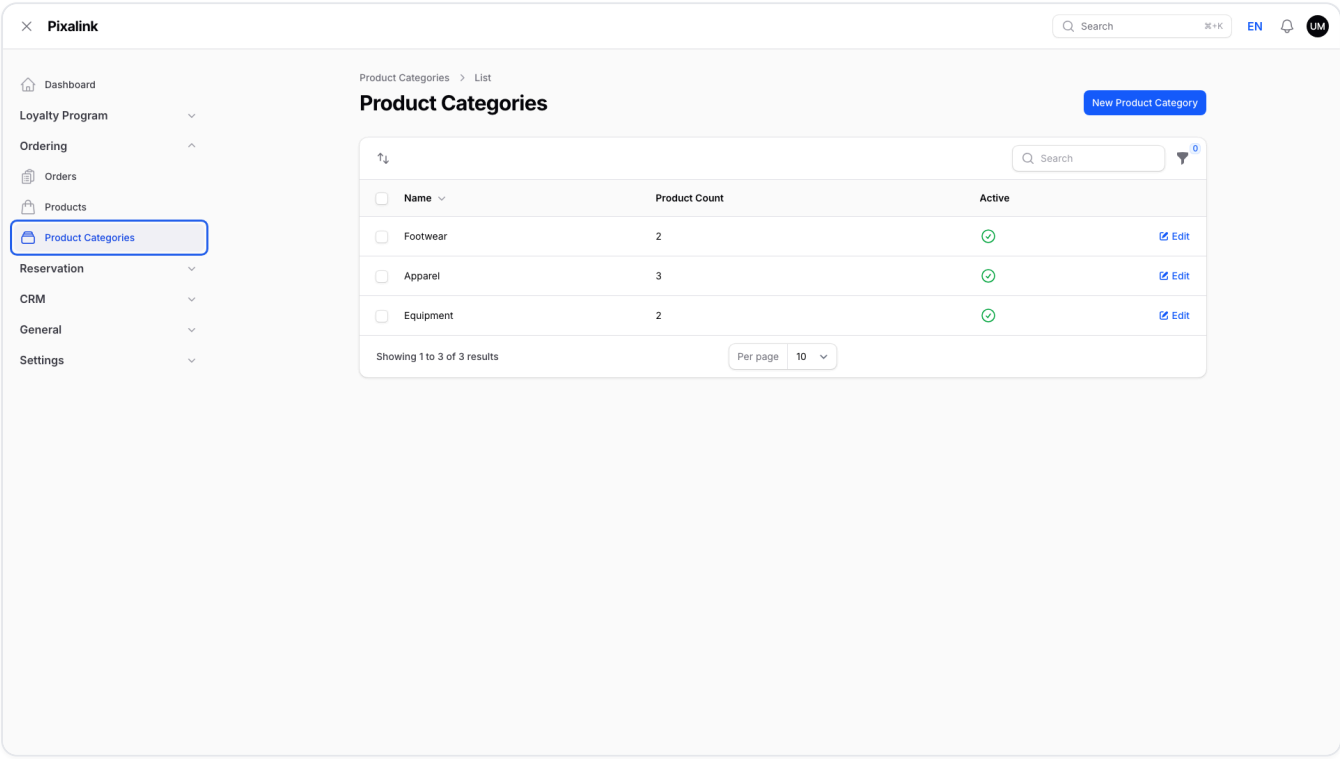
Product categories split your online shop into sections, such as Footwear or Apparel. Customers tap a category to jump straight to what they want. You choose the names and the order they appear in, and you can change both at any time. A tidy shop lets customers find things faster.

Real-Life Example

Priya sells sports gear online from her shop in Mid Valley. Her customers scroll through one long list to find a water bottle. She adds a category called Accessories. She moves Footwear to the top, because it sells best. Customers now see a row of category buttons at the top of her shop and tap to jump to a section. They find what they want faster.

