

Product management

/ Getting started

In this article, you can find information about product management in the admin panel. There are two ways to manage products:

1. In the admin panel, described in this article. This method is recommended for singular product changes or smaller works.
2. Using product catalog import / export. This method is recommended for bulk product management. You can find more information about this method in [Product catalog export and import](#) article.

Remember

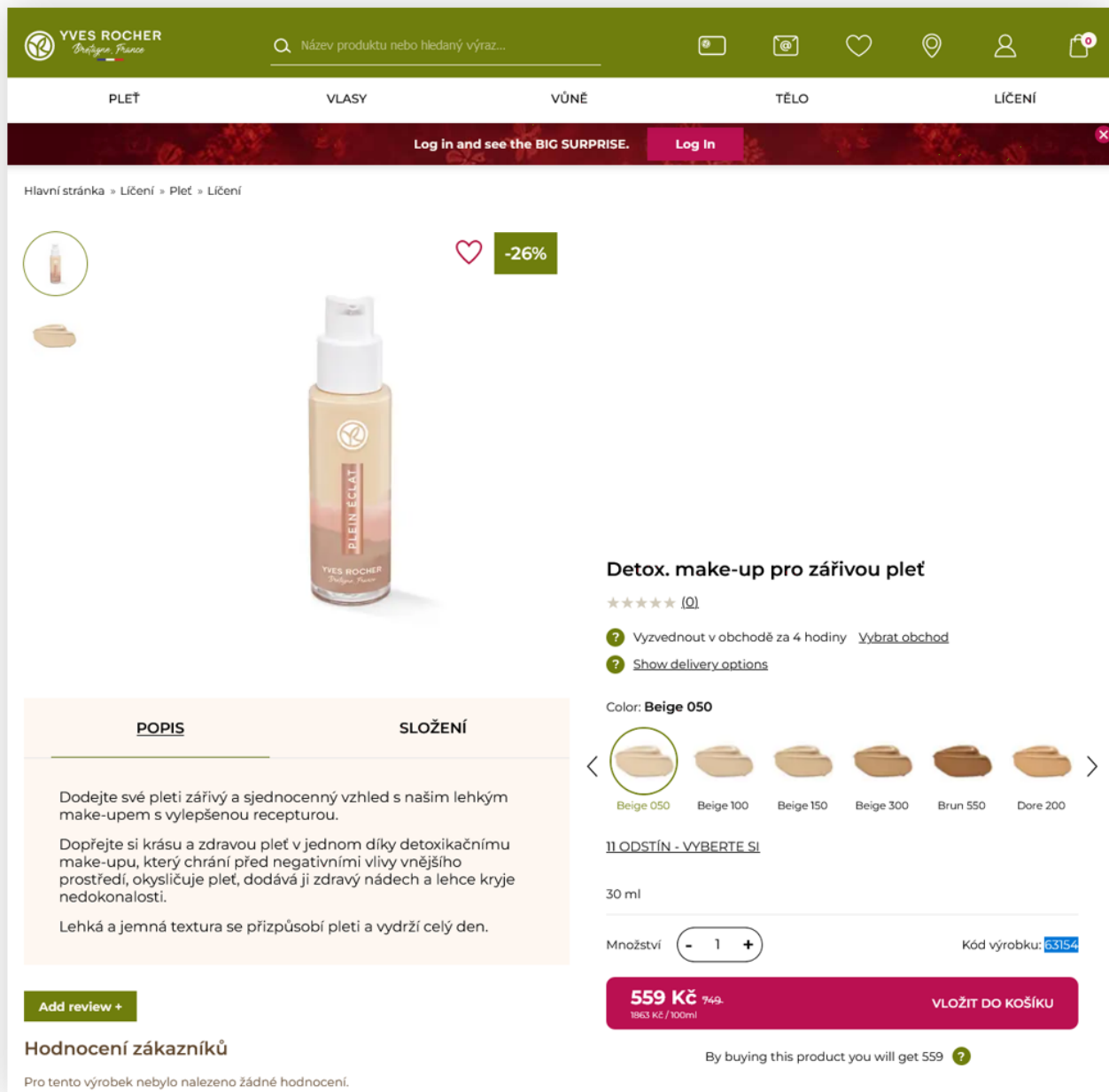
For a product to be visible for the customer it needs to be enabled in the desired altshop. You can find information about activating products in altshops in the [Products / list - browsing and managing products in altshop module](#) article.

Remember

You can find information about catalog categorization in the [Catalog categorization](#) article.

Remember

This article contains information about the products with their catalog pricing. If you wish to learn more about the promotion module, where these products can be used you can find more about it in the [Promotion module introduction](#) article.



Visualization of the product page on the e-commerce platform

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 2. Tags
 5. Images upload
 6. Mass product removal
-

/ Product page on the e-commerce platform

Below you can find a visualization of how the product is visible to the customers on the e-commerce platform with the most important sections highlighted.



-26%



Detox. make-up pro zářivou plet

★★★★★ (0)

Vyzvednout v obchodě za 4 hodiny

[Vybrat obchod](#)

[Show delivery options](#)

Color: **Beige 050**



Beige 050 Beige 100 Beige 150 Beige 300 Brun 550

11 ODTÍN - VYBERTE SI

30 ml

Množství

- 1 +

Kód výrobku: 63154

By buying this product you will get 559

POPIS

SLOŽENÍ

Dodejte své pleti zářivý a sjednocený vzhled s naším lehkým make-upem s vylepšenou recepturou.

Dopřejte si krásu a zdravou plet v jednom díky detoxikačnímu make-upu, který chrání před negativními vlivy vnějšího prostředí, okysličuje plet, dodává ji zdravý nádech a lehce kryje nedokonalosti.

Lehká a jemná textura se přizpůsobí pleti a vydrží celý den.

The product page contains the following sections:

(1) Product Name - A name of the product.

(2) Product rating. The average rating of the product that was rated by the customers. You can find more about Rate & Review functionality in the [Rate & Review](#) article.

(3) Color selection - Contains all of the created color variations for the selected product.

(4) Product capacity - The capacity of the product. Usually, the capacity is written in milliliters or grams (e.g. 200ml or 50g).

(5) SKU number - A unique product number in the product catalog.

(6) Main image - A main product image (e.g. 63154.png)

(7) Additional images - Additional product images (e.g. 63154_1.png). On mobile devices customers can swipe the image left or right to see additional images.

(8) Product Description - The following description fields will be visible here: **Main description**, **Effects**, **Usage**, **Capacity and packaging** and **Additional information**

(9) Product ingredients - Ingredients of the product. The following description fields will be visible here: **Ingredients** and **Notes**.

