

## Setting Up Categories in RepDesk for OneMart

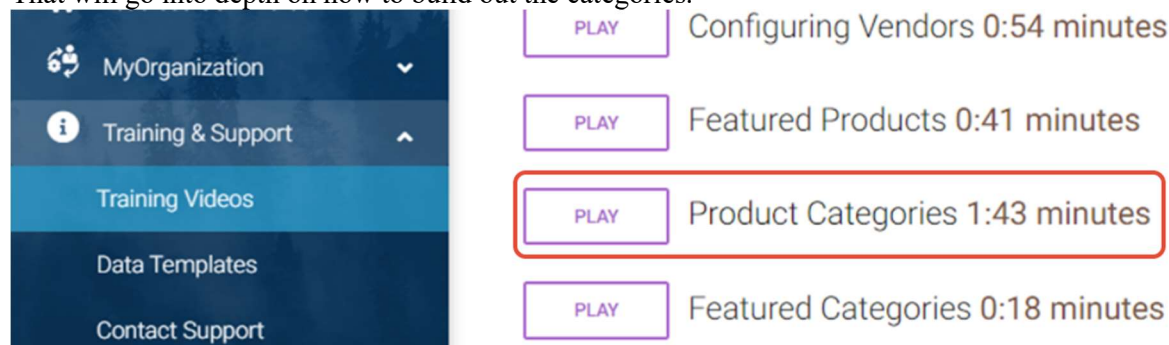
In this FAQ it will go over how to set up Categories in RepDesk and how they can be applied in OneMart to make your customers shopping experienced more streamlined.

**IMPORTANT NOTE\***. Review the end of this document for instructions on maintaining categories when updating your item lists. This important to understand so you don't undo all the work done to create the categories.

### Step 1.

In the training & support section of RepDesk watch the video "Product Categories".

That will go into depth on how to build out the categories.



### Step 2.

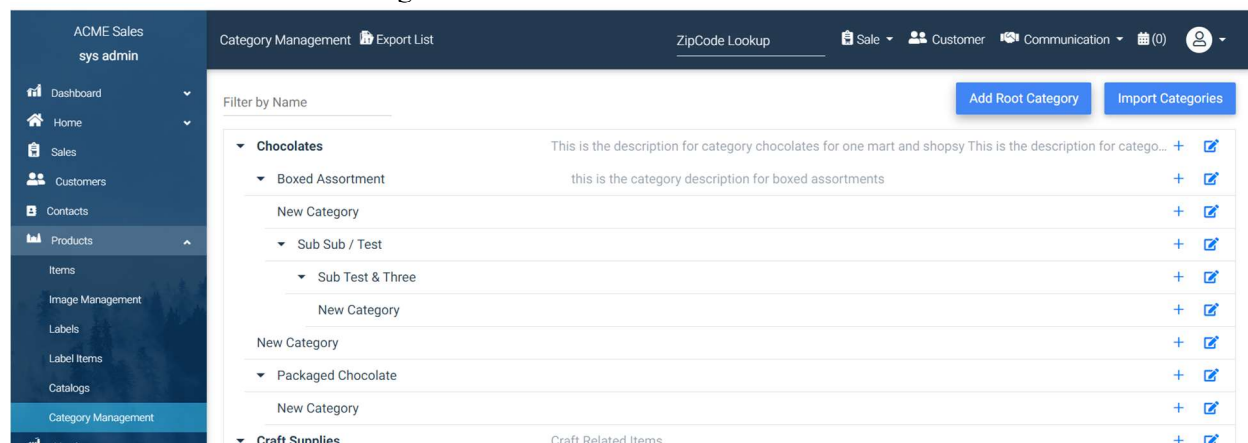
If you have watched the video and need more instruction continue through this document.

### Step 3.

Under "Category Management" start by adding the Parent Category called "Root Category". This will be the main category of set a of similar products.

Example: (Root Category) Chocolates – (Subcategory) Boxed Assortment

You can continue to add Subcategories as needed.




