How do I configure product catalogs?

Ron M. - 2022-12-22 - Products

A product catalog is a holder for specific products. For example, if you had books for sale they Product catalog could be Books and the products would be each of the specific books for sale.

To create a Product Catalog, follow the steps below:

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click the **E-Commerce & Financial** tab.
3. In the **E-Commerce** section, click the **Product Catalog** link.
4. You are on how the Product Catalogs page. This lists all of the Product Catalogs.
5. These are all displayed on the public store page where users can order the products from them.

Adding a Product Catalog

1. Click on the **Add Product Catalog** button.
2. An Add Product Catalog pop-up will open. Use the options below to create the catalog:
    - **Product Catalog Name** - The name of the catalog.
    - **Permalink** - The catalog's permalink. The permalink is used for the catalog's URL/address.
    - **Image** - The image used for the catalog.
    - **Short Description** - The short description of the catalog.
    - **Full Description** - The full description of the catalog.
    - **Select Products** - Select the products you would like to add into the catalog. You could click **Select All** to add all of the Products to the catalog or to unselect all of the Products, click **UnSelect All**.
3. Click **Save**.
4. Now go to the public store page and you will see your product catalog and selected products.

Editing a Product Catalog

1. Click the actions **dropdown arrow** on the right side of the page.

2. From the options, click **Edit.**

3. An Edit Product Catalog pop-up will open. Use these options to edit the catalog:

    - **Product Catalog Name** - The name of the catalog.
    - **Permalink** - The catalog's permalink. The permalink is used for the catalog's URL/address.
    - **Image** - The image used for the catalog.
    - **Short Description** - The short description of the catalog.
    - **Full Description** - The full description of the catalog.
    - **Select Products** - Select the products you would like to add into the catalog. You could click **Select All** to add all of the Products to the catalog or to unselect all of the Products, click **UnSelect All**.

4. Click **Save**.

5. Now go to the public store page and you will see your updated product catalog and selected products.

Deleting a Product Catalog

1. Click the actions **dropdown arrow** on the right side of the page.

2. Click **Delete**.

Note

Deleting a Product Catalog will only delete the catalog. The products that were added into the catalog will remain on the Products list.