

Edit Products from a top-level Category in Category Maintenance

If you have a category that contains same-level products and sub-categories, you can edit the products from the top-level category by hovering over the Options button and selecting Products.

You can still drill-down into the category to view and manipulate sub-categories.

Category: Rowing (SX06)

Child Categories

Manage Child Categories

Category Search:

Add New Category...

Create

Expanded for educational purposes only.
Products and sub-categories in a category

Training Manuals	(SX0606)	2 subcategories	Edit	Options
How to Row Like a Champion	(CV399)			Options
e-books	(SX060601)	1 product	Edit	Options
paperback	(SX060602)	1 product	Edit	Options
Training Videos	(SX0601)	2 products	Edit	Options
Shells	(SX0602)	2 products	Edit	Options
Apparel	(SX0603)	1 product	Edit	Options
Lights	(SX0604)	2 products	Edit	Options
Oars	(SX0605)	1 product	Edit	Options

With the feature enabled, you can edit the product from the Options button of the category in which the product resides.

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	(SX03)	5 subcategories	Edit	Options
Sports & Outdoors	(SX01)	4 subcategories	Products	Delete
Office Furniture	(SX05)	6 subcategories	Edit	Options
Work Clothing	(SX02)	5 subcategories	Edit	Options
Early Childhood	(SX04)	6 subcategories	Edit	Options

Without the feature enabled, you would have to locate the product within Products & Categories Product Maintenance if you need to make changes.

Category Maintenance

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

Top

Rowing

Category: Rowing (SX06)

Child Categories

Manage Child Categories

Category Search:

Add New Category...

Create

Training Manuals	(SX0606)	2 subcategories	Edit Options Delete
Training Videos	(SX0601)	2 products	Edit Options
Shells	(SX0602)	2 products	Edit Options
Apparel	(SX0603)	1 product	Edit Options
Lights	(SX0604)	2 products	Edit Options
Oars	(SX0605)	1 product	Edit Options

Step-by-step guide

1. In the CMS, navigate to **Settings Feature Management Products & Categories**.
2. If not enabled, toggle ON **'Online Category Maintenance'** and click **Configure**.

Feature Management

Search for a feature...

Feature	Available in CMS	Options
Cluster LineType Maintenance Maintain Cluster LineType information online.	☒	Configure
Cost Centres Configure Cost Centre options for your website.	☒	Configure
Custom Catalogues Create web-based catalogues for specific customers.	☒	
Integrated Category Maintenance Integrate your category structure from PRODIGY, but maintain additional category content online (such as images).	☐	
Most Popular Products Enable Most Popular Products functionality (in conjunction with Baynote).	☒	Configure
Online Category Maintenance Maintain all category information online (e.g. category structure as well as additional content).	☒	Configure

3. Ensure **'Enable Online Category Maintenance'** is toggled on.
4. Toggle ON **'Show Products Option for All Categories'**.

Online Category Maintenance Settings

Feature Options

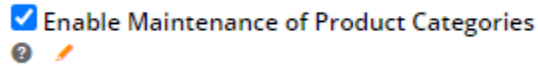
Configure settings related to the Online Category Maintenance feature

☒ Enable Online Category Maintenance

☒ Show Products Option For All Categories

5. Click **Save & Exit**.
6. In the CMS, navigate to **Settings Feature Management Products & Categories**.
7. If not enabled, toggle ON **'Product Maintenance'** and click **Configure**.

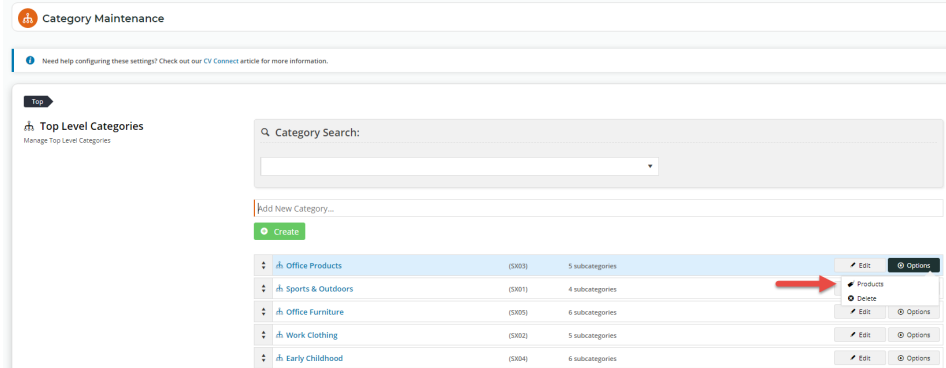
8. Ensure 'Enable Maintenance of Product Categories' is ticked.



