CMS Category Maintenance

Overview

Product category maintenance is either initially integrated from the ERP or completely maintained online. Your website will be set up with one of these modes. CMS category maintenance functions and options available will depend on whether your site is ERP-integration or online-maintained . (See CMS Category Maintenance Settings.)

Categories are usually nested, with one or more sub-categories (up to 4), to further sort products. In our example, the Top Level (Level 1) 'Office Products' has two other levels, Level 2 and Level 3 subcategories. 'Writing' is a Level 2 subcategory. It has subcategories as well, which would make it Level 3. One example is 'Ballpoint Pens'.

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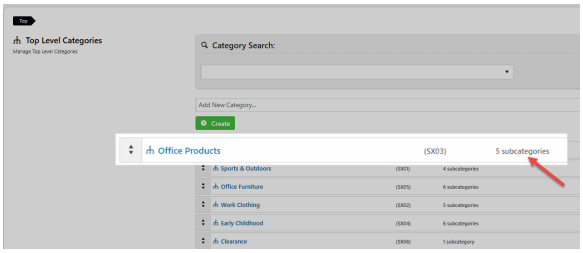
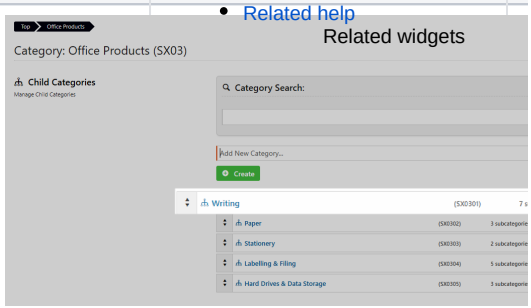
Related widgets

Level 1 (Top Level) Category	Level 2 (Subcategory)
	

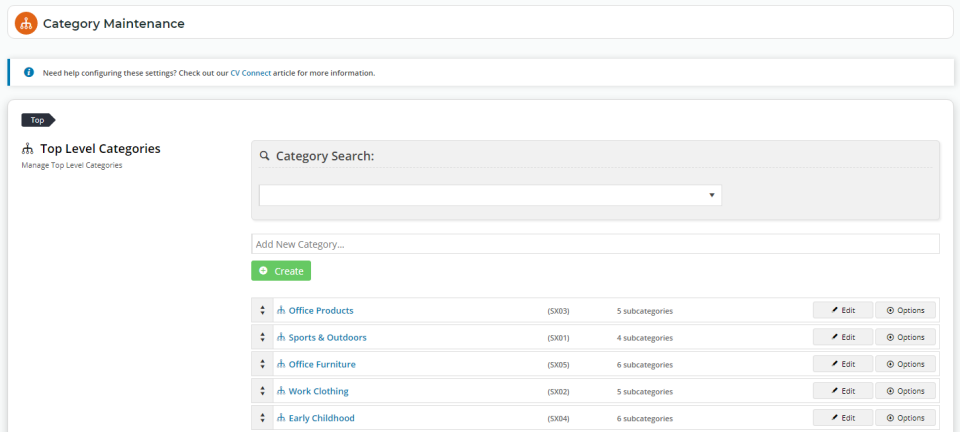
Access Category Maintenance

To access Category Maintenance:

1. *In the CMS, navigate to **Products & Categories** **Category Maintenance**.*

2. *The **Category Maintenance** screen lists all current categories. Use the Search tool or navigate through the list to find the category you wish to edit. If Category Maintenance is in online mode, the Options button is displayed as well. This*

allows you to delete a category and if your Administrator has enabled it, to view, add and sort products if you are viewing a (sub-)category level that contains products instead of a sub-category.



