

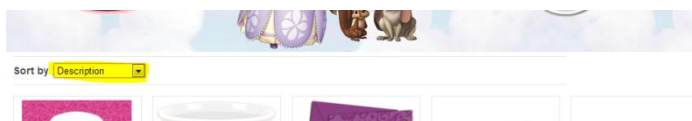
Etail Systems Tip Sheet

Objective: To be able to arrange & rearrange products in a department, so you can choose where & how customers view certain products on a department page.

The following tells you how to achieve this:-

There are two options here: Automatic options in COMS (e.g. best sellers, price ascending) or merchandising (you place products in the exact order you want people to see them in). Details of both of these are below:

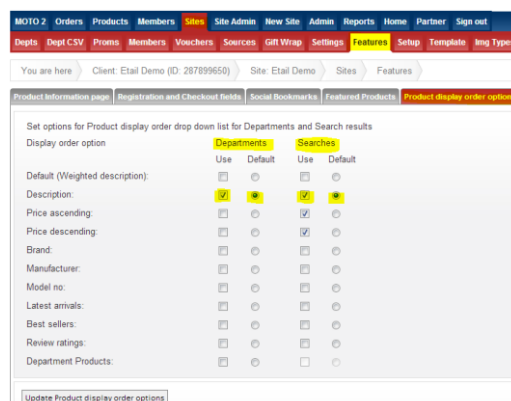
Automatic options in COMS



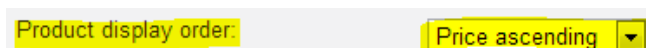
Depending on your permissions, you may or may not be able to see these options in COMS. If you can't see them, just ask us to make the changes for you. In Sites >

Features > Product display order options, you can decide which options you'd like to be available. These options are viewable on the site via a dropdown on any department page which has products on it.

You can tick which options you want to use, & select a site default 'Sort by' option (which can be changed at department level if certain departments need different default 'Sort by' options). You can have different 'Sort by' options for departments & searches.

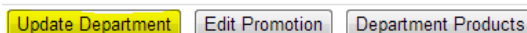


If you would like to select your default 'Sort by' options at department level, you need to go into the department you wish to edit via Sites > Depts & click the edit button on the desired department.



Scroll down to where it says "Product display order" & select the option you wish to use.

Then scroll to the top of the page & click "Update department" on the top right.

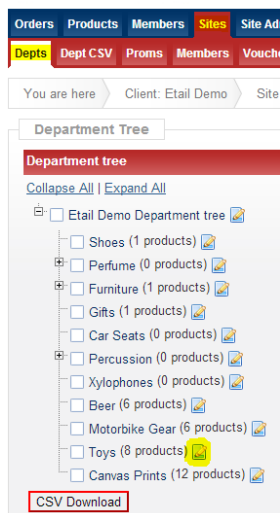


If you're looking at how to merchandise your departments, see below:

Arranging products in a department

Merchandising your products

To manually position items on a department page, you'll need to go into Sites > Depts & click the edit button on your desired department.



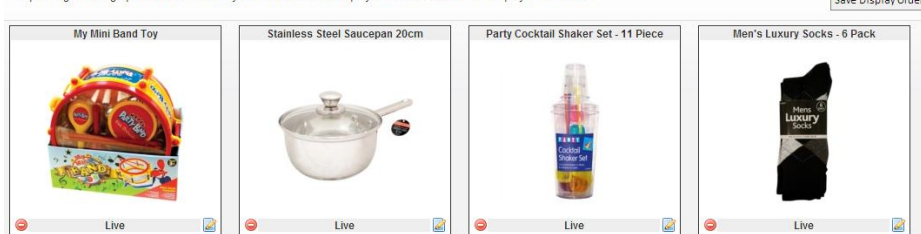
You then need to click the 'Department Products' button the right.



You can now drag & drop the products where you want them to appear on the department page on the website.

Before:

Simple drag the image panels into the order you would like them displayed then click the 'Save Display Order' button.



After:

Simple drag the image panels into the order you would like them displayed then click the 'Save Display Order' button.



Arranging products in a department

You can see in the top right, there's a 'Save Display Order' button. Click this to save your changes. You can move multiple items & then click the save button at the end.

You can also remove a product from the department here (red button in bottom left corner) & edit a product from here (edit icon in bottom right corner).

If you'd like to use this way of displaying your products in departments, please let us know as we need to change some settings in the back office for you.









Depending on your settings in COMS, you might also see this as a display page:

Back to Departments

Add Product

Add Product: No products available

Furniture

		Product Client Ref	Product Description	Status	
		conc18	Concept Fun Bag - Memory Foam Filled Bean Bag - Water Resistant	Live	 
		32212	BRIO My Friends Tiger and Pooh 100 Acre Set	Live	 

Remove all Products

Remove

Here, you can drag & drop items where you like, then click the little 'save' button on the top left.

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