## Moving your department nodes



## **Etail Systems Tip Sheet**

Objective: To move your departments to different areas of your department tree, but keeping your department nodes (numbers on the end of the URL) the same, so that your department moves don't have an adverse effect on your SEO.

If you're thinking about restructuring your department tree, it's always good to be aware of SEO. Our 'Parent node' feature allows you to move your departments around, with them keeping their original 'node' (highlighted), which means your URL won't change & your SEO won't be effected by your department moves.

www.etaildemo.co.uk/dept/for-girls\_d0115.htm

To do this, you need to go to Sites > Depts & click the 'edit' button on the department you wish to move.

You'll then need to scroll about half way down the page, to the dropdown box named "Parent Node".



Select from the dropdown where you're wanting to move this department. If you want to make a subdepartment a main department, select '(your site name) Root Department'.

NB: The names here are the 'URL Descriptions' for each department, so if it's not obvious which is which, you may need to option a second browser, so you can compare the URL Description in the department you wish to add to, to the ones in the list.

There can be a cache on this in COMS, so for a little while, what you see in COMS might not reflect what's on the site (the site will be more up-to-date than COMS).

If you need any help with moving your departments, please call 0844 482 0908 or email <a href="mailto:support@etailsystems.com">support@etailsystems.com</a>