

# Workflows - Categories

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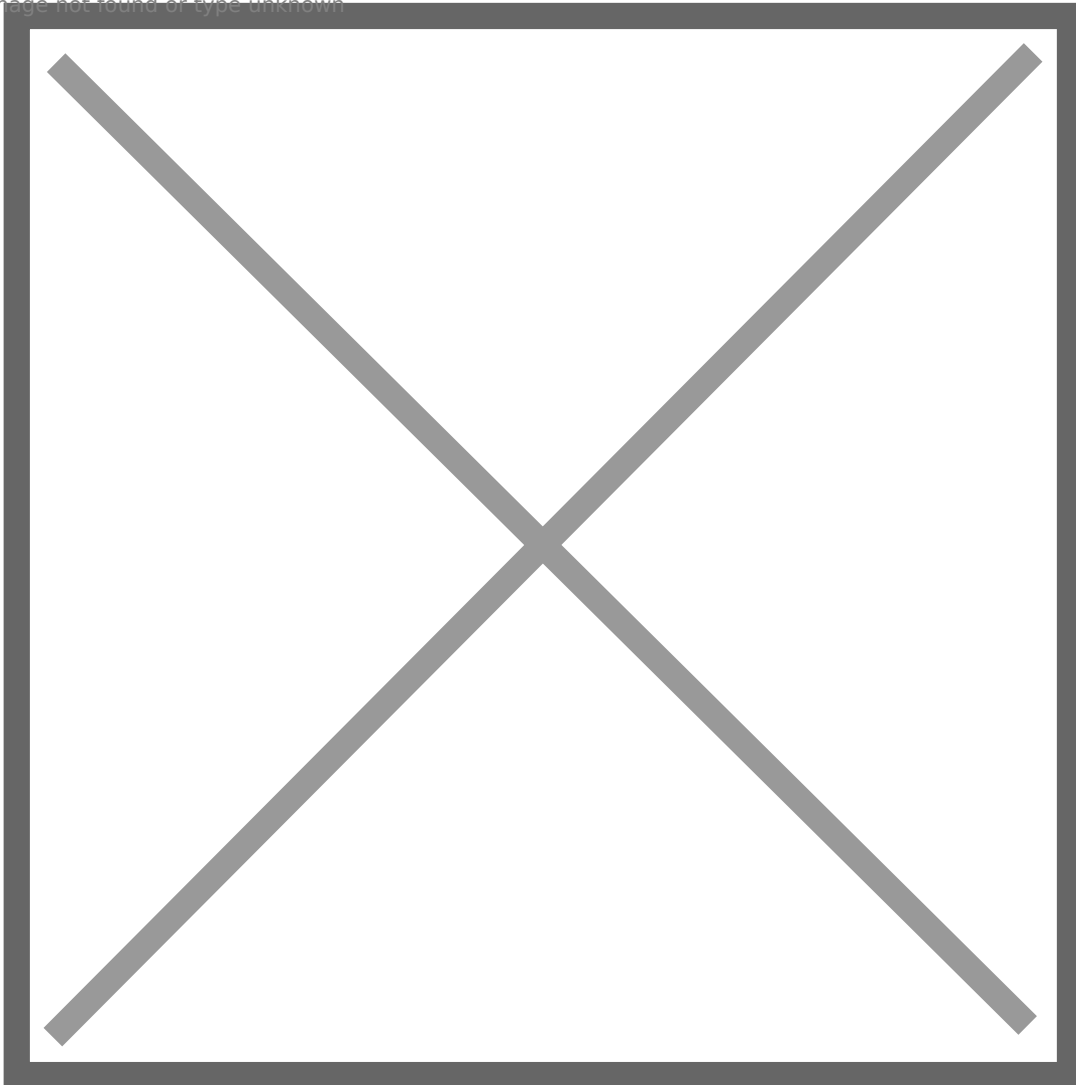
# Dynamic Categories

# How to resequence Products within Categories

Products can be re-sequenced manually from within the CMS by following these simple steps.

