Maintain Product Category in Category Maintenance

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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.

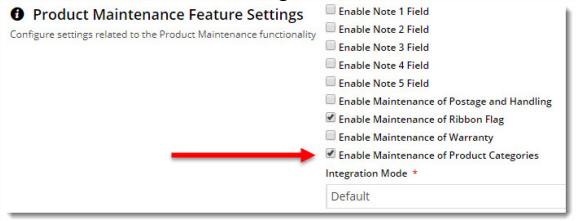
(1) is most suitable for adding categories to one product and (2), for adding many products to a single category. This article outlines (2).

Before You Begin

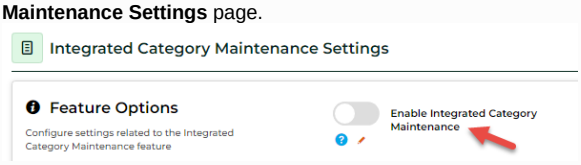
Prerequisite alert!

You'll need to:

1. '**Enable Maintenance of Product Categories**' in Product Maintenance feature settings



2. Toggle OFF **Enable Integrated Category Maintenance** on the **Integrated Category Maintenance Settings** page.



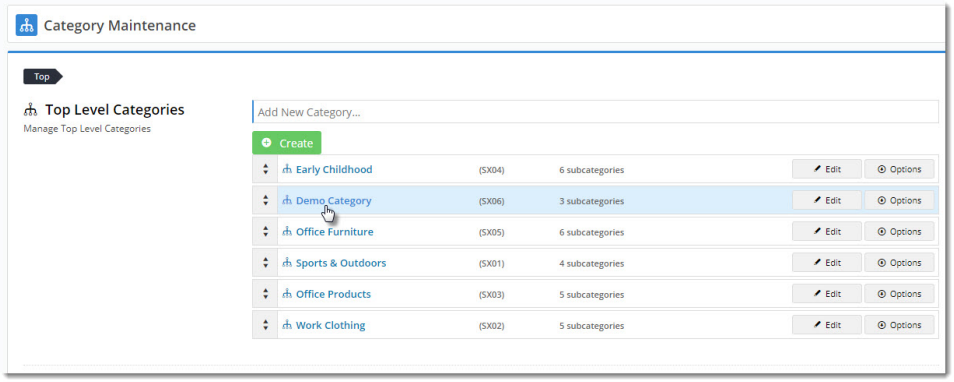
NOTE - You can also untick Disable Product Category Integration on the General settings page (**Settings Settings Settings**) (zSettings.aspx).



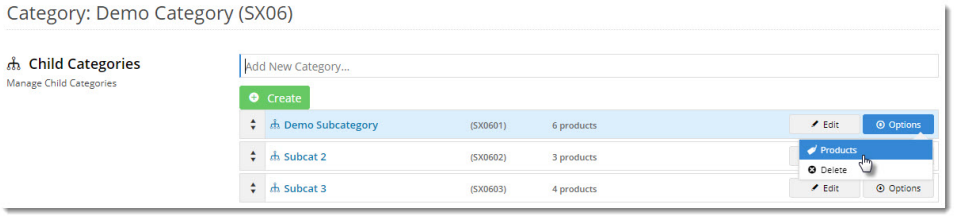
Add Products to Category

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

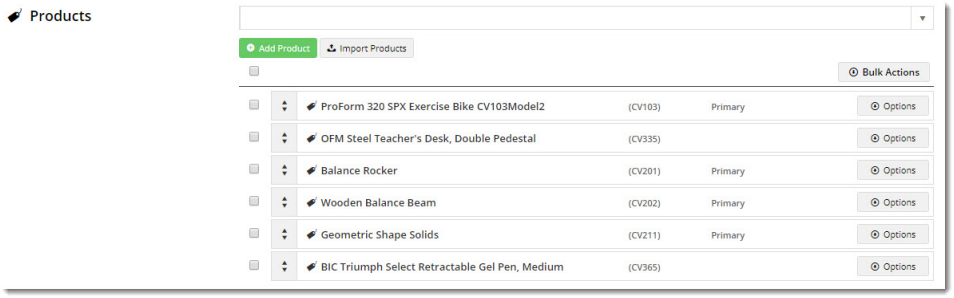
2. *Click the top level category name to drill down to the category level you wish to add products to.*



