USER GUIDE

CATALOG SETTINGS

Version 1.3

akeneo

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MANAGE ATTRIBUTES

To help to adjust the PIM application to your needs, Akeneo PIM enables you to define attributes. For example, if you need to capture data about the weight of your products, you can add an attribute type as 'metric'.

You will be able to select the most appropriate attribute type for your needs, please refer to the section below. For example, you can choose to create a field as a text, in which users can write what they want, or as a drop down list with a selection of values, forcing users to select from a list of predefined options.

Once you have created a new attribute (see below), you'll need to assign it to one or more families or directly to a product to make it available to users.

To learn more on how the attributes and products interact, please refer to "Adding attributes to a product" or "Add attributes to a family" section.

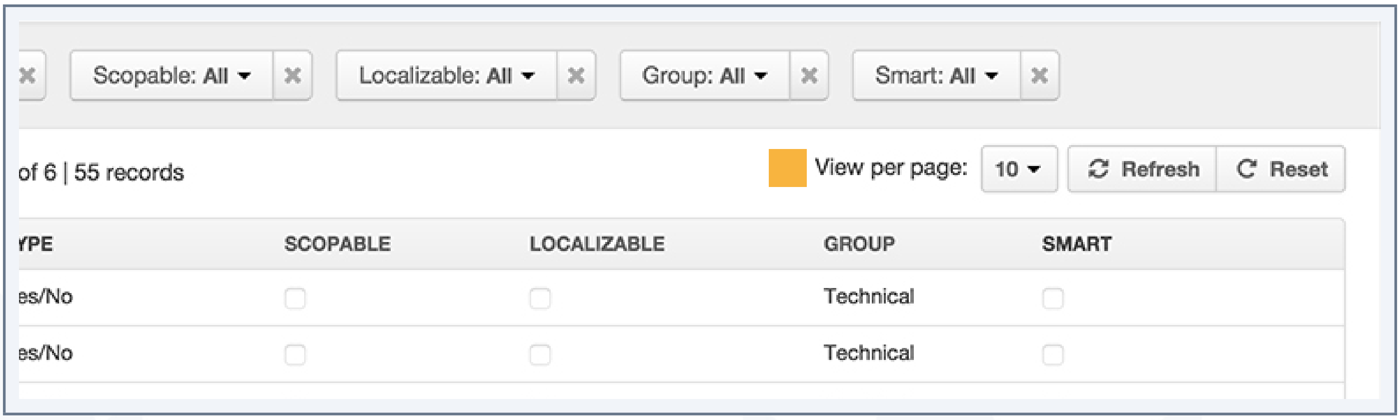
Attributes are always optional data fields. This means that all attributes can be with no values for the products except the SKU, which identifies a product, and is therefore mandatory with a value entered as of you create a product.

View Attributes

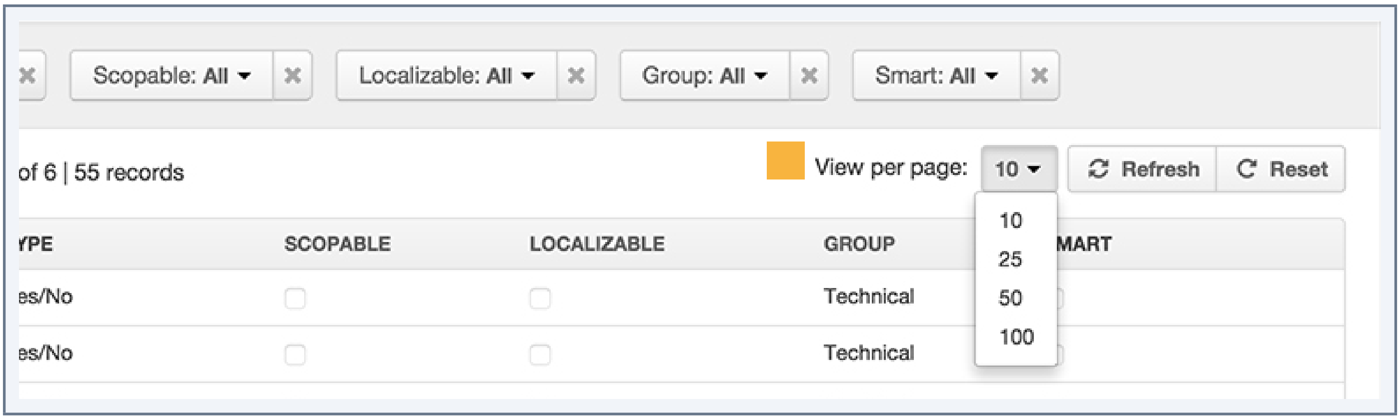
To start, go to Settings > Attributes. From this page, you will have several options to work with the datagrid of attributes as described below.

Page numbering

The attribute datagrid displays a page number. All attributes are displayed in the datagrid per set of N attributes. The number of attributes is indicated at the top right of the grid.



This number of attributes per page can be amended if you click on the drop down list to select another number:

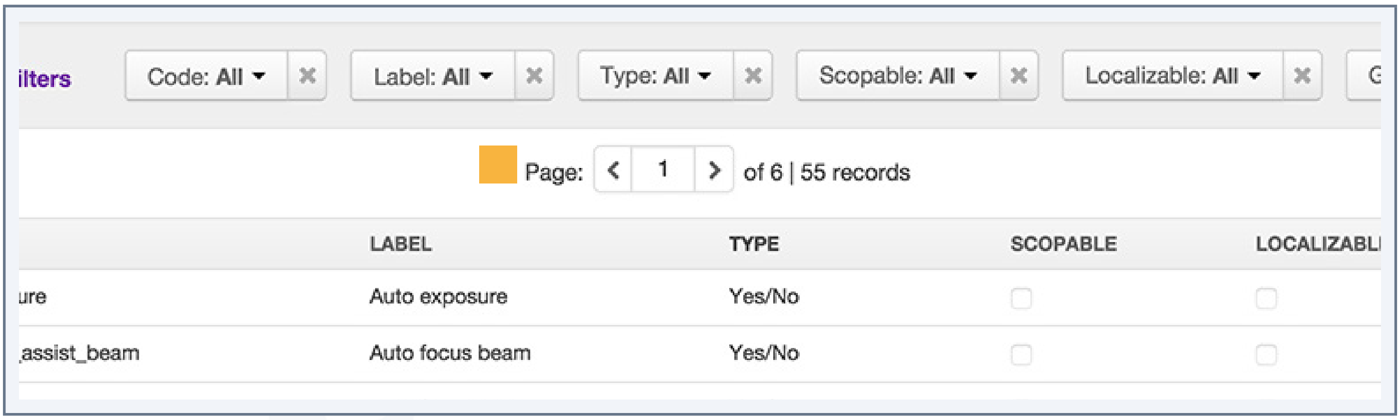


Note

This number is not taken in account as a contextual element of work.

This means that when you leave the page to view and edit an attribute form for example, and you go back to the page of the screen display of the attribute datagrid, then the number of attributes per page set back on the initial configuration, which is “10”.

In order to navigate through the different pages of the attribute datagrid, the navigation buttons “next” and “previous” are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by amending the field of the ongoing page number.

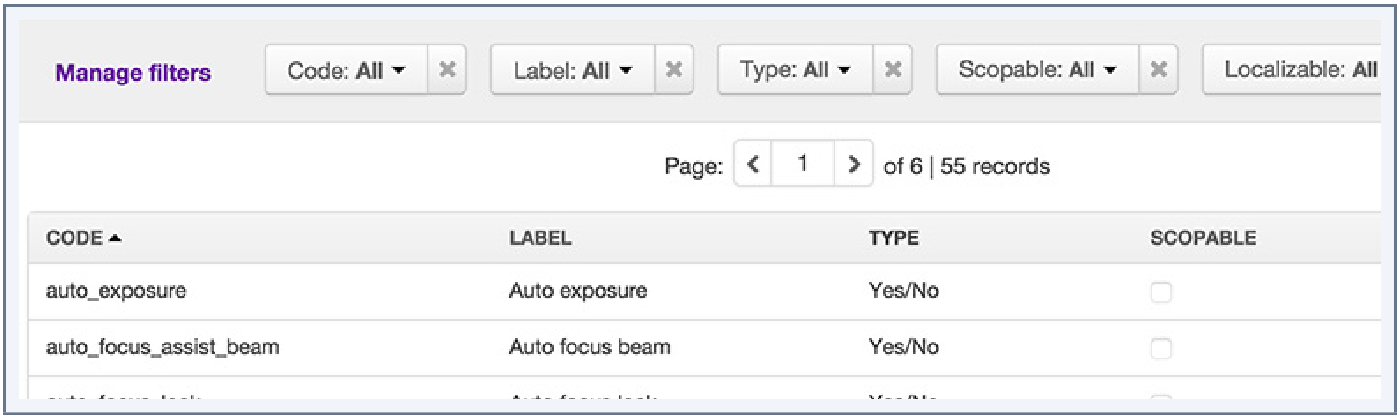


Note

The navigation through the pages of the attribute datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display an attribute for for instance, and you go back to the page of the screen display of the attribute datagrid, then the page number set back to the original configuration, which is “ 1 “.

The filters

The attribute datagrid comes with a filter bar.



1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the “Manage filters” button.
2. The grid is automatically updated as a new filter is added.

Labels filters are located: If an attribute has a label in the local preference, then this wording is used. If there is no available language, then the attribute code will be displayed in brackets. For example: [COLOR].

Filters can be sorted out on the following attribute information:

- The code,
- The label,
- The attribute type,
- The “scopable” property,
- The “Localizable” property,
- The group in which it belongs
- If there is a set of conditions and an action to execute the rule for a smart attribute (Enterprise Edition only).

Screening product attributes

To sort out the attributes, you can click on the column header in the datagrid.