/ Catalog management

All products that have been imported, or manually created in the admin panel can be found in

Catalog > Products / list

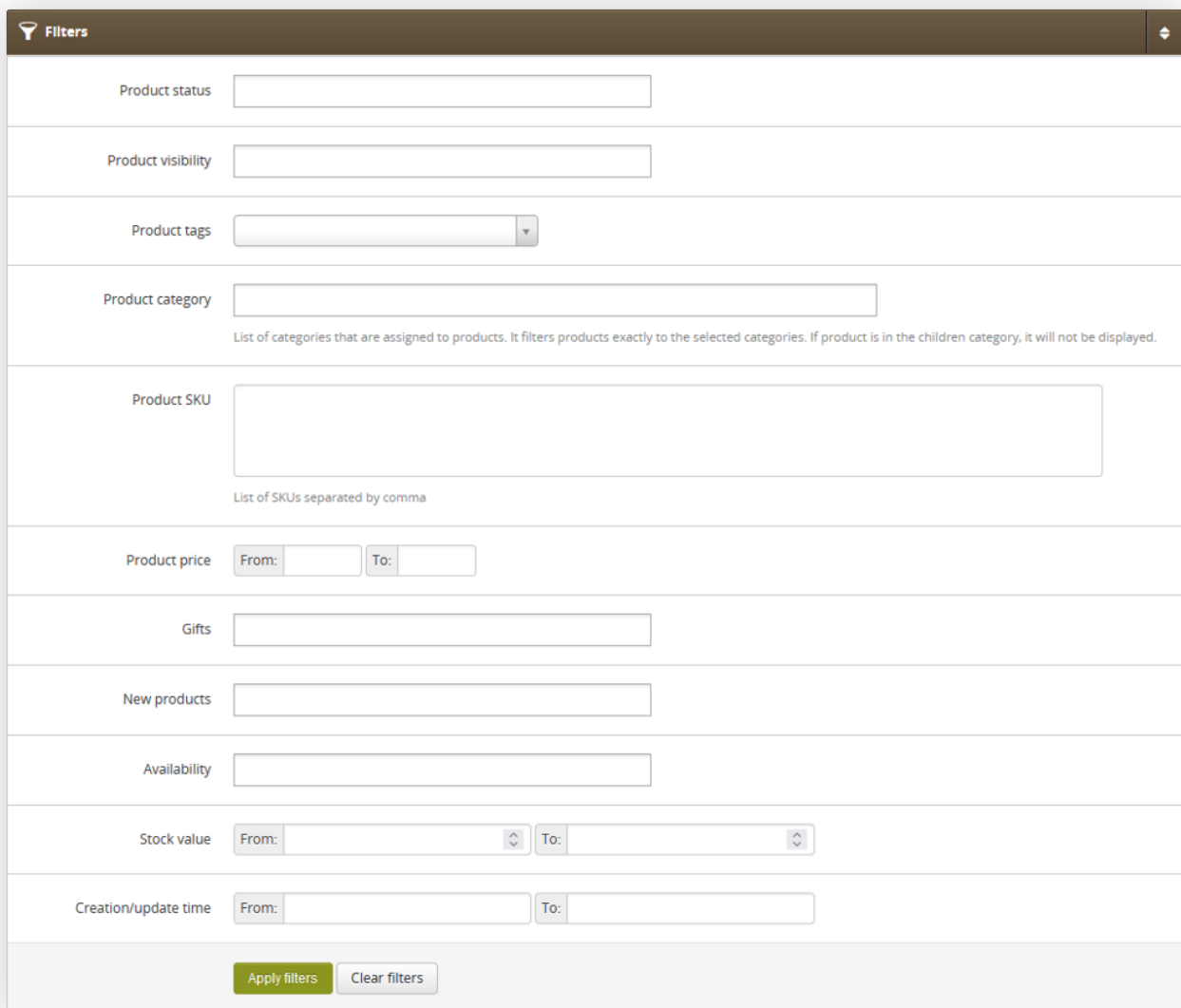
In this section, products can be created or edited with all of their core attributes.

 **Remember**

Product promotional prices can be modified in the product altshop configuration. You can find more about this section in the [Products / list - browsing and managing products in altshop module article](#).

Filters

The product list can become vast, so to help with that you can use available filters, to slim down the product selection.

A screenshot of a web application's 'Filters' panel. The panel has a dark brown header with a funnel icon and the word 'Filters'. Below the header, there are several filter categories, each with a text input field or a dropdown menu. The categories are: Product status, Product visibility, Product tags (with a dropdown arrow), Product category (with a long text input field and a small text description below it), Product SKU (with a long text input field and a small text description below it), Product price (with 'From:' and 'To:' labels and input fields), Gifts, New products, Availability, Stock value (with 'From:' and 'To:' labels and input fields with dropdown arrows), and Creation/update time (with 'From:' and 'To:' labels and input fields). At the bottom of the panel, there are two buttons: 'Apply filters' (in green) and 'Clear filters' (in grey).

