

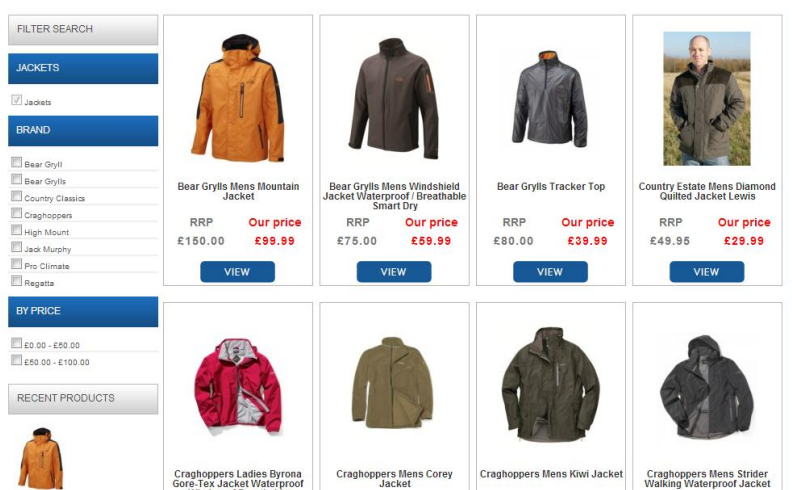
## Etail Systems Tip Sheet

*Objective: To add filters to your products via a CSV file.*

The following tells you how to achieve this:-

Filters are great ways to display your product options and to help customers find your products on your website.

They can be used to create a tick box search function, like this:



and to display your different SKU information, as below:



## Adding filters to your products (via CSV)

It's often good to input filters on a product in COMS and then export it in a CSV, so you can see how filters look in the CSV format. Let us know which product you have done this on & we'll send the file across to you. If you need to know how to add filters in COMS, please ask for the 'Adding filters to your products (in COMS)' walkthrough.

A CSV file can look quite complicated, but if you break it down into steps, it's much easier.

**The general rule is, input new information exactly how it appears in the file already.**

*e.g. Under 'ClientRef', you can't just put 'FS70621N', you must put 'ref:FS70621N'.*

Below you'll see how a product variation & filters may look. In this case, this product has 2 variations/filters: Colour & Size. These variations are called Attributes (specifically ProductSKUAttribute in the CSV). It does look confusing, but below is a breakdown of what all the different parts mean.

S
ProductSKUAttribute
Colour Red  0~Size 10  0
Colour Blue  0~Size 12  0
Colour Red  0~Size 12  0
Colour Blue  0~Size 10  0

In the CSV, you'll need to enter the variation information in the following format:

Name|Value|Description|Units|Attribute

The | symbol is called a 'pipe' & you can get this by pressing the Shift key & the button next to it, which has a backwards slash on it (if you're on a Mac, try holding Shift, then hitting the 'backslash' key above the 'return' key on your keyboard. This may vary depending on your Mac.)

The variations we want to create are:

Colour: Red & Size: 10, Colour: Blue & Size: 12, Colour: Red & Size: 12, Colour: Blue & Size: 10.

This is how the filters look when they're entered in COMS.

FS70621Q		0.0000	17.6250	0.0000	46	46	Live	1	
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Red			Dropdown List Only					
Size	10			Dropdown List Only					
FS70621N		0.0000	16.6458	0.0000	48	48	Live	2	
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Blue			Dropdown List Only					
Size	12			Dropdown List Only					
FS70621OUT		0.0000	16.6458	0.0000	45	45	Live	3	
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Red			Dropdown List Only					
Size	12			Dropdown List Only					
FS70621NQ		0.0000	17.6525	0.0000	10	10	Live	4	
Name:	Value:	Descr:	Unit:	Attribute Usage:					
Colour	Blue			Dropdown List Only					
Size	10			Dropdown List Only					

## Adding filters to your products (via CSV)

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As you can see, the Description & Unit columns are empty. We will replicate this in our CSV file, as they're not needed for this (& the majority of) product(s).

### Name

We'll now enter the 'Name' of the first filter.

**Colour**|Value|Description|Units|Attribute

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### Value

Next, we'll enter the 'Value'. As you can see in COMS in this case, the 'Value' is what colour the product is - Blue.

**Colour**|**Blue**|Description|Units|Attribute

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### Description & Units

We can miss out 'Description' & 'Units', & to do this, we just put the 'pipe' symbol where the information would usually go.

**Colour**|**Blue**|||Attribute

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### Attribute Usage

The next part is typing in what the 'Attribute Usage' is. There are four types of attribute usage, listed below.

**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 (please ask if you'd like this on your site, as we will need to set this up for you if it's not already in the design.)

**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 (again, please ask if a filter hasn't been included in your design).

The filter search is just a set of tick boxes which allow you to select options to get to a particular product.

## Adding filters to your products (via CSV)

### Filter Search

#### Bedsteads

- ☐ Wood
- ☐ Metal
- ☐ Leather
- ☐ Fabric
- ☐ Ottoman
- ☐ Day Beds
- ☐ TV Beds
- ☐ Bedstead Sale

So, if you wanted a bed with a metal frame, you'd tick the 'metal' box. The options here aren't ones that you'd put as a SKU option, as the beds only come in that one material.

### My Basket

Items: 0

Total: £0.00

### Filter Search

#### Metal

- ☒ Metal

#### Colour

- ☐ Aluminium
- ☐ Beech
- ☐ Black
- ☐ Blue
- ☐ Brass
- ☐ Champagne
- ☐ Chrome



Hyder Living Tuscany Ivory  
White Metal Bed

RRP from ~~£234.99~~  
Our price from **£184.99**

[More](#)



Serene Furnishings  
Armstrong Black & Oak Bed  
Frame

RRP from ~~£249.99~~  
Our price from **£139.99**

[More](#)



Limelight Beds Tarvos Black  
Bedstead

RRP from ~~£268.00~~  
Our price from **£169.99**

[More](#)

The customer then must click onto the product & select the SKU they wish to buy – the filter option can't do that for them.

Brands & price are set up differently – please ask about these.

### 'Amazon' attribute

This is to be used when you want an attribute to appear on a product listing on Amazon only – for example, you may have two separate attributes in COMS, but Amazon needs you to list it as one. Please download the list of acceptable attributes for all the specific categories on Amazon from Seller Central.

Each of these options has a number allocated to it which you'll need to input. They are as follows:

Dropdown List Only = 0, Both = 1, Filter Search Only = 2. Please ask if you require a number for Amazon.

## Adding filters to your products (via CSV)

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In the example, the attribute is needed for a Dropdown List Only, which is number 0. If you want the Colour attribute to be shown in the filter search on the left as well as a dropdown list on the product page, select 1. If you just want the option to appear in the filter search and not on the product page, use 2.

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### 'Colour' attribute complete

The final look of the 'Colour' attribute information in the example should be this:

**Colour|Blue|||0**

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### Adding other attributes

We now need to do the same for the 'Size' attribute. To separate different attributes, we need to use the 'tilde' symbol ~. You can get this symbol by hitting Shift & the button with the # to the bottom left of your 'Enter' key (press 'Option' & 'n' if you're on a Mac.) The information should now look like this:

**Colour|Blue|||0~**

We then start again with the attribute information, but this time for size.

**Colour|Blue|||0~ Name|Value|Description|Units|Attribute**

turns into

**Colour|Blue|||0~ Size|10|||0**

**NB: If you're adding new products, please use a new CSV file each time. It's fine to keep one row of product information in for reference if needed.**

If you need any help adding filters to your products using the CSV method, please contact us on 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com)