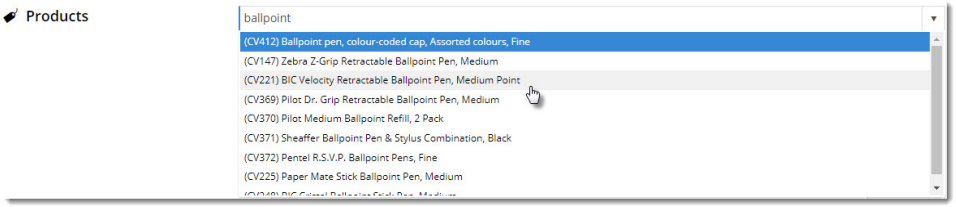
3. *Hover on **Options** and select **Products** from the menu.*



4. *The category's products will be displayed, with an indicator to show whether this category is the product's primary location (for SEO & breadcrumb purposes).*



5. *To add a product, start tying the code or description, then select it from the suggestions. Hit **Enter or click 'Add Product'** to add it.*
   *(**TIP -** If you prefer to import products in bulk, skip ahead to the next section.)*



6. (optional) *Repeat Step 5 to add more products.*

7. *Click **Save** or **Save and Exit**.*

   Here's an example:
   Your browser does not support the HTML5 video element

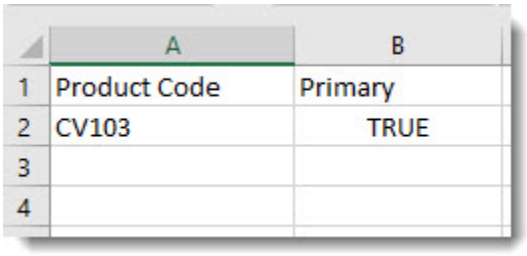
Upload Products in Bulk

If you have a huge list of products to upload, you can use the import function.

Here's how:

*5. Follow the steps above, but at step 5, click **Import Products**.*

*6. Click '**Download Example Template**' to generate a sample .csv file.*



	A	B
1	Product Code	Primary
2	CV103	TRUE
3		
4		

*7. **Paste your own product data into the sheet**.*

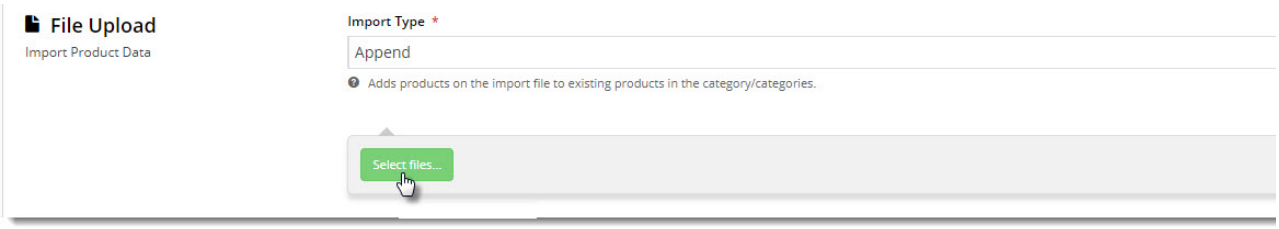
- *The product code is required.*
- (Optional) *In the **Primary** column, specify whether this category is the product's primary category (true/false or yes /no). If blank, 'false' defaults unless the product* has *no other category links. Use of primary category: the breadcrumb on the product detail page, related product SEO data will link to this category.*