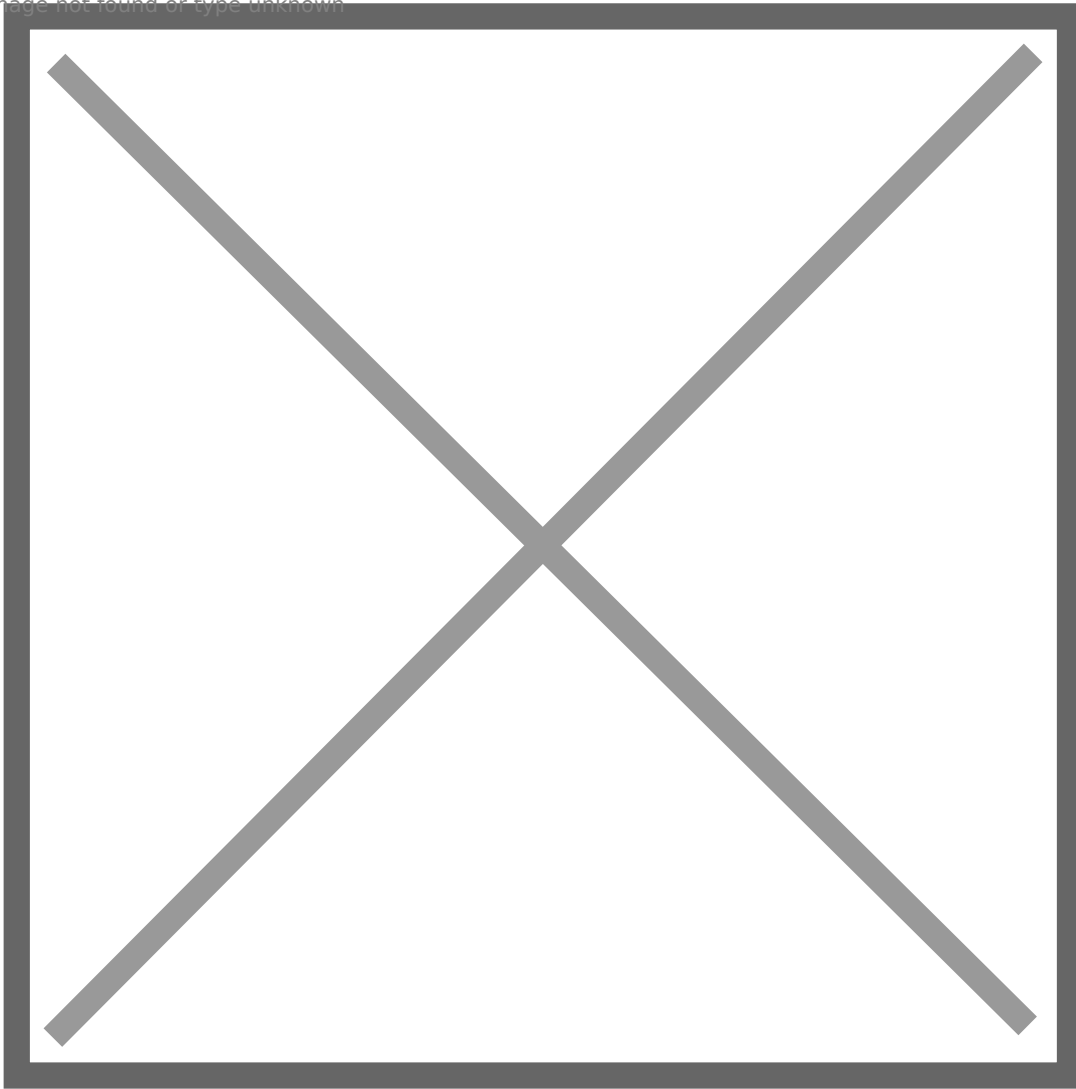
1. Navigate to your CMS.
2. Click "Categories" under Catalogue.

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3. Find the appropriate category. In this instance we are using "Living Room".

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4. Select the appropriate sub-category(s). In this instance we are using "2 Seater Sofas".

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5. When the products are listed, click "Show All".

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6. After clicking "Show All", you will now be able to re-sequence the products by dragging and dropping to a new position. We will move "Harold Chaise Sofa" to the top.

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7. We will also move "Orla Kiely Mimosa Small Sofa".