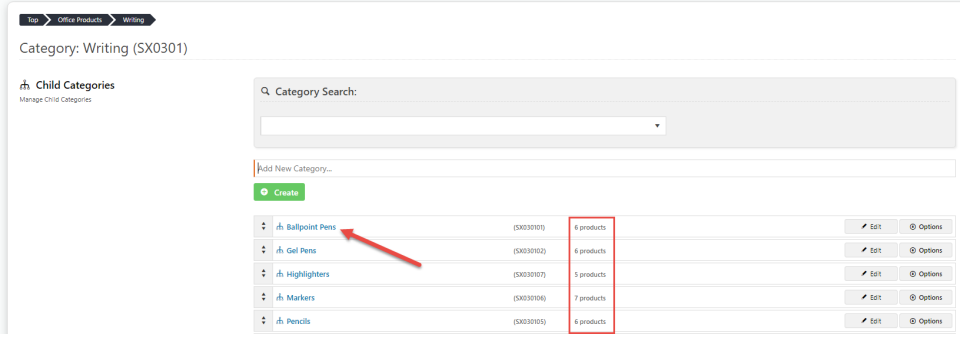
If your site is on 4.15+, in Integrated mode, you have the option to limit the category view to All, Custom, or Global categories.

Sort Products in a Category

If Category Maintenance is in online maintenance mode, Products in a (sub-)category can be sorted so that they display in a specific order in a menu.

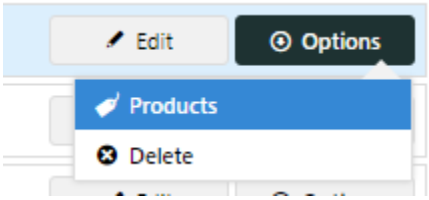
1. *in the category list, an Options button displays for each category.*

2. *Check that the category contains products. The number of products under that category is displayed.*

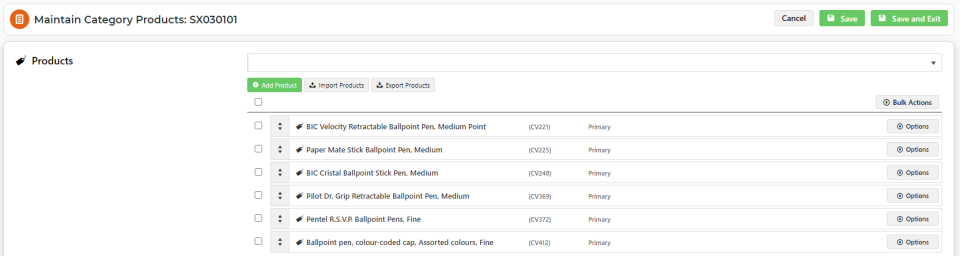


3. *If this category does not contain products, click on the category name to go to the next sub-category level.* ***TIP -*** *You will know there is another category level is if the number of subcategories instead of number of products is displayed. Keep clicking a category name until you reach the level that contains products.*

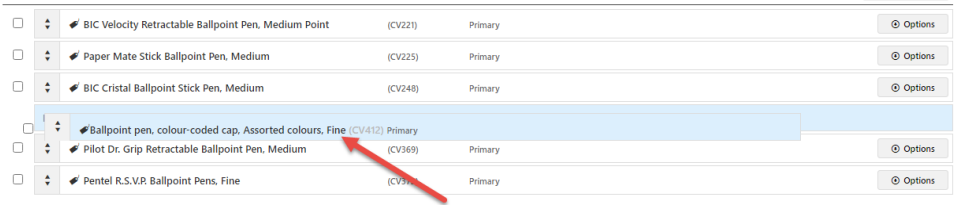
4. *Hover over **Options**, then click on **Products**.*



5. *The list of products is displayed with the order they will appear in a menu.*



