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)								
ភ្នំ Child Categories Manage Child Categories	Q Ca	atego	ry Search:				•	
	Add Ne		egory	Expanded for edu purposes on Products and sub-ca in a category	ly.			
	\$ "ћ	Trainir	ng Manuals	\mathcal{V}	(SX0606)	2 subcategories	🖌 Edit	 Options
		\$	🖋 How to Row I	Like a Champion	(CV399)			 Options
		\$	க் e-books		(SX060601)	1 product	🖌 Edit	 Options
		\$	កំ paperback		(SX060602)	1 product	🖌 Edit	 Options
-	\$ љ	Trainin	ng Videos		(SX0601)	2 products	🖌 Edit	Options
	\$ ф	Shells			(SX0602)	2 products	🖌 Edit	 Options
	¢ "h	Appare	el		(SX0603)	1 product	🖌 Edit	 Options
	\$ ф	Lights			(SX0604)	2 products	🖌 Edit	 Options
	ф	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 C	V Connect article for more information.			
Тор				
பி Top Level Categories Manage Top Level Categories	Q Category Search:			
			¥	
	Add New Category			
	Create			
	the Office Products	(SX03)	5 subcategories	Edit Options
	A Sports & Outdoors	(SX01)	4 subcategories	Products O Delete
	 	(SX05)	6 subcategories	Edit Options
	Å Work Clothing	(SX02)	5 subcategories	 Edit Options
	🗘 🗄 Early Childhood	(SX04)	6 subcategories	✓ Edit

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

d Category Maintenance								
Need help configuring these settings? Check out our CV Co	onnect art	cle for more information.						
Top Rowing Category: Rowing (SX06)								
🖧 Child Categories Manage Child Categories		Category Search:						
	kdd New Category							
	•	Create						
	\$	ሐ Training Manuals	(SX0606)	2 subcategories	- Edit	Options		
	\$	at Training Videos	(SX0601)	2 products	O Delete			
	\$	ធំ Shells	(SX0602)	2 products	🖌 Edit	 Options 		
	\$	င်္ဆ Apparel	(SX0603)	1 product	🖌 Edit	 Options 		
	\$	க் Lights	(SX0604)	2 products	🖌 Edit	Options		
	\$	ரு Oars	(SX0605)	1 product	🖌 Edit	 Options 		

Step-by-step guide

Feature Manage	gement			Q Search for a feature
🖋 Content		Feature	Available in CMS	Options
Payment & Checkout	16 >	Cluster LineType Maintenance Maintain Cluster LineType Information online.		O Configure
🥩 Products & Categories	•	Cost Centres Configure Cost Centre options for your website.		O Configure
System	• •	Custom Catalogues Create web-based catalogues for specific customers.		
L User	ه ،	Integrated Category Maintenance Integrate your category structure from PRONTO, but maintain additional category content online (such as images).		
Advanced	2 >	Most Popular Products Enable Most Popular Products functionality (in conjunction with Baynose).		O Configure
		Online Category Maintenance Category Maintenance' is toggled on. Category Maintenance' is toggled on. Jucts Option for All Categories'.		O Configure
. Toggle ON ' Sh	now Proc	Category Maintenance' is toggled on.		O Configure
. Toggle ON ' Sh	Categor Options	Understand integration start is a subject to a subje	Category Maintenance Option For All Categori	

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

Enable Maintenance of Product Categories

- 9. Click Save & Exit.
- 10. Navigate Products & Categories Category Maintenance.
- 11. Locate a category that you know has products and sub-categories.

Categories A Category Search: A Category Search: A Category Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Search: A Category Searc
An Office Products (\$X03) Subcategories Zelt
A Sports & Outdoors (S301) 4 subcetegories O Detee
th Office Furniture (3303) 6 subcategories Fax
A Work Clothing (3002) Subcategories
A Early Childhood (SX04) 6 subcategories

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

Products		
	Add Product Add Products Add Products	
		 Bulk A
	GCV399)	
		✓ Edit Product Catego
		 Product Maintenar Remove

🗑 Maintain Product: CV399 - Hov		 Options 	Cancel Save	e 🕒 Sav
SERP Product Data	① Expand Section			
Product Information Editable product information stored in CSS	Expand Section			
க் Categories Create and remove categories. Hover over category	 Collapse Section 			
names to see the category code	Category		Primary	Delete
	Office Products > Books		۲	
	Rowing > Training Manuals		0	
	Add Category			

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