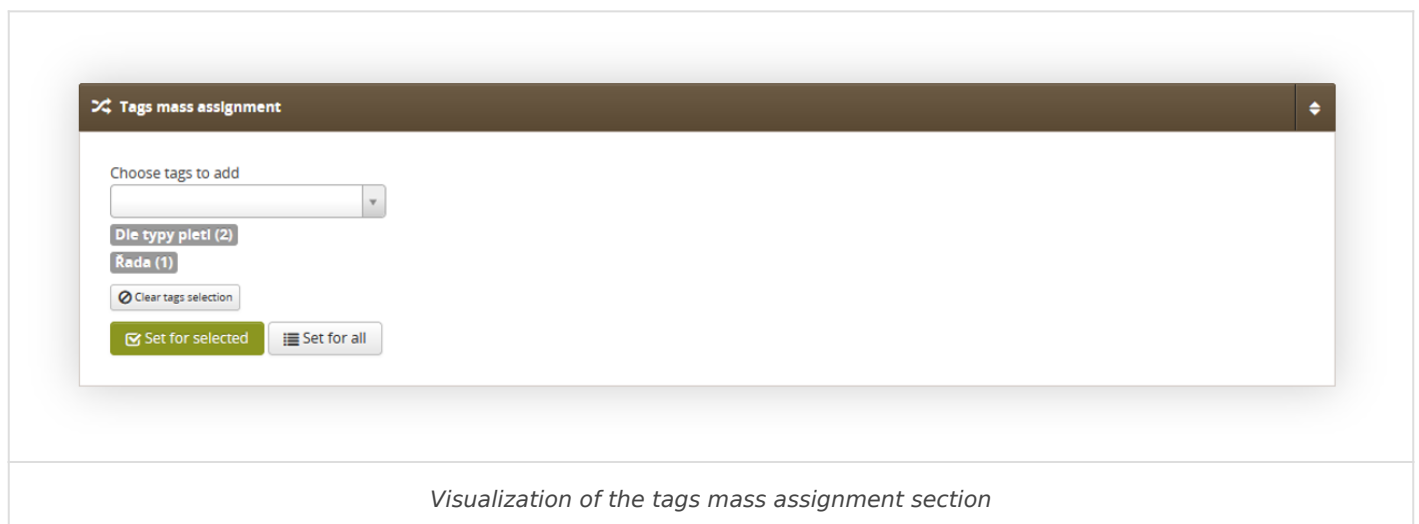
Visualization of the product filters

The following filters are available:

- **Product status** - Current active status of the product. The available statuses are:
 - **Active**
 - **Inactive**
- **Product visibility** - The status of product visibility on the e-commerce website. Available statuses are:
 - **Hidden**
 - **Visible**
- **Product tags** - Tags assigned to the filtered products.
- **Product category** - Categories assigned to the filtered products.
- **Product SKU** - SKU lists separated by a comma.
- **Product price** - The range of the catalog prices.
- **Gifts** - A status of **gift** flag. Available options are:
 - **Yes** - Shows products that have **gift** flag activated.
 - **No** - Hides products that have **gift** flag activated.
- **New products** - A status of **Is_new** flag. Available options are:
 - **Yes** - Shows products that have **gift** flag activated.
 - **No** - Hides products that have **gift** flag activated
- **Availability** - Availability status of the filtered products. Available options are:
 - **Out of stock**
 - **In stock**
- **Stock value** - A range of the current stock values.
- **Creation/update time** - A range of dates, when the products were created or updated.

Tags mass assignment

Tag mass assignment allows to assign multiple tags to multiple products at once.



When the desired tags are selected you are able to apply them to the selected products, or set for all products.

Set for selected only applies tags to all of the products that are checked in the **products** table.

Set for all applies the selected tags to all filtered tags. Please note, that **searching the products in the products table does not filter products**. Before using this option please make sure that all desired filters are applied, as misuse of this functionality might result in setting tags to more products than desired.

Products list

In the products list you can find all of the products currently present in the database.

The screenshot shows the 'Products' section of a management interface. It features a table with columns for SKU, Name, Price, Is active?, and Actions. The interface includes a search bar, a 'Show 10 entries' dropdown, and a 'Set for all' button. Numbered callouts (1-7) highlight specific UI elements: (1) 'Show 10 entries' dropdown, (2) column headers, (3) '+ Add product' button, (4) search bar, (5) pagination controls, (6) 'Clear selection' button, and (7) 'Active' filter dropdown.

SKU	Name	Price	Is active?	Actions
J0269	Sada ANTI AGE GLOBAL	3619.00	ON	Edit Duplicate
J0558	Sada mix kosmetiky 1	3474.00	ON	Edit Duplicate
J0559	Sada mix kosmetiky 2	3474.00	ON	Edit Duplicate
J0030	Sada Anti-Age Global	3419.00	ON	Edit Duplicate
J0267	Sada LIFTING VEGETAL	3278.00	ON	Edit Duplicate
J0029	Sada Riche Creme	3078.00	ON	Edit Duplicate
J0215	Sada Lifting Vegetal	3078.00	ON	Edit Duplicate
J0268	Sada RICHE CREME	3078.00	ON	Edit Duplicate
J0140	Sada Anti-Age Global	3070.00	ON	Edit Duplicate
J0581	Sada pece o plet Anti-Age Global	2899.00	ON	Edit Duplicate

Showing 1 to 10 of 3,213 entries

Active Set for selected Set for all Clear selection

Visualization of the products section

Below you will find a description of all possible actions you can perform in the Products section.

- Select the **Show X entries (1)** field to set the number of products, displayed on one page (min 10 / max 100).
- The names of the columns **(2)** that contain information about target products. Each column is susceptible to sorting.
To sort the records, click on the title of the column in question.
 - **Selection checkbox** - A checkbox used for the Set for selected options in tags mass assignment and activity status set.

- **SKU** - Product SKU number
- **Name** - Product name
- **Price** - Catalog price of the product
- **Is active?** - A switch that defines if the product is active in the product catalog or not. It can be turned on and off in this view.
- **Actions**
 - An **Edit** button that edits the desired product. You can learn more about product editing and creation in the [Product creation](#) section.
 - A **duplicate** button, that duplicates the desired SKU. It duplicates all data.
- **Add product** button **(3)**, which creates a new product in the product in the product catalog. You can learn more about product creation in the [Product creation](#) section.
- **Search field (4)**, which allows searching for the desired products. Products can be searched by their **name**, **friendly URL** and **SKU**.
- **Page buttons (5)**, which allows users to change the page of currently viewed products.
- **Clear selection (6)** button, which clears the selection of previously selected SKUs by their **Selection checkbox**.
- **Activity status change (7)** for multiple products same as with tag mass assignment allows to change for selected products or all filtered products the catalog activity status. Please note, that **searching the products in the products table does not filter products**. Before using this option please make sure that all desired filters are applied, as misuse of this functionality might result in setting tags to more products than desired.

Product creation

This view edits or creates a new product in the product catalog. Some of the options are only visible, when the product is edited, and are not visible while creating a new product. It is possible to delete the product by pressing the **Delete this product** button at the bottom of the product page.

These options can be also be assigned and changed in the product mass import. If you want to learn more about product mass import please see the [Product catalog export and import](#) article.

In the top right corner of the edit product page, you can find Alt shops prices button, which redirects the user to **Altshops > Products / list**, where the promotion prices can be set for the product. You can learn more about it in the [Products / list - browsing and managing products in altshop module](#) article.