### Step 4.

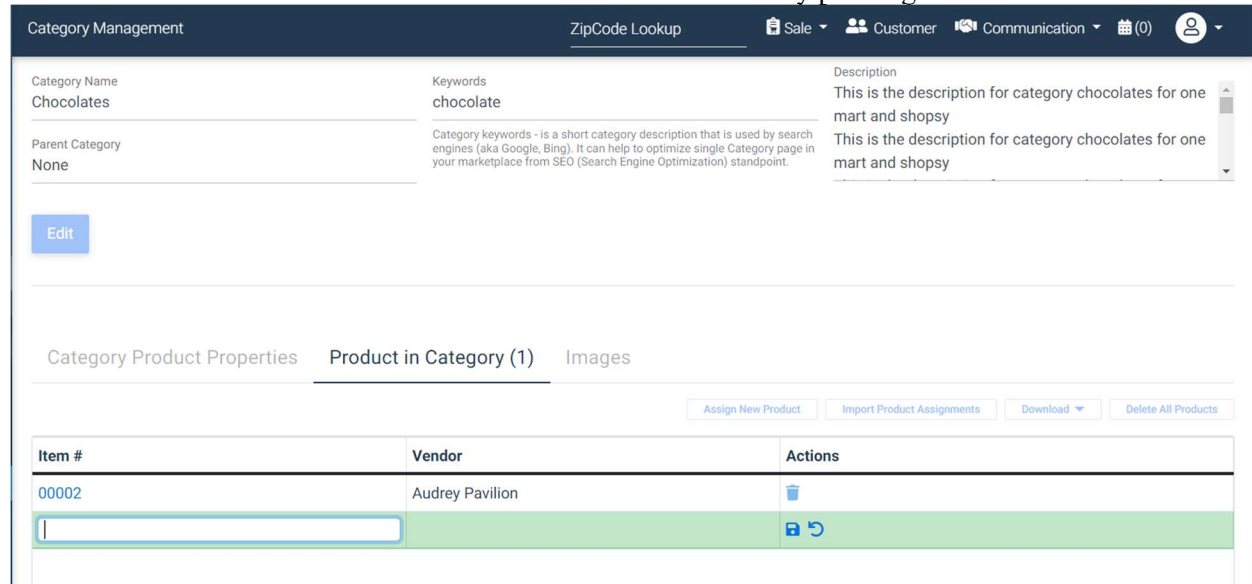
Click the edit pencil when ready to add products to the category.



### Step 5.

Under “Product in Category” you can add items one by one or importing a file.

To assign one by one you will press “Assign New Products”, it will open a new field where you can enter the desired item number. Once the item number is entered save it by pressing the save icon. 





Category Management ZipCode Lookup Sale Customer Communication (0) User

Category Name: Chocolates  
Keywords: chocolate  
Parent Category: None  
Description: This is the description for category chocolates for one mart and shopsy

Edit

Category Product Properties Product in Category (1) Images

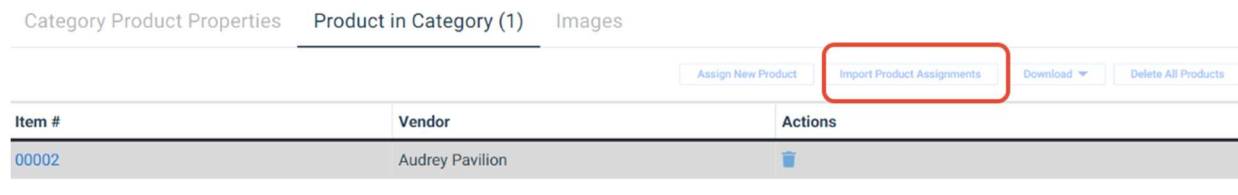
Assign New Product Import Product Assignments Download Delete All Products

Item #	Vendor	Actions
00002	Audrey Pavilion	
<input type="text"/>		

To import products, you can find the data template called “Categories Import Template” under data templates in the Training and Support section.


### Categories Import Template

Make sure all the fields of the template are completed and when ready to upload you will press “Import Product Assignments” follow the steps to upload.



