Collections

Manage your Collections here.

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Summary

Use this screen to manage your list of Collections.

You can create a collection by giving it a name and assigning products to it via the product edit screen.

You can revise the order by using your mouse (if these are over multiple pages, you will need to select 'Show All'). This will affect how they are displayed in the main menu and on all pages.

Products in a Collection will be shown as 'related items in this collection' for eCommerce customers.

Filter

Filter by Brand; this will show you Collections where at least one product assigned to them is also assigned to the filtered Brand.

Key to icons

Live = is live

Not Live = is disabled

Edit = edit

Delete = delete

No Children = view assigned products

It is also possible to Show/Hide Disabled Items on this screen.

> Deletion may have serious irreversible impact on your reporting, stock and allocation; Iconography always recommends disabling in the first instance.

Setup

Whether adding a new Collection, or editing an existing one, the user follows the same process.

Field	Purpose
Collection Name	*The name of the Collection, which is displayed to the customer, as well as appearing throughout the CMS*
Listing Image	*Use this to set a Listing Image for the Collection. This will be displayed on pages like Category and Brand pages as an automated link to this Collection.* *These images should be square.* *You can also define the size at which that image should display.*
Collection Content	*Use this to determine the content shown on the Collection page itself. Choose from Products and Content*
Live	*This will determine if the Collection is live to the customer; if set to no, the Collection will still be visible in the CMS for product maintenance and reporting purposes*
Show Swatch Previews	*Controls whether Swatch Previews will show on the Brand Product Listing Page*
Sort By	*Choose the Default Sort Order for Products within this Category - choose from:* • *Manual (Manual Sort)* • *Auto-Ranking (System generated recommendations)* • *Product Name (A-Z)* • *Price Low to High* • *Price High to Low* • *Bet Selling* • *Newest First* • *Biggest Discount* • *Custom 1-3 (Defined in Site Settings)* *Defaults to Manual*
Hide Left Navigation	*This determines how filters will be displayed; click here for more detail*
Hide Page Title	*Hide the H1 text from the Collection* *Not recommended unless you add H1 text within the Collection Content*

You can also update Meta Tags from this screen.

Content

These use Modular Content Blocks to manage page content.

Assigning a Collection

Collections are assigned to Products.

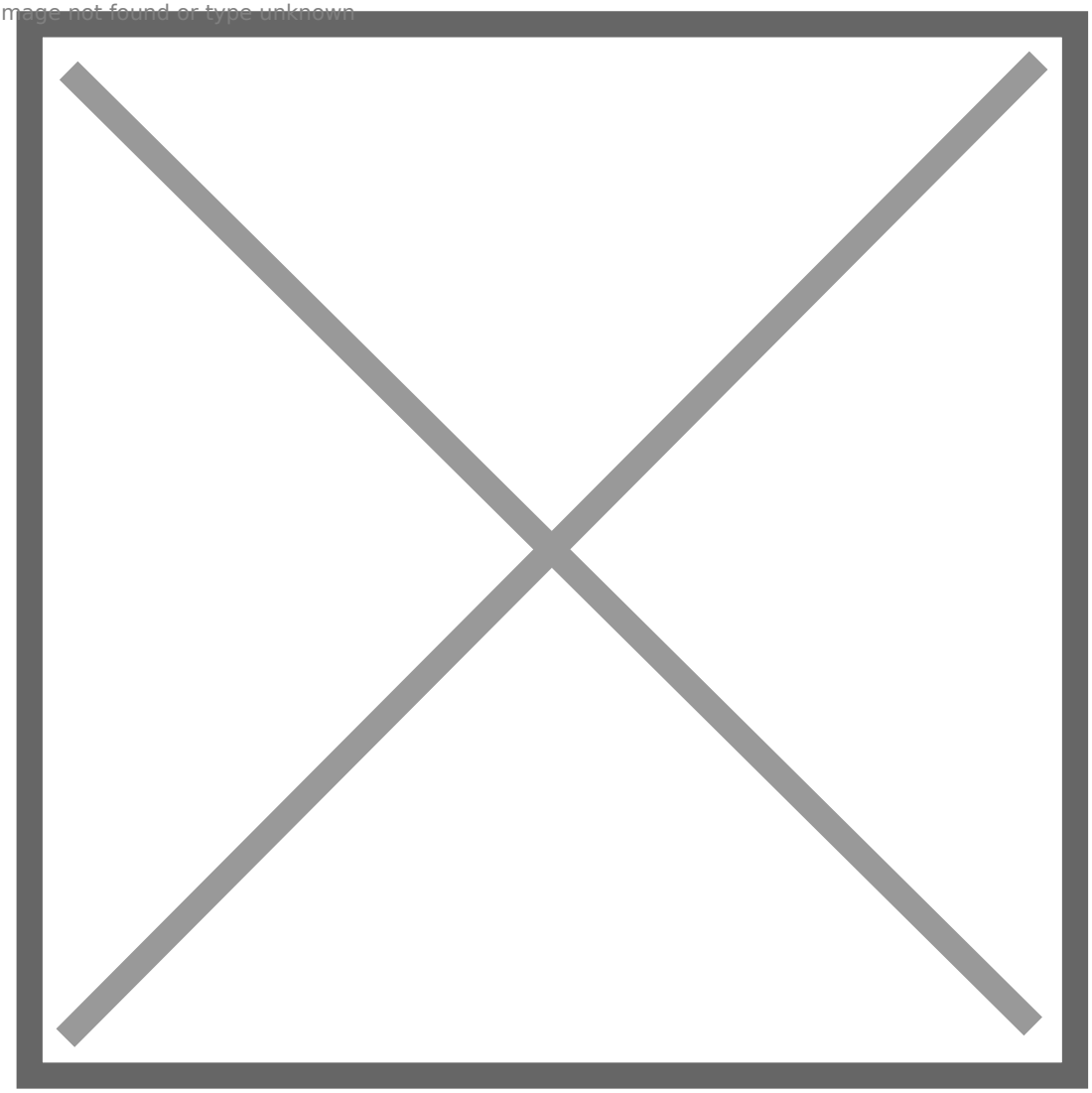
How to resequence Products within Collections