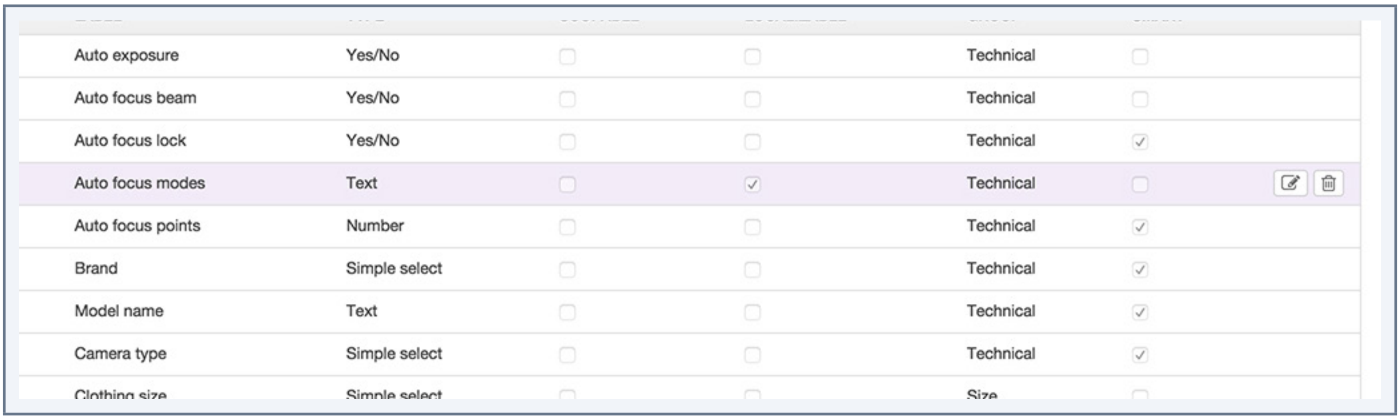
Note

The following type of information cannot be used to sort out the list:

- The attribute type
- If it is a “Smart attributes”

Shortcut actions on each attribute

There is a set of actions available for each attribute, that you can find in the last column of the grid. The buttons are prompted when you hover your mouse over the line.



Auto exposure	Yes/No	☐	☐	Technical	☐
Auto focus beam	Yes/No	☐	☐	Technical	☐
Auto focus lock	Yes/No	☐	☐	Technical	✓
Auto focus modes	Text	☐	✓	Technical	☐
Auto focus points	Number	☐	☐	Technical	✓
Brand	Simple select	☐	☐	Technical	✓
Model name	Text	☐	☐	Technical	✓
Camera type	Simple select	☐	☐	Technical	✓
Clothing size	Simple select	☐	☐	Size	☐

Note

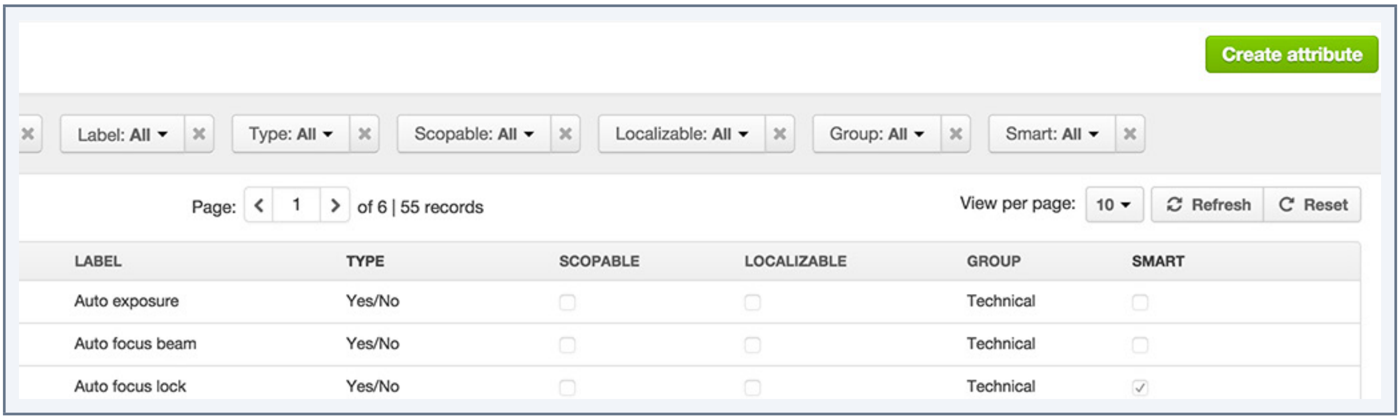
The shortcut actions are only displayed if you have been granted the appropriate rights

Create an attribute

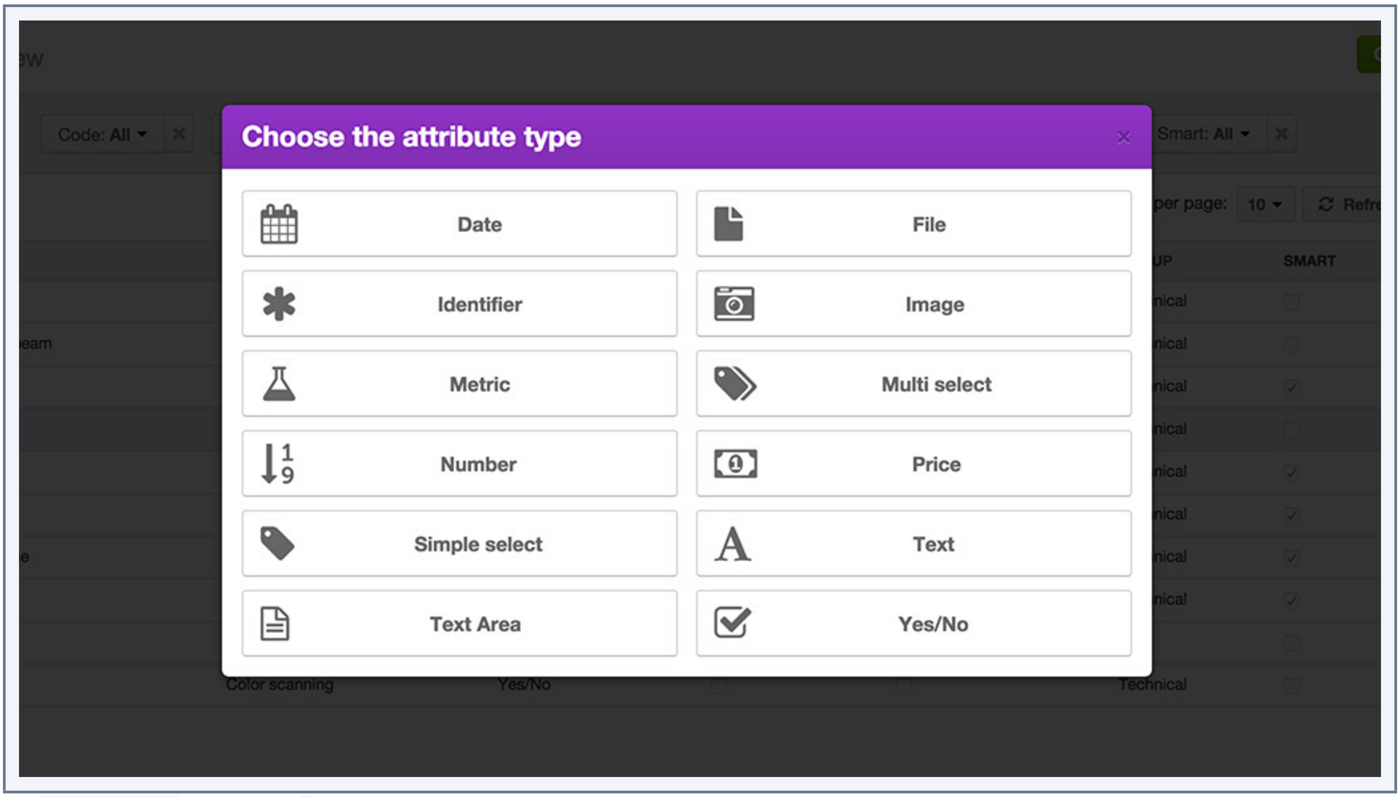
To create an attribute from the PIM user interface (without going through imports), you must have a specific permission for that. On the other way around, please contact your administrator.

To create an attribute in the PIM:

1. Click on the “Create attribute” button



2. Select the attribute type you want to create:



3. The page of Edit Attribute is displayed. The following properties are required to create an attribute:
   - a code
   - a scope (global or per channel)
   - localization (global or local)
   - unique value (will be required according to the attribute type)

- Specific locale

4. Click on the “Save” button changed.

The attribute has been created and some properties can be added or amended over time.

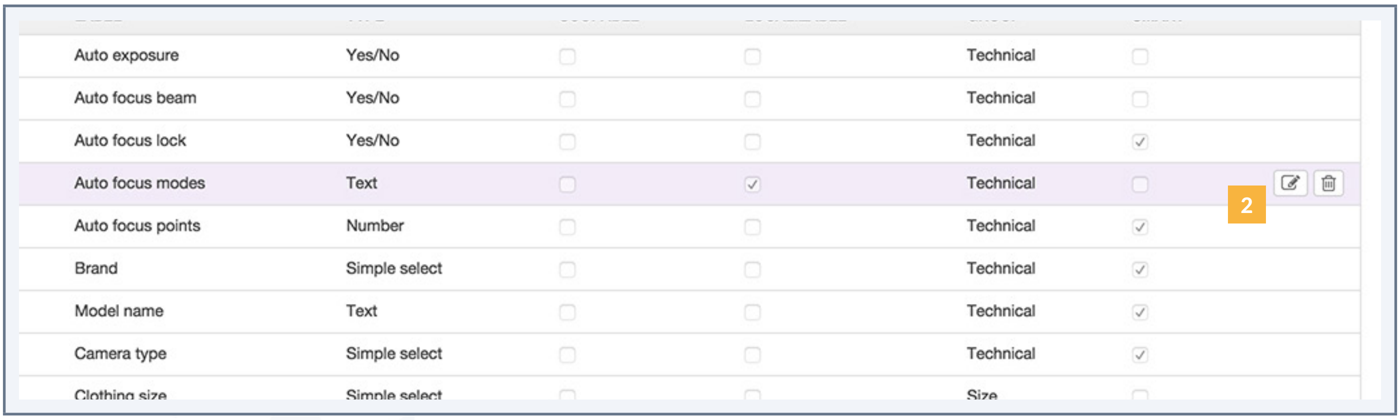
Edit the properties of an attribute

You can change the following properties of an attribute

- Labels: these are labels that appear when they are displayed in the PIM.
- Specific properties to attributes (see below)
- Options (for single or multi select attribute type only): these are predefined values that the user can select
- The attribute group: the group in which the attribute belongs

