

Adding filters to your products (in COMS)

Etail Systems Tip Sheet

Objective: To add filters to your products in COMS, allowing customers to select tick boxes to filter products by options such as colour, size, price & material.

The following tells you how to achieve this;-

Select the product you wish to edit by going to Products → Product Search.

Welcome Kim Ross

Orders Products Members Sites Site Admin New Site Admin Reports Home Partner Sign out

Product Search Import Export Image Check Attributes Types Lists Files Flags Articles Traceability Preferences Batch admin Reviews Add Stock Reorder

You are here Client: Products Product Search

Page Actions




Add New Product

Products

Description... ClientRef / Sku... Model#... Department... Supplier... Search

Brand... Manufacturer... ☐ Un-Linked Attributes ☐ Not in Department Status: Any

No of results: 4899 Results per page: 20 Page: 1 2 3 4 5 6 7 8 9 10 > <

CHL	Product	Reference / Description / Price	Skus	Depts	Info	Relations	Status	Image	Edit
1		ZEUS70AT / nf16420 "Z" Shape Bar Stool Black or Cream 82.00	2	4		Associated: 0 Recommended: 0 Related: 0	Live		

You then need to select the Prices & SKUs button.

etail systems .com

Orders Products Members Sites Site Admin New Site Admin Reports Home Partner

Product Search Import Export Image Check Attributes Types Lists Files Flags Articles

You are here Client: I Products Editing: "Z" Shape Bar Stool Black or Cream

Page Actions

Back to Listing Product Edit Prices / SKUs Images Stock Relations Reviews

Editing: "Z" Shape Bar Stool Black or Cream Additional Info & Overrides Departments Files and Flags

Product Information for ("Z" Shape Bar Stool Black or Cream)

Last updated 12:13 Wednesday, September 12, 2012 by

Created 08:09 Thursday, July 14, 2011

Adding filters to your products (in COMS)

Under 'Default SKU Attributes', there is 'Attribute Name'. The attributes have many different functions, but in this instance, they'll be used to add filter options. If you'd like information on other functions that attributes are used for, please get in contact with us.

""Z" Shape Bar Stool Black or Cream' SKUs and Prices

Default SKU Attributes

Attribute Name	Attribute Usage	Display Order	Show as Text	
<input type="text"/>	Dropdown List Only		<input type="checkbox"/>	Add Attribute
Colour	Both	1	<input type="checkbox"/>	

Multi Sku Dropdown Setup

Multi DropDown Selector: ☐

Multi Select Use Type: Show Matched Attributes

Update

To add a new 'product filter attribute' to a product, you need to type the name in the 'Attribute Name' box e.g. Colour. Under 'Attribute Usage', you'll see a drop down with 4 options:

Dropdown List Only – Select this if you want an option to be shown in the product page in a dropdown list only.

Both – Select this if you'd like an option to be shown on the product page in a dropdown box, but also appear in the product filter options down the left hand side of the page.

Filter Search Only – Select this if you want an option to appear in the product filter options down the left hand side of the page.

Amazon – This is to be used when you want an attribute to appear on a product listing on Amazon only.

Which one you select depends on how you're organising your products.

Once you've selected an option from the dropdown, click the 'Add Attribute' button.

You then need to add the relevant information to the SKUs.

Product Sku Information.

Reference	SKU	RRP	Selling Price	Offer Price	Stock	Free stock	Status	Display order	
							Live		Add SKU
No of results: 2		Results per page: 20				Page: 1			
Show 'Dead' SKUs: <input type="checkbox"/>									
ZEUS70AT-black zeus70at-black 0.00 82.00 0.00 0 0 Live 1 Toggle Attributes									
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Black			Both					
ZEUS70AT-cream zeus70at-cream 0.00 82.00 0.00 0 0 Live 2									
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Cream			Both					
Update all SKU prices Update ALL SKU prices									

Click 'Toggle Attributes', which will expand all your SKU information & show all the attributes attached to the SKUs. Under 'Name', you'll see the name(s) of the attributes, so you know which one you're editing. Under 'Value', type the relevant information e.g. Black, as it's the colour attribute you're editing. Then click the green 'update' button to save your changes (you need to do this with every change of

Adding filters to your products (in COMS)

each attribute).

Under 'Attribute Usage', you'll see if the attribute is being used for Both, Dropdown List Only, Filter Search Only or Amazon. If you need to change this, go back to the attribute options at the top & change the usage in the dropdown, & click the green update button.

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