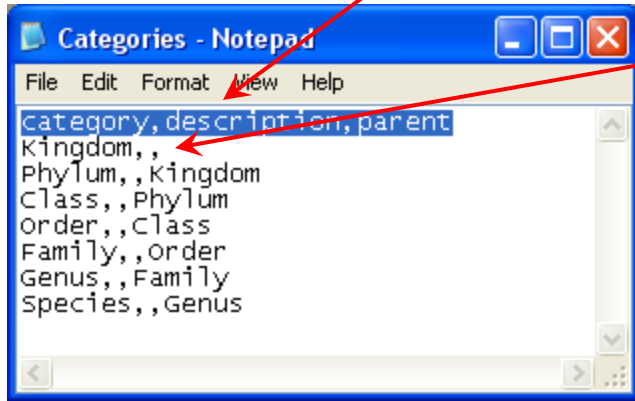


### Step 1 – Create A CSV File that Describes Your Categories

The first line of your CSV file must have the headers: “category”, “description”, and “parent” as shown below...



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<sup>nd</sup>) column or the **parent** (3<sup>rd</sup>) column.  
So the 2<sup>nd</sup> line is “Kingdom,,”

This CSV file should result in the following hierarchy of categories:

```
Kingdom
|-Phylum
  |-Class
    |-Order
      |-Family
        |-Genus
          |-Species
```

**Step 2** – Navigate to [http://<server-name>/tiki/tiki-admin\\_categories.php](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:

Name:

Description:

Assign permissions automatically:   
*(recommended for best performance)*

**Batch upload (CSV file):** 

### Objects in category Top

Name	Type
No records found.	

Use the “Batch upload (CSV file):” panel to select your CSV file (Step 1) and click then click the “Add” button...



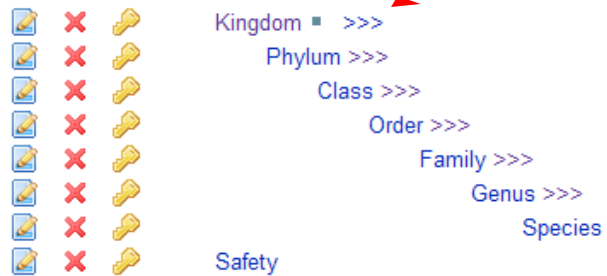
Step 3 – Verify that your new categories have been created...

## Admin Categories

[Browse Category](#)

Current category: Top :: Kingdom

Current Category ID: 91



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.

### Add new category

Parent:

Kingdom