To edit an attribute:

1. Go to Settings > Attributes
2. Select the attribute to be edited in the datagrid and click on the line or on the shortcut



3. Change the properties and click on the Save button

Validation by settings properties for the different attribute types

Each attribute has specific properties to validate values:

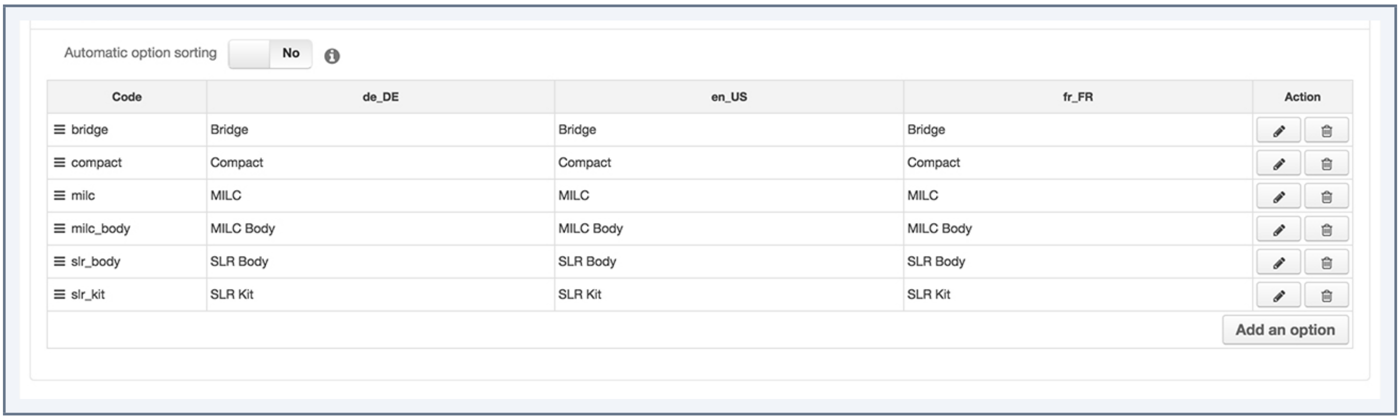
- Date
    - min date : the earliest date that can be accepted
    - max date: the latest date that can be accepted
- A short text field: Text
    - Maximum number of characters: maximum number of characters that an attribute value can have.
    - Validation rule: how the value should be validated: such as an URL, as an Email, or using a regular expression.
- A long text field: text area
    - Maximum number of characters: like for the previous text attribute type
    - Enable WYSIWYG: allow the WYSIWYG feature.
- File and picture
    - maximum size allowed in Mo
    - allowed extensions files: png, jpg, pdf, doc, etc ...
- Metric
    - Allow negative values for the attribute
    - Allow decimal values for this attribute
    - Minimum value: The smallest value allowed
    - Maximum value: the largest value allowed
    - Metric family: family units of measurement to be used for the attribute (weight, dimensions, area, etc.)
    - The default unit of measurement
- Price
    - Allow decimals for the attribute values
    - minimum value the smallest allowed value
    - maximum value: the largest allowed value
- Number
    - Allow negative values for the attribute

- Allow decimals
- Minimum value: the smallest allowed value:
- Maximum value the largest allowed value

The single and multi select attribute type, as well as boolean attribute (yes / no) have no specific properties to validate the attributes.

Manage the attribute options

You can define values for single and multi-select attribute type. Options can be added, modified, ordered, or deleted.

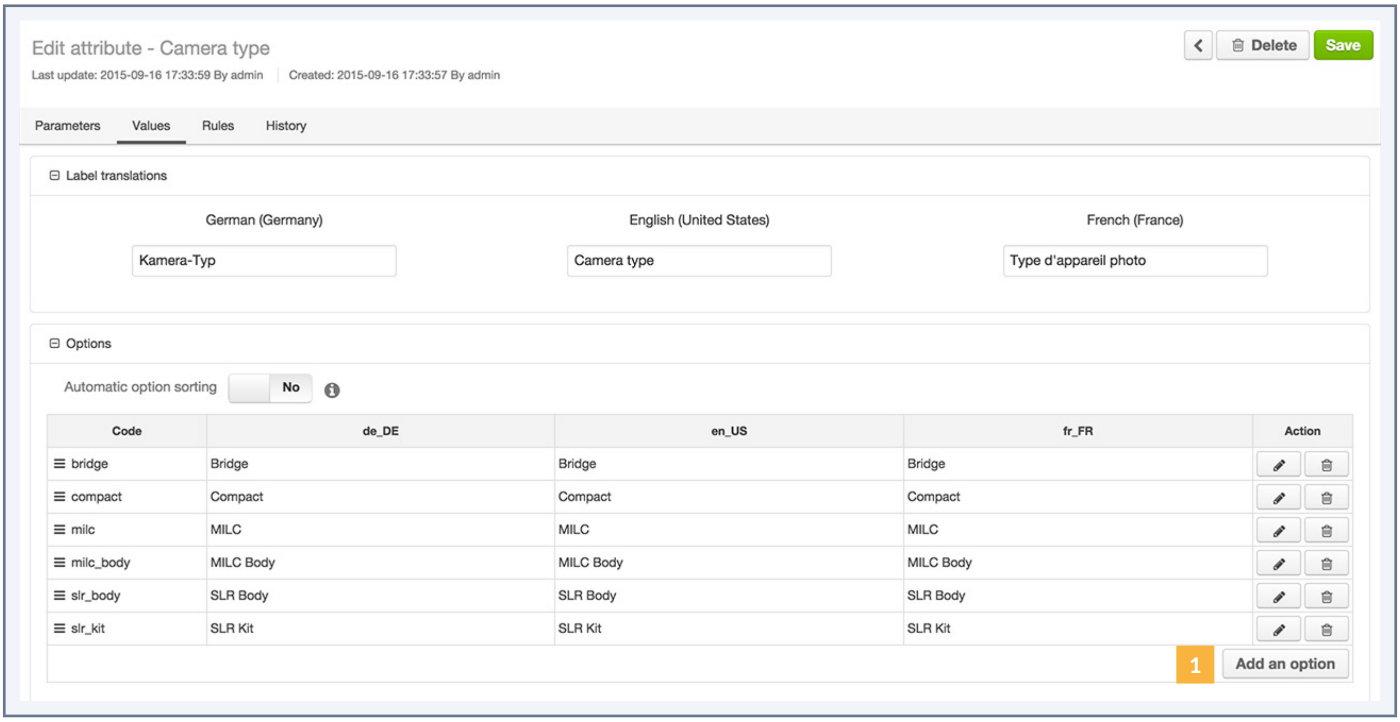


The actions are instantly applied. You do not need to click on the “Save” button at the top of the page to apply the changes.

List attribute options

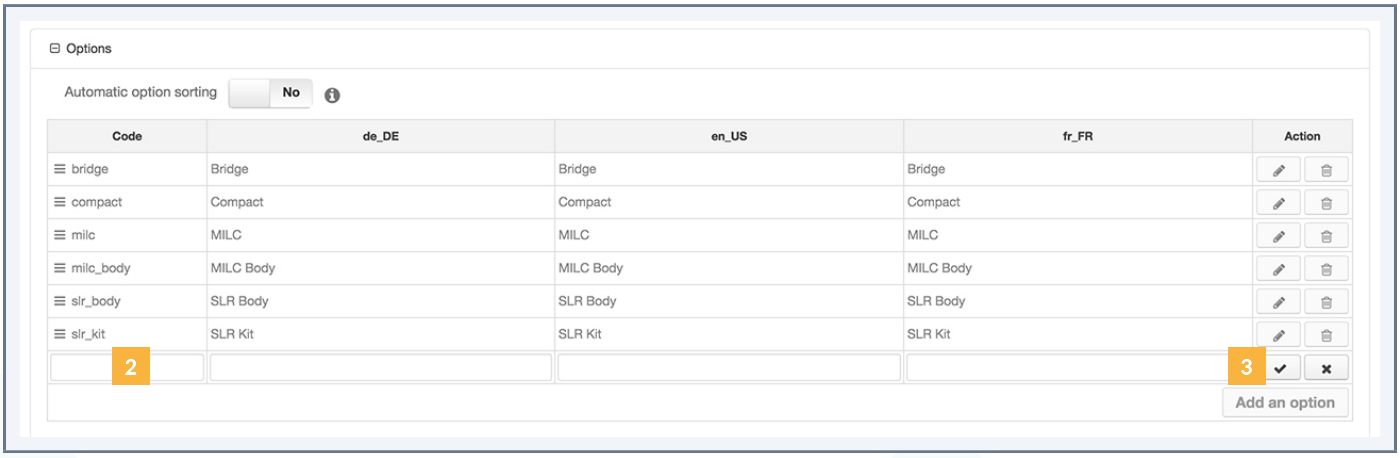
To edit an attribute options

1. Go to Settings > Attributes
2. Select the attribute for which you want to edit the options, then click on the relevant row in the attribute datagrid.
3. Click on the “Values” tab.