Edit product
Alt shops prices

General data

SKU *63154

Name *Detox. make-up pro zářivou plet'

Friendly URL */detox_make-up_pro_zarivou_plet

Title

Short description

Price *749.00Kč

Capacity30 ml

EAN3660005631547

EAN-13 or EAN-8, multiple EANs should be separated by comma

Main categoryE-commerce > Liceni > Plet > Liceni

Additional categories

Is active?☒

Is hidden?☐

Sort order928

Save

























Cancel

Visualization of the product edit form

The following options are available when creating or editing a product:

- **General Data** - This section contains general information about the product
 - **SKU** - Product SKU
 - **Name** - Product name. This name is visible on the website
 - **Friendly URL** - URL of the product.
 - **Title** - Title of the product, that is visible in the browsers tab card.
 - **Short description** - A short description of the product visible directly under it's name on the website.
 - **Price** - Catalog price of the product.
 - **Capacity** - The capacity of the product. Usually, the capacity is written in milliliters or grams (e.g. 200ml or 50g). This option is visible on the website.

- **EAN** - EAN number of the product in an EAN-9 or EAN-11 format. One product can have multiple EANs separated by a comma.
- **Main category** - The main category the product is assigned to. You can learn more about catalog categorization in the [Catalog categorization](#) article.
- **Additional categories** - Additional categories that the product is assigned to. You can learn more about catalog categorization in the [Catalog categorization](#) article.
- **Is active?** - An activity flag, that defines if the product is available in the product catalog. When the product is disabled in the catalog it is disabled globally for the customers.
- **Is hidden?** - A flag that defines if the product should be hidden in the product catalog on the website as well as in search options. Product with this flag turned on it is still possible to add the product to the cart with promotions or by adding directly the SKU in the cart.
- **Sort order** - The sort order of the product. This functionality is no longer used.

Colors				+ Add	
SKU	Color name	Is active?	Stock value	Actions	
63154	Beige 050	✓	156		
63390	Beige 100	✓	507		
63562	Beige 150	✓	324		
64045	Beige 300	✓	331		
66304	Brun 550	✓	85		
64262	Dore 200	✓	101		
64935	Dore 275	✓	78		
61871	Rose 100	✓	383		
62060	Rose 200	✗	22		
62298	Rose 250	✓	431		
62533	Rose 300	✓	359		
63817	Beige 200	✓	700		

Visualization of the colors section in product edit form

- Colors section shows all of the created color variations for the selected product. Each color has a unique SKU number, color name, activity status and stock value. You can create a new color by pressing the **Add** button or edit the existing one by pressing the **edit** button. **Delete** button removes the color variation from the product. Color name is not created while creating a new color variation. You can learn more about color name in the [Colors](#) section.

Edit color

General data

SKU * 63154

Color name * Beige 050

EAN 3660005631547

EAN-13 or EAN-8, multiple EANs should be separated by comma


Is active? ☒ ON ☐ OFF

Save Cancel


Photos

Upload

Picture Current picture:




Additional pictures:



Delete

Small picture Current picture:



Stock

Fixed availability -

Stock value * 156

Minimum stock value 1

Warning stock value 5

Save Cancel

Visualization of the color creation for a product

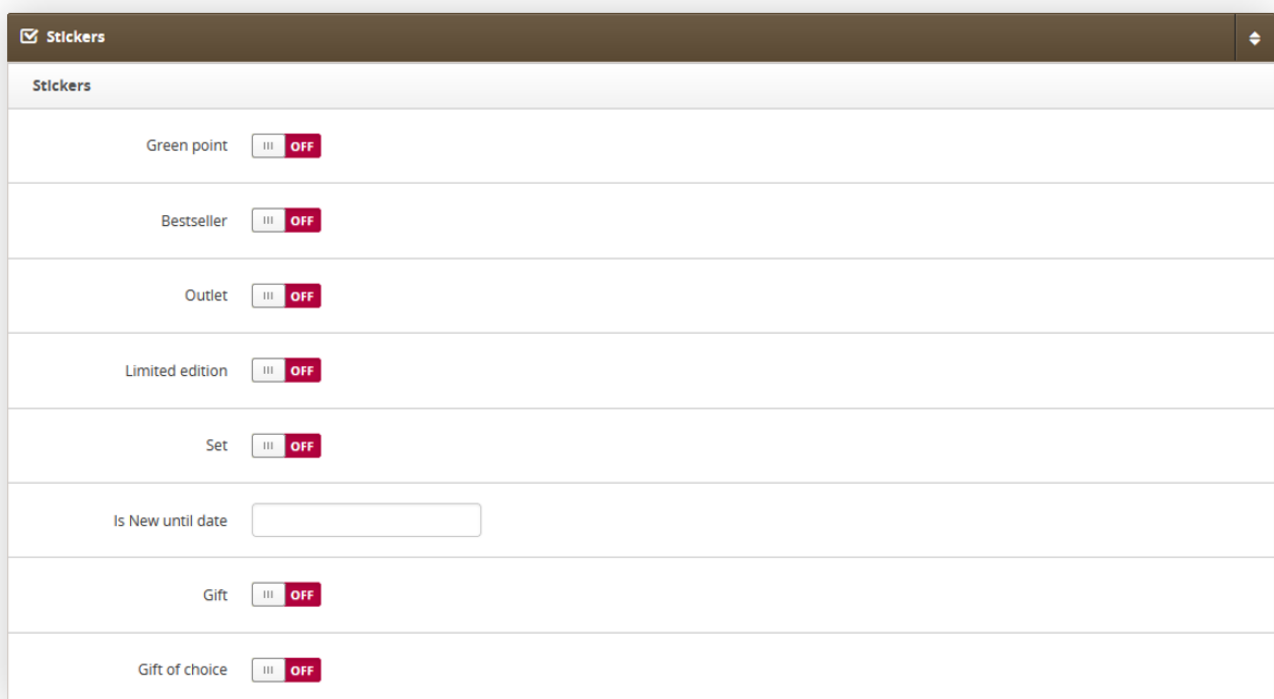
While creating a product you have to specify its:

- **SKU** - A unique SKU number of the color variation for the product. When a product has at least 1 color, then one of the variations has to be set to the original product's SKU. This will define the main color. For example, if the product 55533 has 3 colors: Beige, blue and

red, then at least one of them has to have SKU 55533 like that: Beige (55533), Blue (55534) and Red (55535).

- **Color name** - Color name of previously created color. You can learn more about it in the [Colors](#) section.
- **EAN (optional)** - An EAN number. It is possible to have multiple EAN numbers for a single color variation by separating them with a comma (",").
- **Is active?** - Activity status of the color variation. If it is disabled it won't be accessible and visible by any customer on any altshop in the e-commerce platform.

Additionally same as with normal products you are able to upload images that will be used with the selected color variation as well as you can edit the stock values. You can learn more about stocks further down this section.

