

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 | <div>Edit</div> <div>Options</div> <div>Delete</div> |
| Training Videos | (SX0601) | 2 products | <div>Edit</div> <div>Options</div> |
| Shells | (SX0602) | 2 products | <div>Edit</div> <div>Options</div> |
| Apparel | (SX0603) | 1 product | <div>Edit</div> <div>Options</div> |
| Lights | (SX0604) | 2 products | <div>Edit</div> <div>Options</div> |
| Oars | (SX0605) | 1 product | <div>Edit</div> <div>Options</div> |

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. | <input checked="" type="checkbox"/> | <div>Configure</div> |
| Cost Centres Configure Cost Centre options for your website. | <input checked="" type="checkbox"/> | <div>Configure</div> |
| Custom Catalogues Create web-based catalogues for specific customers. | <input checked="" type="checkbox"/> | |
| Integrated Category Maintenance Integrate your category structure from PRODTG, but maintain additional category content online (such as images). | <input type="checkbox"/> | |
| Most Popular Products Enable Most Popular Products functionality (in conjunction with Baynote). | <input checked="" type="checkbox"/> | <div>Configure</div> |
| Online Category Maintenance Maintain all category information online (e.g. category structure as well as additional content). | <input checked="" type="checkbox"/> | <div>Configure</div> |

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

☒

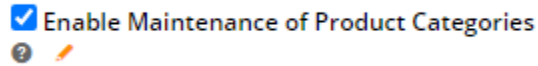
Enable Online Category Maintenance

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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**.

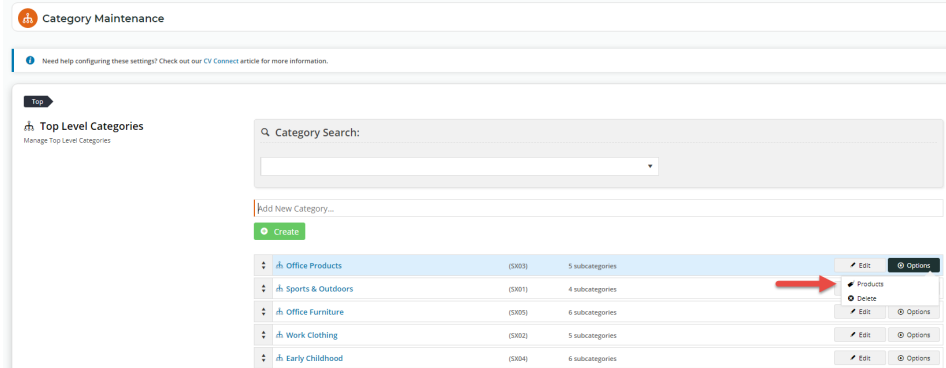
8. Ensure **'Enable Maintenance of Product Categories'** is ticked.



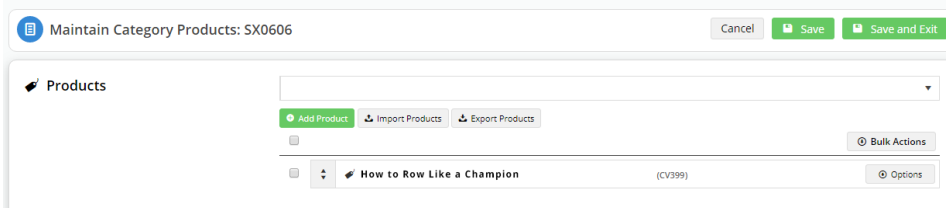
9. Click **Save & Exit**.

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

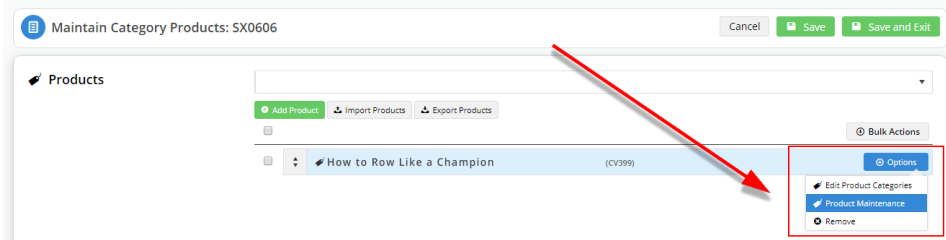
11. Locate a category that you know has products and sub-categories.



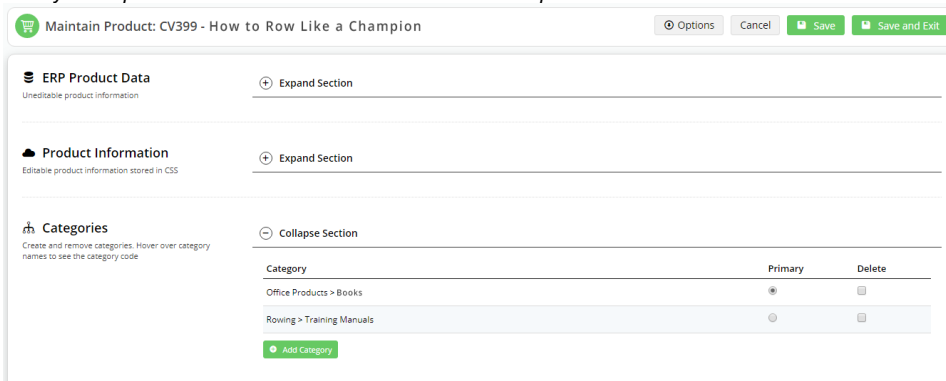
12. Hover over **Options** and select **Products**.



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](#)