# Adding a promotion to a department

Etail Systems Tip Sheet

Objective: To add a banner or article to a department promotion so that you can display text or an image at the top of your department page.

The following tells you how to achieve this;-

Go in to your department tree and find the department you need to edit – 'Sites' → 'Depts'. If you have a lot of departments, it's easier to 'Expand All'. Once you've located the department, click the little paper & pen icon to edit it.
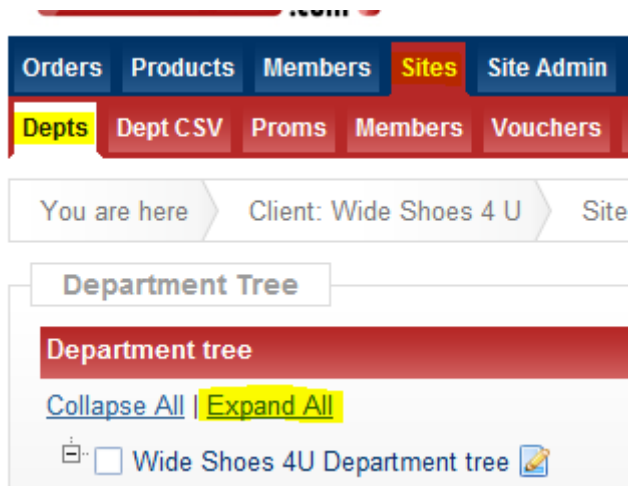
When the edit page is open, you need to click the 'Edit Promotion' button.
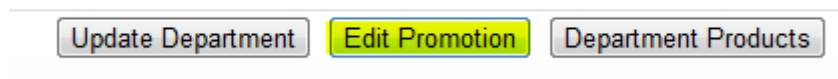
Each department already has a promotion within it (<u>not</u> in the Proms list in Sites → Proms) so you <u>don't</u> need to create a new one for each department.

Click the appropriate mini tab ('Add Article' in the example). In the 'Add Article' drop down, select the Article you wish to add to the department. Keep it in the 'main panel'. Then click the 'Add Article' button.

Type	Description	Display type / text	Display order	
Main panel				
Top panel				
Right panel				
Bottom panel				
Left panel				
Center panel				

Add Product | Add Article | Add Banner | Add Promotion | Add Form | Add Brand List | Add Stockists | Add Department Catalogue

Article Selection

Add Article: Select Article   ▼ *
Display Type: Display images then text ▼ *
Display Panel: Main panel ▼

[Add Article]

This will have saved your information. If you need to edit the article at any time (spelling mistakes etc), you do this through 'Site Admin' → 'Articles'.

If you ever want to delete an article/banner, or change it, you can click the red delete button.

Promotion content

Information

'Cookie information' Article added to Promotion

Type	Description	Display type / text	Display order	
Main panel				
Article	Cookie information	Display images then text	1 ▼	🔄 ⛔
Top panel				
Right panel				
Bottom panel				
Left panel				
Center panel				

Add Product | Add Article | Add Banner | Add Promotion | Add Form | Add Brand List | Add Stockists | Add Department Catalogue

Article Selection

Add Article: Cookie information   ▼ *
Display Type: Display images then text ▼ *
Display Panel: Main panel ▼

[Add Article]

Grass Seed Selector

If this information is going at the top of a department that has sub-departments in it, you'll need to go to the main department edit screen & tick the 'Show Promo Content Before Sub-Depts' box, otherwise it'll appear underneath.

List Products as Sub departments: ☐ List products in this department as if they are sub-departments.

Show Promo Content Before Sub-Depts: ☐

Display sub departments article: Please select   ▼

If you need help with this feature, please email support@etailsystems.com or call 0844 482 0908.