6. *To reorder products, drag and drop products to the order you wish.*



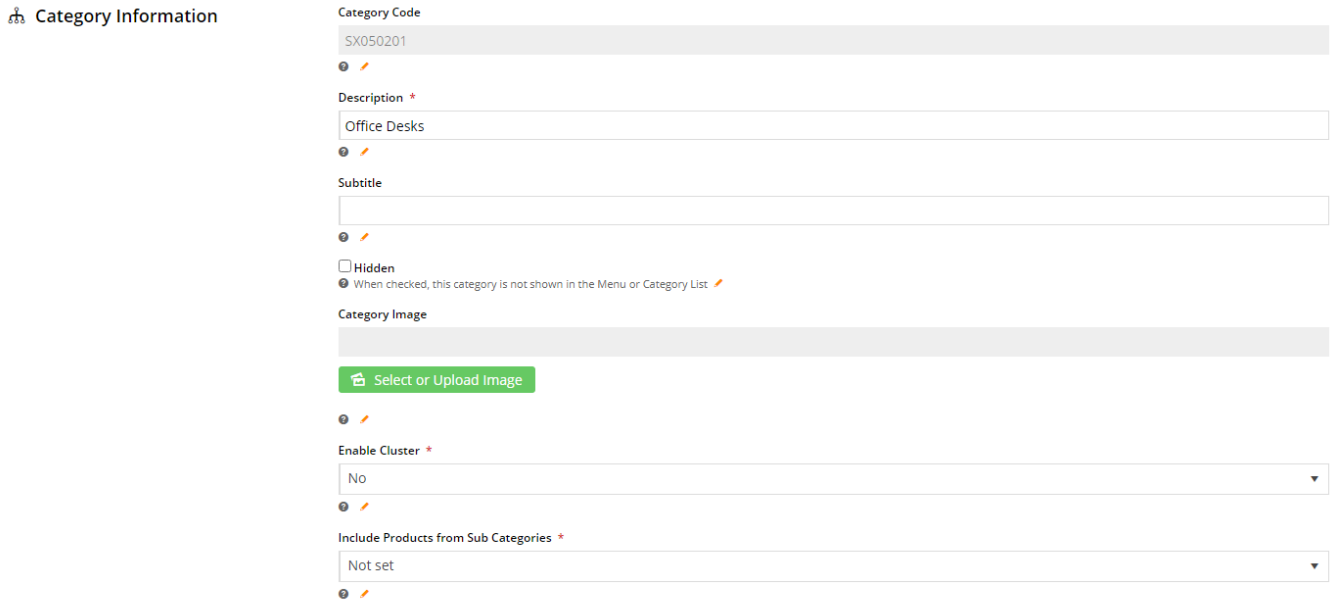
7. *When you have finished, click **Save & Exit**.*

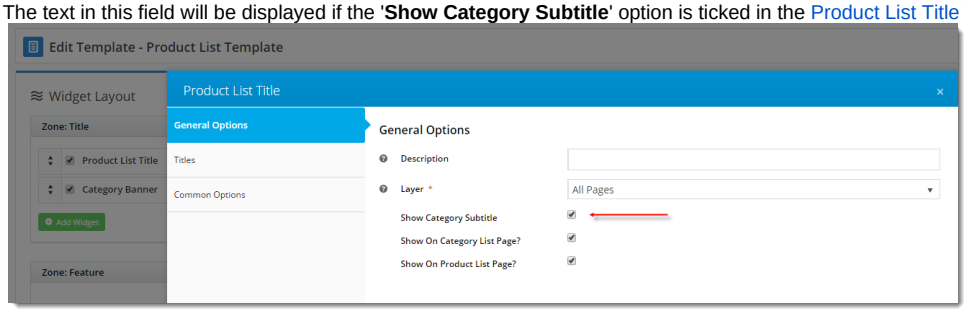
Edit a Category

To make changes to a category, in the Category Maintenance screen, find the category and click **Edit**. The various sections of the Category Maintenance screen are detailed below.

