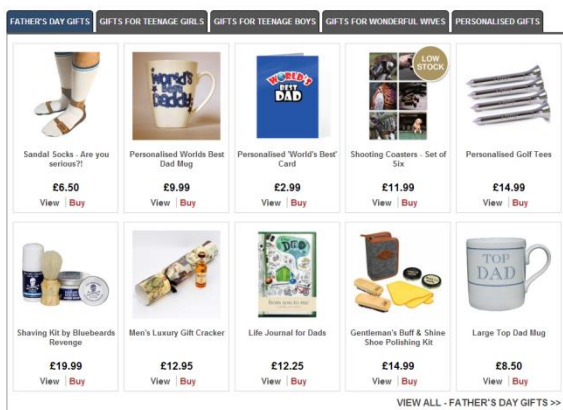# Adding your department tabs

Etail Systems Tip Sheet

Objective: To add, remove & edit the department tabs on your home page.

Department tabs are a great way to display your products on your home page – within one bit of space, you can display a lot more products than if you didn't have tabs. To add, edit & remove these tabs, see the instructions below.

Go to your home page promotion in Sites > Proms (usually simply called "Home Page") & click the edit button on that promotion. Scroll right to the bottom & you should see the following dropdowns:

It's the 'Department products' dropdown you'll need, & this dropdown shows the URL Description for each department. If you're not sure which department is which, then you'll need to open a second browser, & check the URL Descriptions of each department against those in the dropdown.

Once you've found a department you want to use as a tab, just click the "Add Department for Products" button. This will then appear in the main panel of your promotion. Continue to add your departments like this until you have your desired amount of tabs. If you need to change the order of the tabs, just change the "Display order" number in the dropdown & click the update button.

Type	Description	Display type / text	Display order	
Main panel				
Department products	Strutted		1 ▾	

To remove any department tabs, just click the red "remove" button.

Other information

The products display in the default order they appear in the department – if you'd like to know how to change the default view of your products in a department, please let us know.

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