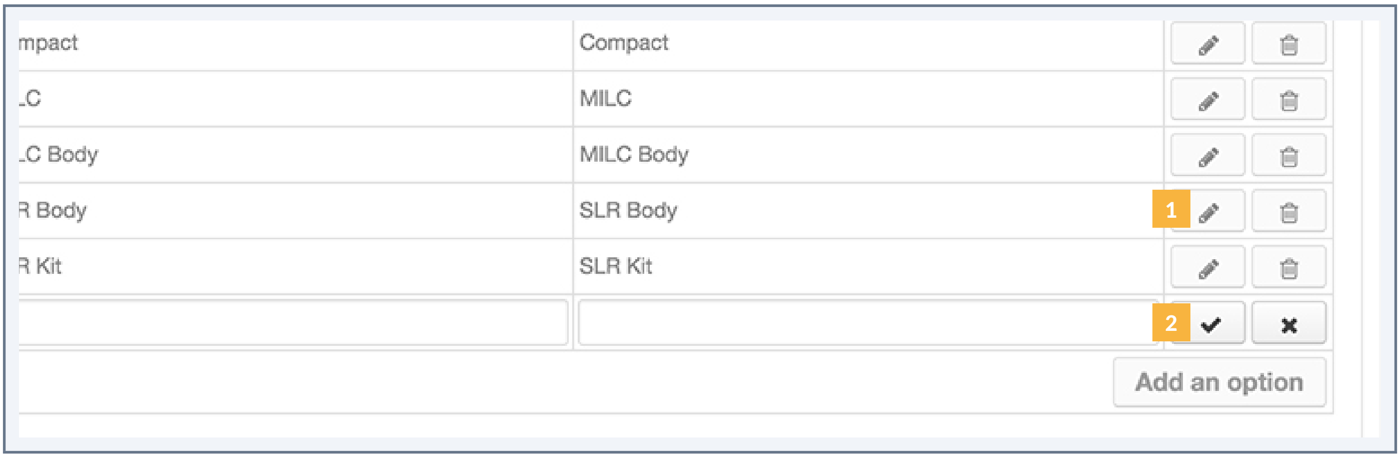
Add an option

1. Click on “Add an option”
2. Give a unique code to the new option
3. Click on the button to confirm or on the button to cancel.



The option is instantly created.

Edit option labels

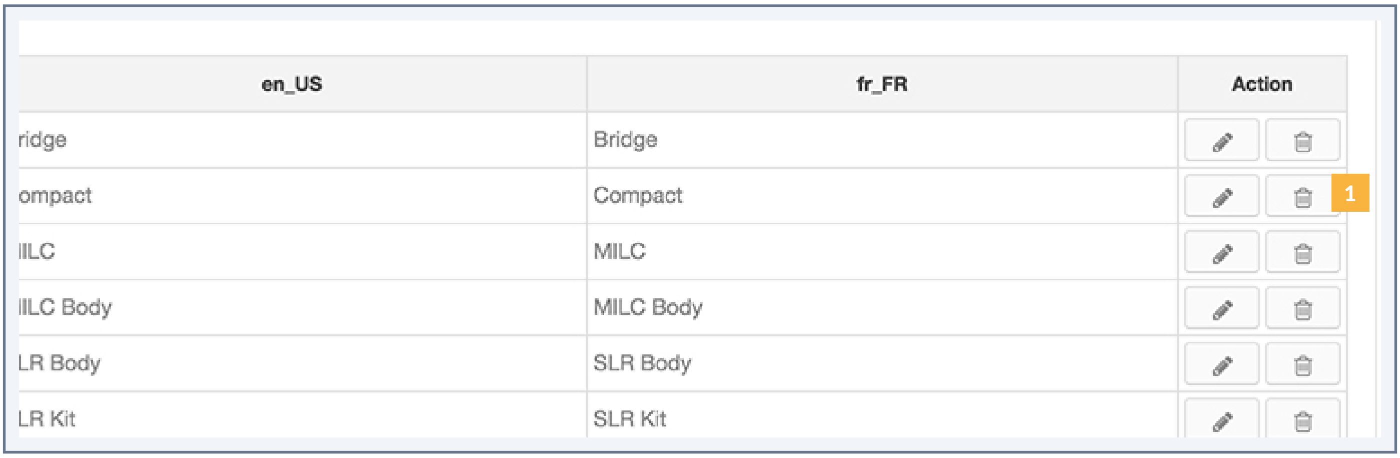


1. Click on the "Edit" button to change the option code. A code is unique, it means that all the attribute options have different codes.
2. Click on the button to confirm or on the button to cancel.

Sort out options

1. Drag and drop the rows to reorder options manually via the icon at the beginning of each row of options.

Delete an option



1. Click on the button “delete” to remove an option.

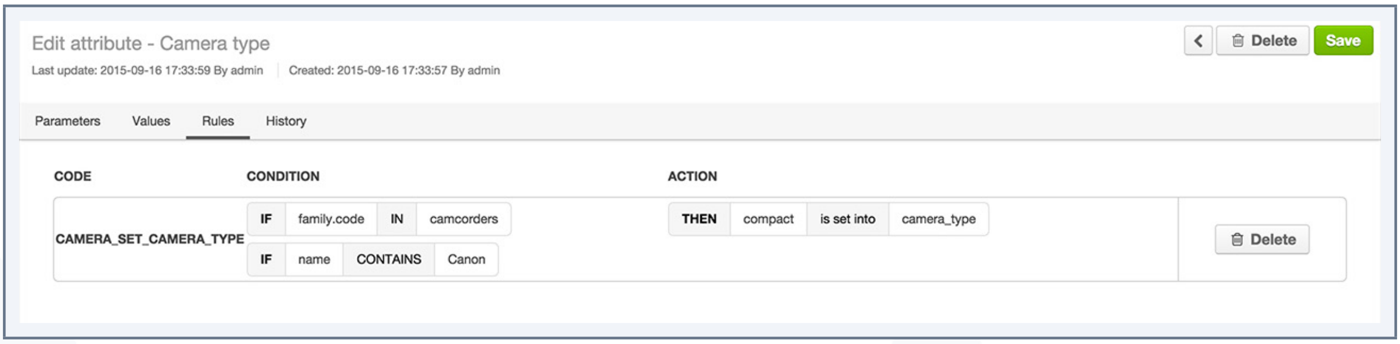
A deleted option can no longer be used as a value for the attribute for a product. If a product had this value, the product has no value anymore for the attribute

Enterprise Edition Note

An option that is used by a published product cannot be deleted.

View the rules applied to the attribute (Enterprise Edition)

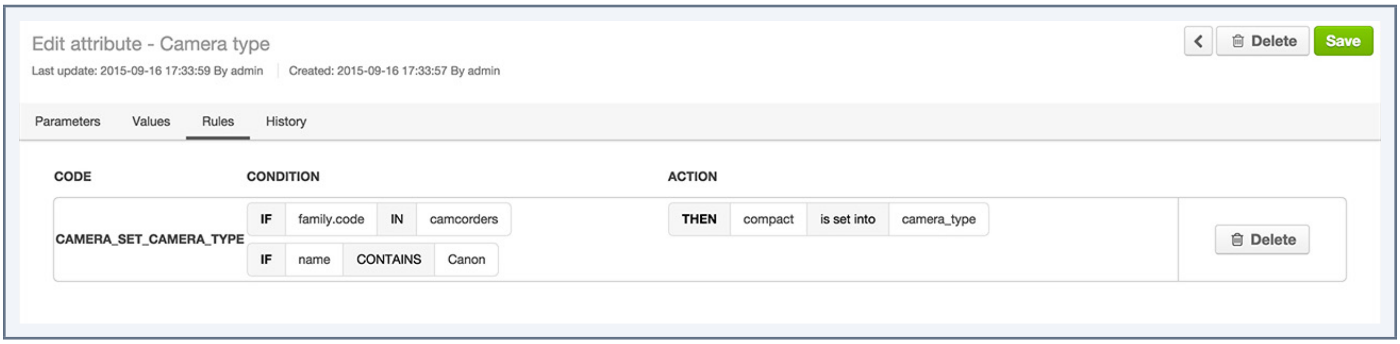
The rules applied to attributes are available in the “Rules” tab from the “edit” attribute page.



The display screen is composed of 3 vertical columns

- The rule code

- Conditions which are displayed below each other starting by “IF”.
- The rule action, beginning with “then”.



The rules are to be read from left to right. Each information box is delimited.

Delete a rule applied to the attribute

You have a “Delete” button to remove the rule at each end of line in the datagrid.

A confirmation message validates the action of deleting the rule.

A deleted rule can no longer be executed by the rules engine. The values generated by the deleted rule are not changed, the products keep the values calculated by the deleted rule.

Check the attribute history

The change history made to an attribute take in account all actions carried out from the attribute page. For example: property changes, label changes, etc.

For each change, an attribute version is created. The following information is tracked down for each version:

- The person or system that generated changes
- The date and time (up to seconds) at which the changes took place
- The old value and the new value of each modified field.

To view the attribute versions:

1. Open and edit the attribute page
2. Click on the “History” tab and the list of version will be displayed.

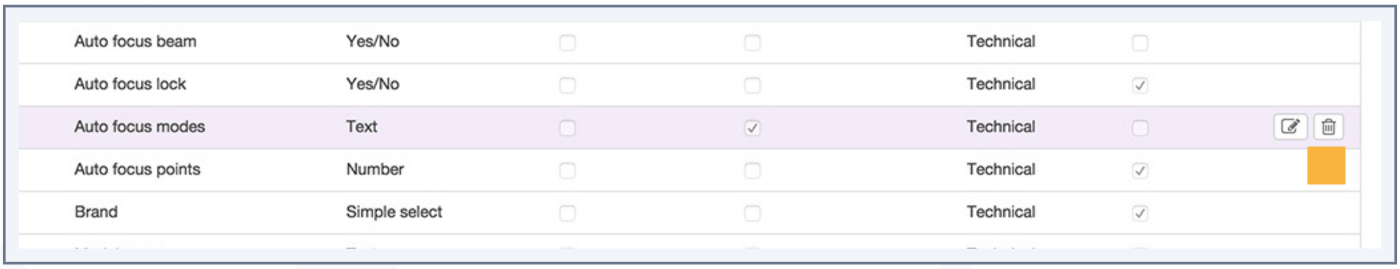
Delete Attribute

An attribute can be removed. This means that all information concerning the attribute will be removed from PIM. Once you have confirmed the action, the action cannot be undone.