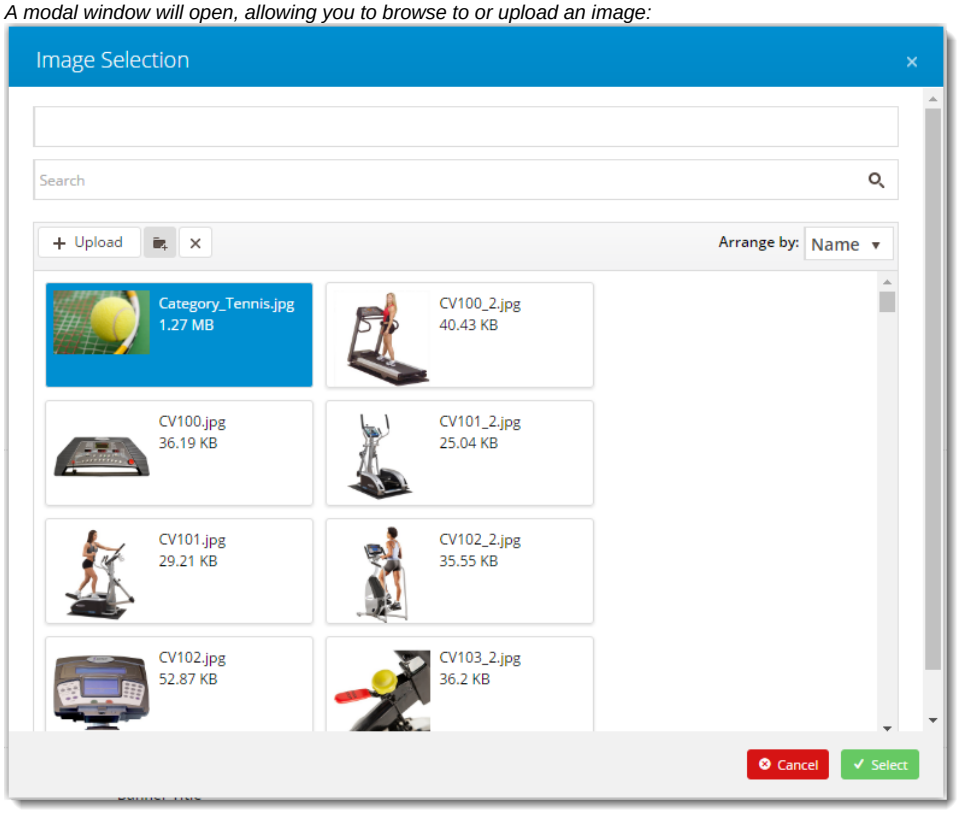
Category Information

This section displays the category information integrated from the ERP.

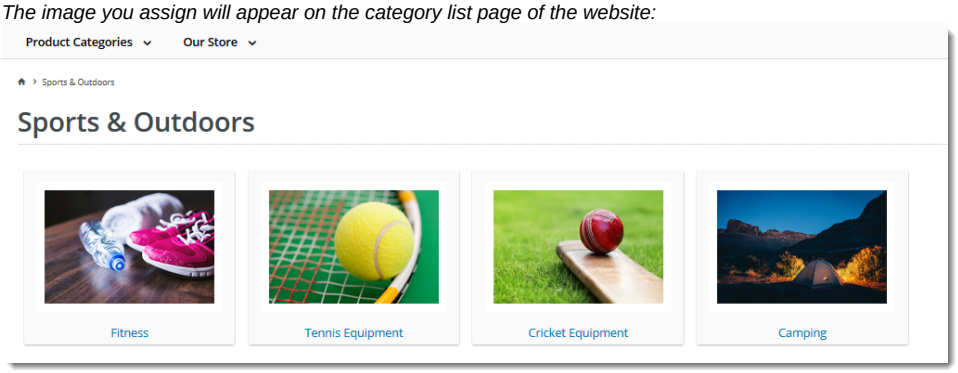


Field	Description
Category Code	This field cannot be edited in the CMS and is shown for reference only.
Description	This is your category name. It will appear on the category list page, and at the top of the product list when website users drill down to vie
Subtitle	The text in this field will be displayed if the '**Show Category Subtitle**' option is ticked in the Product List Title Widget (found on the Prod 
Hidden	Tick this checkbox to exclude this category from your site's menu or category list.
Category Image	Assign an image to your category using the '**Select or Upload Image**' option.

