MANAGING CATEGORIES

CONTENTS

I   INTRODUCTION

Store Commander's interface displayed on a single web page allows you to manage your catalog in a fast and efficient manner.

This guide will explain how Store Commander can help you optimize and accelerate categories management on a daily basis.

You can also discover category management with Store Commander in this video ▶️

1.1   Category structure

The structure of the Categories panel works like a classic tree structure. The root folder is the Home page of your online store. This folder contains all categories and sub-categories where your products are.
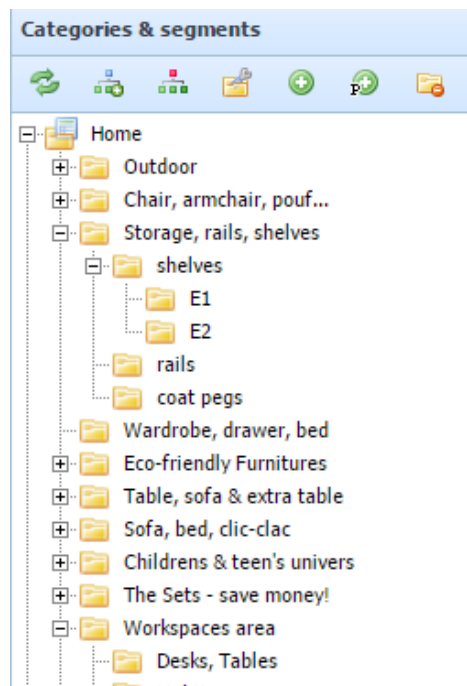
There are three types of folders which are identified by a different folder icon:

📁 **Active category** - visible on your online shop
The folders represent the categories on your online catalog as seen by your visitors. You can add subfolders to represent subcategories.

Hidden category - invisible on your online shop
Hidden categories can be used to help you organize your work flow.

SC Recycle Bin
You can drag any category or any product you wish to remove from your catalog into the recycle bin. Items in the bin are not definitely deleted off your catalog and can be restored at any time by a simple drag/drop mouse action.

You can empty the entire content of the recycle bin/trash using the 'empty recycle bin' icon on the 'Categories' toolbar .

Tips

If you wish to definitely delete some of the products located in the bin, simply select the corresponding product in the bin. The product will then be displayed in the Products panel. Now click on the delete icon ❌ from the Products panel toolbar. The product will then be definitely deleted off your catalog.

A product can exist in multiple categories, one being the default category. When the default category is moved to the bin, the other category (next in the category tree) will automatically become the category by default when the bin is emptied.

1.2 Organizing your daily workflow efficiently
Store Commander allows you to re-think the way you organize your store management.

With Store Commander, you can use hidden categories to reorganize workflows more effectively internally to your store management team.

Indeed you can create hidden categories to store items in the same way as with products, easily moving and sorting them using the drag and drop feature of Store Commander.

As we've seen previously, hidden categories are identified by this icon .

Here is a concrete example. Say you want to create the following categories to make your daily workflow more effective snd speed up processes:

Product specification sheets to be reviewed

- **SC** Images awaiting allocation
- **SC** Unfinished descriptions
- **SC** Pending combinations
- **SC** Products on order from supplier xxx
- **SC** Products on special offer from xxx to yyy
- **SC** ...

When one person finishes a task he/she drags and drops files into the next category or sub-category and the person responsible for the next task starts working on it.

These are just a few ideas for organizing your workflow; you can also create your own tools for managing your e-store and improving productivity.

Take a little time to explore and tweak the application to suit your needs; you'll save a whole lot of time in the long run!

II   MANAGING YOUR CATEGORIES DAILY

Options available in Store Commander allow you to work with your categories in a simple and quick way.

2.1   Creating categories quickly

You to create your categories directly in its interface, simply by clicking on the 'add' icon ⊕ on the toolbar, to then enter the name of the new category in the popup window.

