

# Product Categories

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## Overview

Product categories and sub-categories are used to group similar products and give Emerson users a way to more efficiently locate products during a purchase transaction. For example, a product category of Mobile Phone Accessories could be used to group accessories, which can be further divided into sub-categories of Bluetooth, Chargers, Car Kits, Covers and Cases etc. Products can then be created under each relevant category and sub-category.

Product categories and sub-categories are related in a hierarchical structure. Sub-categories must be associated with a product category. Products are then associated with a a category and sub-category. However, it is possible to place a product in a product category without placing it into a sub-category.

A number of products, categories and sub-categories are available for service providers to use if they wish. These are created by Emerson cannot be modified by service providers. Users can identify who the owner is for a category or sub-category via the *Category Owner* column on the Product Categories landing page (shown below).

## Viewing Product Categories

**Nav: Products > Product Categories**

The *Product Category Management* page will be displayed showing a list of existing product categories.

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Product Category Management

ID:

Name:

Search

Clear

Create New Category

20 Results Found

| ID   | Name                           | Description                     | Number of Sub Category | Category Owner                   |
|------|--------------------------------|---------------------------------|------------------------|----------------------------------|
| 6    | Miscellaneous Charge           | Miscellaneous Charges           | 3                      | Emerson Software Systems ( 1 )   |
| 7    | Service Qualification Fee      | Service Qualification Fees      |                        | Emerson Software Systems ( 1 )   |
| 8    | Termination Fee                | Termination Fees                |                        | Emerson Software Systems ( 1 )   |
| 9    | Cancellation / Change of Order | Cancellation / Change of Order  | 1                      | Emerson Software Systems ( 1 )   |
| 10   | Hardware                       | Hardware devices                | 4                      | Emerson Software Systems ( 1 )   |
| 11   | Finance                        | Finance Charges                 |                        | Emerson Software Systems ( 1 )   |
| 13   | Freight                        | Freight                         | 2                      | Emerson Software Systems ( 1 )   |
| 14   | Labour                         | Labour Charges                  | 3                      | Emerson Software Systems ( 1 )   |
| 15   | Port In Credit                 | Port In Credit                  |                        | Emerson Software Systems ( 1 )   |
| 16   | Mobile Phone                   | Mobile Phone Handset            |                        | Emerson Software Systems ( 1 )   |
| 17   | Monthly Repayment Option       | Monthly Repayment Option        |                        | Emerson Software Systems ( 1 )   |
| 121  | Web Services                   | Web Services                    |                        | Emerson Software Systems ( 1 )   |
| 221  | Software                       | Software                        | 1                      | Emerson Software Systems ( 1 )   |
| 823  | Modems                         | Modems                          |                        | Emerson Test Supplier ( 133448 ) |
| 1102 | Security                       | Account Security / Deposit Bond | 1                      | Emerson Software Systems ( 1 )   |
| 1258 | Not Really Another Category    | just for testing purposes       | 2                      | Emerson Software Systems ( 1 )   |
| 1261 | Product Setup Fee              | Product Setup Fees              | 5                      | Emerson Software Systems ( 1 )   |
| 1262 | New Category                   | New Items                       | 1                      | Emerson Test Supplier ( 133448 ) |
| 1263 | Swad's Features - Entiretime   | Swad's features for Entiretime  | 2                      | Emerson Software Systems ( 1 )   |
| 1269 | Test Junk                      | Description                     |                        | Emerson Test Supplier ( 133448 ) |

1

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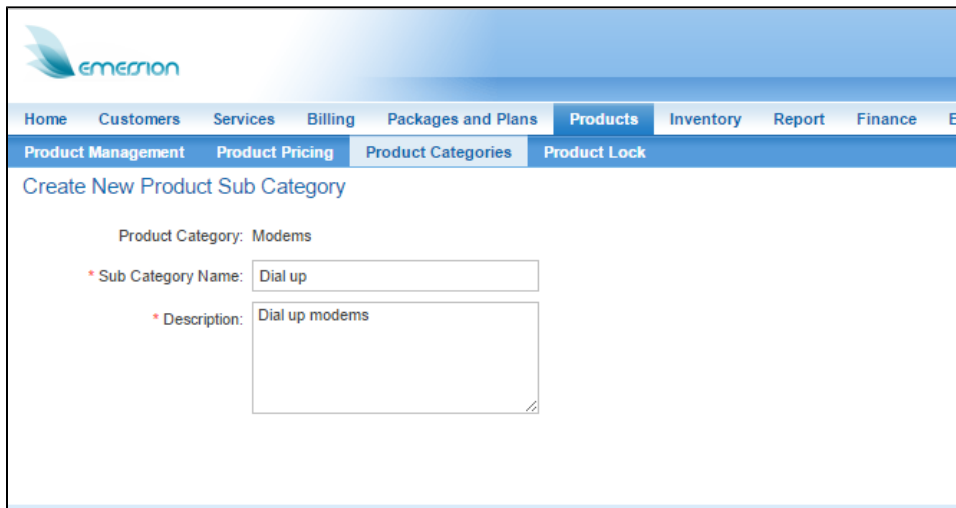
If your list of categories is long, users can locate a sub-category by using the *Search* function. The following fields can be used to search:

- Category ID
- Category Name

## Create a Product Category

To create a product sub-category, do the following:

1. Go to **Products > Product Categories** and click on the ID of the category you want to add a sub-category for. Once on the category page, the system will display a list of sub-categories that belong to it.
2. Click **Create New Sub-Category**.
3. Enter a name and description for the sub-category.
4. Press **Submit**. This will save the sub-category.



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Product Management Product Pricing **Product Categories** Product Lock

Create New Product Sub Category

Product Category: Modems

\* Sub Category Name:

\* Description:

## Editing Categories and Sub-Categories

Users have the following editing capabilities for all product categories and sub-categories:

- Modify category and sub-category names and descriptions, provided that the service provider is the owner of the category or sub-category
- Add new sub-categories under product categories that are owned by them or Emersion



Users cannot delete categories or sub-categories, even when the service provider is the owner.

To edit a category, do the following:

1. Go to **Products > Product Categories**.
2. Search for and locate the category to be modified.
3. Click on the ID of the category to be changed. The user will be taken to the category page.
4. Click the **Edit** button to place the category into edit mode.
5. Make the changes, then press **Save**.

## Related Pages

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- [Price Books](#)
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