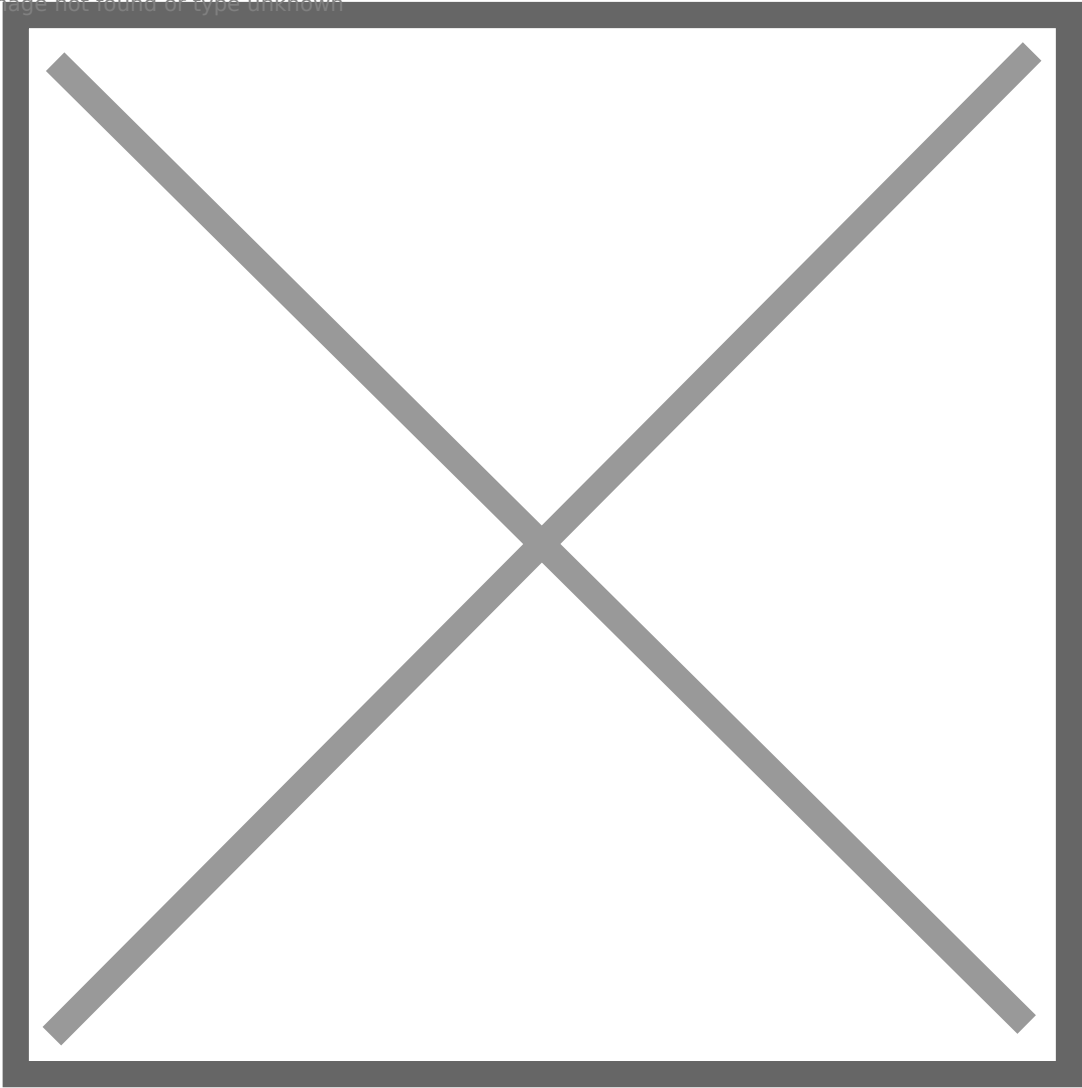
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8. Once you are happy with the new sequence, you can simply return to the parent category, which will save the order of products.



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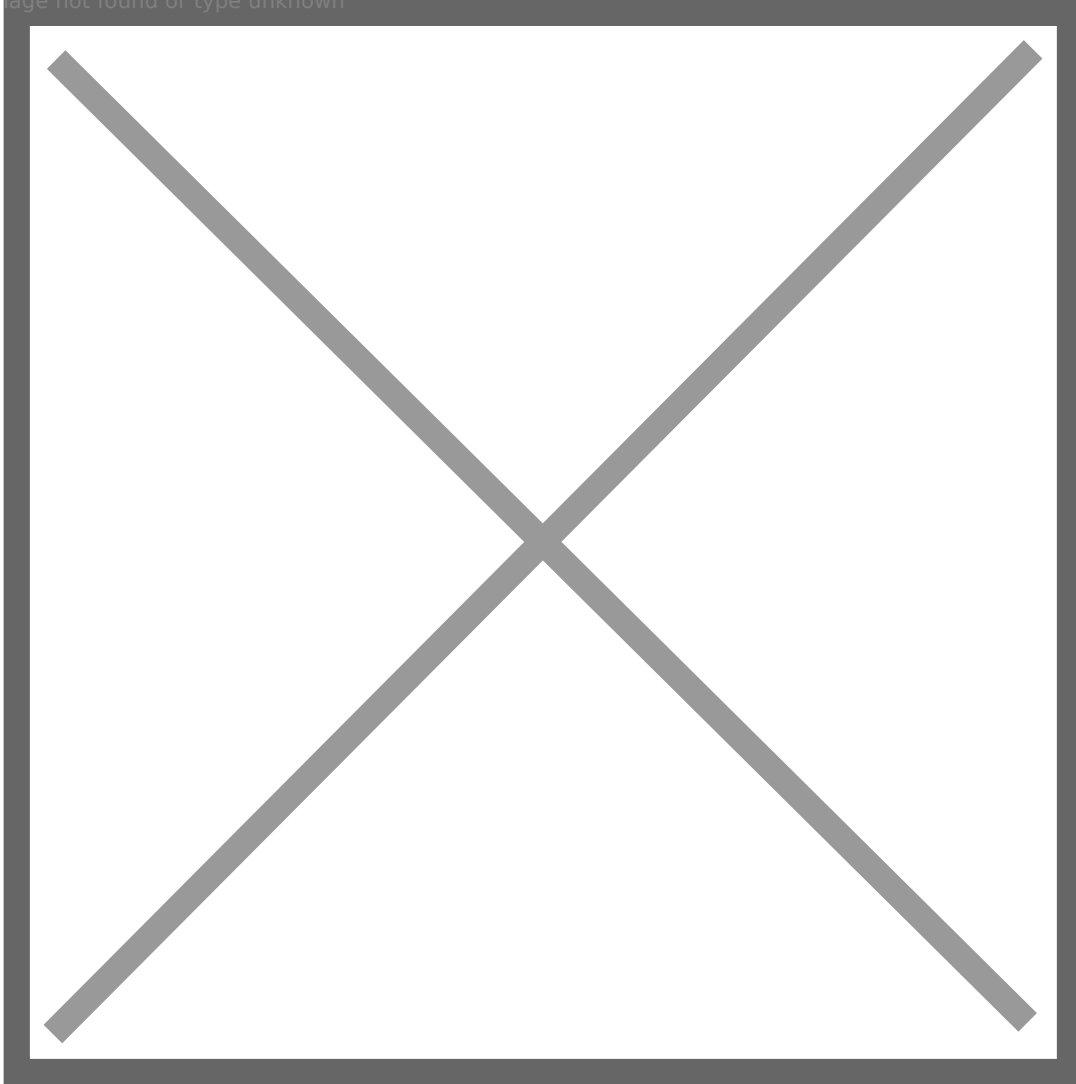
# Managing Products in Bulk

