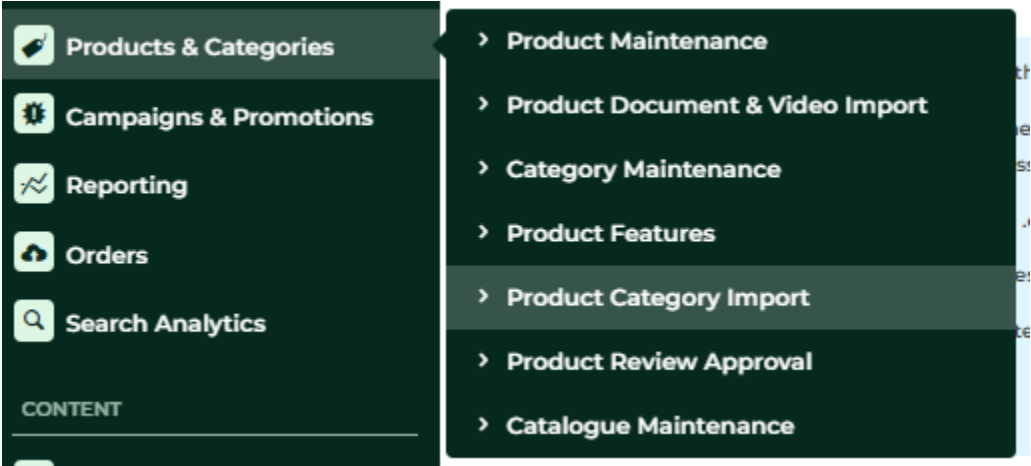


CMS Product Category Import Maintenance

To maintain your category structure in the CMS in bulk we have created an import tool to manage your category levels via CSV in the CMS.

To obtain a copy of the upload template required navigate to:



CMS > Products and categories > Product Category Import > Download Example Template
The CSV will have the below structure.

ProductCode	Cat1Desc	Cat2Desc	Cat3Desc	Cat4Desc	Primary
					TRUE

Fill in the above fields – Make all products follow the same level of categories for consistent data. i.e. if majority of products have 3 levels, make sure all have three levels.

The Primary column determines your URL structure for the product if it lives across multiple categories, so either put in:

- TRUE – to take on this structure as the primary category
- FALSE – to use this category structure as the secondary.

Your file should look something like this:

	A	B	C	D	E	F	G	H
1	ProductCode	Cat1Desc	Cat2Desc	Cat3Desc	Cat4Desc	Primary		
2	CV100	Sports & Outdoors	Camping	Tents		TRUE		
3								



Note: make sure to keep all category spelling the same to avoid category duplications upon upload.

There are two options when uploading the CSV, Append or overwrite.

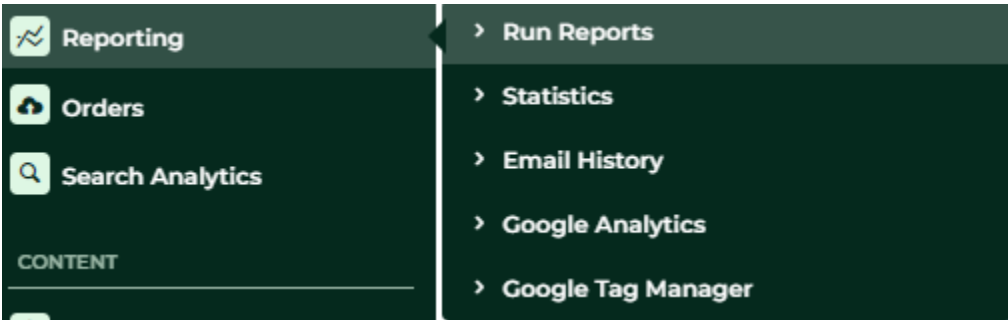
- Append, adds to the existing categories on the site.
- Overwrite, will remove all existing data and only upload the data from your file.

If you already have products categorised on your website and want to review this data before making changes – you can find this under reports.

How to view my uploaded categories

To view existing or recently loaded category data - you can head to:

CMS > reporting > run reports > product category data > run > generate > CSV download.

