Adding filters to your products (in COMS)

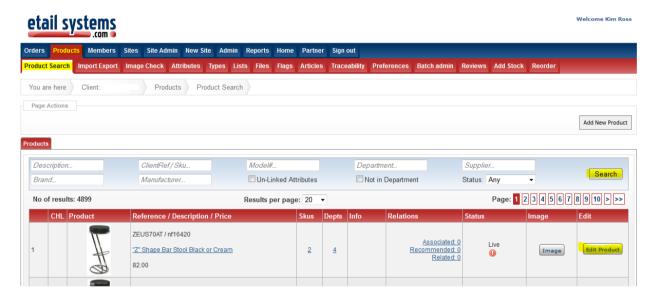


Etail Systems Tip Sheet

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 \rightarrow Product Search.



You then need to select the Prices & SKUs button.



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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.



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.

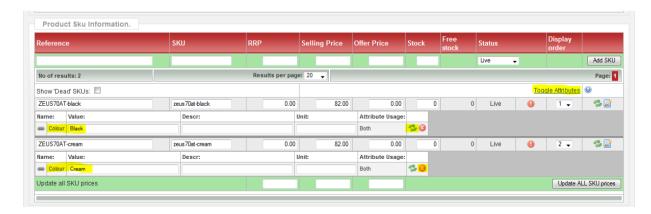
Filter Search Only – Select this if you want an option to appear in the product filter options down the left hand side of the page.

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.



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

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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.