# Deleting a Product

When deleting a product, this action will also delete all associated stock.

## 1. Click "Catalogue"

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## 2. Click the "Product Search:" field.

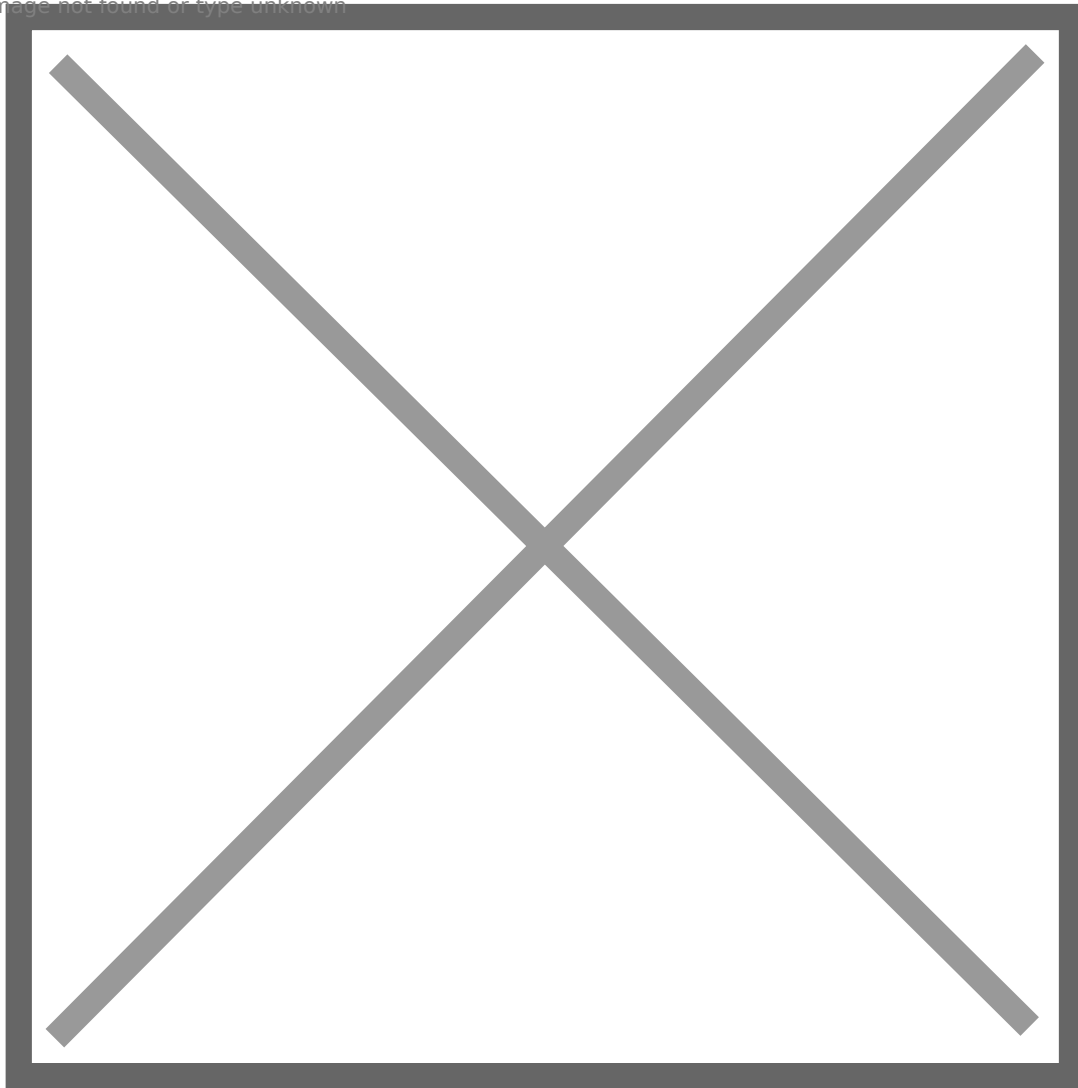
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3. Type the product you are looking for in to the search field. In this example we've used "strawberry".