Create a category:

New Category

OK   Annuler
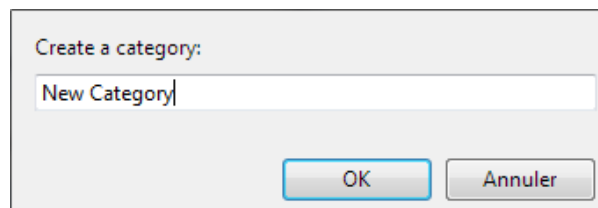
By default, the new category will be located under the selected category previously selected, and disabled (not visible on your online store).

You can also create your categories and add more information to them from the Categories interface, accessible from the Catalog Menu > Categories > Category management. See chapter VI below.

You can also create categories using the CSV import when creating products, feeding two birds with one seed. See chapter V below.

### 2.2   Reorganizing your categories in a blink of an eye

If you happen not to have perfectly thought out your category tree from the outset, no need to panic… Indeed, you can easily reorganize your categories and sub-categories in a blink of an eye by using the **drag/drop** feature in Store Commander.

You drag and drop and this places your categories exactly where you wish them to appear.
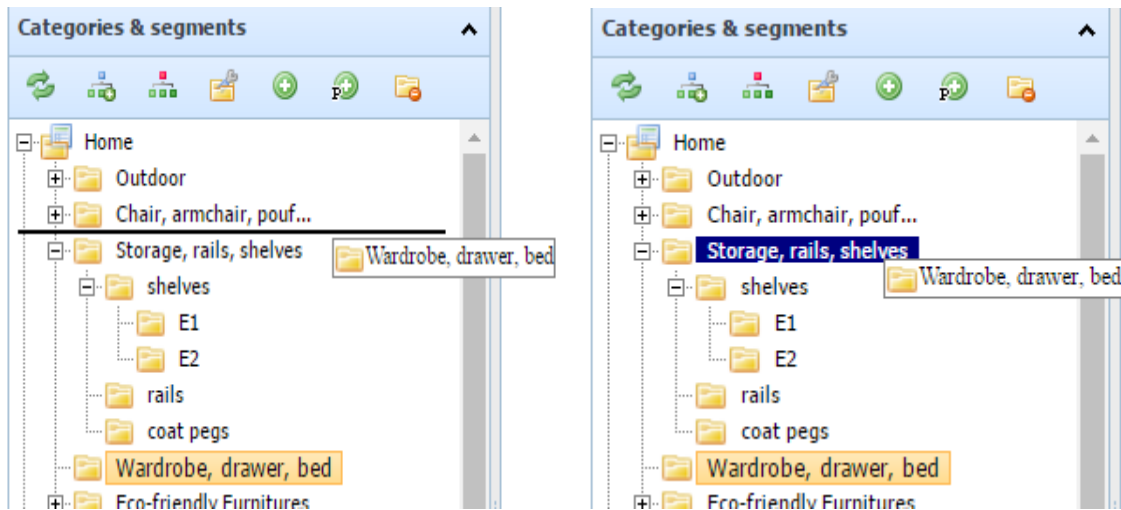
2.3 Saving time with shortcuts

Other options can be found in a pop-up menu. Right-click on a category to display the menu.
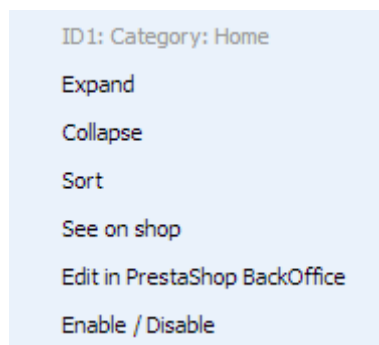
SC Expand and Collapse the selected category

SC Sort the categories in alphabetical order. This order is not registered in the database or in your e-store. This option disables the drag/drop option. Click on the 'Refresh' button to go back to the normal display.

SC Sort and Save allows you to sort the categories in alphabetical order and save the new positions automatically.

SC See on shop will open up a new browser window to display the selected category online, avoiding navigation on our site to display the concerned category.

SC Edit in PrestaShop BackOffice opens up the selected category in a PrestaShop backoffice window.

SC Enable / disable the selected category makes it visible or invisible to your online visitors.