To remove an attribute, you have two ways to proceed:

- via the "edit" attribute form:
    - Open and edit the attribute form you want to delete.
    - Click on the "Delete" button in the header of the attribute page
    - Confirm the action in the popin

- via the shortcut in the grid
    - Identify the attribute you want to remove from the attribute datagrid
    - Hover your mouse over the line of attribute in the grid, the button delete is prompted ("trash can icon").
    - Click on the Delete button.
    - Confirm the action in the popin.

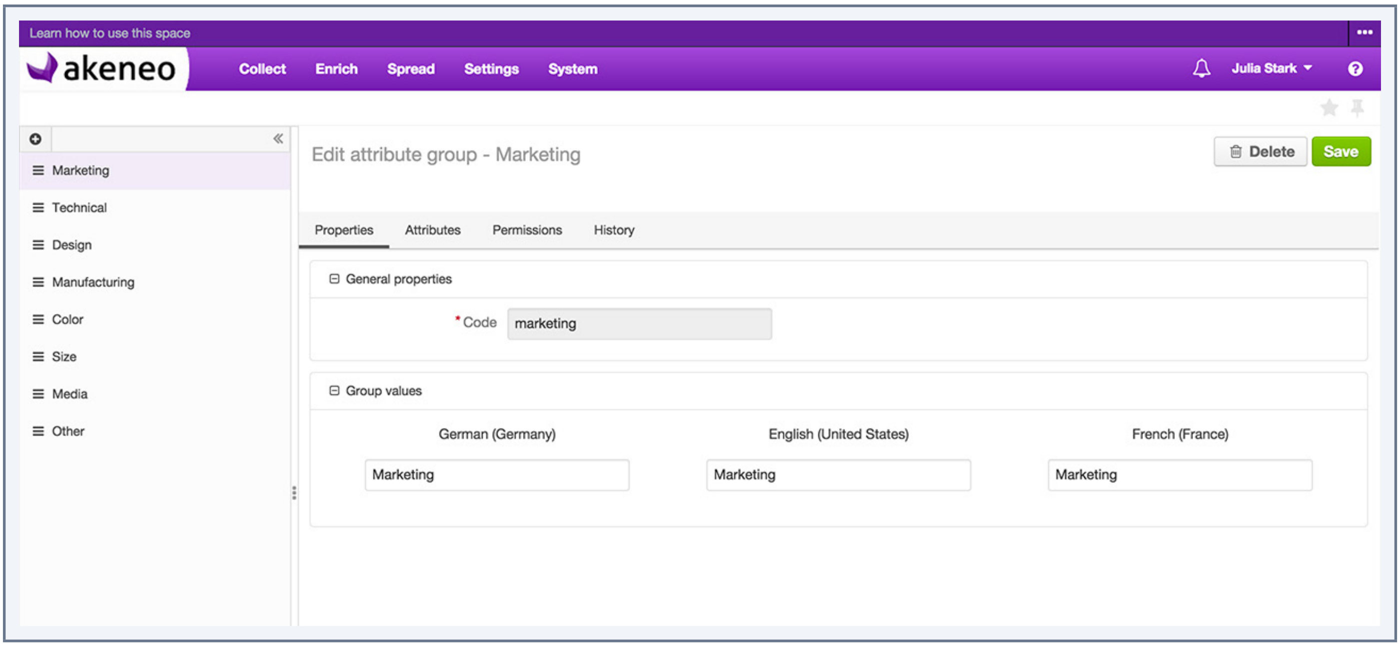


The attribute and all its relevant information have been deleted in Akeneo PIM.

MANAGE ATTRIBUTE GROUPS

View attribute groups

To help you to configure Akeneo to your needs, Akeneo PIM enables you to define attribute groups. These groups are used to bring attributes together. For instance, you can group all attributes for Marketing in a group named “Marketing”. You can also add, delete, and define an order in groups.



You can select the most appropriate labels as required.

Once you have created an attribute group and it will include at least one attribute for the product The group will appear automatically.

If no attribute group is used for the product family or neither is directly added to the product, then the group does not appear in the product page when you edit the form.

The attribute groups are optional. A default group has been labeled as “Other”. This is a group managed by Akeneo PIM, it cannot be deleted. If you do not create an attribute group, all product forms will only be composed of the group “Other.”

Check the history list of an attribute group

The change history made to an attribute group take in account all actions carried out from the page of the attribute group. For example: label change, attribute change, etc.

For each change, a version of the attribute group is created. The following information is tracked

down for each version:

- The person or system that generated changes
- the date and time (up to seconds) at which the changes took place
- The old value and the new value of each modified field.

To view the versions of an attribute:

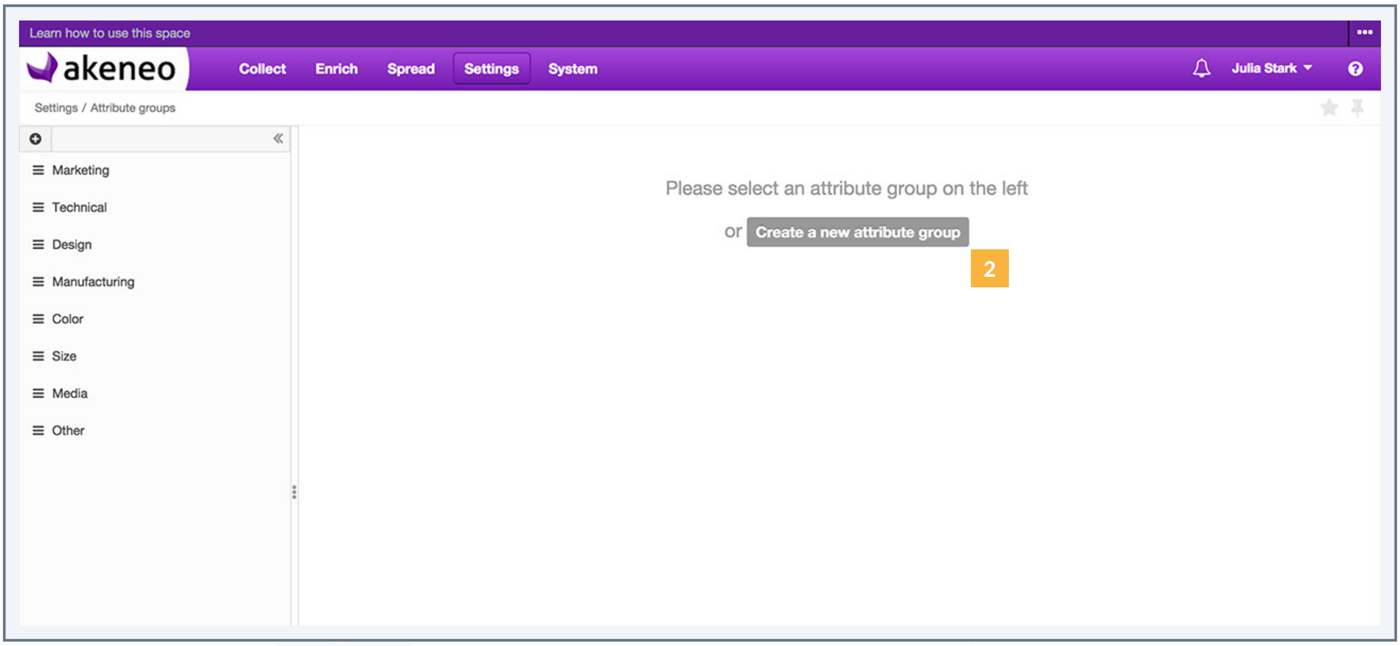
1. Open and edit the page of the attribute group.
2. Click on the “History” tab and the list of versions will be displayed.

Create an attribute group

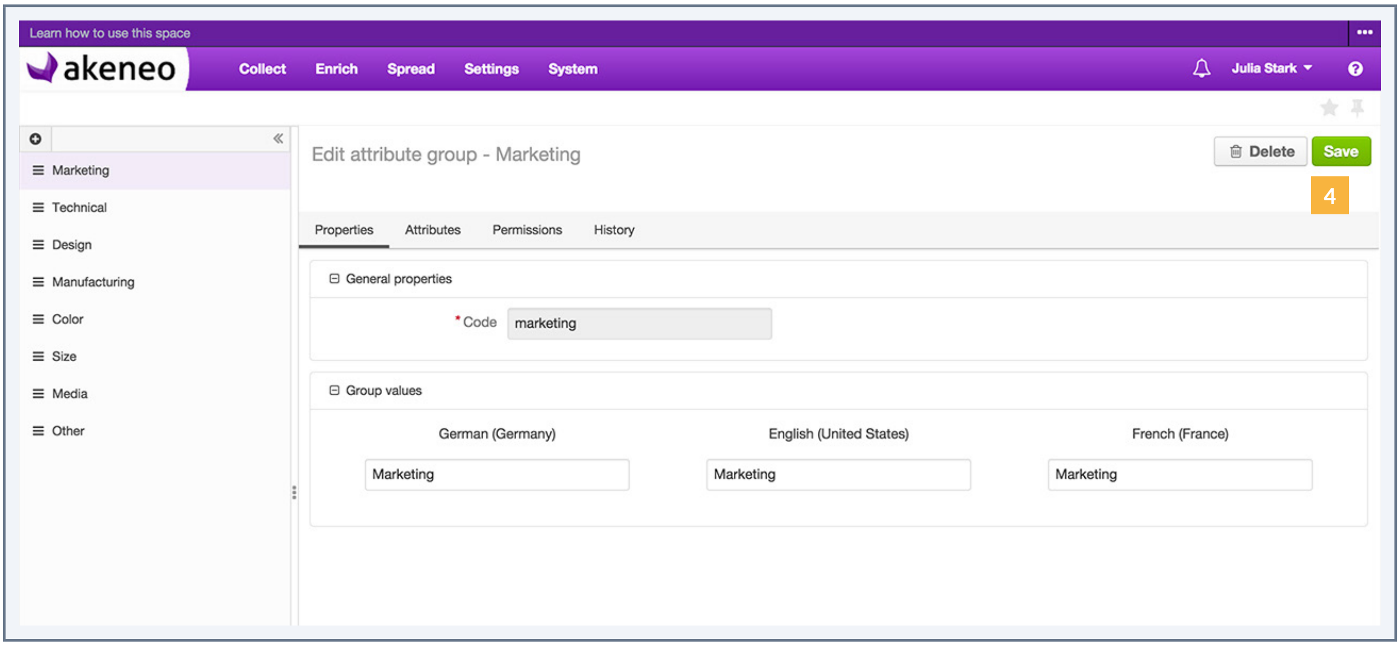
To create an attribute group from the PIM interface, you must have specific permission to do so. If this is not the case, please contact your PIM administrator.