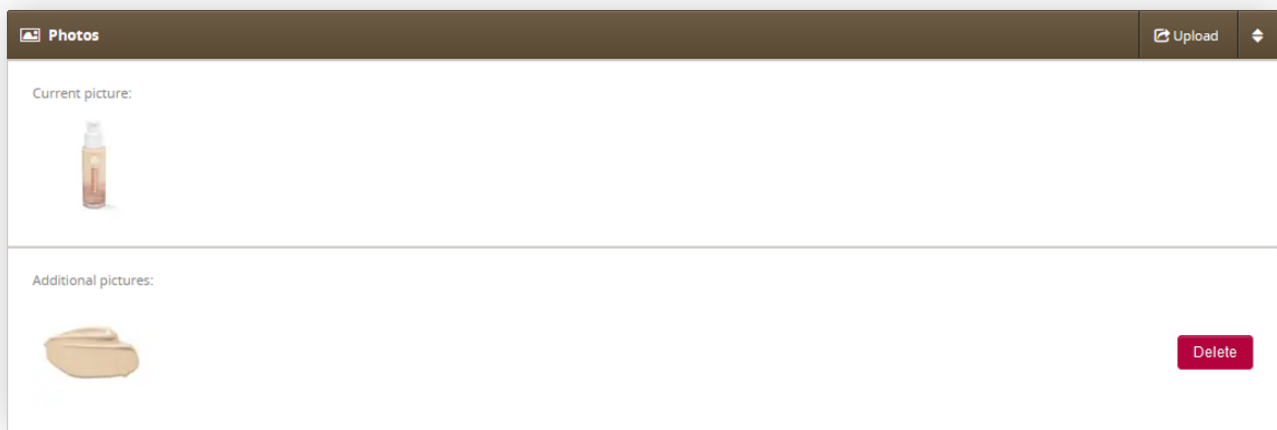


Stickers	
Green point	<input type="checkbox"/> OFF
Bestseller	<input type="checkbox"/> OFF
Outlet	<input type="checkbox"/> OFF
Limited edition	<input type="checkbox"/> OFF
Set	<input type="checkbox"/> OFF
Is New until date	<input type="text"/>
Gift	<input type="checkbox"/> OFF
Gift of choice	<input type="checkbox"/> OFF

Visualization of the stickers section in product edit form

- **Stickers** - Stickers define different flags that can be applied to the products. Flags have different properties that apply to the product once they are active.
 - **Green point** - The green point flag marks the product with a green dot as well as information, that it is a green point product.
 - **Bestseller** - Bestseller flag gives the product "Bestseller" information on the website, as well as allows to find the product when filtering for bestsellers.
 - **Outlet** - Marks the product as an outlet. By itself, this flag doesn't show any difference on the e-commerce platform for the customer. It is mostly used in promotions, that want to exclude product sets from them.

- **Limited edition** - Marks the product as a limited edition product. This flag by itself doesn't change anything on the e-commerce platform, and this option is usually used in the generated product feeds.
- **Set** - Marks the product as a set. Displays the SET sticker when enabled next to the product on the product page and in the cart - The sticker text can be changed in the translations under phrase Set. It is mostly used in promotions, that want to exclude product sets from them.
- **Is New until date** - A date to which the product will be marked as new. New products are marked on the website as new, as well as can be found when filtering for new products.
- **Gift** - The gift flag marks the product as a gift. Gift products are not visible in the product catalog on the website and can be added to the cart only using promotions.
- **Gift of choice** - The gift of choice flag marks the product as gift of choice allowing it to be used in the gift of choice promotions. Both Gift and Gift of choice flags need to be enabled at the same time for a product to be used in the gift of choice promotion.



Visualization of the photos section in product edit form

- **Photos** - Displays all of the product images assigned to the selected product. This option is only visible when editing a product. The **upload** button redirects the user to [Images upload](#). It is possible to remove all **additional pictures** by pressing the **delete** button. The main picture can only be changed by uploading a new product image in [Images upload](#).

- YVES ROCHER**
Parisien, France

Název produktu nebo hledaný výraz...

PLET

VLASY

VŮNĚ

TĚLO

LÍČENÍ

Log in and see the BIG SURPRISE.

Log In

Hlavní stránka » Lícení » Plet » Lícení

-26%

Detox. make-up pro zářivou pleť

★★★★★ (0)
? Vyzvednout v obchodě za 4 hodiny Vybrat obchod
? Show delivery options

Color: Beige 050

<

>

Beige 050 Beige 100 Beige 150 Beige 300 Brun 550 Dore 200

11 ODTÍNŮ - VYBERTE SI

30 ml

Množství

- 1 +

Kód výrobku: 63154

559 Kč ~~749.~~
1963 Kč / 100ml

VLOŽIT DO KOŠÍKU

By buying this product you will get 559 ?

POPIS

SLOŽENÍ

Dodejte své pleti zářivý a sjednocený vzhled s naším lehkým make-upem s vylepšenou recepturou.

Dopřejte si krásu a zdravou pleť v jednom díky detoxikačnímu make-upu, který chrání před negativními vlivy vnějšího prostředí, okysličuje pleť, dodává ji zdravý nádech a lehce kryje nedokonalosti.

Lehká a jemná textura se přizpůsobí pleti a vydrží celý den.

Add review +

Hodnocení zákazníků

Pro tento výrobek nebylo nalezeno žádné hodnocení.

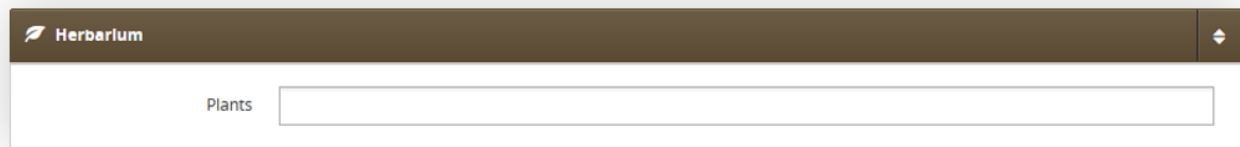
Visualization of the product page on the e-commerce platform

- **Keywords** - Product keywords that can be used in the search engine to find a product. For example by typing here "Beige, delicate" you will allow customers to find this product by searching for "Beige" or "Delicate" in the search engine.
- **Mobile app description** - Product description that will be displayed in the mobile app. This field cannot contain any HTML or CSS code.
- **Mobile app ingredients** - Product ingredients that will be displayed in the mobile app. This field cannot contain any HTML or CSS code.

