Categories

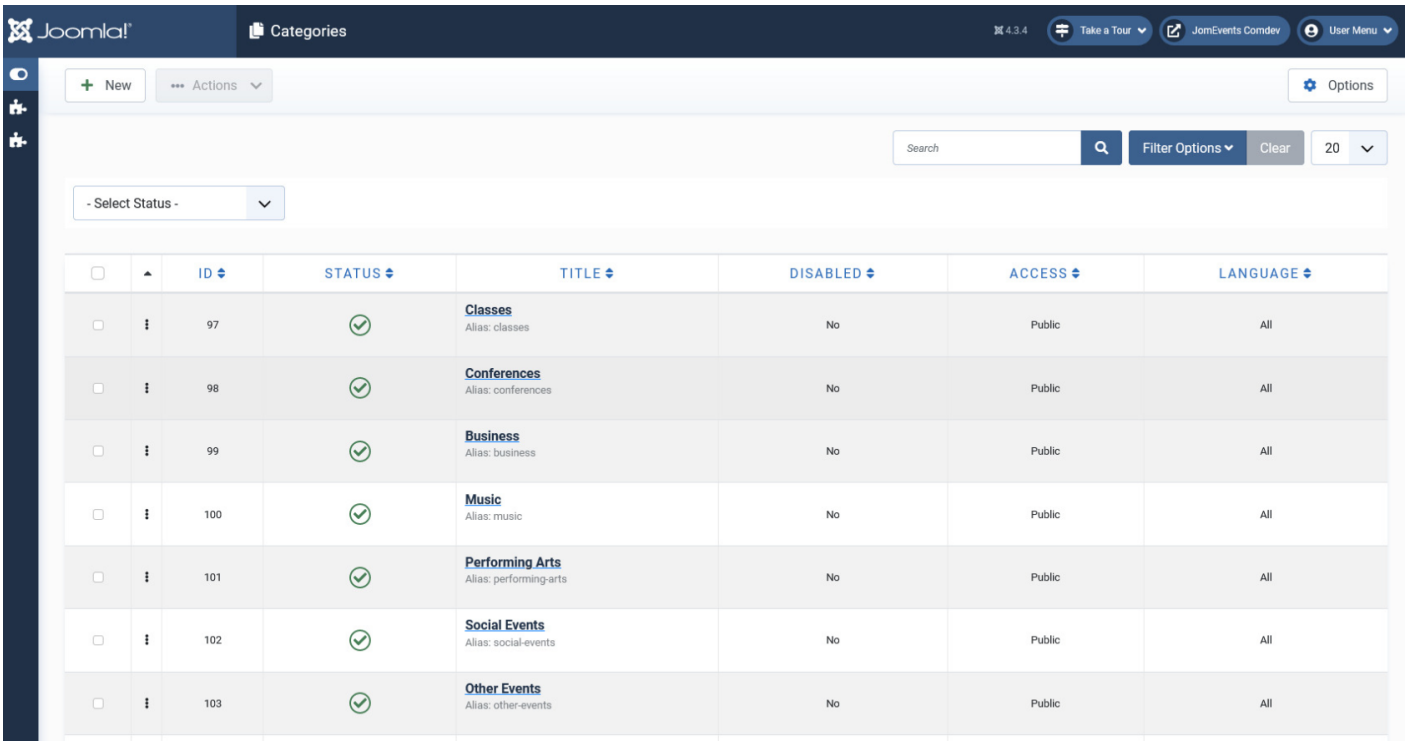
Overview

Categories allow the site owner to categorize listings into appropriate sections. Extension categories are independent from the Joomla category system. Nested categories (sub-categories) are supported in Extension. Component comes with a category named "UNCATEGORIZED", which is the default setting. This category holds listing items that are not attached to any category (same function as the default Joomla system).

> You can create a categories menu link under Menus using information provided here. Ensure that for creating this link you use the Item menu type as **Categories**.

Creating A New Category

The following image shows the Category Feature screen.



Screen 1: Adding a new category

Let us understand each of the buttons seen on the screen using the following table.