To create an attribute group:

1. Go to Settings > Attribute groups



2. Click on “Create a new attribute group”
3. The page of the new attribute group is displayed. Enter a unique code and possibly a label
4. Click on “Save”



The attribute group has been then created.

You can amend the attribute groups on the following items:

- Labels in the different locales that have been enabled for the catalog
- The order for the group compared to other attributes
- The attributes in the group

Order the attribute groups

To order an attribute group

1. Go to Settings > Attribute Groups
2. Drag and drop attribute groups you want via this icon .

Edit the labels of an attribute group

To edit an attribute group

1. Go to Settings > Attribute Groups
2. Identify the attribute group to be edited in the left panel and click on the label
3. The “edit “page is displayed. Change the labels, and click on the Save button

Manage attributes in a group

Only the attributes in the “Other” group can be added to another attribute group.

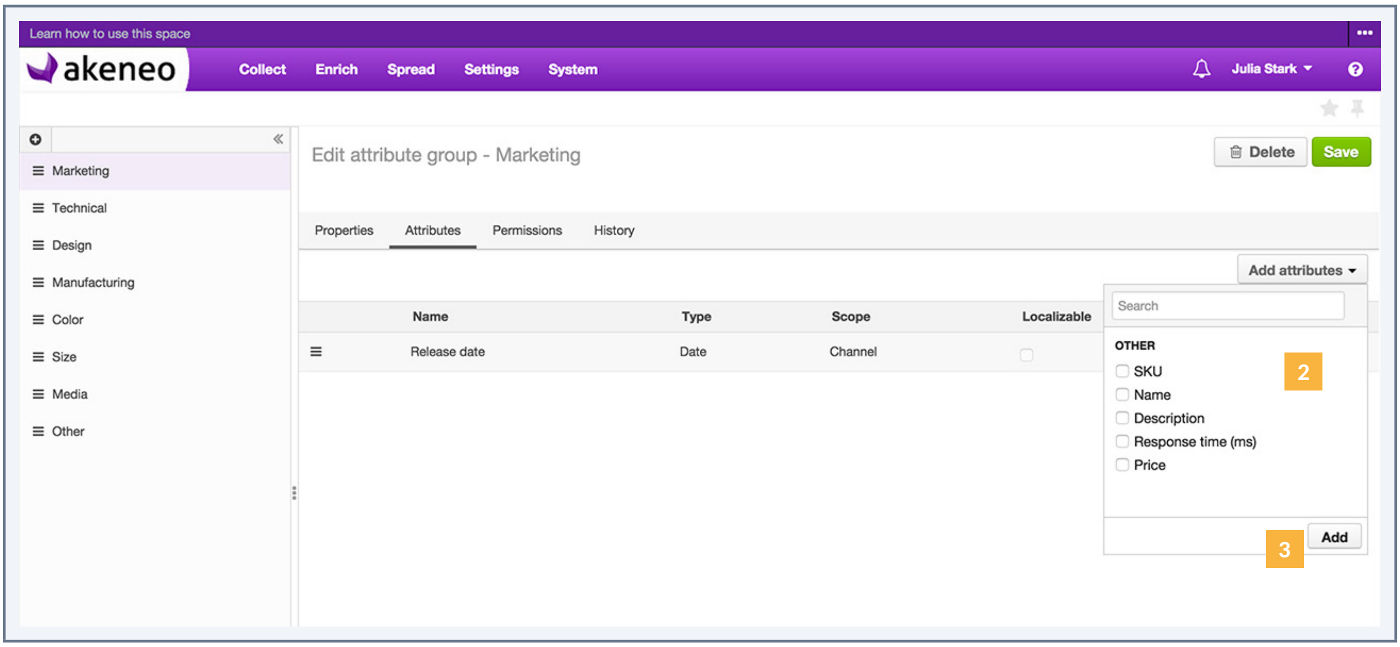
To add attributes to a group

Add Attribute

It is possible to add attributes to a attribute group.

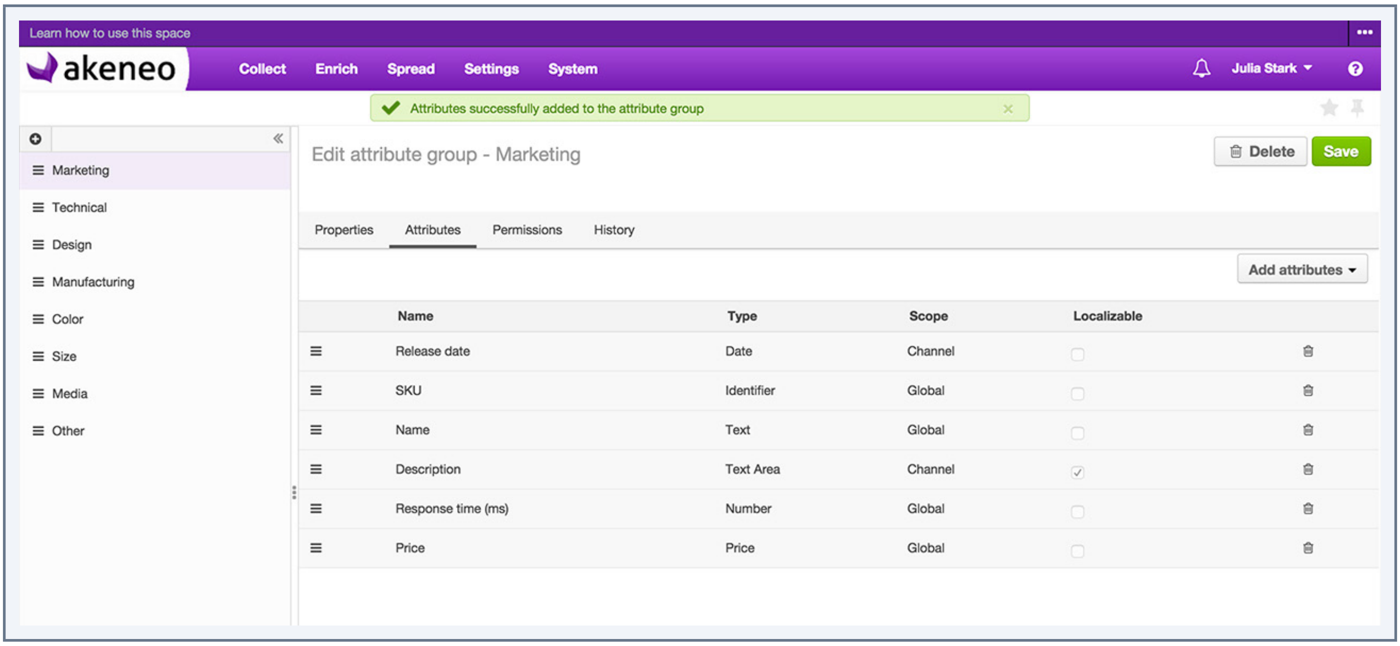
From the “edit” attribute group form, “Attributes” tab

1. Click on the”Add Attributes” button in the top right of the tab attributes “of an attribute group.



2. Select the attributes to be added and click on their labels.
    - You can find an attribute by its label via the quick search box at the top of the list.
    - You can select all the attributes and click on the label of the attribute group “Other”
3. Click on the “add” button below the list

The attributes are added to the group which is being edited.



Note

If you do not see the button “Add Attributes” you more likely do not have the appropriate rights to add attributes. Should it be the case, please contact your administrator.

Remove an attribute

For each attribute added to a group, you have a delete button (trash can icon) displayed.

To remove an attribute

1. From the “Attributes” tab of an attribute group, click on the “icon to remove the relevant attribute.
2. Confirm the action via the validation popin.

The attribute is set back in the group" other ", it can now be added to another group.

Sort out attributes

To order the attributes

≡	SKU	Identifier	Global
≡	Name	Text	Global
≡ 4	Description	Text Area	Channel
≡	Response time (ms)	Number	Global
≡	Price	Price	Global

1. Go to Settings > Attribute Groups to open the attribute group
2. Click on the attribute group to be edited in the left panel
3. Click on the "Attributes" tab to display the list of attributes included in the group.
4. Drag and drop attributes via the icon.