8. Save the .csv file somewhere.

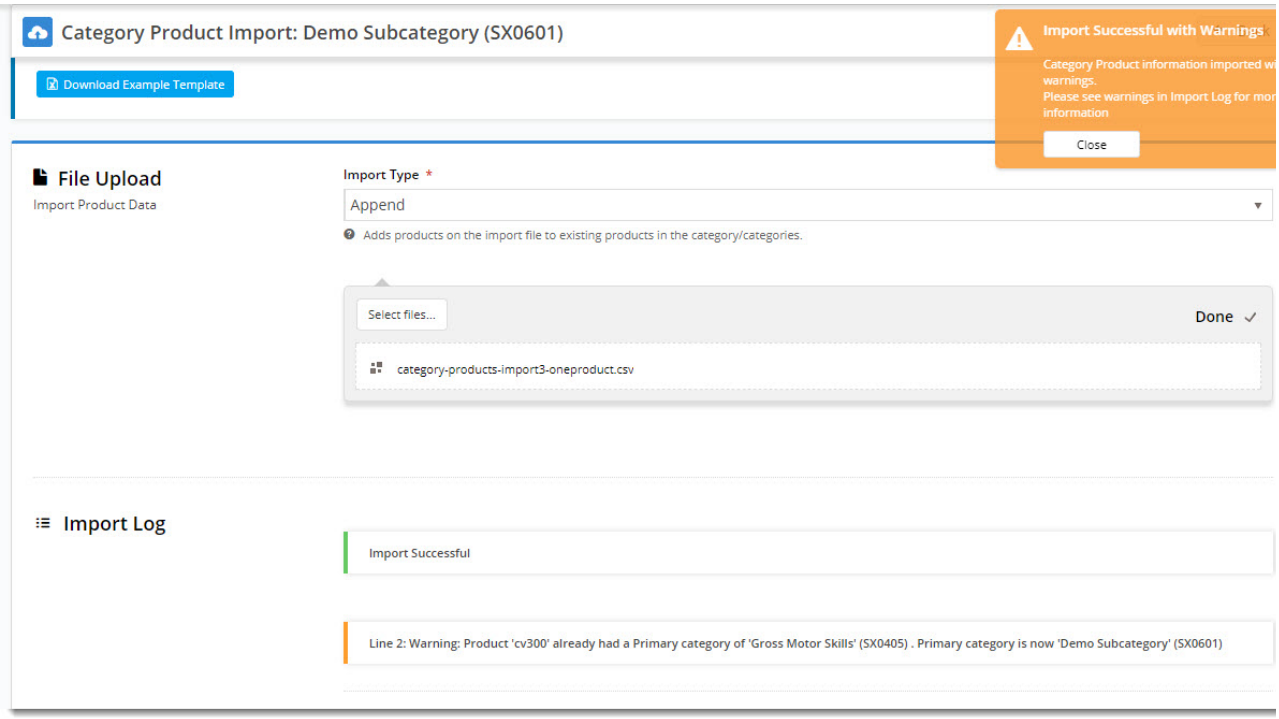
*9. Select your **Import Type**:*

> ***Append** (default) - adds the products in your .csv to any products already in the category*
>
> ***Overwrite** - deletes any products in the category and replaces them with the ones in your .csv*

*10. Click **Select files** to browse to your saved .csv. Once selected, the import will begin.*



*11. Check the import log to verify success or for errors. **NOTE -** Duplicate and invalid products will be skipped.*



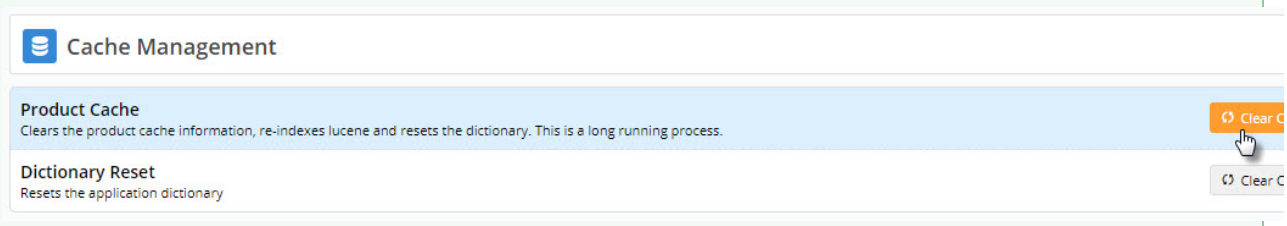
*11. Click **Back** to return to the category product list.*

*12. Click **Save** or **Save and Exit**.*

Here's an example:

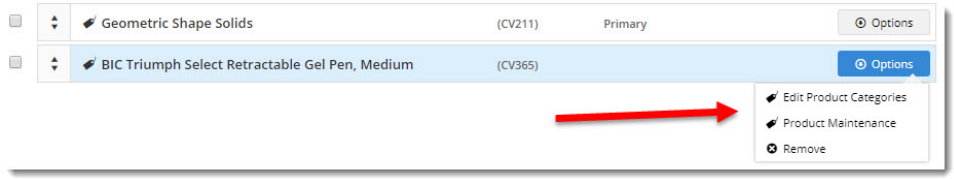
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Once you've added products to a category, you'll need to clear the Product Cache for the products to show on your site. See: **Cache Management**.