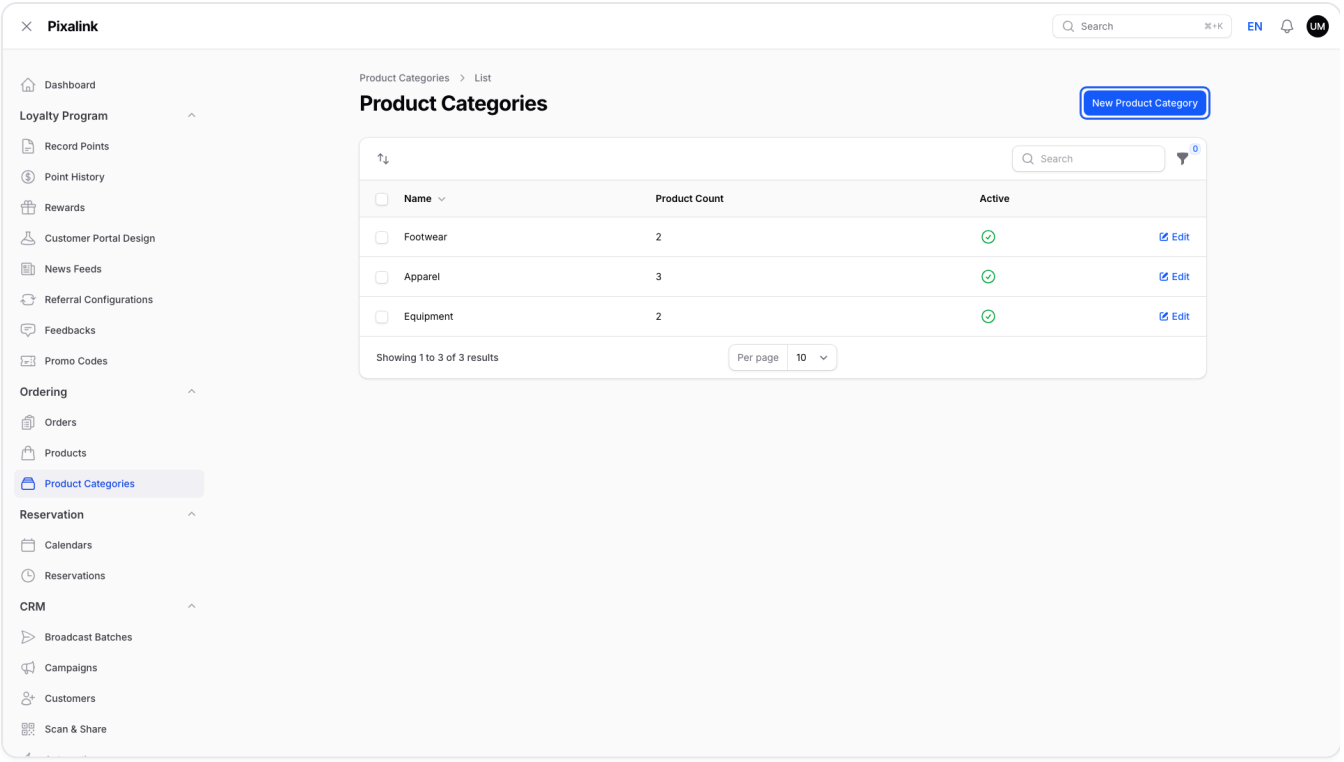
How to Set It Up

1. Go to **Admin Panel → Ordering → Product Categories**.



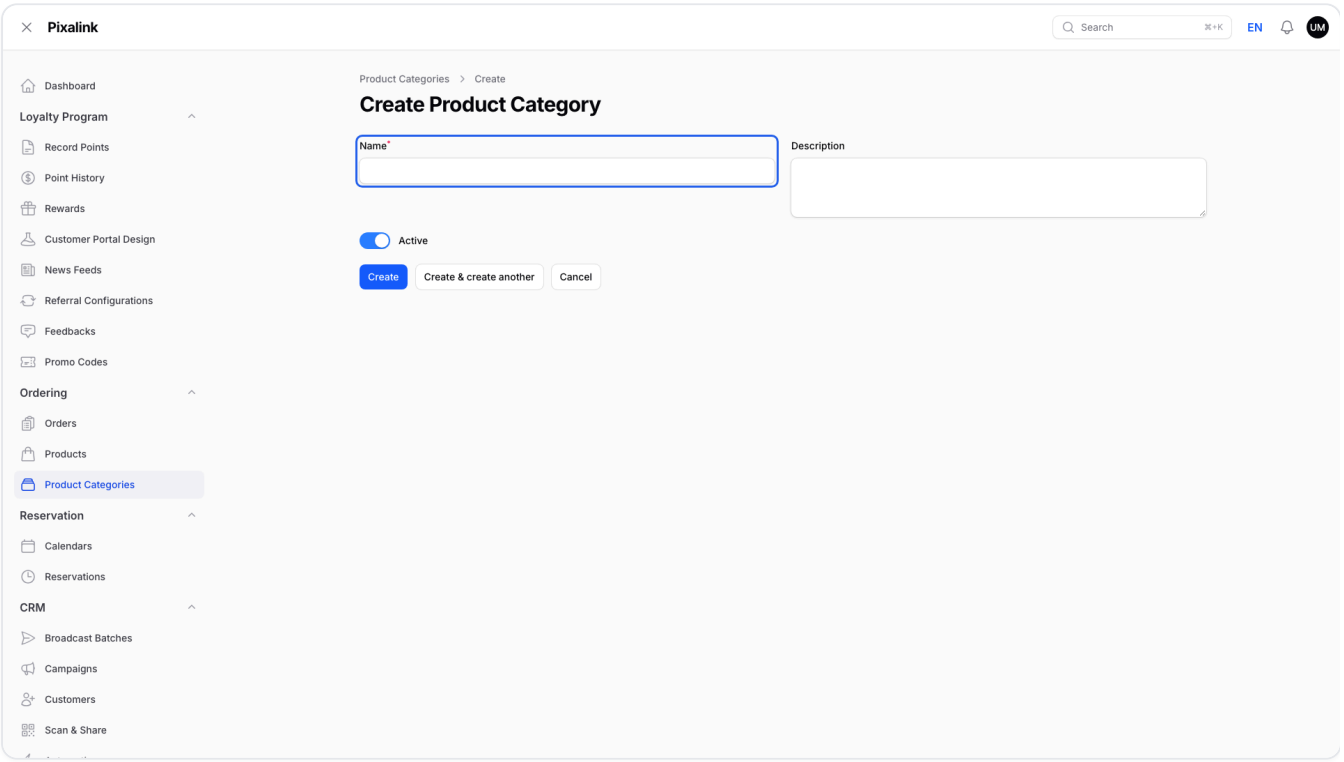
Product Categories is in the Ordering group.

2. Click **New Product Category**.



The list shows each category, how many products it holds, and whether it is active.

3. Type a **Name**.



Description is optional. Active is already on.

4. Click **Create**.

A new category goes to the bottom of your list.

5. Click **Reorder records**.

It is the arrows icon at the top left of the table.

6. Drag a category by its handle, then click the tick to finish.

Your shop shows categories in this order.

7. Open a product and choose its **Category**.

Go to Ordering, then Products, then Edit. The plus button makes a new category on the spot.

What Your Customers Will See

When your shop has more than one section, a row of category buttons shows at the top. Below it, each category has its own section with an item count. Products with no category sit under **More**.

Customers tap a button to jump to that section.

Good to Know

- Turn off **Active** to hide a category. All its products are hidden from your shop too. To keep selling them, move them to another category first.
- A category with no products on sale doesn't show in the shop.

- Use short names, because customers see them on the buttons.
- Click **Create & create another** to add several categories in a row.
- Each drag saves straight away. You don't need to click Save.
- To add products, see How to Add a Product to Your Online Shop (https://kb.pixalink.io/articles/how-to-add-a-product-to-your-online-shop).
- Product Count on the list shows how many products each category holds, on sale or not.

Need Help?

If you don't see **Product Categories** under **Ordering**, online ordering or the customer portal isn't turned on for your business. Ask the Pixalink team to turn on Ordering.

What's Next?

- How to Add a Product to Your Online Shop (https://kb.pixalink.io/articles/how-to-add-a-product-to-your-online-shop)
- How to Start Accepting Online Payments (Payment Gateway) (https://kb.pixalink.io/articles/how-to-start-accepting-online-payments-payment-gateway)