Stock	
Fixed availability	-
Stock value *	156
Minimum stock value	1
Warning stock value	5

Visualization of the stock section in product edit form

- **Stock** - The stock tab stores information about current product stock availability as well as allows to set the fixed availability and minimum values for a product.
 - **Fixed availability** - Allows to set the fixed availability for a product. Available options are:
 - **Empty field** - Default option. When the stock is at minimum stock value it will not be available. When it is above this value it will be available for the customer.
 - **Always in stock** - The product will always be available for the customer no matter of it's **stock value**.
 - **Always unavailable** - The product will always be unavailable for the customers on the website, even if it is in stock.
 - **Stock value** - Current stock value of the product. Usually, this value is automatically updated by TC Logistics or JOY functionalities.
 - **Minimum stock value** - The minimum stock value above what the product will be available for the customer in case no fixed availability is used. When the stock value is set to 5 the product won't be available once it's **stock value** reaches 5.
 - **Warning stock value** - Warning stock value threshold after which Yves Rocher employee defined in the system settings will receive a warning, that the stock value is getting low.

A screenshot of the 'Herbarium' section in a product edit form. It features a dark brown header with a leaf icon and the word 'Herbarium'. Below the header is a white input field with the placeholder text 'Plants'.

Visualization of the herbarium section in product edit form

- **Herbarium** - A section that allows to select ingredients from the Herbarium and displays them on the product page. You can learn more about herbarium in the **[In progress]** article

A screenshot of the 'Metadata' section in a product edit form. It features a dark brown header with a document icon and the word 'Metadata'. Below the header are three white input fields: 'META Title', 'META description', and 'META keywords'.

Visualization of the metadata section in product edit form

- **Metadata** - Contains information about the products meta data that can be used in the product feeds.
 - **META Title** - Title of the product available in the meta data.
 - **META description** - Description of the product available in the meta data.
 - **META keywords** - Keywords of the product available in the meta data.

Colors

Colors section in the admin panel located in **Catalog > Colors / list** allows to manage color names that are later on used by the color variations of the products.

Colors list

Filters

Creation/update time From: To:

Apply filters Clear filters

Colors / list + Add

1 Show 10 entries Search:

2

ID	Name	Creation/update time	Actions
1	Corail irisé	2017-06-12 13:29:07	Edit View Delete
2	Fleur de lune	2017-06-12 13:29:07	Edit View Delete
3	Rose reflets	2017-06-12 13:29:07	Edit View Delete
4	Rose étincelant	2017-06-12 13:29:07	Edit View Delete
5	Mauve captivant	2017-06-12 13:29:07	Edit View Delete
6	Parme féerique	2017-06-12 13:29:07	Edit View Delete
7	Ciel bleu	2017-06-12 13:29:07	Edit View Delete
8	Argent étincelant	2017-06-12 13:29:07	Edit View Delete
9	Or scintillant	2017-06-12 13:29:07	Edit View Delete
10	Rouge scintillant	2017-06-12 13:29:07	Edit View Delete

Showing 1 to 10 of 1,026 entries

← Previous 1 2 3 4 5 Next →

Visualization of the colors list

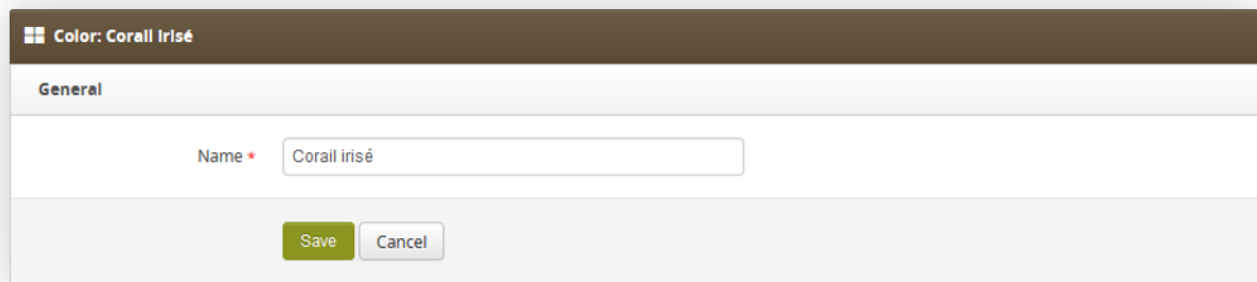
Below you will find a description of all possible actions you can perform in the colors section.

- Select the **Show X entries(1)** field to set the number of colors, displayed on one page (min 10 / max 100).
- The names of the columns **(2)** that contain information about target colors. Each column is susceptible to sorting.

To sort the records, click on the title of the column in question.

- **ID** - Internal ID of the color.
- **Name** - Color name
- **Creation/Update time** - A date and an hour when the color was created or last updated.
- **Actions**
 - An **Edit** button that edits the desired product. You can learn more about product editing and creation in the [Color creation](#) section.
 - **View** button allows to view the selected color without the ability to edit any fields.
 - **Delete** button allows to delete the desired color.
- **Add** button (3), which creates a new color.
- **Page buttons** (4), which allows users to change the page of currently viewed colors.

Color creation

A screenshot of a web application window titled 'Color: Corail Irisé'. The window has a dark brown header bar. Below the header, there is a 'General' tab. Under the 'General' tab, there is a 'Name' field with a red asterisk, containing the text 'Corail irisé'. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Visualization of the color creation

Color creation contains simply a **Name** field, which contains the desired name of the color that should be visible for the customer.

/ Properties and tags

Properties and tags help organize product catalog into a manageable sections, which allows customers to filter the catalog on the e-commerce platform by using the selected combination of properties and tags, that are assigned to the products.

Váš obchod

[Vybrat obchod](#)

Cena

min: 109 Kčmax: 679 Kč

Masky a peelingy

☐ Peelingy (1)

Šampony

☐ Šampony (9)
☐ Tuhé šampony (3)

Kondicionéry

☐ Kondicionéry (8)

Kúry a séra

Masky a octy

Cílená péče

Filtr

Visualization of the product filter on the platform

Properties

Properties are entities that contain tags in them. Properties are assigned to the selected products when they contain any tag. Customers are able to filter products in the product catalog by the properties they are assigned to.

