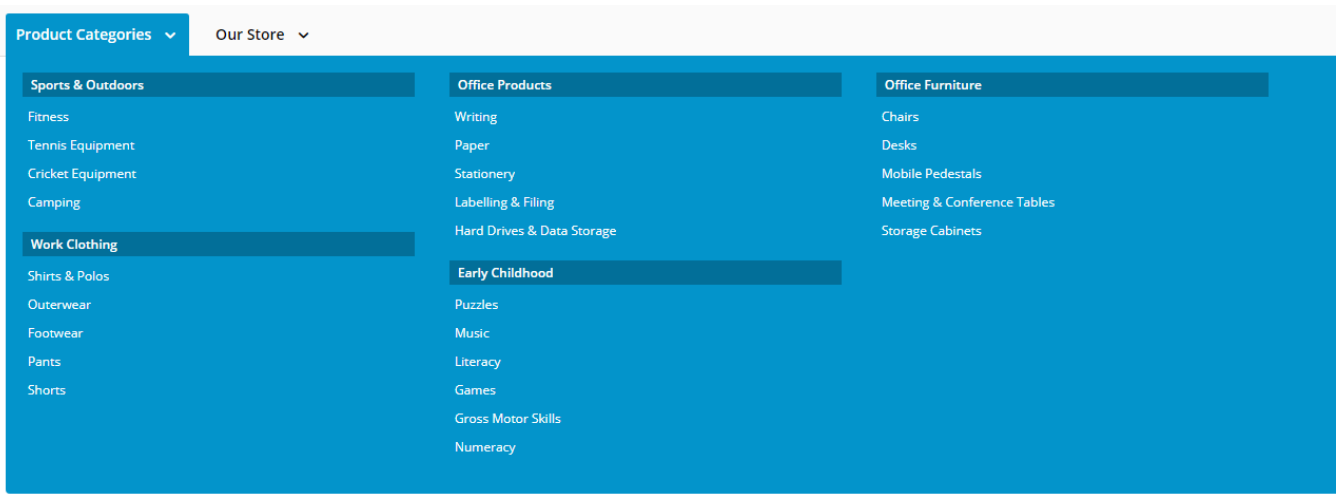


# Manual Sort Categories in Menu

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

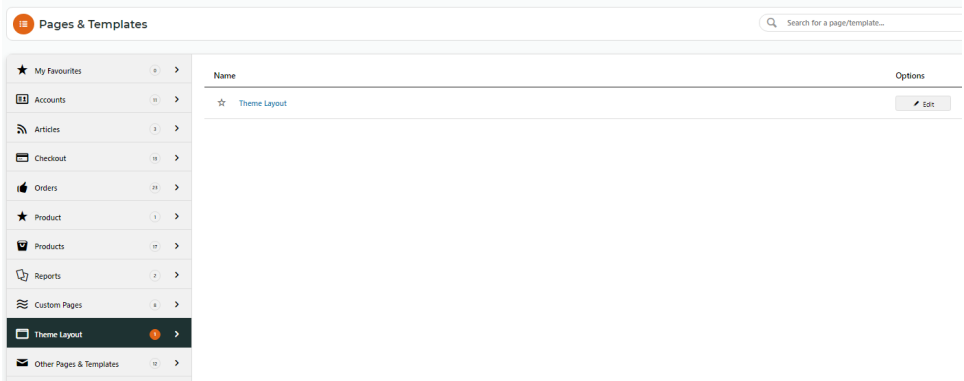


## Step-by-step guide

### Enable Manual Sort

To enable manual sorting of categories:

1. Navigate to **Content Pages & Templates**.
2. Find the **Theme Layout** template, then click **Edit**.



3. Find the menu widget used, either the **Navigation Menu Widget** or the **Mega Menu Widget**.



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**.

**Navigation Menu**

Search...

**General Options**

Titles

Mobile-only Content

Common Options

Documentation

**General Options**

Description

Layer: All Pages

Append / Prepend Category Menu?: Prepend

Insert Category At Location: 00

Category Menu Levels: 2

Max Number Of Columns: 4

Product Category Menu Text: Product Categories

Product Category Menu Link: Defaults to no link

Product Category Menu Icon: cv-ico-general-archive

Product Category Menu List: Defaults to Product Categories

Add SEO URL for product category menu?: ☐

Category URL Prefix:

Show Single Column for 2 Level Categories?: ☐

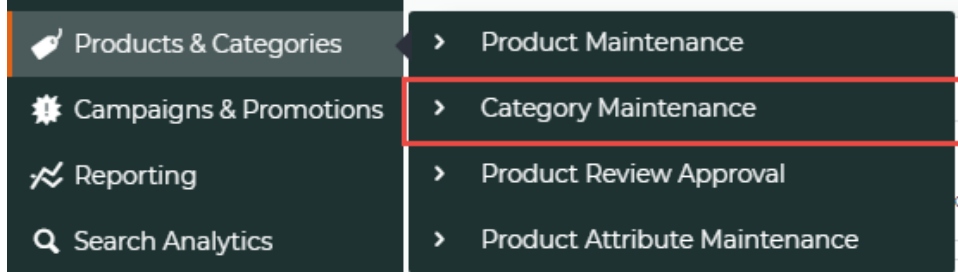
Use Manual Column Sequencing?: ☒

Cancel Save

7. To save, click **OK**.

## Manual Sort Categories

1. In the CMS, navigate to **Products & Categories** **Category Maintenance**.



2. The **Category Maintenance** screen lists all current categories. For each category that will display on the product categories menu, click **Edit**.

**Category Maintenance**

Need help configuring these settings? Check out our [CV Connect](#) article for more information.

**Top Level Categories**

Manage Top Level Categories

Category Search:

Add New Category...

Create

|                   |        |                 |      |         |
|-------------------|--------|-----------------|------|---------|
| Office Products   | (SX03) | 5 subcategories | Edit | Options |
| Sports & Outdoors | (SX01) | 4 subcategories | Edit | Options |
| Office Furniture  | (SX05) | 6 subcategories | Edit | Options |
| Work Clothing     | (SX02) | 5 subcategories | Edit | Options |
| Early Childhood   | (SX04) | 6 subcategories | Edit | Options |

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 \*

Early Childhood

Subtitle

☐ Hidden

When checked, this category is not shown in the Menu or Category list

Category Image

Select or Upload Image

Enable Cluster \*

No

Include Products from Sub Categories \*

Not set

Menu/Navigation Menu Column

1

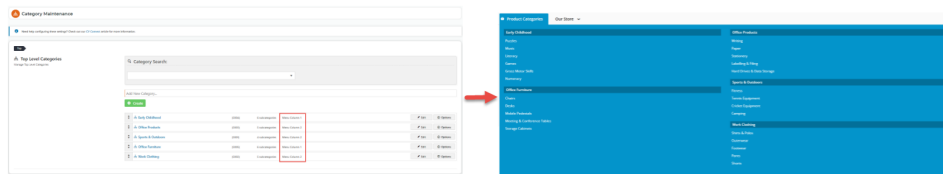
2

Indicates the column number this category belongs to on the Menu/Navigation Menu. Use only when Manual Sequencing is enabled. Value starts from 1. Default column is 1 if not set.

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.



## Related help

- [Maintain Product Category in Category Maintenance](#)
- [Carousel Options](#)
- [Category Template Override](#)
- [Infinite / Endless Scrolling](#)
- [SEO URL Rule Maintenance](#)