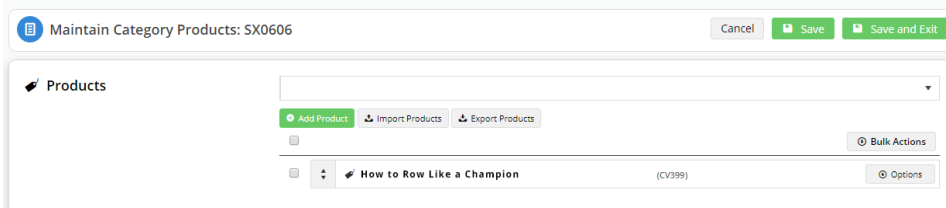
9. Click **Save & Exit**.

10. Navigate **Products & Categories** **Category Maintenance**.

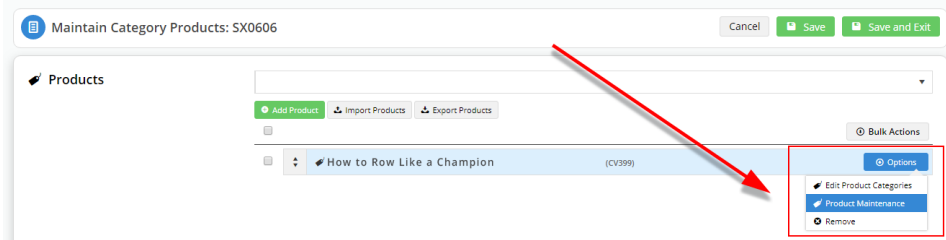
11. Locate a category that you know has products and sub-categories.



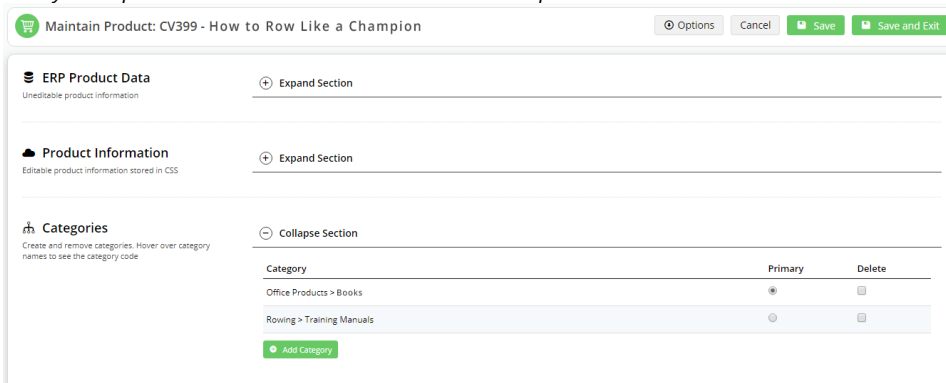
12. Hover over **Options** and select **Products**.



13. From there, you can hover over **Options** on an individual product and select **Product Maintenance**.



14. The system opens the Product Maintenance window for that product.



Additional Information

Minimum Version Requirements	1.16.00
Prerequisites	N/A
Self Configurable	Yes
Business Function	Category
BPD Only?	Yes
B2B/B2C/Both	Both
Ballpark Hours From CV (if opting for CV to complete self config component)	Contact Commerce Vision
Ballpark Hours From CV (in addition to any self config required)	Contact Commerce Vision
Third Party Costs	n/a
CMS Category	Category Maintenance

Related help

- [Maintain Product Category in Category Maintenance](#)
- [Carousel Options](#)
- [Category Template Override](#)
- [Infinite / Endless Scrolling](#)
- [SEO URL Rule Maintenance](#)