Properties / list

1 Show 10 entries 2 Search: 3 + Add 4

ID	Name	URL name	Is active?	Visible on frontend?	Sort order	Update time	Actions
1385	Pletové kremy	pletove_kremy	✓	✓	2	2022-07-18 12:47:20	Tags Edit View Delete
1386	Cistení a odlicování	cistení_a_odlicovani	✓	✓	4	2022-07-18 12:44:57	Tags Edit View Delete
1387	Masky a peelingy	masky_a_peelingy	✓	✓	3	2022-07-18 12:47:10	Tags Edit View Delete
1388	Dle typu pleti	dle_typu_pleti	✓	✓	4	2022-06-07 09:37:54	Tags Edit View Delete
1389	Rada	rada	✓	✓	1	2022-07-18 12:43:32	Tags Edit View Delete
1390	Kategorie	kategorie	✗	✗	0	2024-01-31 10:50:52	Tags Edit View Delete
1391	Podklad	podklad	✓	✓	7	2022-07-18 12:44:31	Tags Edit View Delete
1392	Pudry a tvářenky	pudry_a_tvarenky	✓	✓	10	2022-07-18 12:46:24	Tags Edit View Delete
1393	Lícení obocí a očí	oboci_a_oci	✓	✓	10	2022-07-18 12:47:47	Tags Edit View Delete
1394	Lícení rtů	liceni_rtu	✓	✓	11	2022-07-18 12:49:18	Tags Edit View Delete

Showing 1 to 10 of 26 entries

← Previous 1 2 3 Next → 5

Visualization of the properties list

Below you will find a description of all possible actions you can perform in the properties section.

- Select the **Show X entries**(1) field to set the number of properties, displayed on one page (min 10 / max 100).
- The names of the columns (2) that contain information about target properties. Each column is susceptible to sorting.
To sort the records, click on the title of the column in question.
 - **ID** - Internal ID of the property.
 - **Name** - Name of the property. This name is visible to the customers.
 - **Is active?** - Shows the property activity status.
 - **Visible on frontend?** - Shows if the product is visible on the frontend to the customers.
 - **Sort order** - Sort order of the properties. It defines in what order properties are visible on the e-commerce platform.
 - **Update time** - A date and an hour when the color was last updated.
 - **Actions**
 - **Tags** button redirect the user to Tags section in the admin panel with all of the tags that are assigned to the selected property.
 - An **Edit** button that edits the desired property. You can learn more about property editing and creation further down below.
 - **View** button allows to view the selected property without the ability to edit any fields.
 - **Delete** button allows to delete the desired property.

- **Add button (3)**, which creates a new property. You can learn more about property editing and creation further down below.
- **Search field (4)**, which allows searching for the desired properties. Properties can be searched by their **Name**.
- **Page buttons (5)**, which allows users to change the page of currently viewed properties.

The screenshot shows a form titled "Property: Pleťové krémy" with a "General" tab. The form contains the following fields and controls:

- Name ***: A text input field containing "Pleťové krémy".
- URL name ***: A text input field containing "pletove_kremy".
- Sort order ***: A text input field containing "2".
- Is active?**: A toggle switch set to "ON".
- Visible on frontend?**: A toggle switch set to "ON".
- Buttons**: "Save" and "Cancel" buttons at the bottom.

Visualization of the property creation

When adding a new property or editing an existing one you have the following options:

- **Name** - Name of the property. This name is visible to the customers.
- **URL name** - A name of the property, that will be used in the URL when filtered.
- **Sort order** - Sort order of the properties. It defines in what order properties are visible on the e-commerce platform.
- **Is active?** - Shows the property activity status.
- **Visible on frontend?** - Shows if the product is visible on the frontend to the customers.

Tags

Tags are filter options that can be assigned to the selected properties, and to the products. Assigning tags to the products will allow customers to filter by them in the product catalog allowing customer to customize, what type of product they would like to see.

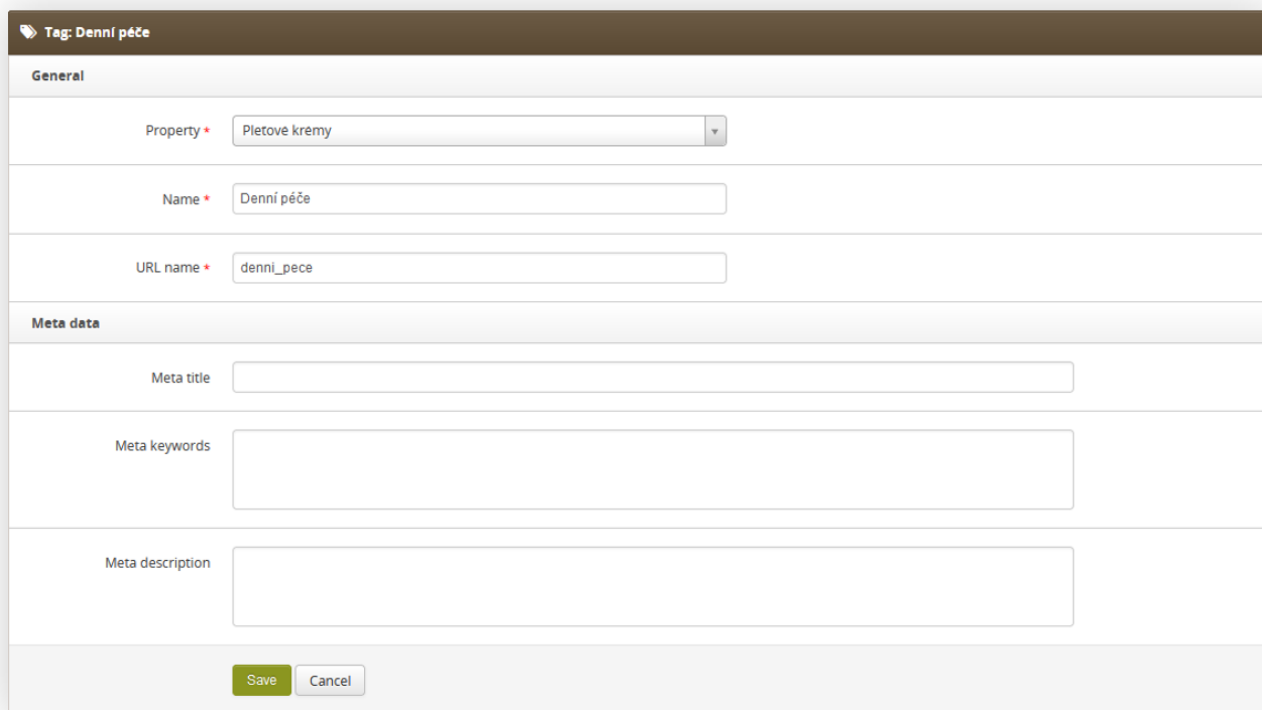
The screenshot shows a web interface titled "Tags / list". At the top right is a "+ Add" button. Below the title bar, there is a "Show 10 entries" dropdown menu and a search bar. The main content is a table with the following columns: ID, Name, URL name, Property name, Update time, and Actions. The table contains 10 rows of data. At the bottom of the table, it says "Showing 1 to 10 of 107 entries". Below the table is a pagination bar with buttons for "Previous", "1", "2", "3", "4", "5", and "Next".

