

Robots text file

The robots.txt file is used by website owners to give instructions about their site to web robots. The web robot will read the robots.txt file before visiting a site, to check whether any directories should be excluded from the visit.

In the example file below, the 'User-agent' is specifying ALL robots, and 'Disallow' is instructing them not to visit the /customers directory.

```
User-agent: *  
  
Disallow: /customers
```

Customer Self Service allows for easy maintenance of the robots.txt file by site Administrators. Simply follow the procedure below.

Step-by-step guide

To View and Update the robots.txt file:

1. Login as an Administrator.
2. Navigate to **Settings SEO Maintenance** (/zSearchEngineOptimisationMaintenance.aspx).
3. Click the **Robots.txt** tab.
4. The contents of the current robots.txt file will be displayed in the dialogue box.
5. Edit the file contents directly on screen, or copy and paste data from another file.
6. In the event of an error, click the **Reload Robots.txt** button to start again.
7. Click the **Submit Changes** button.

The revised file will be sent to Commerce Vision for review, and you will be advised once the new file has been uploaded.

Menu	System	Robots.txt	Web Master	Sitemap	URL Routing	Page Redirects	SEO URL
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Below is the current contents of the Robots.txt file. Edit as desired and click Submit to have Commerce Vision review the changes before it will be uploaded to replace the existing file.

```
User-agent: *  
Disallow: /customers  
Disallow: /junk
```

Reload Robots.txt Submit Changes



For further information on robots.txt, see <http://www.robotstxt.org/robotstxt.html>.

Related help

- [Google Tag Manager with Google Analytics \(v4\)](#)
- [Google Tag Manager with UA & GA4](#)
- [Google Tag Manager & Analytics](#)
- [Google Tag Manager with Universal Analytics](#)
- [Product & Category Page Metadata](#)