

## Etail Systems Tip Sheet

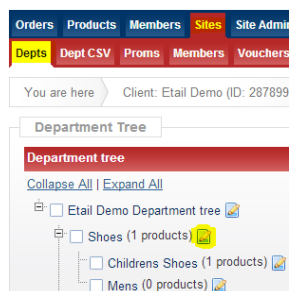
*Objective: To move a department to a different place within the department tree, or add a department into more than one place in the department tree.*

The following tells you how to achieve this:-

### Adding a department to another part of the department tree

There are many points at which you may want to rearrange your department tree – whether it's during the site build or to reflect new products on your site. The best way to do this is not to add new departments with the same name, but to move an existing department to another place in the department tree.

This helps greatly with SEO, as you don't have 2 URLs fighting for the same ranking in Google. It also helps with product management, as if you put products in one department, they'll automatically go into the other (if you're not wanting this to happen, then you'll need to make a new department – please ask for this walkthrough if you need it).



To do this, you'll need to go into your department tree via Sites > Depts & click the 'edit' button on **the department you wish to add to**. e.g. In the example of the left, I want to add an existing department to 'Shoes'.

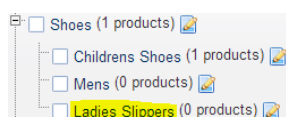
**NB: Moving a department will just move that department, not all the sub-department associated with it. Export your department tree or take a screen grab of the sub-departments associated with the department you're moving so you can add them back in later.**

Once in the edit screen, scroll down to the bottom to where you'd usually add a new department. Check the sub-heading to make sure you're in the right department.



Select an existing department from the dropdown & click 'Add Department'. You don't need to add any other information.

**NB: If you have departments of the same name, but different functions (e.g. Ladies could be in both Footwear & Clothing) then export your department tree so you can see the department numbers against each department. You'll be able to tell from this which department is which.**



In the example, Ladies Slippers is now part of the Shoes department.

**NB: A department won't show on the site unless it has products in it.**

## Removing a department from the department tree

If you wanted to add a department to another part of the department tree & also keep it where it originally was, then you don't need to do anything else.

If you're reorganising your department tree & want to remove the department from where it originally was, then you'll now need to go in to edit **the department you want to remove**.

The screenshot shows a web interface for managing a department. At the top, there's a header bar with the department name 'Ladies Slippers - #43' on the left and three buttons: 'Update Department' (highlighted in yellow), 'Edit Promotion', and 'Department Products'. Below the header, there's a section with the following details: 'Updated: 18:14 Sunday, April 4, 2010 by david.wright (Created: 04/04/2010 18:14)', 'Node display order: 3' (with a dropdown arrow), and 'Remove Node: ☐

You'll need to tick the 'Remove Node' box, then click 'Update Department'.

**NB: Removing the node on a department doesn't delete it (no department can ever be deleted), it just removes it from where it was in the tree. Think of it like taking a branch off a tree & putting it on the floor. It can always be put back on at a later date.**

If you need help with organising your departments, please call 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com).