You can manually resequence products within collections by dragging and dropping in to a new order. Simply follow the following steps.

1. Navigate to your CMS and open a Collection

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

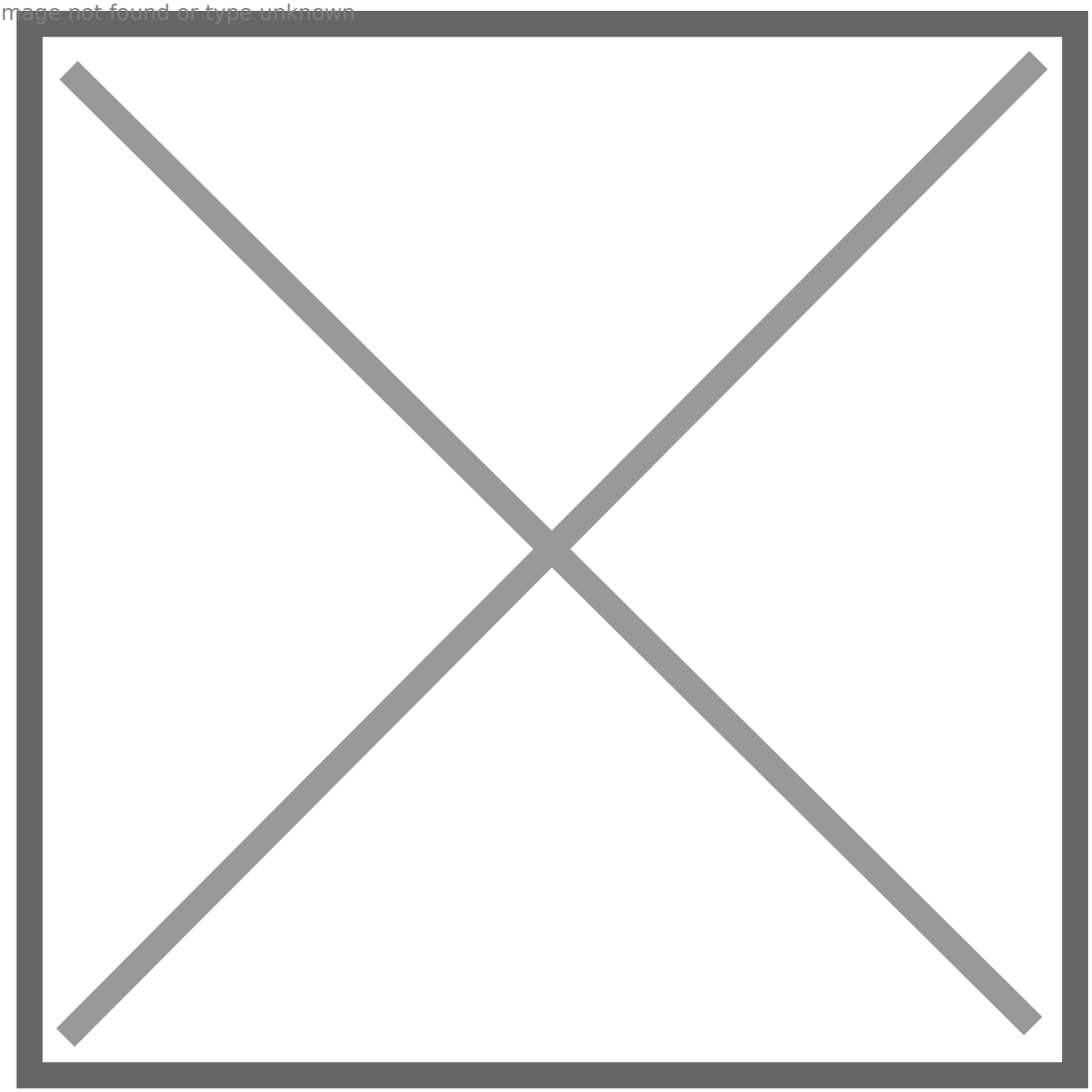
Image not found or type unknown