Category Product Properties Product in Category (1) Images

Assign New Product Import Product Assignments Download Delete All Products

Item #	Vendor	Actions
00002	Audrey Pavilion	

### Step 6.

Once all your items have been assigned and you are ready to launch on OneMart go to your OneMart to “Featured Categories.”

You add each category by clicking the plus sign. This will make the categories shoppable in OneMart.

**Audrey's Test OneMart**
[Details](#)
[Vendors](#)
[Featured Vendors](#)
[Featured Products](#)
[Featured Categories](#)

Featured Categories

Filter by Name

Other Categories

Filter by Name

▼ Chocolates	This i...	+
▼ Boxed Assortment	thi...	+
New Category		+
▼ Sub Sub / Test		+
▼ Sub Test & Three		+
New Category		+
New Category		+
▼ Packaged Chocolate		+
New Category		+
▼ Craft Supplies	Craft ...	+

## Maintaining Categories When Updating Items Lists in RepDesk

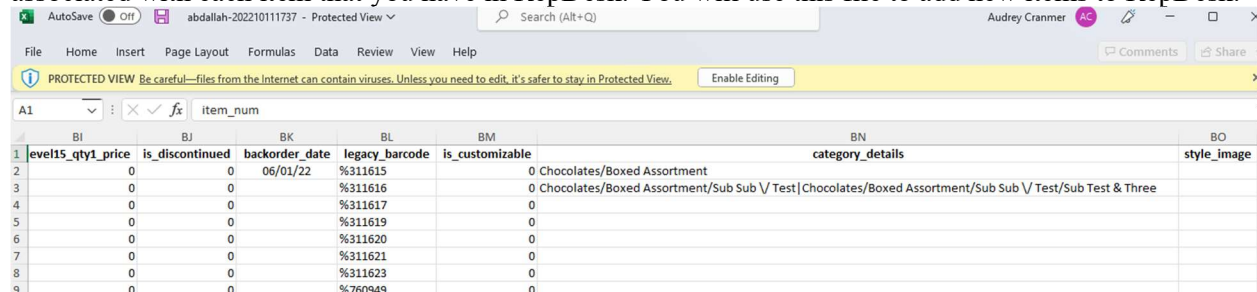
These instructions are necessary to follow anytime you are updating an item list in RepDesk.

### Step 1.

Export item list after you have added all the items to each category.

### Step 2.

Open excel document and take note of the column “Category\_Details”. This will have all the categories associated with each item that you have in RepDesk. You will use this file to add new items to RepDesk.



	BI	BJ	BK	BL	BM	BN	BO
	level15_qty1_price	is_discontinued	backorder_date	legacy_barcode	is_customizable	category_details	style_image
2	0	0	06/01/22	%311615	0	Chocolates/Boxed Assortment	
3	0	0		%311616	0	Chocolates/Boxed Assortment/Sub Sub V Test Chocolates/Boxed Assortment/Sub Sub V Test/Sub Test & Three	
4	0	0		%311617	0		
5	0	0		%311619	0		
6	0	0		%311620	0		
7	0	0		%311621	0		
8	0	0		%311623	0		
9	0	0		%760949	0		

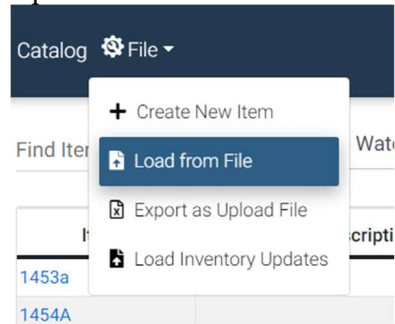
### Step 3.

Once you have added all new items to your existing item list you are ready to upload back into RepDesk.

\*Note all new items will not have any data in the “Category\_Details” column.

### Step 4.

Upload items list into chosen Vendor.



### Step 5.

If your new items need to be added to your categories in RepDesk follow previous steps 1-6 from [Setting Up Categories in RepDesk for OneMart](#)