Delete an attribute group

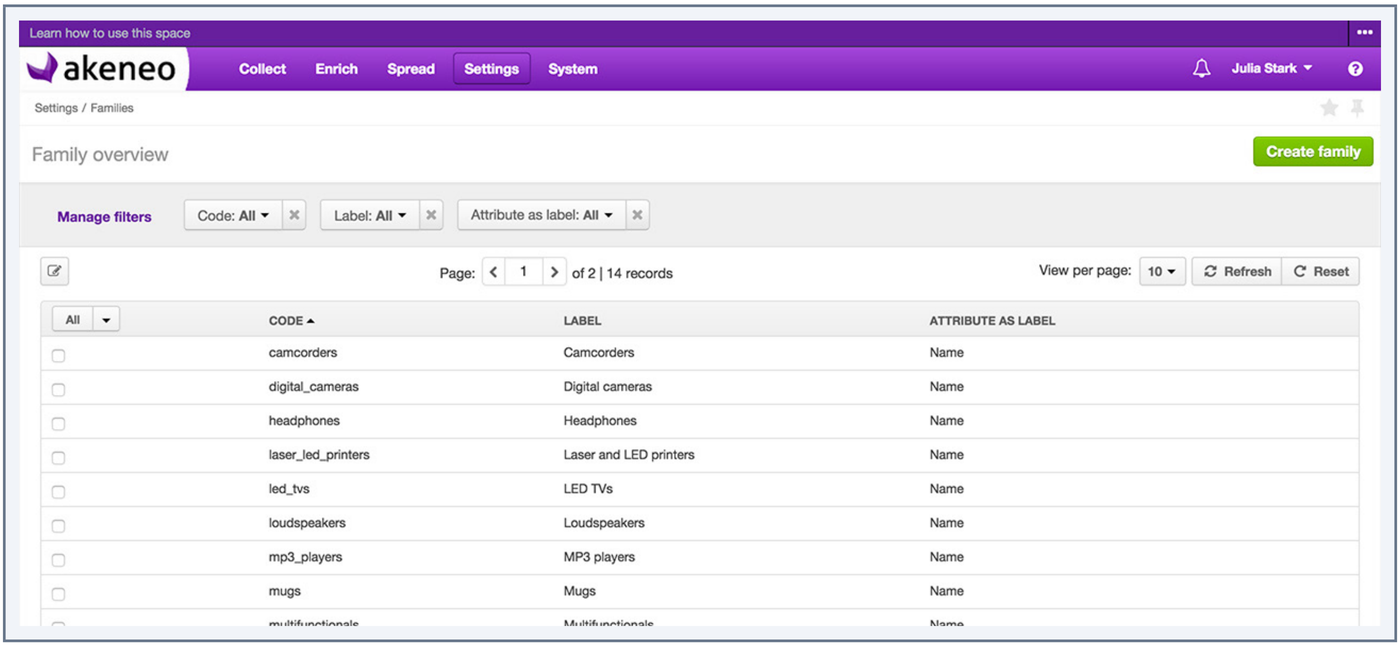
Deleting an attribute group does not remove the attributes it includes. The attributes will be again positioned in the default attribute group "Other".

To delete an attribute group

1. Go to "Settings > Attribute Groups" to list the attribute groups.
2. Click on the attribute group to be deleted
3. Click on the "Delete" button.
4. Confirm the action via the validation message.

MANAGE FAMILIES

To help you to adjust Akeneo PIM to your needs, Akeneo PIM enables you define families. For example, if you need to manage products with common information (description), or specific values to their type (size shoes for the shoe product type), you can add a family "Shoe".



You can choose the appropriate attributes (see below) for each product family as needed.

Once you have created a new family (see below), you will be able to use it to create new products or amend existing products.

For further details on how families and products interact, please refer to the following sections: "Change the product family" or "Create a product."

Families are optional. This means that all products will be created without attributes and therefore will not be able to have the completeness calculated.

View families

Check the family history

The change history made to a family take in account all actions carried out from the family page. For example: property changes, label changes, etc.

For each change, a version of the family is created. The following information is tracked down for each version:

- The person or system that generated changes
- The date and time (down to seconds) at which the changes took place
- The old value and the new value of each modified field .

To view the family versions:

1. Open and edit the family tab
2. Click on the "History" tab. The list of versions is displayed.

Create a family

To create a family in the PIM, you must be granted a specific permission to do so. If this is not the case, contact your administrator.

To create a family

1. Go to Settings > Families
2. Click on the "Create family" button
3. The creation of a family popin is prompted. Enter a unique code
4. Click on "Save"

The family has now been created.

You can amend the following family information :

- The family labels in the different enabled locales for the catalog
- The attributes in the family: add / remove / if it needs to be taken in account for the completeness or not
- Which attribute to be used as a "title" in the product page in this family.

Edit a family label

To edit the family properties

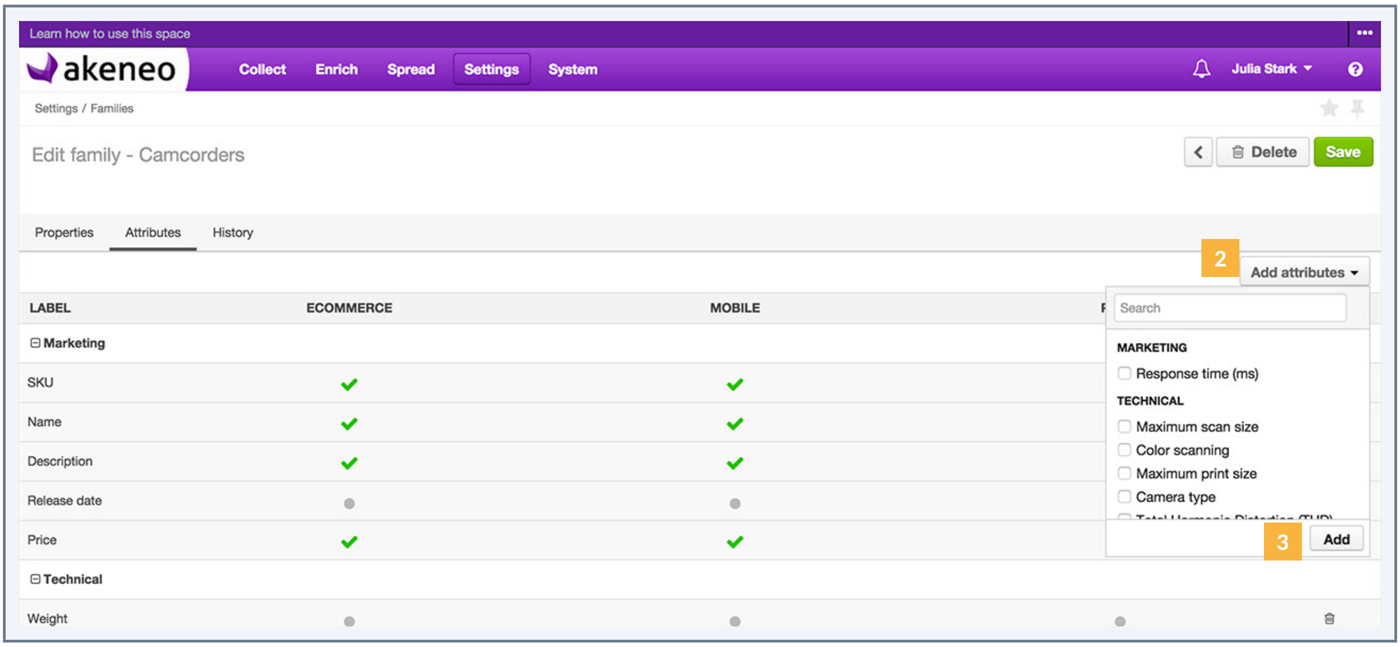
1. Go to Settings > Families.
2. Identify the family to be edited in the datagrid and click on the line.
3. The "edit" page is displayed. In the "Properties" tab, change the labels and click on the "Save" button.

Manage the attributes in a family

Only those attributes that are not already in the family can be added to a family because an attribute can only be used once in each family.

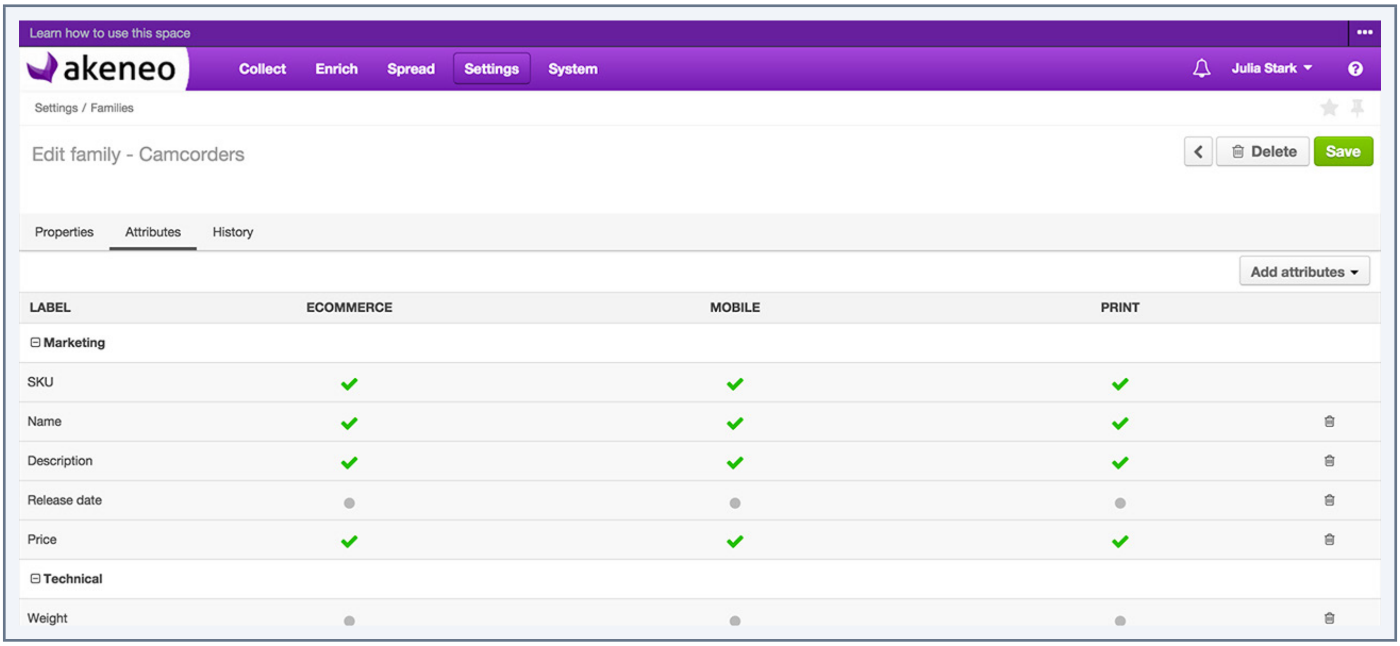
Add an attribute

From the “edit” family form, “Attributes” tab



1. Click on “Add Attributes” in the top right of the “Attributes” tab of a family.
2. Select the attributes to be added and click on their respective labels.
    - You can identify an attribute label via the quick search box above the list.
    - You can select all the attributes without an attribute group via the attribute group label “Other”
3. Click on the “add” button below the list

The attributes are added to the family that is being edited.