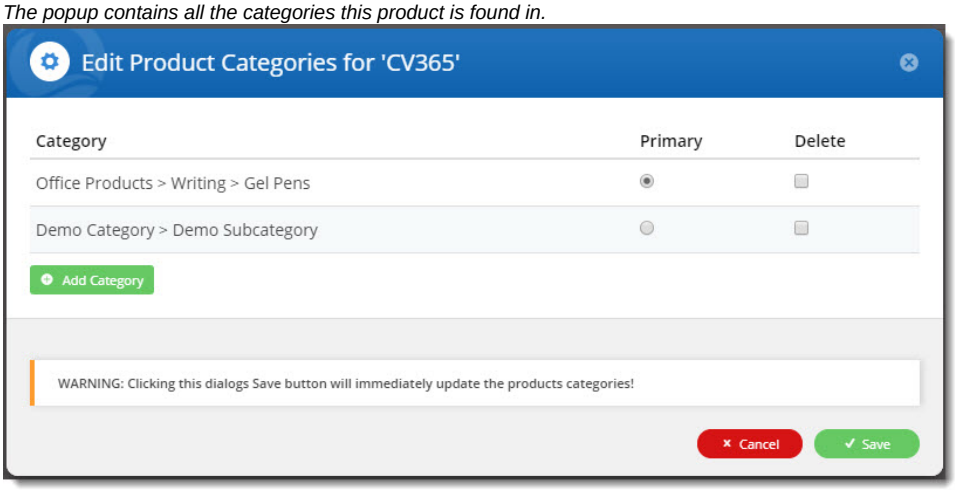


Edit the Product's Primary Category

1. *Hover over the **Options** button for a product. Or select multiple products.*
2. *Click **Edit Product Categories**.*



3. *The popup contains all the categories this product is found in.*



4. *Change the product's primary category assignment (radio buttons), or add/remove categories.*
5. *Click **Save**. **NOTE -** Changes will be saved regardless of whether you click Save on the Category Product page behind it.*

Go to Product Maintenance

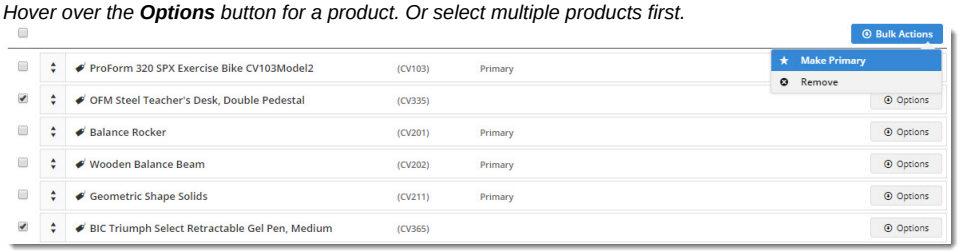
You can go directly to a product's Maintain Product page to edit product details.

While viewing a category's products:

1. *Hover over the **Options** button for a product.*
2. *Select **Product Maintenance**. This opens the Maintain Product page for this product so that other information can be edited.*

Delete Products from a Category

1. *Hover over the **Options** button for a product. Or select multiple products first.*



2. *Click **Remove**.*

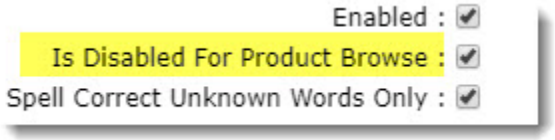
Sort Product Order in Category

The order your products display in a category can also be edited. Just **drag and drop** the products into any sequence (or have them sequenced as required in your .csv file), and click **Save**.

NOTE: If your site uses Lucene search, check the setting for Product Browse. When product browse (as well as search) is enabled, the product sequence you set in the CMS via drag & drop will be overridden.

To check your site's setting in the CMS:

1. *Go to **Settings Advanced Settings Lucene Search Settings**.*
2. *Select the **Index Settings** tab.*
3. *Check the status of the '**Is Disabled For Product Browse**' tickbox and edit if required.*



4. *Click the **Update** button to save changes.*

Additional Information

Unknown macro: 'multiexcerpt' Unknown macro: 'multiexcerpt'

Minimum Version Requirements	

	Unknown macro: 'multiexcerpt'
Prerequisites	Unknown macro: 'multiexcerpt'
Self Configurable	Unknown macro: 'multiexcerpt'
Business Function	Unknown macro: 'multiexcerpt'
BPD Only?	Unknown macro: 'multiexcerpt'
B2B/B2C/Both	Unknown macro: 'multiexcerpt'
Third Party Costs	Unknown macro: 'multiexcerpt'

Related Resources

- Add Product to Categories in Product Maintenance
- Add Product To Order Template Widget
- Alternate Product Substitution
- Assign Products in Category Maintenance
- Automatic Image Tagging for Variants
- Available Quantity Calculation
- Backordered Products & Ordering
- Bonus Items
- Carousel Options
- Category Template Override