# 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.

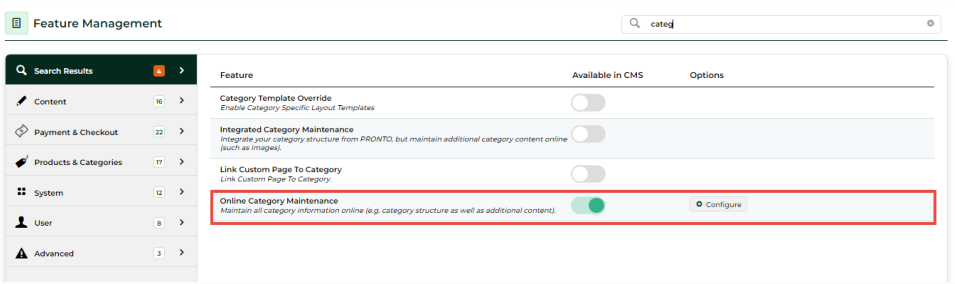
For a guide on product maintenance settings, see: Product Maintenance.

## 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**.*

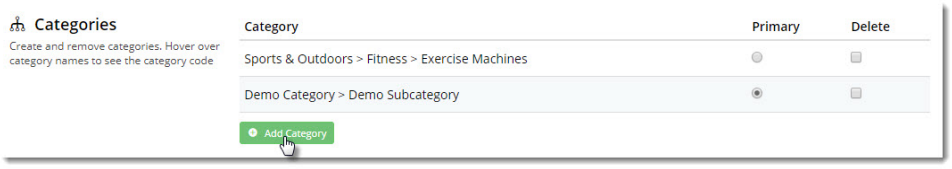



3. *Ensure **Enable Online Category Maintenance** is ON.*

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

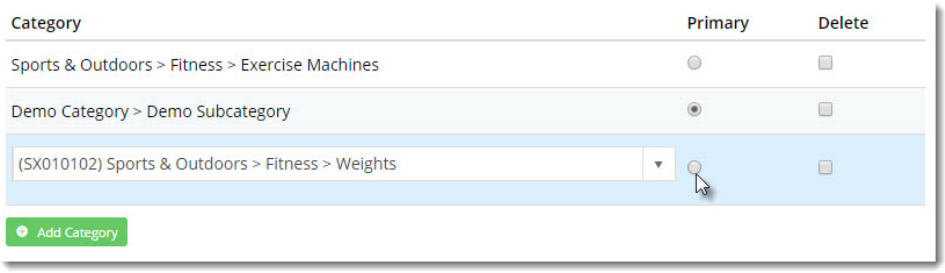
## Add Product to Category

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.*

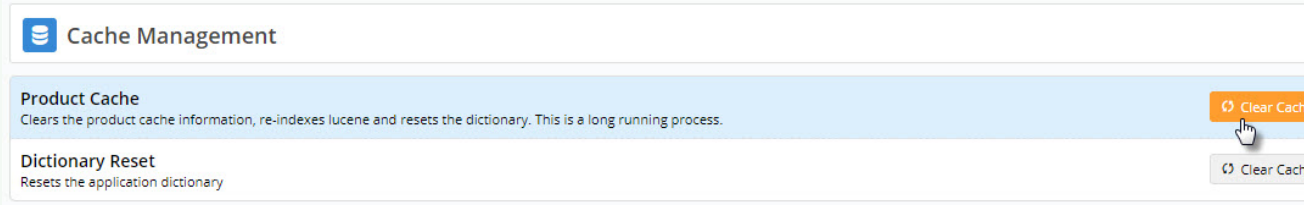
6. *Repeat steps 4 & 5 to add this product to additional categories if required.*
7. *Use the radio buttons to assign or change the **primary category** for the product (this will appear in the product's breadcrumb and be used for SEO).*




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!




## 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