1. *A modal window will open, allowing you to browse to or upload an image:*



2. *The image you assign will appear on the category list page of the website:*



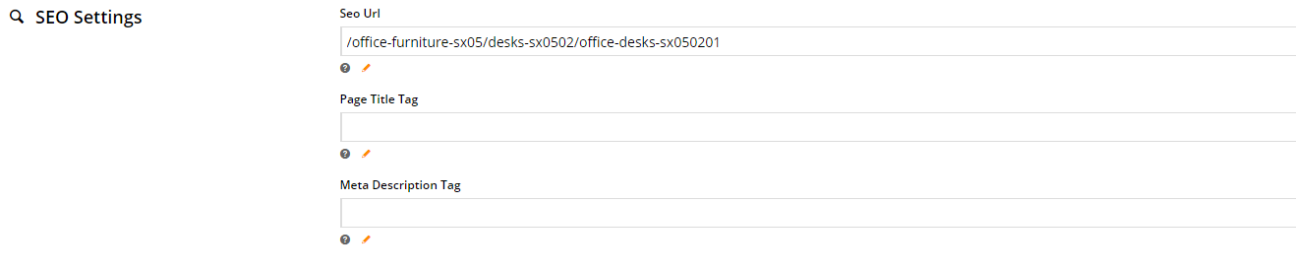
> ***Are image colours not as expected?***
>
> ***A:*** *There are a number of factors that affect the rendering of colours for images on your website, e.g., diffe*
>
> *One common issue relates to the colour mode set for the original image. You might have edited and saved used for print. During the CMS upload, the mode will be converted to RGB for online display. This process So when designing an image for your website, make sure the colour mode is set to RGB in the first place.*
>
> *Here is an article that may provide useful information.*

Enable Cluster	Enable this option if your website is using a cluster to display products in this category to customers.
Include Products from Sub Categories	If this category has been set up with sub-categories and they have been populated with products, these can be displayed with the categ been set up but you do not want to use it, select 'No'.

SEO Settings

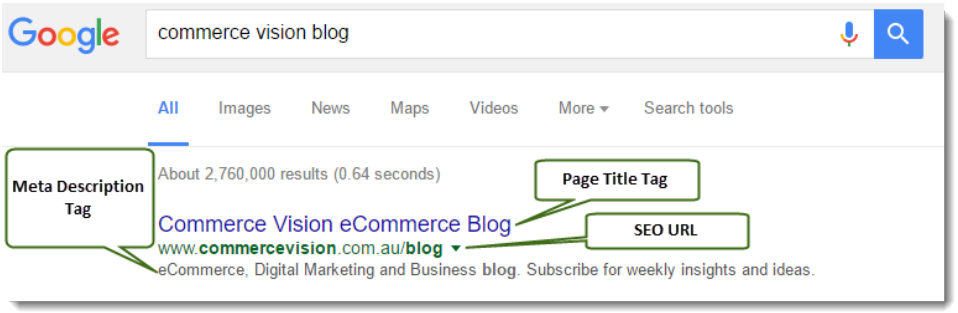
Search engine-friendly URL, Page Title, and Description tags for the category are maintained here.

These values are normally auto-generated on first integration. You may edit any of these values as required and they will not be overwritten on subsequent integration events.



Field	Description	Example
SEO Url	The user- and search engine-friendly URL	Here's an example of these SEO settings in the real world. The Commerce Vision Blog is obviously not a product category, but the principles are the same.

