Manual Sort Categories in Menu

In Online Category Maintenance mode, administrators can manually sort top level categories into the menu's columns. Available for versions 4.31+.

Product Categories 🐱 Our Sto	ore 🗸	
Sports & Outdoors	Office Products	Office Furniture
Fitness	Writing	Chairs
Tennis Equipment	Paper	Desks
Cricket Equipment	Stationery	Mobile Pedestals
Camping	Labelling & Filing	Meeting & Conference Tables
Work Clothing	Hard Drives & Data Storage	Storage Cabinets
Shirts & Polos	Early Childhood	
Outerwear	Puzzles	
Footwear	Music	
Pants	Literacy	
Shorts	Games	
	Gross Motor Skills	
	Numeracy	

Step-by-step guide

Enable Manual Sort

To enable manual sorting of categories:

- 2. Find the Theme Layout template, then click Edit. Pages & Templates Q Search for a page/template.. ★ My Favourites • > Name Options Accounts • ± ⊤ 🖌 Edit Articles • Checkout 💣 Orders + Product Products D Reports ≈ Custom P Π. • • Other Pages & Temp (e) → 3. Find the menu widget used, either the Navigation Menu Widget or the Mega Menu Widget. Zone: Navigation 🗘 🖾 Navigation Menu C Edit
 Options 4. Click Edit. 5. Check that the Max Number of Columns is correct. If not, change it to the number required.
- 6. Toggle ON Use Manual Column Sequencing.

1. Navigate to Content Pages & Templates.

	Ge	neral Options	
Search	0	Description	
ieneral Options	0	Layer *	All Pages
itles		Append / Prepend Category Menu?	Prepend
Vobile-only Content	0	Insert Category At Location	00
Common Ontions			$\pmb{\Theta}$ Locations are expressed numerically, so the first menu position would be 00, next 01, third would b and so on.
	0	Category Menu Levels	2
cumentation			Prop Down Render Mode Supports Only Two Levels. Maximum Levels = 4 Including Top Level Categories Where Product Vategory Menu List is Set
		Max Number Of Columns	4
		Product Category Menu Text	Product Categories
			Defaults to Product Categories
		Product Category Menu Link	
			Defaults to no link
		Product Category Menu Icon	cv-ico-general-archive
		Product Category Manual List	Defaults to Product Categories
	U	Product Category Menu List	Comma separated list of category codes
		Add SEO URL for product category menu?	
		Category URL Prefix	
		Show Single Column for 2 Level Categories?	
	0	Use Manual Column Sequencing?	
			Cancel

Manual Sort Categories

 Campaigns & Promotions Category Maintenance Product Review Approval Product Attribute Maintenance The Category Maintenance screen lists all current categories. For each category that will display categories menu, click Edit. Category Maintenance The Category Maintenance Category					
 Reporting Product Review Approval Product Attribute Maintenance 	Category Maintenance Product Review Approval				
Search Analytics Product Attribute Maintenance The Category Maintenance screen lists all current categories. For each category that will display categories menu, click Edit. C category Maintenance test help configuring these settings ¹² Cated out our CV Connect article for more information. C category Lated Categories Add New Category					
The Category Maintenance screen lists all current categories. For each category that will display categories menu, click Edit. Category Maintenance Cat					
Add New Category					
● Create					
m Office Products (xtus) -> subcategories cos					
th Office Furniture (SX05) 6 subcategories / Edit	Options Options				
* In Work Clothing (\$302) 5 subcategories / Edit	Option Option Option				

3. In Mega/Navigation Menu Column, enter a number to represent the column number. For example, if a menu only has two columns, enter '1' or '2'.

Category Information	Description *
 category mornation	Early Childhood
	Subtle
	0 /
	Hidden When checked, this category is not shown in the Menu or Category Uax
	Category Image
	Select or Upload image
	6 /
	Enable Cluster *
	No ·
	0 /
	Indude Products from Sub Categories
	Not set
	Mega/Navigation Menia Column
1	

4. Click Save.

- 5. Go through steps 2 4 for each category to be displayed.
- 6. You will see the columns listed in the Categories list page. Refresh cache and check the product categories menu on your website.

•								Product Celegories Our Store		
• Next Mg collaring free antiqu' Own or or O'Com	and article for expected on anti-							Early Chillion		
A Tex Level Categories										
Hange Tay and Cangality	14 Category Search:									
									Sports & Outbook	
							-	Office furnisms		
	Alle Have Callegory									
	· Crane	Cost								
	100							Mate Transfe		
	I A lang Oddhood	1000	E sub property	Mars Column 1	P las	C Carton				
	I A Office Products	1000		Marc Cristen J	# tan	@ Carton				
	E & Sports & Dutstans	1000	Colomptio	Mary Column 2	# tan	di ramon				
	E A Other Section		Local Street in	No. (perc)	* 1m	diame.				
				New York 7						

Related help

- Maintain Product Category in Category Maintenance
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 SEO URL Rule Maintenance