4. Click 'Search'

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5. Click the 'Edit' icon

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6. Scroll to the bottom of the page and click "delete product"

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7. A popup will open asking if you are sure you want to delete this product - if you are happy, click 'OK'

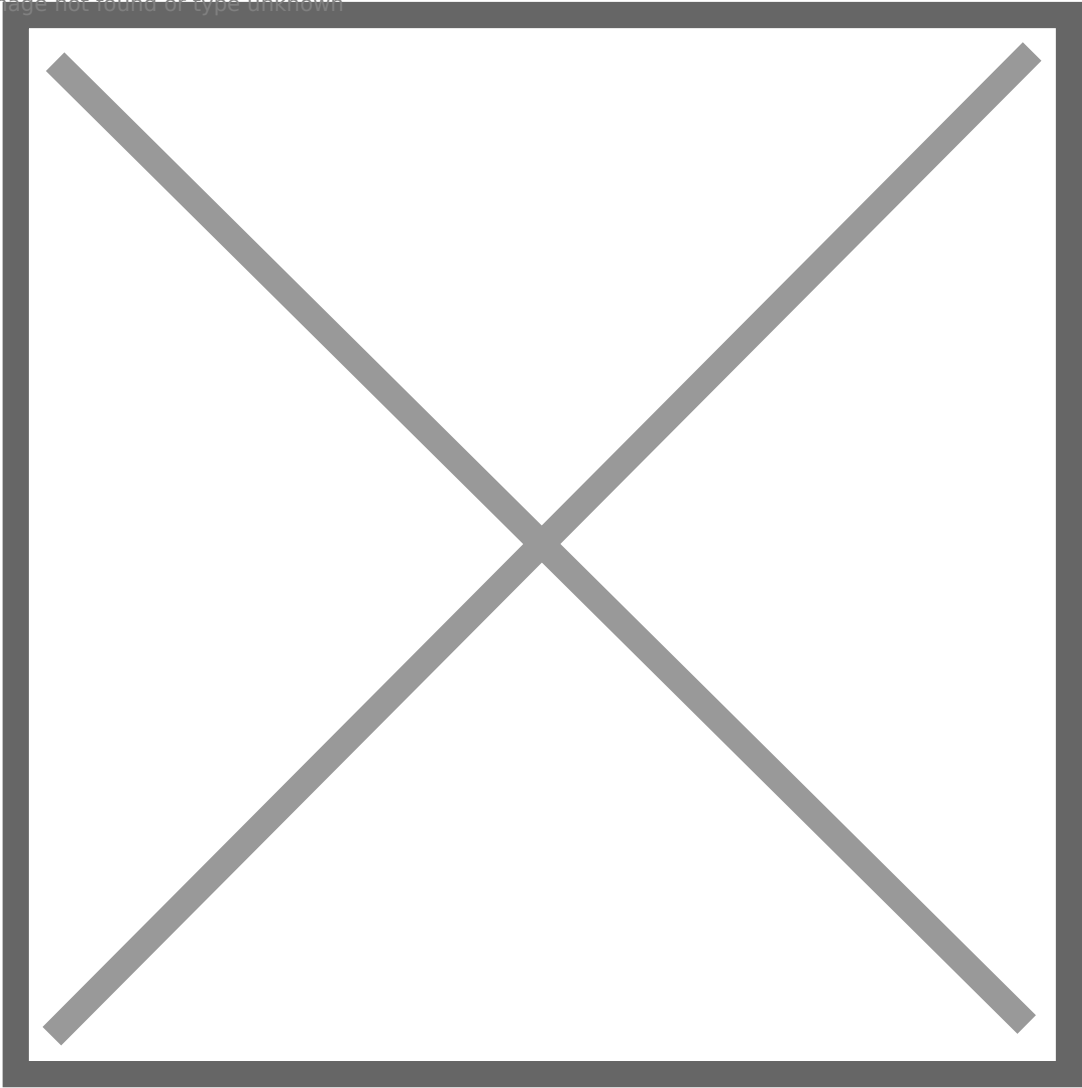
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8. You will receive a confirmation message in the top right of the browser advising 'Product was deleted'



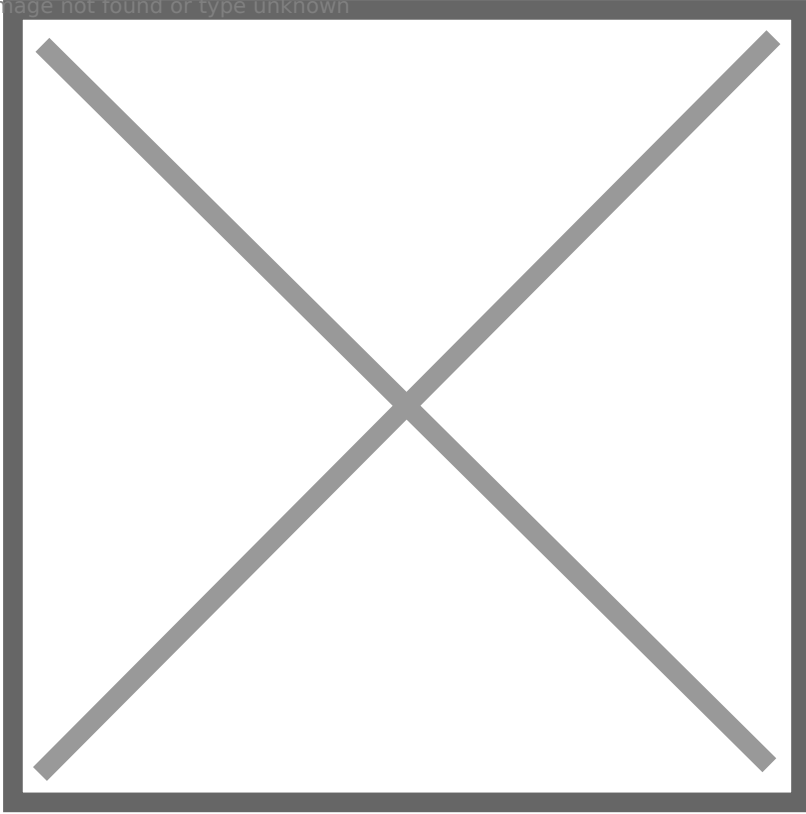
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# Copying a Product