3. 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

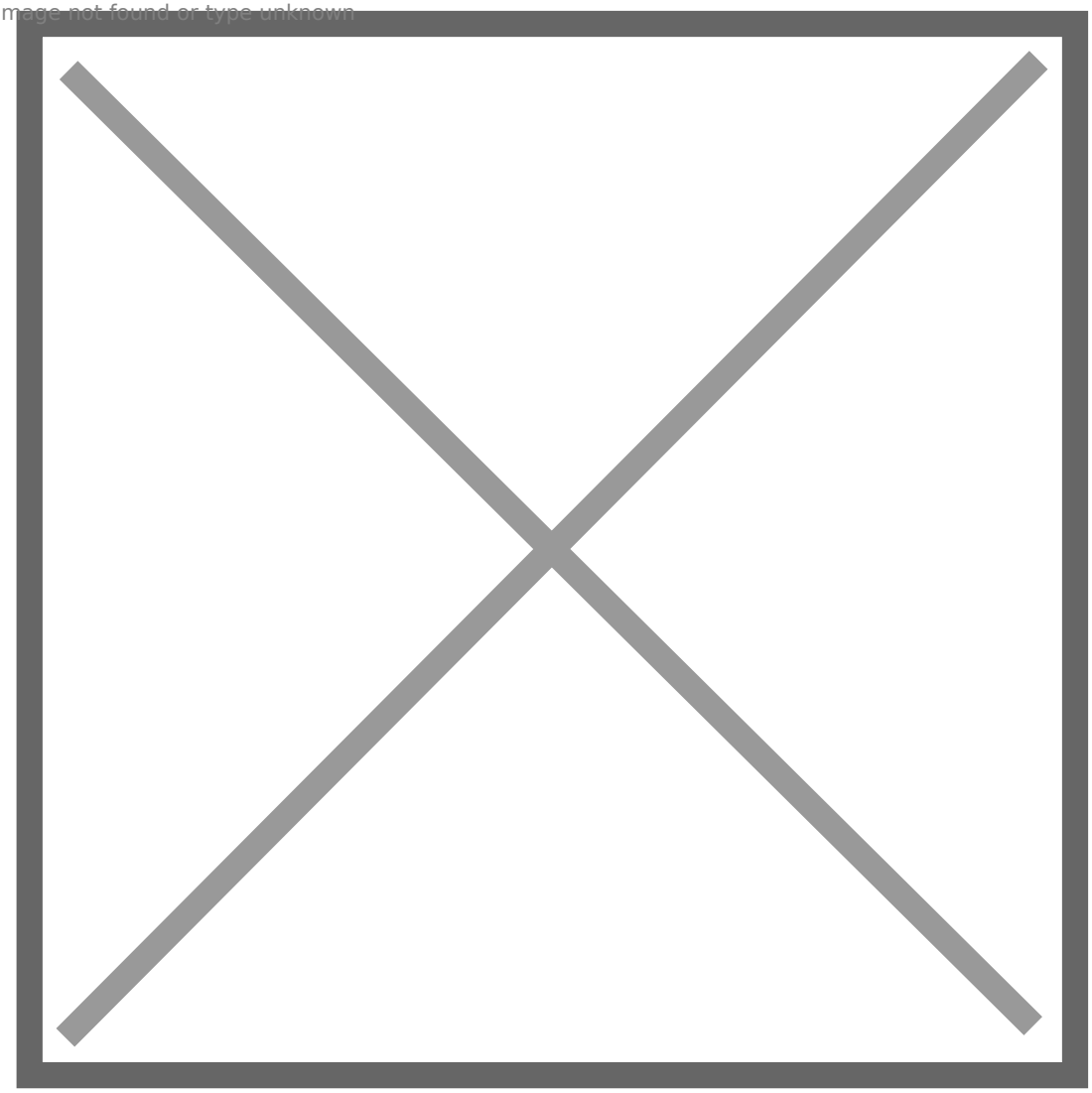
"Harold Chaise Sofa" to the top.

Image not found or type unknown



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

Image not found or type unknown



5. 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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