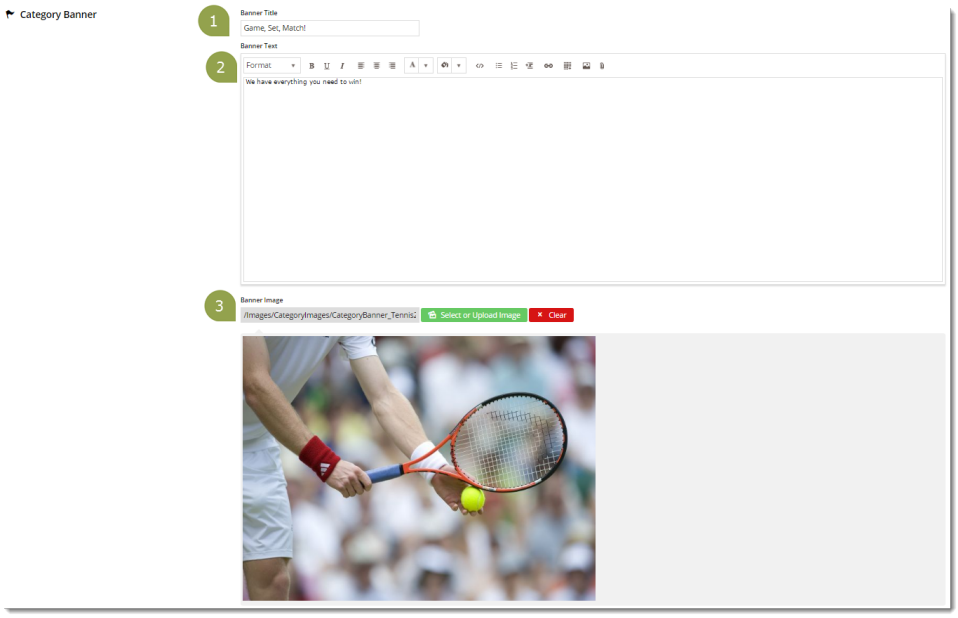
	for the category page.
Page Title Tag	The title that displays on search engine results pages, just above the URL.
Meta Description Tag	The blurb that displays under the Title and URL.



Category Banner

In this section, you can add a banner image to display on the category page. Add a title, some text, and an image. (See WYSIWYG editor for a guide.)

Category Banner Data in CMS

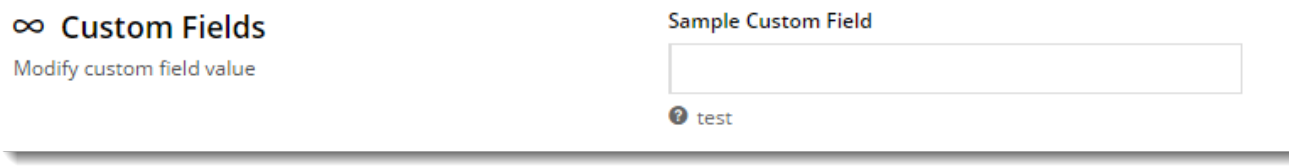


Display banners on your category pages by adding a Category Banner Widget to the Product List Template.

Custom Fields

If you have created any custom fields for the Category table (and they are marked 'active'), the maintenance area will display here.

If there are no active custom fields in your Product table, this section will not render.

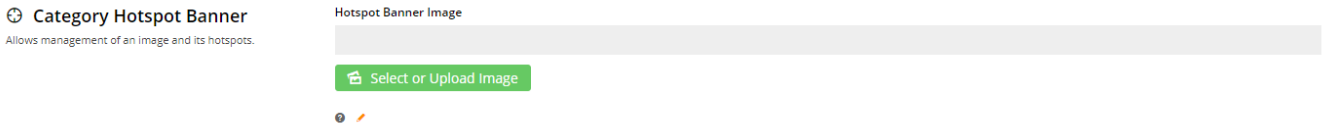


Need more information? See Add Custom Fields To Products and Categories.

Category Hotspot Banner

This feature is available for version 4.32+. The cluster feature must also be enabled by your Administrator in Category Maintenance Settings.

Category Hotspot Banner works together with a Cluster category. It allows you to upload a cluster category banner and add hotspot links on the image to products in the cluster. See Category Hotspot Banner help.