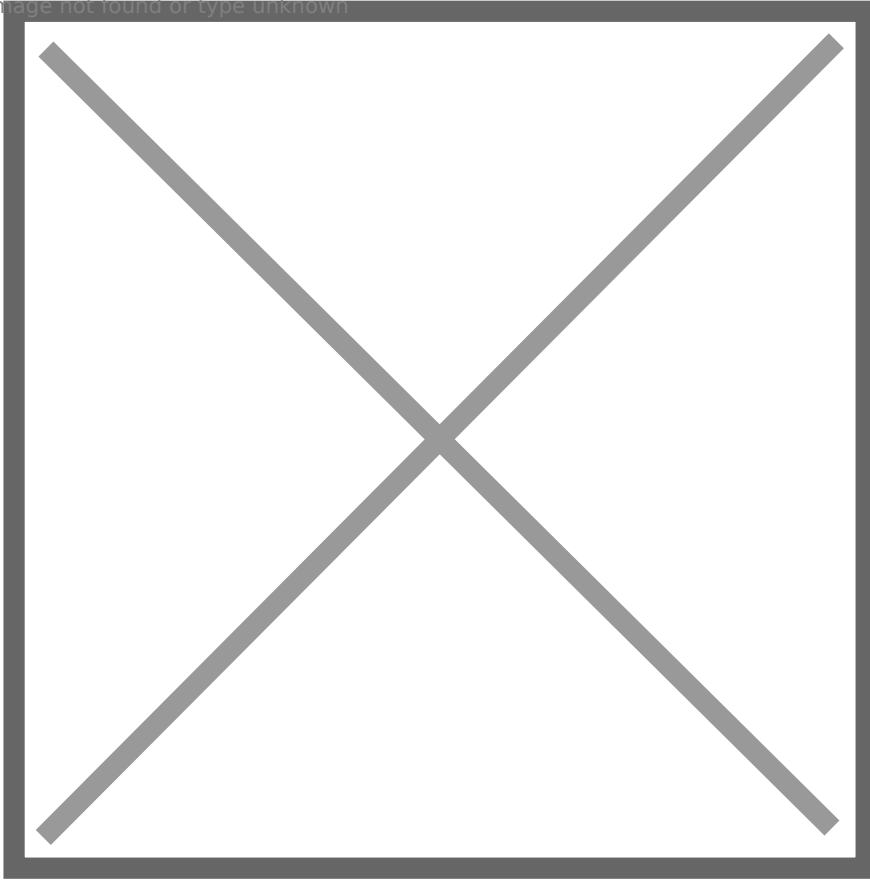
1. Click "Catalogue"

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2. Click the "Product Search:" field.

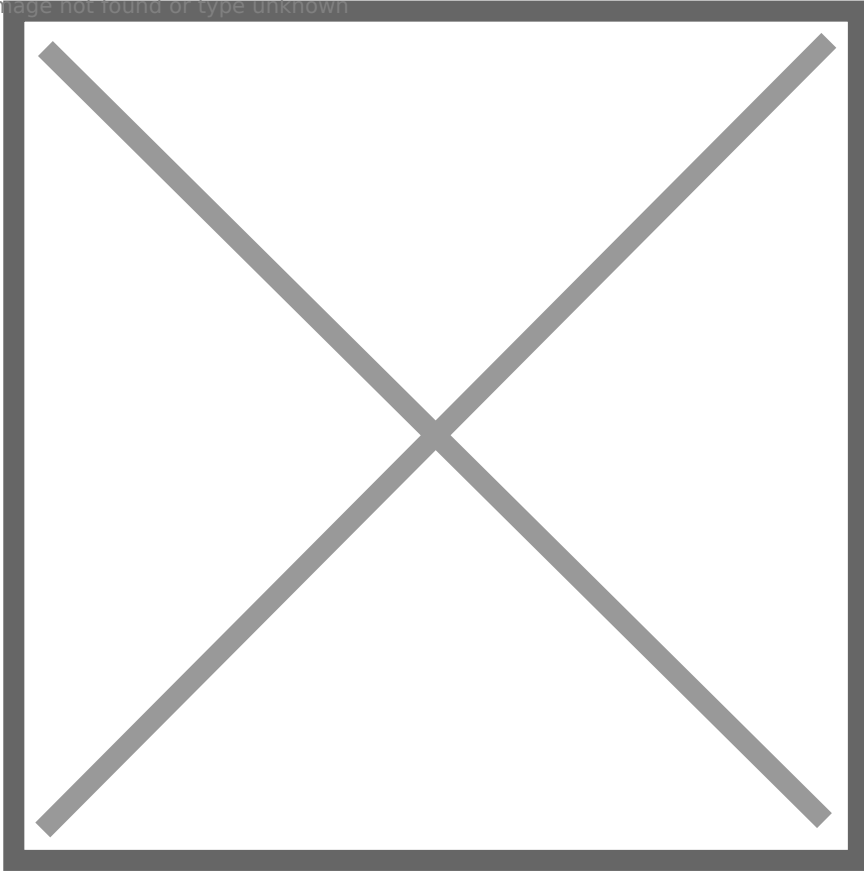
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3. Type the product you are looking for in to the search field. In this example we've used "strawberry".