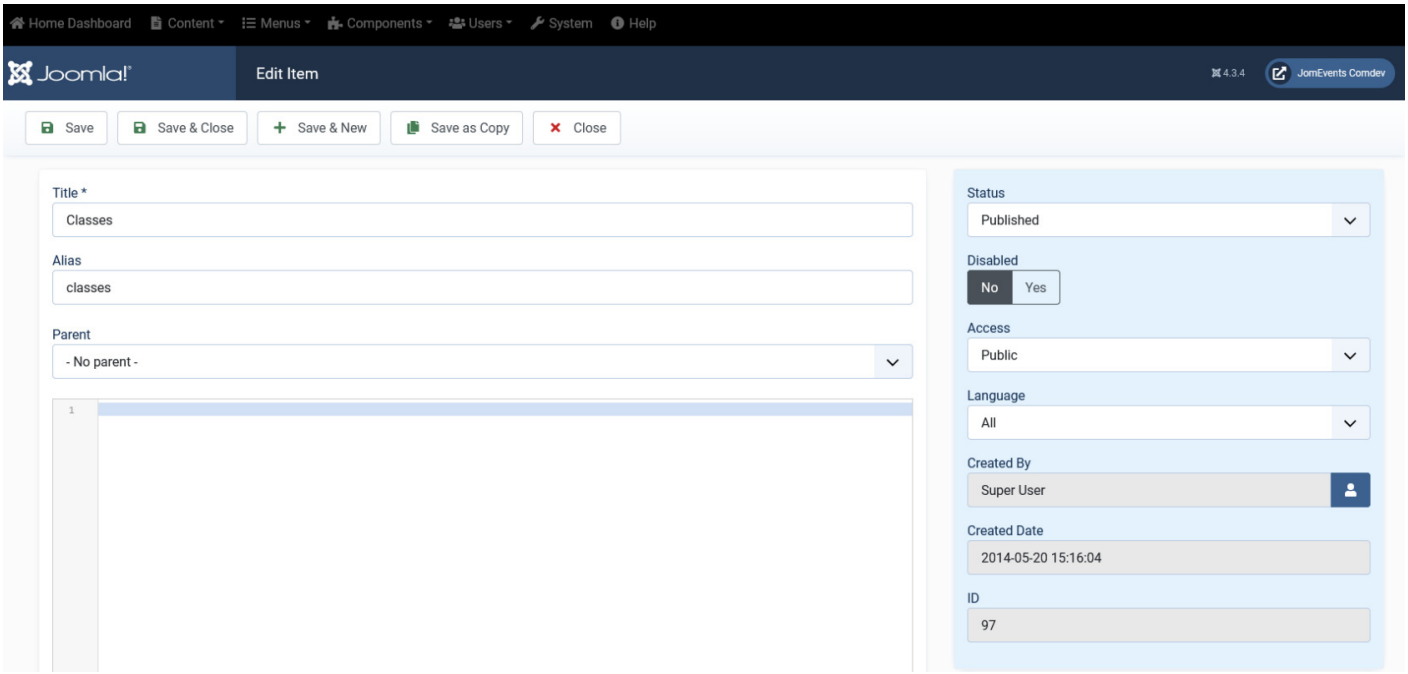
New	Creates a new Category entry. You must create separate entries for each level of depth that you need.
Edit	Provides the edit mode to make changes to the existing level or titles created.
Publish	Publishes the created category entry.
Unpublish	Removes the entry from the list of published category entries
Archive	Archives category entries that are not used anymore.
Trash	Deletes the category entry that is not required anymore.
Rebuild	Refreshes to incorporate the changes made to the entries in the Category feature.

Editing category entries

If you want to edit existing entries, you can either click the entry from the Category screen or select the check box next to the entry, and then click **Edit**.

New Category tab

The New Category tab is seen as shown in the following image:



Screen 2: New Category tab

After you click the required entry that you need to edit, you can change the configurations based on the options as seen in the following table.

Title	Custom Category Field
Alias	URL alias for “SEF/SEO” URL
Parent	Select the parent category entry
Text box	Provide a description about the entry. You can format the text using the formatting options in the text box. You can also insert images or links to URLs for more information.
Toggle editor	Toggle between a rich text box with formatting options and plain text box.
Category Image	Upload a category image

Publishing tab

After you have provided the above information, you can provide the publishing information in the Publishing as seen in the following image.

You can change the values for the given options using the following table.

Status	Based on the status seen here, the visibility changes as follows: • Published - Entries are visible on the front-end. • Unpublished – Entries are invisible in the front-end, but can be published later. • Archived – Older entries that are not ready for deletion yet. • Trashed – Older entries that should be removed.
Access	Access level for site users is as follows: • Public access grant access to everybody. • Registered access grants access only to registered and logged in users. • Special access only grants access to users specified as “Special”.
Language	Select the language for the category entry.
ID	Category ID, which can be used in modules, plugins and menus.
Created by	User name who created the entry.
Created Date	Date when the entry was created.
Modified by	User name who modified the entry.
Modified Date	Date when the entry was modified.

Metadata tab

The metadata tab is used to provide metadata information for a particular category entry. The options for this tab can be seen as shown in the following image.

You can change the values for the given options using the following table.

Meta Description	Meta-description for search-engine listings.
Meta Keywords	Meta Keywords for the search-engine
Author	Content author metadata.
Robots	Robots instructions: • Use Global • Index, Follow • No Index, Follow • Index, No Follow • No Index, No Follow

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