ID	Name	URL name	Property name	Update time	Actions
5800	Denni pece	denni_pece	Pletové kremy	2022-06-07 09:40:21	Edit View Delete
5801	Nočni pece	nocni_pece	Pletové kremy	2022-06-07 09:40:31	Edit View Delete
5802	Pece o okoli oci	pece_o_okoli_oci	Pletové kremy	2022-06-07 09:40:47	Edit View Delete
5803	Odlicovace	odlicovace	Cistení a odlicovani	2022-06-07 09:41:04	Edit View Delete
5804	Micelarni vody	micelarni_vody	Cistení a odlicovani	2022-06-07 09:41:15	Edit View Delete
5805	Vody a tonika	vody_a_tonika	Cistení a odlicovani	2022-06-07 09:41:28	Edit View Delete
5806	Masky	masky	Masky a peelingy	2022-06-07 09:41:40	Edit View Delete
5807	Peelingy	peelingy	Masky a peelingy	2022-06-07 09:41:49	Edit View Delete
5808	Normalni	normalni	Dle typu pleti	2022-06-07 09:42:02	Edit View Delete
5809	Smisená	smisena	Dle typu pleti	2022-06-07 09:42:12	Edit View Delete

Visualization of the tags list section

Below you will find a description of all possible actions you can perform in the properties section.

- Select the **Show X entries(1)** field to set the number of tags, displayed on one page (min 10 / max 100).
- The names of the columns **(2)** that contain information about target tags. Each column is susceptible to sorting.
To sort the records, click on the title of the column in question.
 - **ID** - Internal ID of the tags.
 - **Name** - Name of the tag. This name is visible to the customers.
 - **URL name** - A URL name that will be used in the URL when the tag is selected on the e-commerce platform filter.
 - **Property name** - A name of the property that the tag is assigned to.
 - **Sort order** - Sort order of the tag. It defines in what order tag are visible on the e-commerce platform.
 - **Update time** - A date and an hour when the color was last updated.
 - **Actions**
 - An **Edit** button that edits the desired tag. You can learn more about property editing and creation further down below.
 - **View** button allows to view the selected tag without the ability to edit any fields.
 - **Delete** button allows to delete the desired tag.
- **Add** button **(3)**, which creates a new tag. You can learn more about property editing and creation further down below.
- **Page buttons (4)**, which allows users to change the page of currently viewed tag.



The image shows a web form for editing a tag. At the top, there is a header bar with a tag icon and the text "Tag: Denní péče". Below this, the form is divided into two main sections: "General" and "Meta data".

General section:

- Property ***: A dropdown menu with "Pletové krémy" selected.
- Name ***: A text input field containing "Denní péče".
- URL name ***: A text input field containing "denni_pece".

Meta data section:

- Meta title**: An empty text input field.
- Meta keywords**: An empty text input field.
- Meta description**: An empty text input field.

At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (grey).

Visualization of the tag edit form

When adding a new tag or editing an existing one you have the following options:

- **Property** - A property name to which the tag is assigned to.
- **Name** - Name of the tag. This name is visible to the customers.
- **URL name** - A URL name that will be used in the URL when the tag is selected on the e-commerce platform filter.
- **META Title** - Title of the tag available in the meta data.
- **META description** - Description of the tag available in the meta data.
- **META keywords** - Keywords of the tag available in the meta data.

/ Images upload

Products require to have available images in multiple sizes and formats, which means, that manual image management would be hard to handle, and be prone to errors. Images upload section allows to automate this by having the user to upload the desired 1000x1000 PNG images, and the rest of the process is handled by the system.

Images upload

All files named SKU.png will be saved as main photo for this SKU. If you want to import additional photos for this SKU please name file with number suffix, f.x. SKU_1.png, SKU_2.png etc. Please remember that if you have already uploaded SKU_1.png and you would upload SKU_1.png again, new file will overwrite existing one.

Small color images name as SKU_COLOR.png. One SKU can only have one color preview.

If you want to upload more than 50 files please create ZIP archive and upload it here. They have to be included directory inside archive, otherwise they will be ignored.

Select files

... or drop file here

Select files to Import

Filename: 75755.png | Result: OK

Delete all existing images for imported SKUs

Forces to delete all images found by SKUs related to imported pictures. Only pictures successfully processed during this import will be available for specified SKU.

Import selected files

First, you have to select the desired images you wish to upload. You can do it by pressing the Select files button, or drag & drop the files from your computer on the blue box.

All files named **SKU.png** will be saved as the main photo for this SKU. If you want to import additional photos for this SKU please name the file with the number suffix, f.x. **SKU_1.png**, **SKU_2.png** etc. Please remember that if you have already uploaded **SKU_1.png** and you would upload **SKU_1.png** again, a new file will overwrite the existing one.

Small color images name as **SKU_COLOR.png**. One SKU can only have one color preview.

If you want to upload more than 50 files please create a ZIP archive and upload it here. They have to be included directory inside an archive, otherwise, they will be ignored.

With the uploaded files you will receive a result if this file is correct or incorrect (e.g. the file format is not in a png format). With the files review you are able to select the **Delete all existing images for imported SKUs**, which will remove all product images assigned to the uploaded SKUs.

With all options reviewed, you can proceed with an image import by pressing the **Import selected files** button.

All imported product images are automatically converted to .webp format, so they are lighter and load faster for the customers on the e-commerce platform.

/ Mass product removal

As product management in **Catalog > Products / list** allows to manually remove singular products, and product import doesn't support product removal a Mass product removal tab has been created to reduce the need for manual work. This section allows users to remove multiple products by providing their SKUs at once.

This section can be found in **Catalog > Mass product removal**

Mass product removal

If product SKU is provided, it will be deleted along with it's attributes.

Single attribute SKU can be provided to delete single attribute. It applies only to non-primary attributes (attribute SKU is different than product SKU).

SKU List (comma separated)

Save

Visualization of the mass product removal

In the Mass product removal section, you can type the product SKUs that should be removed from the product catalog and separate them by comma (e.g. 55533,12345,54321).

If product SKU is provided, it will be deleted along with it's attributes / color variations.
A single attribute SKU can be provided to delete a single attribute. It applies only to non-primary attributes (attribute SKU is different than product SKU).

Please note, that this action is irreversible.