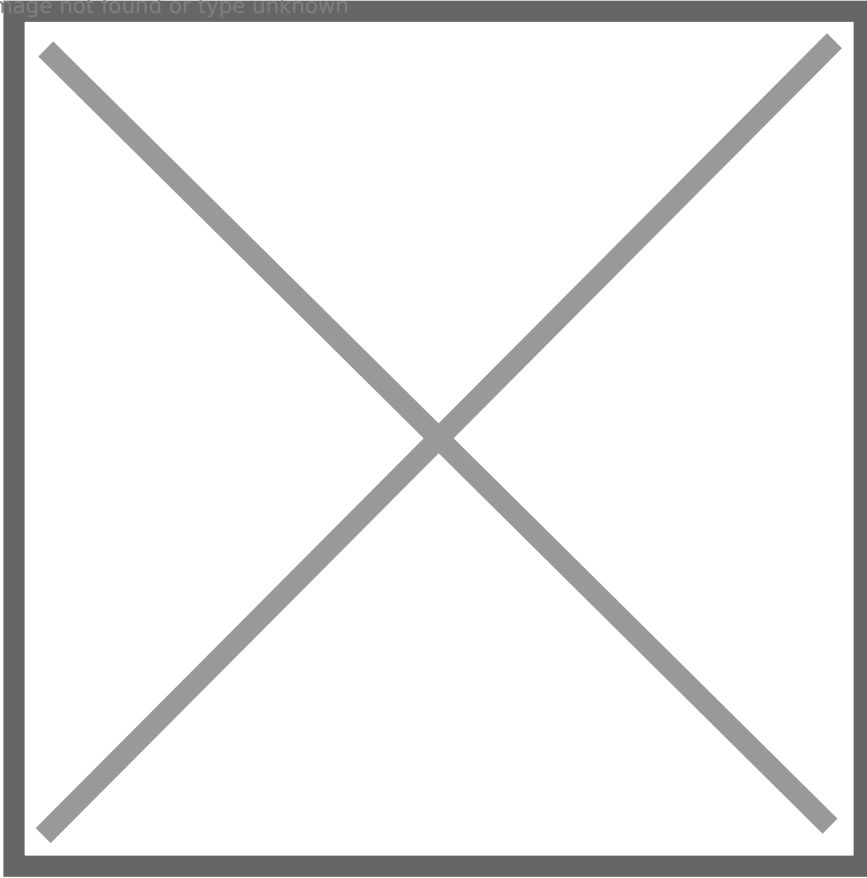
4. Click 'Search'.

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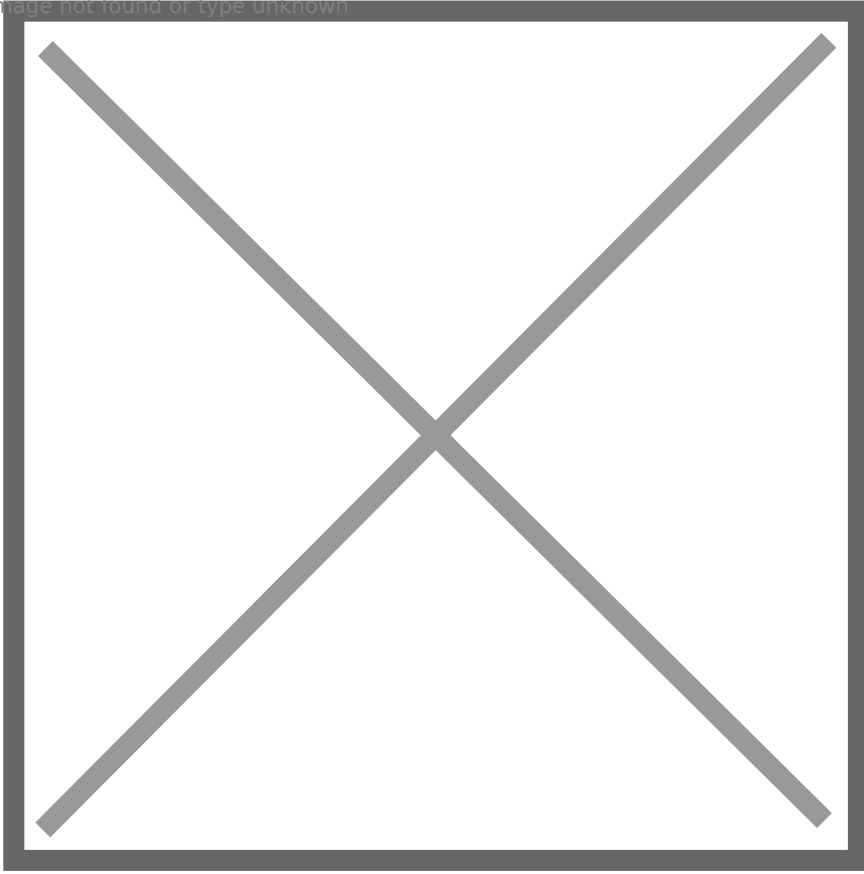
5. Once you've found the product you wish to copy, click the blue copy icon.

