**Shopify Categories Manual**

Changes made to the site: categories were changed to more accurately reflect what each item can be organized into, with clearer phrasing to make it easier for both the customer and employee to either look for an item or categorize it.

1. For creating new categories to be reflected in the navigation for ease of access:
   1. Go into ‘Custom Data’ → ‘Major Shop Categories’ → ‘Validations’ → ‘Add Item’ (and add the new category you want reflected in the navigation.
   2. Go into ‘Products’ → ‘Collections’ → ‘Create Collections’ → Fill out any necessary information as needed.
      1. In ‘Collection Type’, select ‘Automated’. Select ‘MAJOR SHOP CATEGORIES’ ‘is equal to’ <the new category>. Hit ‘Save.’
2. For creating new products and adding them to a category
   1. After filling out necessary information, go into the right hand column and look for ‘Product Organization.’ Within Collections, make sure to hit the new category, as well as any other collections that it can apply to.
   2. Within ‘Product Metafields’, make sure that within ‘MAJOR SHOP CATEGORIES’, the same category you selected previously is applied here.