

Add Product to Categories in Product Maintenance

Overview

If you maintain your product and category structure online rather than in the ERP, there are two ways you can add/edit products to categories:

- 1. [Product Maintenance](#) Maintain Product page for the product and add one or more categories, OR
- 2. [Category Maintenance](#) select the category and add *one or more* products to it.

(1) is most suitable for adding categories to one product and (2), for adding many products to a single category. This article outlines (1). For method 2, see: [Maintain Product Category in Category Maintenance](#).

For a guide on product maintenance settings, see: [Product Maintenance](#).

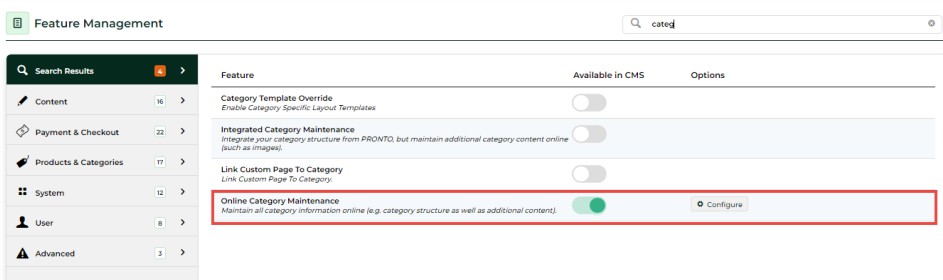
Before You Begin



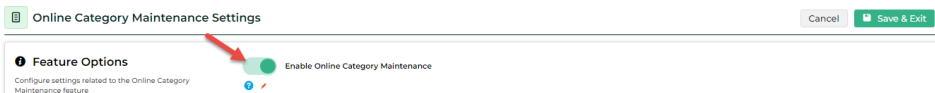
Prerequisite alert!

Make sure Category Maintenance is set to Online mode.

- 1. In the CMS, go to **Settings Settings Feature Management Products & Categories** (or search for **Category Maintenance** in **Feature Management**).
- 2. Make sure **Online Category Maintenance** is toggled **ON**, then click **Configure**.



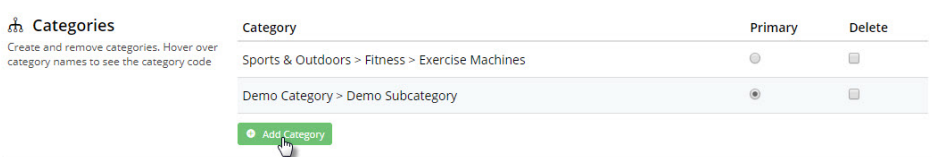
- 3. Ensure **Enable Online Category Maintenance** is **ON**.



- 4. Click **Save & Exit**.

Add Product to Category

- 1. In the CMS, go to **Ecommerce Products & Categories Product Maintenance**.
- 2. Search for the product you wish to add and click **Edit**.
- 3. Scroll to the **Categories** section of the maintenance page.
- 4. Click **Add Category**



- 5. Type the category name or code and select it from the suggestions.

6. Repeat steps 4 & 5 to add this product to additional categories if required.

7. Use the radio buttons to assign or change the **primary category** for the product (this will appear in the product's breadcrumb and be used for SEO).

Category	Primary	Delete
Sports & Outdoors > Fitness > Exercise Machines	<input type="radio"/>	<input type="checkbox"/>
Demo Category > Demo Subcategory	<input checked="" type="radio"/>	<input type="checkbox"/>
(SX010102) Sports & Outdoors > Fitness > Weights	<input type="radio"/>	<input type="checkbox"/>

[Add Category](#)

8. Click **Save** or **Save and Exit**.

Here's an example:

Your browser does not support the HTML5 video element



Once you've added products to the category, you'll need to **clear the Product Cache** in order for the products to show on the web. This is done in the CMS via **Settings Cache Management**. Clearing this cache can take quite some time, so it's best to ensure you've made all your changes first!



Cache Management

Product Cache

Clears the product cache information, re-indexes lucene and resets the dictionary. This is a long running process.

[Clear Cache](#)

Dictionary Reset

Resets the application dictionary

[Clear Cache](#)

Additional Information

Useful when maintaining a particular product and saves time by removing an additional step.

Minimum Version Requirements	**.*.*
Prerequisites	**
Self Configurable	Yes
Business Function	Products & Categories
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- [Add Video to a Product Page](#)
- [Product Maintenance Settings](#)
- [Product Maintenance](#)
- [Maintain Product Category in Category Maintenance](#)
- [Infinite / Endless Scrolling](#)
- [Product Variant Grid](#)
- [Variant Tags](#)
- [SEO URL Rule Maintenance](#)
- [Edit Products from a top-level Category in Category Maintenance](#)
- [CMS Category Maintenance](#)