# 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.

## 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.

# 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.<br><br>These images should be square.<br><br>You can also define the size at which that image should display. |

| Field | Purpose |
|---|---|
| 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* |
| 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*<br><br>*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.

Revision #7
Created 11 September 2024 16:12:44 by Mike
Updated 6 February 2025 11:13:28 by Mike