


# CMS Category Maintenance Settings



Requirements


This feature must be switched on for your site by [Commerce Vision](#).

## Overview

Product categories used on your website are initially integrated from your ERP, but if it suits your business processes, you can bypass ERP category integration and opt for complete online maintenance. The [Category Maintenance](#) functions will differ depending on which option is used.

## Selecting Integrated or Complete Online Category Maintenance

You can select either Integrated or Complete Online Category Maintenance mode. In Integrated mode, category maintenance except for exclusively online category features is done in the ERP. In the complete online mode, all category maintenance is done in the CMS.



Enabling the **Online Category Maintenance** feature will disable the **Integrated Category Maintenance** feature. It will also change your Category Maintenance display to group sub-categories under the parent category rather than list all categories individually. You will not be able to limit your display to custom or global categories. All other options remain the same.

Category Maintenance

Need help configuring these settings? Check out our [CV Connect](#) article for more information.

Top

Top Level Categories

Manage Top Level Categories

Category Search:

Add New Category...

Create

|                   |        |                 |      |         |
|-------------------|--------|-----------------|------|---------|
| Office Products   | (SK03) | 3 subcategories | Edit | Options |
| Sports & Outdoors | (SK01) | 4 subcategories | Edit | Options |
| Office Furniture  | (SK05) | 6 subcategories | Edit | Options |
| Work Clothing     | (SK02) | 3 subcategories | Edit | Options |
| Early Childhood   | (SK04) | 6 subcategories | Edit | Options |
| Rowing            | (SK06) | 3 subcategories | Edit | Options |

## Integrated Category Maintenance

1. In the CMS, navigate to **Settings** **Feature Management** **Products & Categories**

2. Toggle **ON** **Integrated Category Maintenance** and click **Configure**.

Feature Management

Search for a feature...

Content12>

Payment & Checkout18>

Products & Categories6>

System12>

User7>

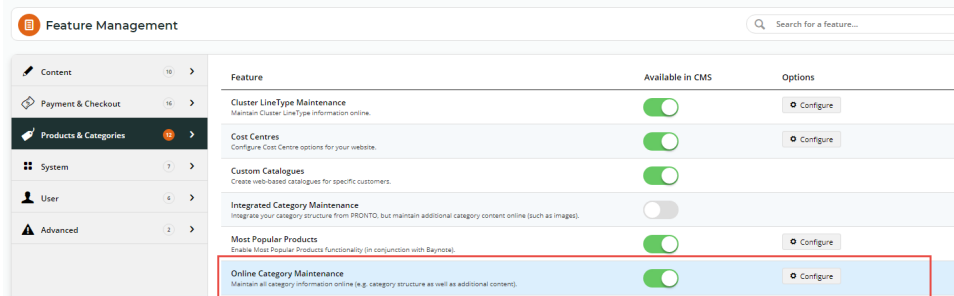
| Feature  | Available in CMS                    | Options   |
|--|-------------------------------------|-----------|
| Cluster LineType Maintenance<br>Maintain Cluster LineType information online.  | <input checked="" type="checkbox"/> | Configure |
| Cost Centres<br>Configure Cost Centre options for your website.  | <input checked="" type="checkbox"/> | Configure |
| Custom Catalogues<br>Create web-based catalogues for specific customers.   | <input checked="" type="checkbox"/> |           |
| Integrated Category Maintenance<br>Integrate your category structure from PROTO, but maintain additional category content online (such as images). | <input checked="" type="checkbox"/> | Configure |

3. In the **Integrated Category Maintenance Settings**, toggle **ON** **Enable Integrated Category Maintenance**. This enables the feature for your site.

4. Configure setting options as required, then click **Save** or **Save & Exit**.

## Online Category Maintenance

1. In the CMS, navigate to **Settings** *Feature Management* **Products & Categories**
2. Toggle **ON** *Online Category Maintenance* and click **Configure**.



3. In **Online Category Maintenance Settings**, toggle **ON** '**Enable Online Category Maintenance Settings**'. This enables the feature for your site.
4. To be able to access a category's products, and add other products to a category directly from Category Maintenance, toggle **ON** **Show Product Options for all Categories**.
5. Tick the **Enable Note Field 1 - 5** checkboxes to display 1-5 fields the user can enter notes in.
6. In the **Category Menu Editor Settings** panel,  

The screenshot shows the 'Category Menu Editor Settings' panel. It has a title 'Category Menu Editor Settings' and a subtitle 'Configure Category Menu Templates'. There is a green button 'Edit Category Menu Templates'. Below it are several checkboxes, all of which are checked: 'Show Top Category Meta Menu Editor', 'Show Right Category Meta Menu Editor', 'Show Bottom Category Meta Menu Editor', 'Show Left Category Meta Menu Editor', and 'Enable Template Based Category Menu'.
7. Configure setting options as required, then click **Save** or **Save & Exit**.

## Additional Information

|                              |   |
|------------------------------|---|
| Minimum Version Requirements | *** **  |
| Prerequisites                | <p>In order to maintain categories online:</p> <ul style="list-style-type: none"><li>• The '<b>Product Maintenance</b>' feature must be enabled with the '<b>Categories</b>' option on. If this wasn't done during your site's implementation phase, you can request an update at any time.</li><li>• Category integration from PRONTO must be disabled (by Commerce Vision) - otherwise the changes you make in the CMS will be overwritten on the next data send from the Integrator.</li></ul> |
| Self Configurable            | Yes   |
| Business Function            | Products & Categories   |

|  |                         |
|--|-------------------------|
| <b>BPD Only?</b>   | Yes                     |
| <b>B2B/B2C/Both</b>  | Both                    |
| <b>Ballpark Hours From CV (if opting for CV to complete self config component)</b> | Contact Commerce Vision |
| <b>Ballpark Hours From CV (in addition to any self config required)</b>            | Contact Commerce Vision |
| <b>Third Party Costs</b>   | n/a                     |
| <b>CMS Category</b>  | CMS Category            |

## 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](#)
- [Product Search With Category Widget](#)
- [Product Category List Static Widget](#)
- [PayPal Pay Later Category Summary Widget](#)
- [Product Search With Preview Product Category List Widget](#)