

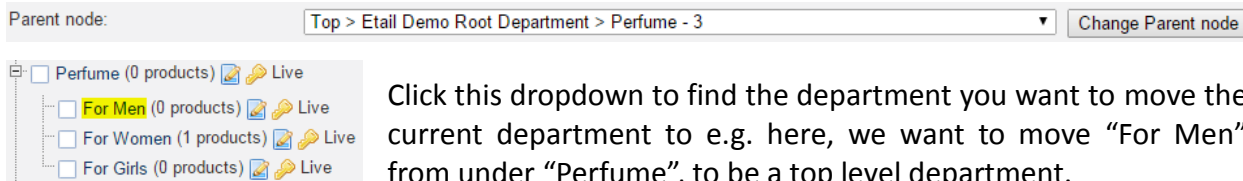
Etail Systems Tip Sheet

Objective: To understand how to move your departments in COMS without changing the URL.

Whenever you remove a node on the department tree & add it back in somewhere else, the URL changes. This isn't good for SEO, which is why you can now move a department without changing the URL.

Go to Sites > Depts, & click the edit button on the department you want to move.

Scroll about half way down the page, until you see a long dropdown called "Parent node".



Any top level department will start with "Top" – so you just need to find the "Top > *insert site name* Root Department – 1", select it, & click "Change Parent Node".



NB: This might not look like it's changed in COMS, but this is just cache. It will probably change on the site before changing in COMS. This can take a few hours.

If you have lots of departments, it might be worth having a second browser with COMS open, as all the names that appear in the dropdown are the "URL Description". If you have a second browser open, you can check the URL Description of the department you want to move your current department to.

NB: All the department are in alphabetical order, using the final department e.g. "Top > Etail Demo Root Department > Beer – 32" comes before "Top > Etail Demo Root Department > Shoes – 2" as "B" comes before "S".

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