Product Meta Tag Information (old)

This article is aimed at website administrators and content editors who wish to maintain product meta tag information via Customer Self Service.

Step-by-step guide

To Customise Meta Tags at the Global Level:

- 1. Login as an Administrator.
- 2. Navigate to 'Settings' (/zSettings.aspx).
- 3. On the 'General' tab, enter the required values in the field labelled 'META Tag Description'.
- 4. Click the 'Update' button at the bottom of the page.

To Customise Meta Tags at the Menu Level:

- 1. Login as an Administrator
- 2. Navigate to 'Content' --> 'Menu Editor' (/zMenus.aspx).
- 3. Select the required menu via radio button.
- 4. Click 'Parent Items'.
- 5. Select the required menu item via radio button.
- 6. Click 'Modify'.
- 7. Enter the required values in the fields labelled 'Meta Keyword Tag' and 'Meta Description Tag'.
- 8. Click 'OK' to save.

To Customise Meta Tags at the Category Level:

- 1. Login as an Administrator.
- 2. Navigate to 'Preferences' --> 'Upload Category Images and Text' (/zCategory.aspx).
- 3. Click the 'MetaData' tab.
- 4. Search for the required category by code or description.
- 5. Select the category record via radio button.
- 6. Click 'Modify'.
- 7. Enter the required values in the fields labelled 'Meta Keyword Tag' and 'Meta Description Tag'.
- 8. Click 'OK' to save.

What metadata settings will be used on my page?

The hierarchy of metadata keywords and descriptions is as follows:

Global Setting Level

 Menu Level
 Category Level

So, by default the system uses the Global settings for Meta tag key words and descriptions. If there are Meta tags found at the Menu level, these will override the Global settings. And finally, if there are Meta tags found at Category level, these will override all of the above.

Related help

- Product & Category Page Metadata
- Product Features