VI   MANAGING CATEGORIES IN BULK

Store Commander's interface allows you to manage your categories in bulk within the Categories management interface accessible from the Catalog > Categories > Category management or by clicking on the icon 📝 on the Categories toolbar.
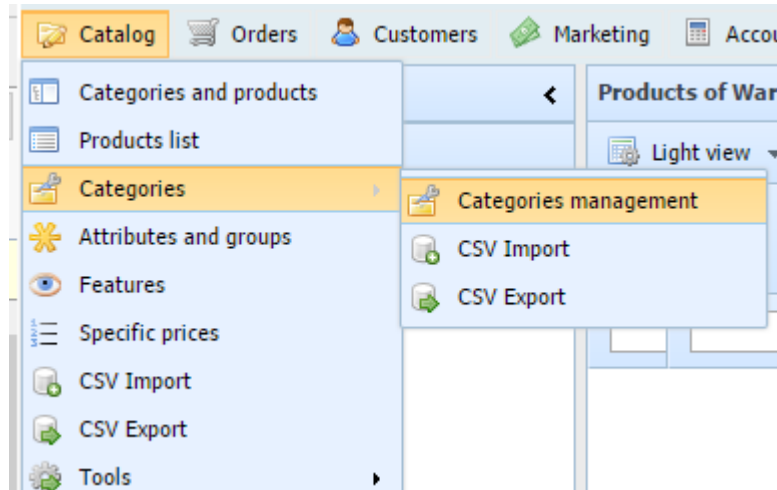
This interface allows you to:

- Copy the structure of an existing category onto another
- Modify names and descriptions in bulk
- Associate an image to categories in bulk
- Associate customer groups in bulk
- Optimizing SEO information
- Managing categories in bulk in multistore mode

3.1   The dedicated interface
This interface is divided into 2 panels.

On the left handside, the category tree and various information on each category.

On the right handside, various category properties.

➡ **Left handside panel: information**

In this panel, you can view the category tree and some useful information for each category, such as ID, name, description, number of products present and number of products using the category as their default category (SEO).

'Active' is also available for you to quickly display or hide a category on your store.

Categories	ID	Image	Name	Description	Produ nb	SEO produ nb	Active
							▼
⊟ Home	1		Home	Welcome to my shop!	11	321	Yes
⊞ Outdoor	1128		Outdoor		28	0	Yes
⊞ Chair, armchair, pou	1130	?	Chair, armchai		50	0	Yes

Additional options are available in the popup menu (right click), especially the possibility to duplicate a category structure onto another category with option called 'copy/paste structure'.

You will find detailed instructions on this article.

➡ **Right handside panel: properties**

The panel on the right handside of the interface contains various properties that can be edited quickly, such as descriptions for example.

You can also add an image, associate customer groups and optimize the SEO information.

If you are working in multistore mode, you can share categories on various stores in seconds.

The information displayed corresponds to a selected category, and therefore you can select multiple categories to display the corresponding information, making you work more efficiently.

3.2 Name and description

In this grid, you can view and edit name and description of your categories, in all available languages and stores (if working in multistore mode).

If you have selected multiple categories, you can filter them by languages, or shops for example, and use the copy/paste option (right click) to save even more time.

3.3 Images

Add an image to your categories in this panel by clicking on the ⊕ icon on the toolbar to display the upload window.

If you need to add the same image to multiple categories, simply make you category selection beforehand.

3.4 Customer groups

Associate groups to your categories in the blink of an eye in this grid. Tick the corresponding boxes or use the mass-association icon 🔖.

You will use the mass-dissociation icon 🔖 or untick the boxes to dissociate groups off categories.

Of course, associating/dissociating can be done in bulk on multiple categories in one step simply by selecting the concerned categories beforehand.

3.5 SEO data

Optimize the SEO information on categories in this grid, such as meta description and meta keywords for instance.

If you have selected multiple categories, you can filter them by languages, or shops for example, and use the copy/paste option (right click) to save even more time.

You can view all these options in this video ▶.

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IV   ASSOCIATING PRODUCTS TO CATEGORIES IN BULK

Your products can be present in one or multiple categories and there are 2 ways you can associate them to categories in the interface: drag/drop or tick/untick boxes.

4.1   Drag/drop

Store Commander allows you indeed to move or add products to other categories with a simple drag/drop.

