Categories (School Store)

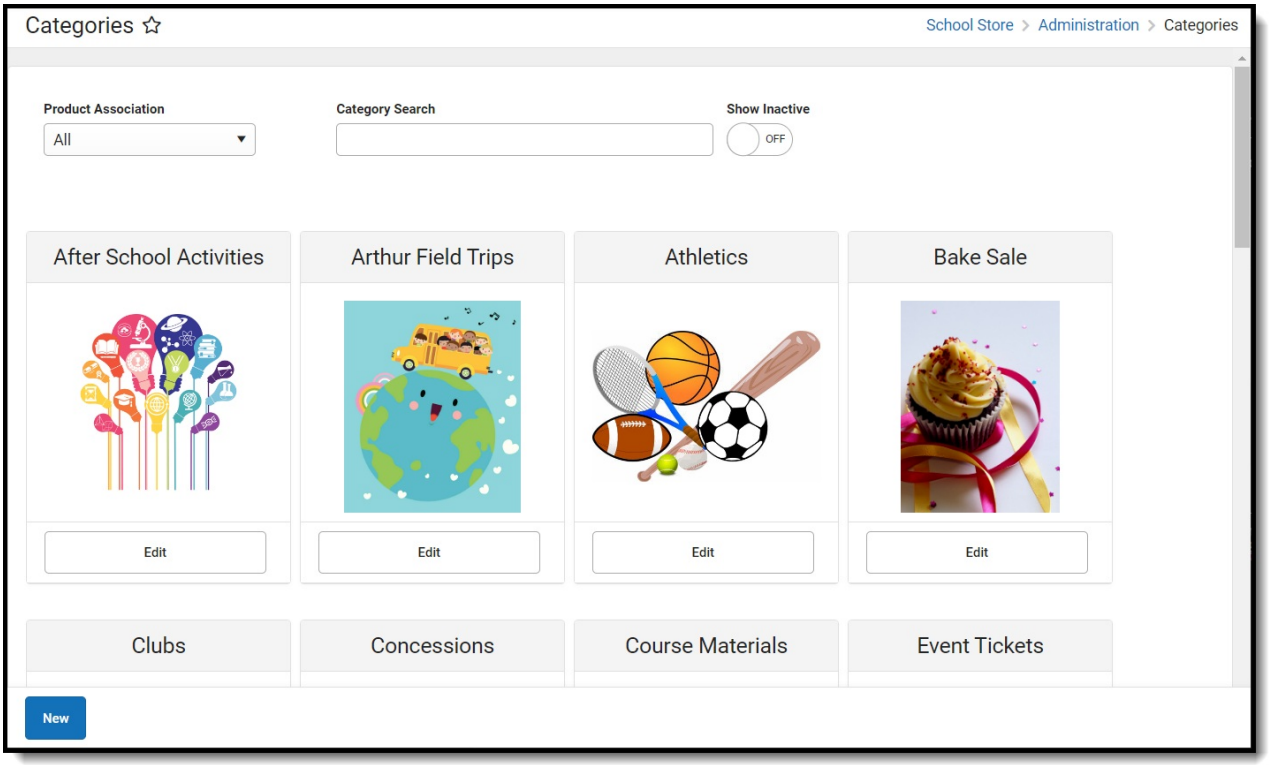
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School Store tools are available with Campus Payments.

Tool Search: Categories

Categories are how similar products are grouped in the store. When a portal user selects a category, only the products assigned to that category display. Inactive categories and active categories with NO active products do not appear in the School Store.

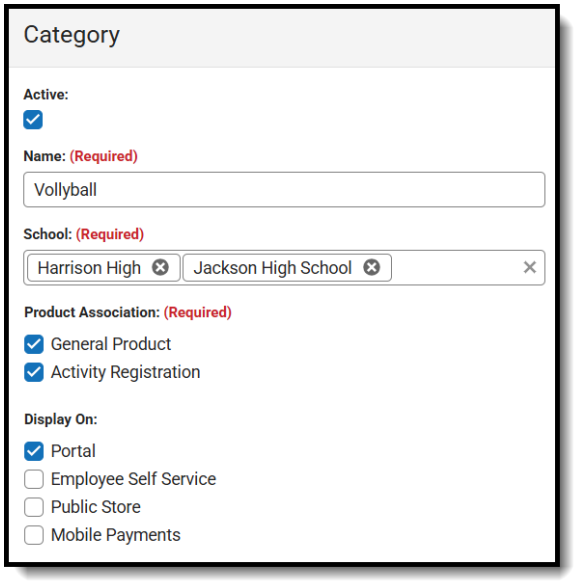
- If you select **All Schools** in the Campus toolbar, the Categories for every school can be seen.
- If you set the **Show Inactive** toggle to **ON**, inactive Categories also display. Otherwise, when the toggle is set to **OFF**, only active Categories display. Inactive Categories can be deleted if there are no Products assigned.



See the School Store Administration Tool Rights article for available tool rights.

Create a New Category

1. Click **New** in the action bar. The Category panel displays. The **Active** checkbox and the Display On **Portal** checkbox are automatically selected.



2. Enter a **Name** for the category.

3. Select the **Schools** where the category will be available.

   This field only displays schools you have tool rights to.

4. Mark the appropriate **Product Association** checkboxes:

   - **General Product** - Mark this checkbox if the category will include products for purchase in the School Store.
   - **Activity Registration** - Mark this checkbox if the category will include activities for which students can register. When this checkbox is marked, Campus makes the category available for selection in the Activity Builder. If this checkbox is not marked, the category will not be available in the Activity Builder.
   - When using Activity Registration, review information related to Restrict to Associated School Enrollments. When this checkbox is marked within the Activity Builder, the Recipient dropdown list will only display students who have an enrollment in the active school year at the school to which the activity is attached. This includes primary, secondary, and enrollments with a future end date.

5. Mark the appropriate **Display On** checkboxes:

   - **Portal**
     Tip: This checkbox is automatically selected on new Categories. Clear this checkbox if you do not want this Category to display in Campus Parent or Campus Student.

- **Employee Self Service**
- **Public Store**
- **Mobile Payments**

> The options **Employee Self Service**, **Public Store**, and **Mobile Payments** must have **General Product** selected (under **Product Association**).

6. Use the **Select Files** option to upload an image for the category.

> The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.

7. Click **Save**. The Category is ready for you to add Products.

After Categories are set up:

- if someone else wants to edit the School field on the Category, they must have tool rights to all of the assigned schools. Otherwise, they cannot make changes to the School field.
- if you decide to inactivate a Category and active products are tied to the Category, Campus also inactivates the products and the products will not display in the School Store until they are manually made active again.
- the Product Category is a required field on the Orders Report. If you remove a school from a Category, you will not be able to use the Orders Report for purchases made for that combination of Category and School.