

Adding a New Part Type Category

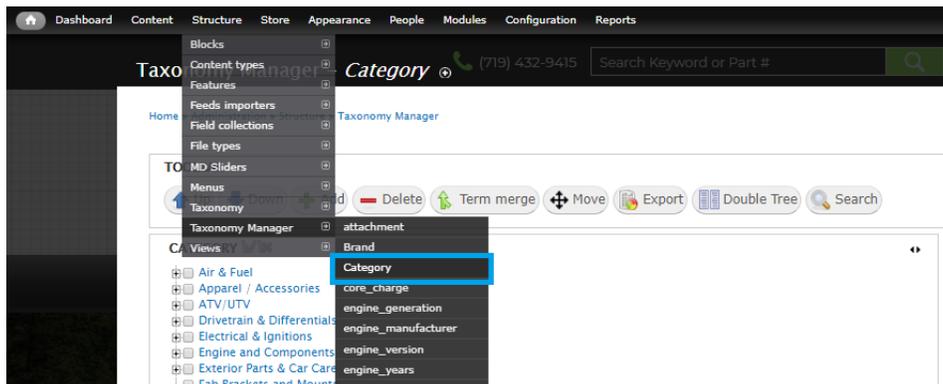
As your inventory grows larger or if you happen upon a new item that needs to be sorted into a not yet existing category, you can add that category to your Drupal site through a few steps.

1. Firstly, you'll want to make sure that the categories in your data sheet are in order. You might notice that they appear to be sorted by category and subcategory, but you have to remember that the formatting you see and what your site will read in are two different things. If you see something like this for example:

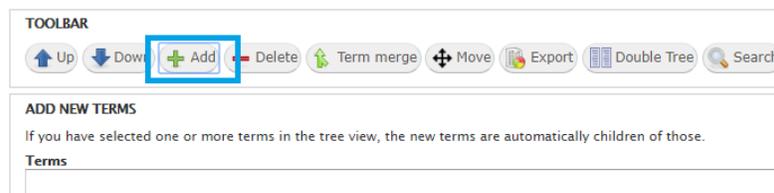
1	R	BAAS	Category	Short	New Title
2	Cc		Rock Krawler		
180	JK	R	Lift Kit with Coil Over Shocks	Corp 4.5 I	Corp 4.5 Inch Lift Kit
181	JK	R	Lift Kit with Remote Reservo	Corp 4.5 I	Corp 4.5 Inch Lift Kit
182	JK	R	Lift Kit with Coil Over Shocks	Corp 4.5 I	Corp 4.5 Inch Lift Kit
183	JK	R	Lift Kit with Remote Reservo	Corp 4.5 I	Corp 4.5 Inch Lift Kit
184	JK	R	Lift Kit with Remote Reservo	4.5 Inch L	4.5 Inch Lift Kit W/R
185	JK	R	Lift Kit	4.5 Inch L	4.5 Inch Lift Kit Off-
186	JK	R	Lift Kit with Shocks	4.5 Inch L	4.5 Inch Lift Kit W/ S

Your category tree after import will be messy. You will need to go through and separate each of those categories into the right format. "Lift Kit with Shocks" may look like it will go directly under the parent Lift Kit category, but if your site does not see the pipe separator (or a comma, or greater than sign depending on what's currently being used) then it will create a new tree for the subcategory and your categories will get blown up. So "Lift Kit with Shocks" will need to be changed to "Lift Kits|Lift Kit with Shocks" (or whichever your current lift kits taxonomy path is).

2. If you manually want to add a part type through Drupal, you'll need to get to the Taxonomy Manager page. In your Admin menu, go through "Structure" -> "Taxonomy Manager" -> "Category".



3. On the next page, in the toolbar, you'll want to click on "+ Add".



4. If you glance under the textarea, you'll see a quick set of instructions on how to add the taxonomy. It shows you how to add a term into the taxonomy. If you're adding a new overall

parent term, do not select any of the existing terms below, simply Type in your new term and click add under the text area.

5. If you are adding a new child term to an existing one, you have to select that term from the list below, then type your new term and click on "+ Add" underneath the text area.

ADD NEW TERMS
If you have selected one or more terms in the tree view, the new

Terms
Air Hose

One term per line. Child terms can be prefixed with a dash '-' (one d
Example:
animals
--canine
--dog
--wolf
-feline
--cat

CATEGORY
 Air & Fuel
 Apparel / Accessories
 ATV/UTV