Dragging/dropping will either move or add selected products to another category by enabling or disabling this icon 🌱 on the products panel toolbar.

- **SC** The option is enabled (on an orange background): drag/drop will **add** products in the target category
- **SC** The option is disabled: drag/drop will **move** products into the target category.

4.2   The category panel

The other way to add/move products to categories is by using the Category panel in the Properties column (right handside).

Indeed, this panel displays the category tree and a 'used' column where you can tick/untick the corresponding categories.

You can also select the categories (on an orange background) in the list and then use the mass-association icon 🔳 on the toolbar.

To remove products off categories, untick the corresponding boxes or use the mass-dissociation icon 🔳 once you have selected the categories in the list.

- **SC** **Default category:** in this panel you can also set the default category for your products using the radio button in the 'Default' column.
- **SC** **Filtering tool**: use the filter icon ▽ to only display the categories the selected products exist in.

You can watch all the above options in action in this video ▶

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V   IMPORTING & EXPORTING YOUR CATEGORIES

Store Commander allows you to create products and associate them to categories using its CSV import tool.

Another CSV import tool dedicated to categories is also available, allowing to create categories with all the necessary information, such as name, description and meta data for example.

The CSV export tool dedicated to categories is also available, to allow you to export category information onto a CSV file, usually in order to modify in bulk using the CSV import thereafter.

5.1   CSV Import Products

This CSV import tool allows you to create new categories when creating new products, and/or add these new products to existing categories, or even move products to other categories.

SC Creating new categories

For Store Commander to create new categories during the import process, the CSV file needs to specify the full path, as shown in this example:

Product name	Categories	Default category
Product A	Category A, Category A > Sub-categorie A	Category A

Please refer to this article for more detailed information.

SC Adding products to existing categories

If categories already exist, you can specify the name or the ID of the categories you need your new products to be in, as described in this article.

SC Moving products to another category

If you have hundreds of products you need to move onto various other categories, refer to this article to setup the corresponding CSV import.

Download the guide for further information on the CSV import tool.

5.2   CSV Import Categories

The dedicated CSV import tool for categories accessible from Catalog > Categories > CSV Import allows you to create and modify categories in bulk.

Find detailed information in this [article](#).

5.3   CSV Export Products

The CSV export tool for products allows you to export the categories associated to products onto a CSV file.

This export tool has been designed to extract product information, therefore there will be no information related to categories exported, only category names, paths and IDs, in various available languages.

Download the guide for further information on the CSV export tool.

5.4   CSV Export Categories

The dedicated CSV export tool for categories accessible from Catalog > Categories > CSV export allows you to extract information associated to categories onto a CSV file. The main purpose is to update the data in bulk using the CSV import for categories thereafter.

Find detailed information in this [article](#).

VI   MANAGING CATEGORIES IN MULTISTORE MODE

There are a few options to manage categories when working in Multistore mode with Store Commander.