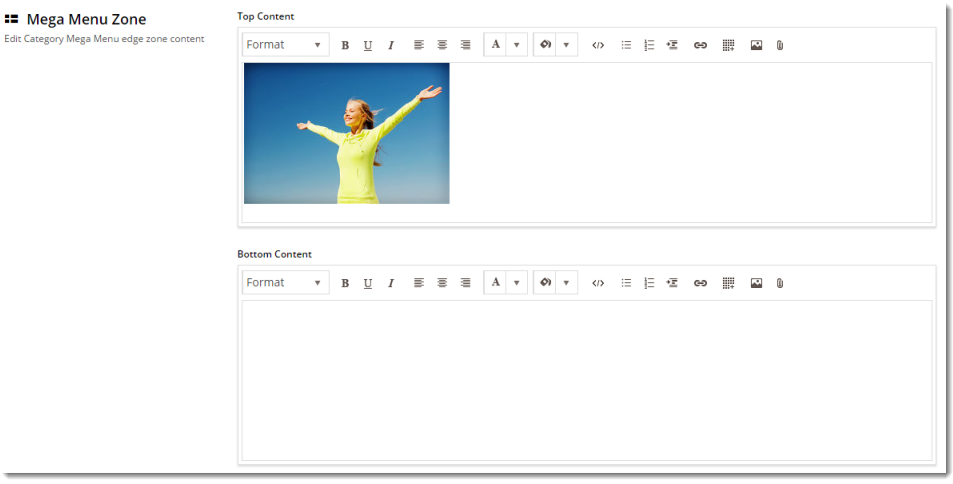


Mega Menu Zone

If your website uses a Mega Menu (rather than a Navigation Menu), you can edit the content to display around the menu edges here. For example, you may wish to add images to the top of each menu item, links or other content.

Content editing is available for all four sides (Top, Bottom, Left, Right). In the example below, we have added an image to the Top zone of the category 'Sports & Outdoors'.

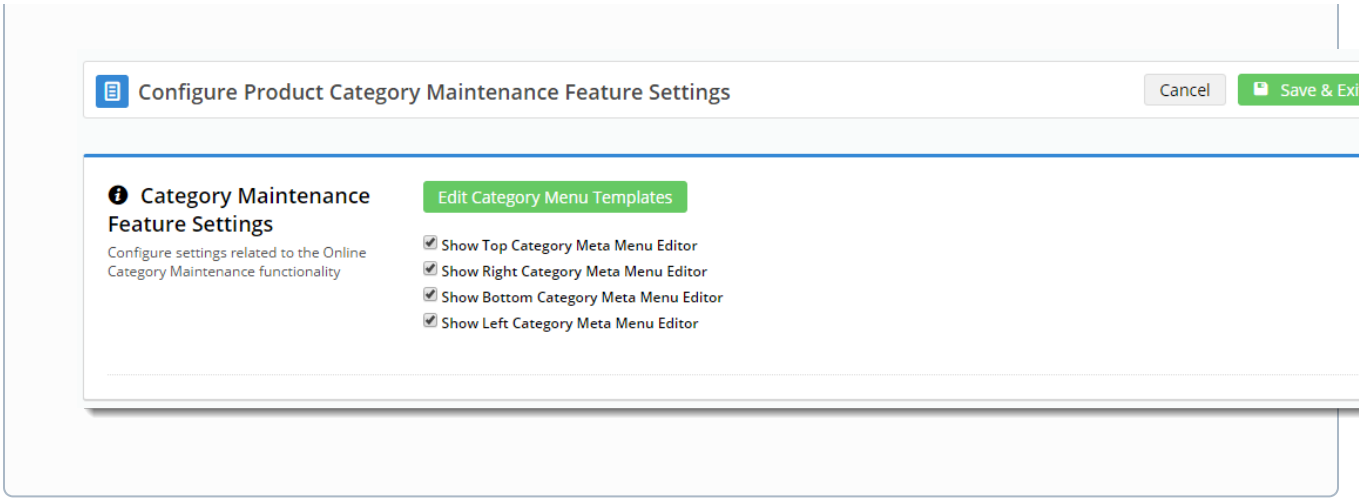
Mega Menu Zone Data in CMS



Not seeing this section?

This section will only be displayed if you have enabled it in Feature Settings.

To enable it, navigate to **Settings Feature Management Product & Categories**. **Configure** the **Online Category Maintenance** feature. Tick the zones you wish to edit content for, and then click **Save & Exit**.



Additional Information

Category integration from ERP must be disabled by Commerce Vision to avoid overwriting online changes on the next data send from the Integrator.

Minimum Version Requirements	**.**.**
Prerequisites	None
Self Configurable	Yes
Business Function	Products & Categories
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

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 Settings
- 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