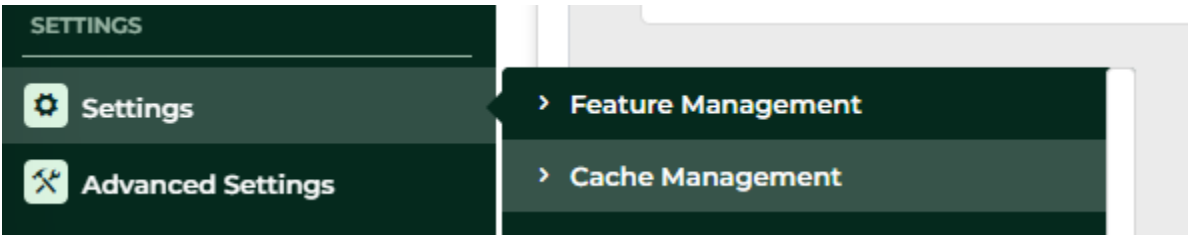


Once downloaded you can see the category structure of your existing products.

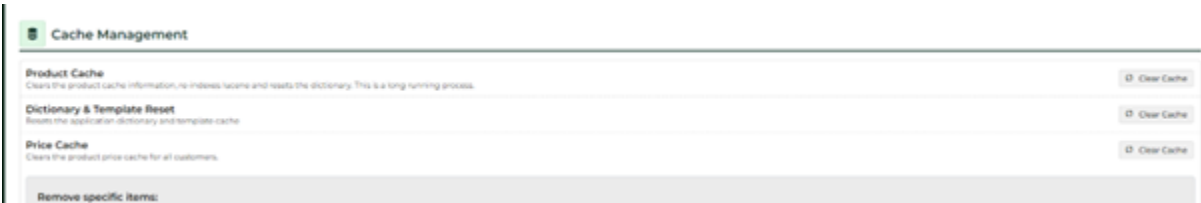
Product Category Data													
Row #	Product Code	Description	Shown Online	Cat 1 Code	Cat 1 Description Only	Cat 1 Description	Cat 2 Code	Cat 2 Description Only	Cat 2 Description	Cat 3 Code	Cat 3 Description Only	Cat 3 Description	Cat 4 Code
1	CV081	Gray Headla Tent Umpire Counter	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0103	Cricket Equipment	S0103 Cricket Equipment				
2	CV082	Boulder Creek Hiker 2 Person Dome Tent	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010401	Tents	S010401 Tents	
3	CV083	Coleman IPS LED Lantern - Personal Size	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010404	Lighting	S010404 Lighting	
4	CV084	Coleman Classic LED Lantern - Family Size	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010404	Lighting	S010404 Lighting	
5	CV085	Coleman 3-Panel Lantern with Case	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010404	Lighting	S010404 Lighting	
6	CV132	Wenot Vacation Lodge 7-Person Tent	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010401	Tents	S010401 Tents	
7	CV133	Coleman Signature 10-Person Tent	1	S001	Sports & Outdoors	S001 Sports & Outdoors	S0104	Camping	S0104 Camping	S010401	Tents	S010401 Tents	

When your category template has been upload its always good practice to clear the product cache to make sure that the newly uploaded categories are reflecting correctly on the site.

This can be found under CMS > Settings > Cache Management.



Select clear product cache.



Related help

- [Maintain Product Category in Category Maintenance](#)
- [Infinite / Endless Scrolling](#)
- [SEO URL Rule Maintenance](#)

- [Edit Products from a top-level Category in Category Maintenance](#)
- [CMS Category Maintenance](#)
- [Category Template Override](#)
- [Upload Category Images in the CMS](#)
- [Carousel Options](#)
- [Product Category Quick View](#)
- [Assign Products in Category Maintenance](#)

Related widgets

- [Category List Category Title Widget](#)
- [Sub Category List Widget](#)
- [Category Banner Widget](#)
- [Category Field List Widget](#)
- [Category List Image Widget](#)
- [Product Category List Widget](#)
- [Category Menu Widget](#)
- [Category Menu Widget \(OMX\)](#)
- [Product Search With Category Widget](#)
- [Product Category List Static Widget](#)
- [PayPal Pay Later Category Summary Widget](#)
- [Product Search With Category Widget \(OMX\)](#)
- [Product Search With Preview Product Category List Widget](#)