SC The Store Tree

The store tree located on the top left corner of the interface allows you to display all the categories of a selected shop. You can also display the categories of all your store by selecting 'All shops'.
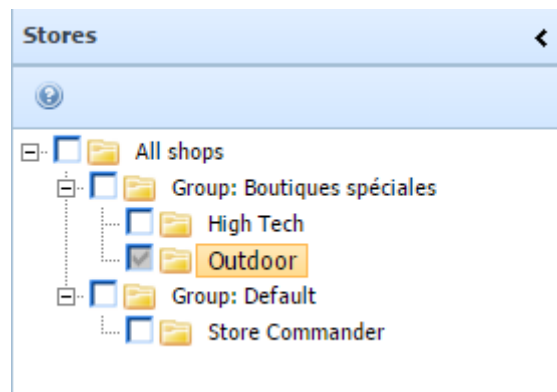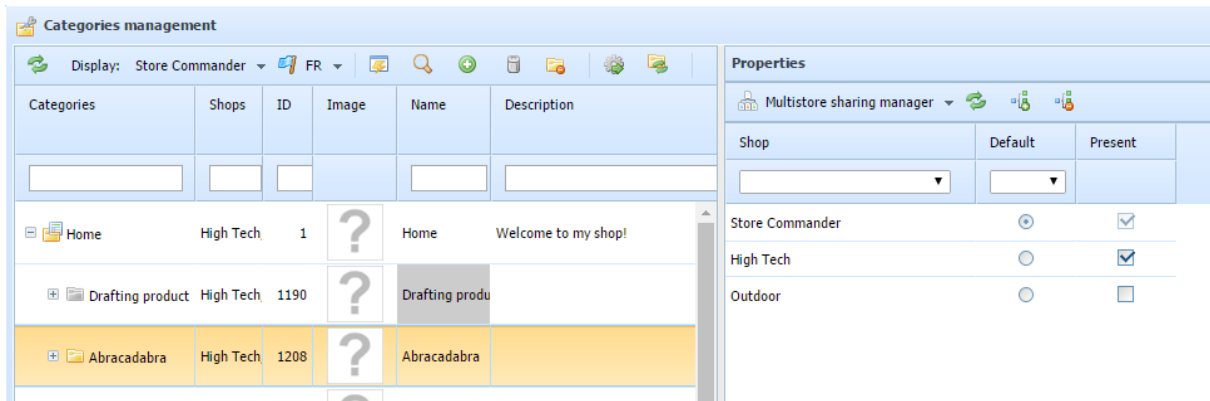

SC The Category Interface

Within the category interface (accessible from Catalog Menu), you select the shop from the available drop down menu to then display the corresponding categories.
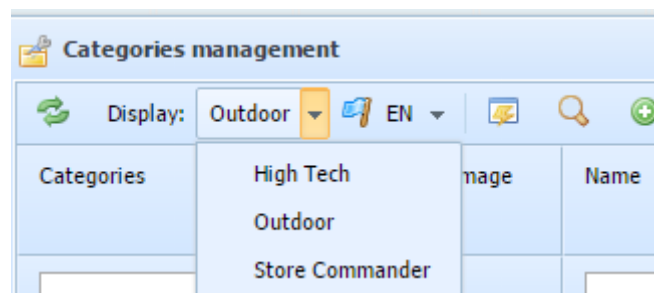
In the right handside panel, you can associate/dissociate categories to various shops via the Multistore Sharing Manager grid.

Note that you can of course select multiple categories before associating/dissociating them, and in this case, a color code will be used:
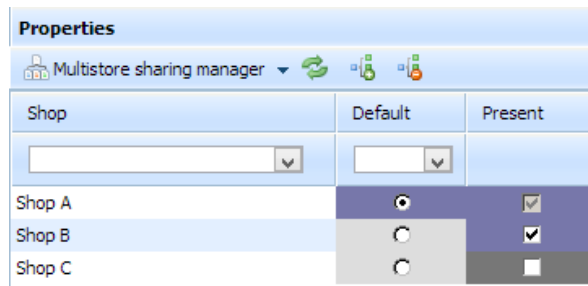
In the above example:

➡ **Light grey**: none of the selected categories are associated to Shop B and C
➡ **Dark grey**: some selected categories are associated to Shop C
➡ **Purple**: all selected categories are associated to Shop A and Shop B

SC The Categories grid

The categories grid available in the Properties column includes an icon 📑 on the toolbar allowing you to decide whether to display the categories of the selected store (in the stores tree) or to display all categories of all stores. This is very useful when associating products to various categories in multiple stores.