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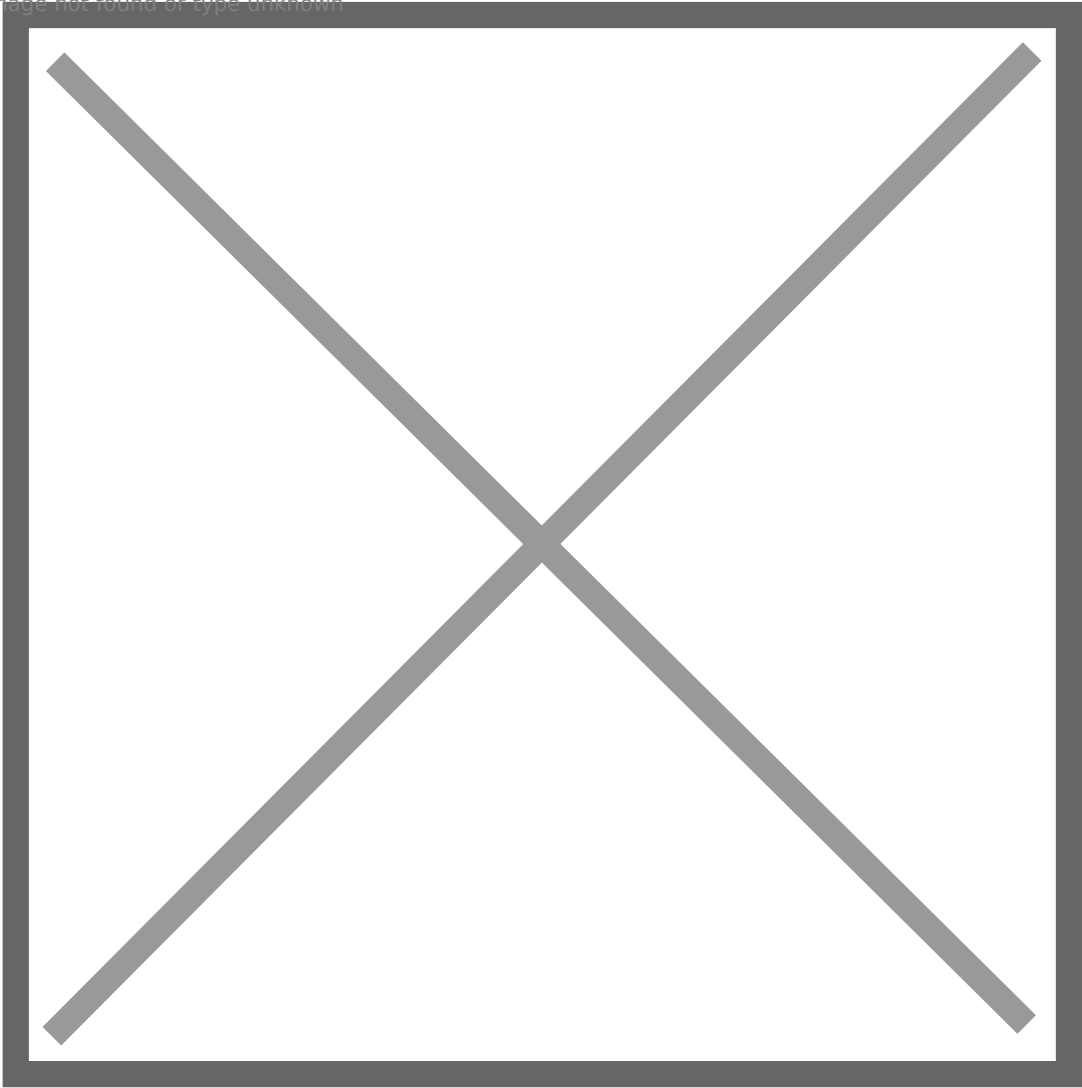
6. You will receive a popup asking if you are sure you want to make a copy. If you are happy, click 'OK' to continue.

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7. A copy of the product will now be created. It will have the same name with a 'COPY' suffix.

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# How to make bulk changes to Products from the Category screen in the CMS

tick boxes