How to Create Categories In-Batch by Uploading a CSV File



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Step 1 – Create A CSV File that Describes Your Categories

| The first line of your CSV file must have the headers: "category", "description", and "parent" as shown below | | | | | |
|--|---|--|--|--|--|
| Categories - Notepar File Edit Format Wiew Help Category, description, parent Kingdom, Phylum, Kingdom Class, Phylum Order, Class Family, Order Genus, Family Species, Genus | In this example, "Kingdom" [on the second line of this CSV file] is the top-most category and has no entry in either the description (2 nd) column or the parent (3 rd) column. So the 2 nd line is "Kingdom,," | | | | |
| | This CSV file should result in the following hierarchy of categories: | | | | |
| | Kingdom -Phylum | | | | |

-Class

-Order

-Family

-Genus

-Species

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Step 2 – Navigate to http://<server-name>/tiki/tiki-admin_categories.php and use the "Batch upload" panel to select your Category CSV file and upload it to your Tiki...[replace <server-name> with the name of your server, such as "localhost"]

Admin Categories 🛛 🖉 🥓

Browse Category Current category: Top Current Category ID: 0

| Add new category | | | |
|---|--|---|--|
| Parent: | Тор | * | |
| Name: | | | |
| Description: | | | |
| Assign permissions automatically: (recommended for best performance) | $\overline{\mathbf{v}}$ | | |
| | Use the "Batch upload (CSV file): panel to select your CSV file (Step 1) and click then click the "Add" button | | |
| Batch upload (CSV file): 🥹 | | | |
| tt\Desktop\Categories.csv Browse | | | |
| Add | | | |
| Objects in category Top | | | |
| | Name | | |
| No records found. | | | |

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Step 3 - Verify that your new categories have been created...

| Admin Categories 🛯 🖓 🎤 | | | Categories 🛛 🖉 🥕 | Your new categories should now display in the Admin Categories screen. Initially, the top-most category may be the only one that is visible. To see the sub- categories, just click the triple greater-than symbols ">>>" that appear to the right of each of your parent categories in the hierarchy. |
|------------------------|---------------------------|--------------------------------|---|--|
| Brow Curre Curre | /se C ent ca ent C | ategory ategory: ategory | r : Top :: Kingdom r ID: 91 | |
| | × × × × × × × × × × × × × | | Kingdom = >>> Phylum >>> Class >>> Order >>> Family >>> Genus >>> Species Safety | |
| Ac | id ne | ew cat | egory | |
| P | arent: | | Kingdom | |