SC Synchronizing the category positions
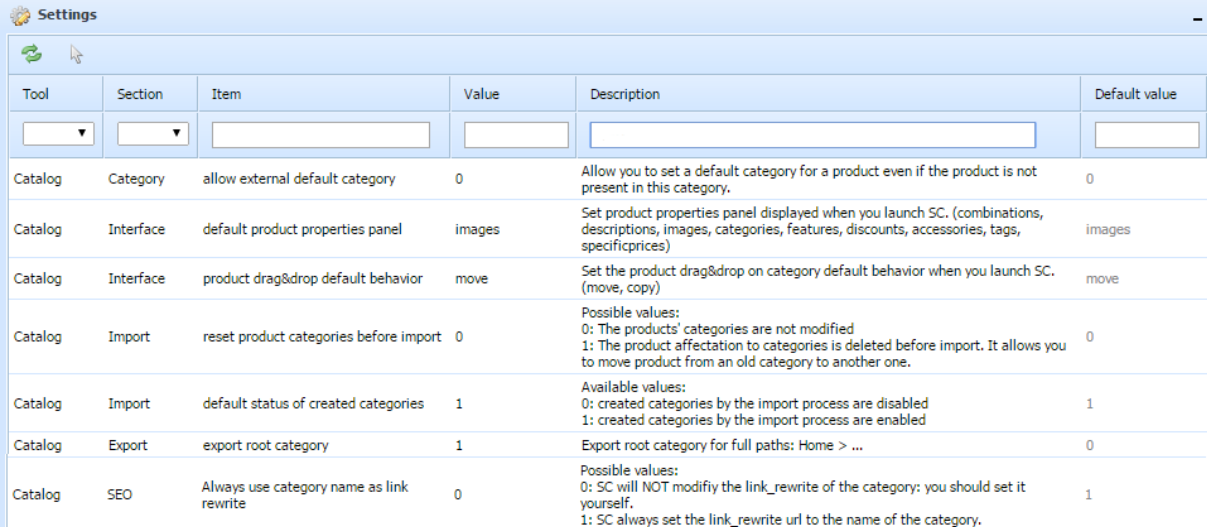
When multiple stores use the same category tree and the order of the categories has to be modified, no need to apply the changes on each store individually, once is enough.

Indeed, you make the change once and then apply the change on all other stores using the position synchronization option.

Here is the [article](#) that explains in details how to use this option.

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VII MANAGING YOUR CATEGORIES SETTINGS

Store Commander provides you with a few options to help you manage the categories of your catalog. They can be found under Tools > Settings.

Tool	Section	Item	Value	Description	Default value
Catalog	Category	allow external default category	0	Allow you to set a default category for a product even if the product is not present in this category.	0
Catalog	Interface	default product properties panel	images	Set product properties panel displayed when you launch SC. (combinations, descriptions, images, categories, features, discounts, accessories, tags, specificprices)	images
Catalog	Interface	product drag&drop default behavior	move	Set the product drag&drop on category default behavior when you launch SC. (move, copy)	move
Catalog	Import	reset product categories before import	0	Possible values: 0: The products' categories are not modified 1: The product affectation to categories is deleted before import. It allows you to move product from an old category to another one.	0
Catalog	Import	default status of created categories	1	Available values: 0: created categories by the import process are disabled 1: created categories by the import process are enabled	1
Catalog	Export	export root category	1	Export root category for full paths: Home > ...	0
Catalog	SEO	Always use category name as link rewrite	0	Possible values: 0: SC will NOT modifiy the link_rewrite of the category: you should set it yourself. 1: SC always set the link_rewrite url to the name of the category.	1

VIII CATEGORIES ICONS LIST

Below is the list of icons used to manage your categories.

Categories Panel	
	Refreshes the categories tree
	When the option is enabled, it allows you to see the products contained in the selected category and/or all of the consecutive sub-categories
	When the option is enabled, only the products using the selected category as default are displayed
	Opens the categories management interface
	Adds a category
	Adds a category using PrestaShop form
	Deletes the contents of SC Recycle Bin
Properties Panel	
	Refreshes the categories grid
	When this filter is enabled, only categories used by the selected products will be displayed
	Expands the selected category in the Categories panel and displays the products
	Opens the categories tree fully
	Closes the categories tree fully
	Associates the selected categories to the selected products
	Dissociates the selected categories from the selected products
Categories management interface	
	Language option
	Selects all categories displayed on the page
	Opens the selected category in Store Commander's catalog interface
	Adds a category
	Moves the selected categories to SC Recycling bin
	Deletes elements contained in SC Recycling bin

	Recalculates PrestaShop index used to display the categories when numerous modifications have been applied
	Synchronizes categories positions (multistore mode)
	Enables all products existing in the selected categories in bulk
	Disables all products existing in the selected categories in bulk
Multistores	
Display: Store Commander ▾	Selects all or a specific store onto which you will be working

This document has been updated August 2016