Note

If you do not see the button "Add Attributes", you may have not been granted the appropriate rights to add attributes. Please contact your administrator in this case.

Note

The attributes are ordered according to their order in their attribute group. They cannot be ordered by their inclusion in a family.

Remove an attribute

For each attribute added to a family, a delete button (trash can icon) is displayed

To remove an attribute from a family

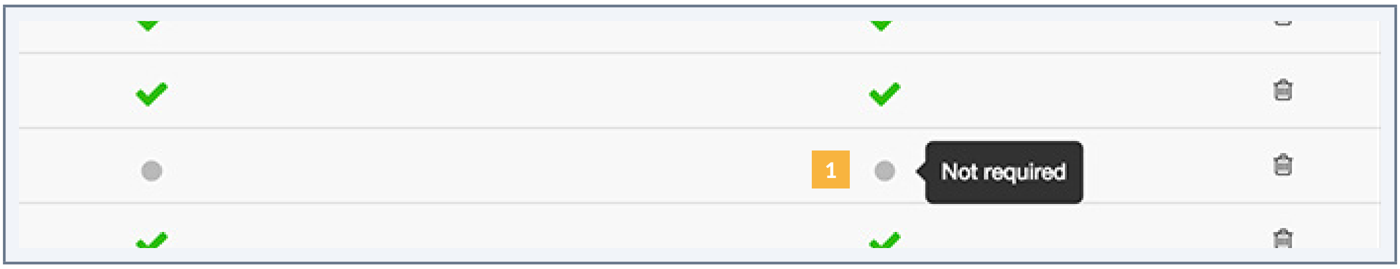
1. From the “Attributes” tab in the family page, click on the icon to remove the relevant attribute.
2. Confirm the action in the validation popin.

The attribute is available again, it can be added to the family once more.

Set a required attribute for a channel

When an attribute is added to a family, by default it is not set required for any channel. To set an attribute required for a channel:

1. Click on the point at the junction between the attribute line and the column of the channel to which the attribute should be taken into account to compute the completeness. The point is converted to a green “tick” status.



2. Click on “Save”.

The attribute with be taken in account for the completeness computing . Completeness will be then updated when executed.

Remove an attribute required for a channel

To set a non-required attribute for a channel

1. Click on the green”tick” at the junction between the line of the attribute and the column of the channel for which the attribute is taken into account to compute the completeness. The green “tick” status is converted to a point.

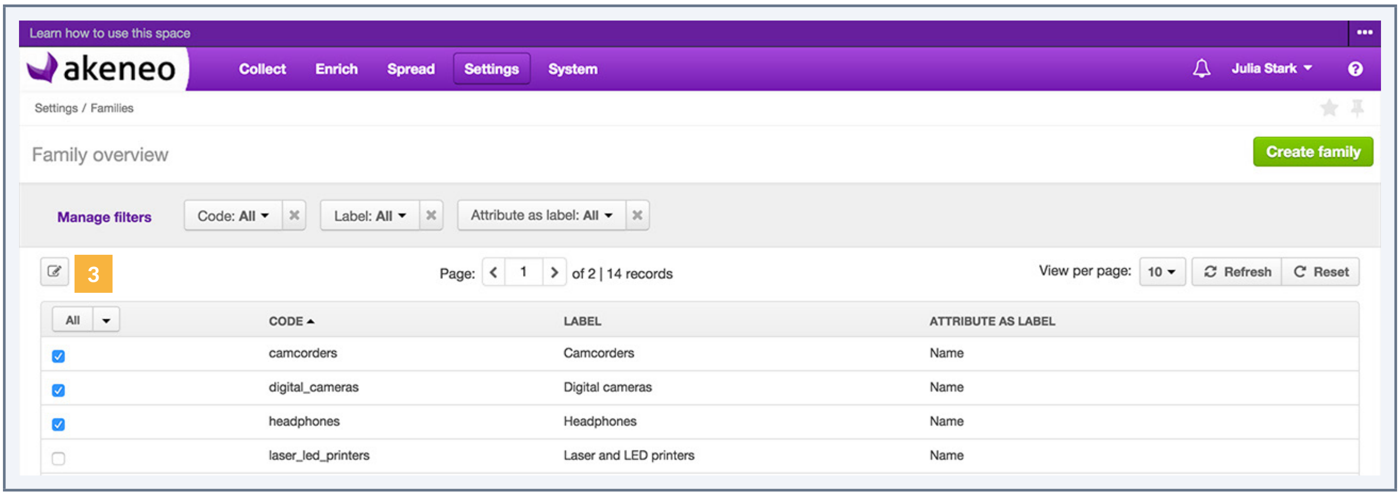
2. Click on “Save”.

The attribute is removed from the completeness computing. Completeness will be updated then updated when executed.

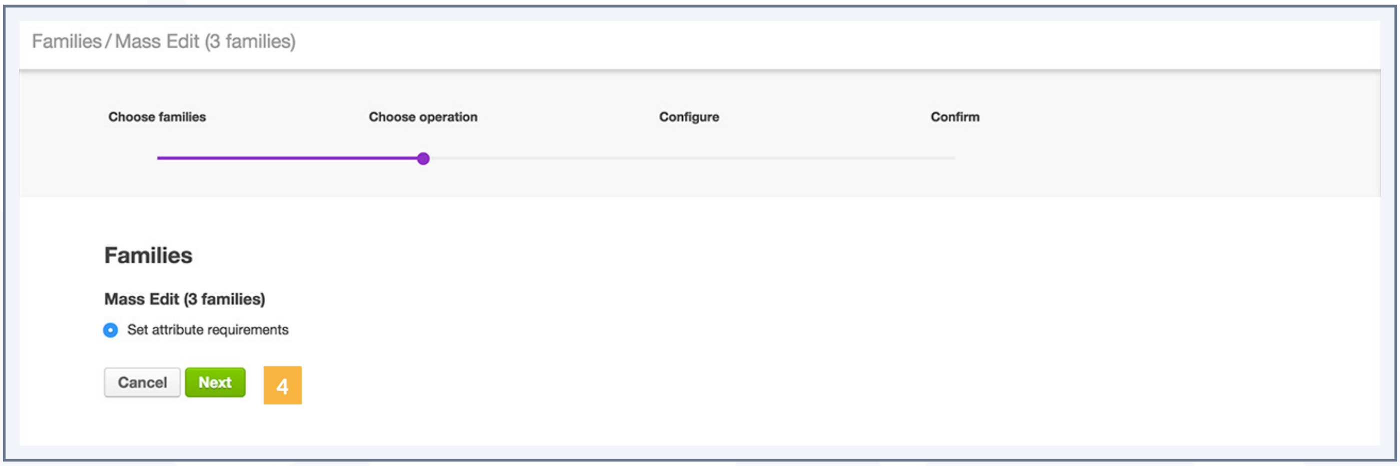
Add the same attributes in several families

To add the same attributes in several

1. Go to “Settings” > “Families” to display the family datagrid
2. Select the families for which the same attributes need to be added.
    - Click on “All” to select all the existing families
    - Click on “All visible” to select all the families on the display screen.
    - Click on “No” to deselect all the selected families.
3. Click on the “Mass Edit” at the top left-hand side of the datagrid.



4. The mass edit wizard is displayed. Select the operation “set attribute requirements” and click on “Next.”



5. The same screen as for a single family appears. Add the relevant attributes and set the attributes required for the product completeness of the channels (please refer to the dedicated sections to a family as the process is the same.)
6. Click on "Next" and validate the various steps until the confirmation message.

The attributes have now been added to families.

Delete a family

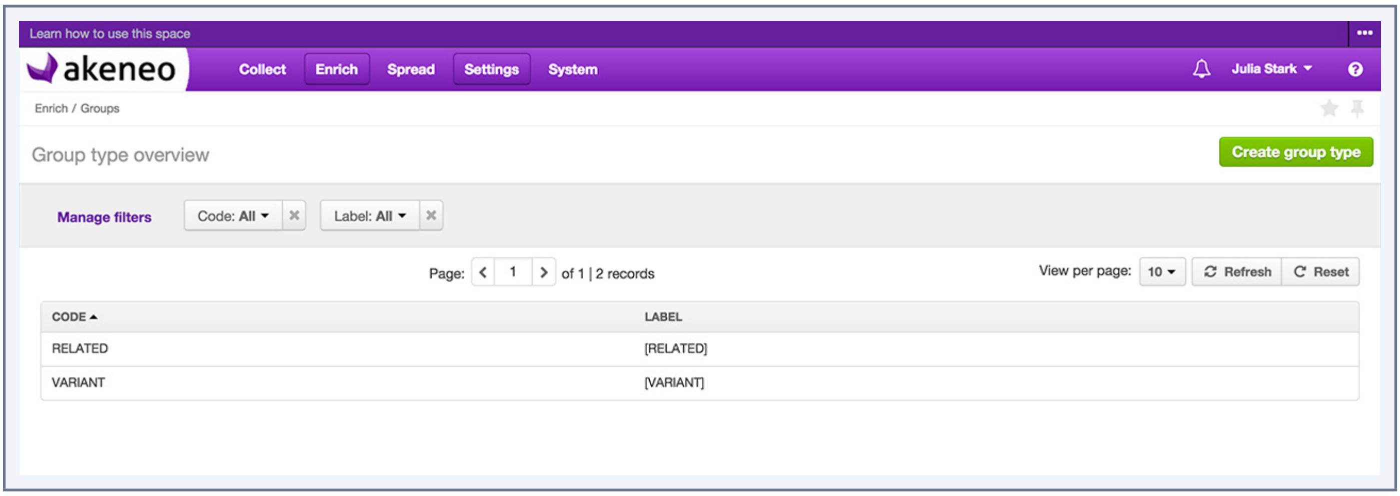
Deleting a family does not delete the attributes it includes, or the products associated with it. The attributes are always available and the products keep these very same attributes: they will become "optional" and the products with no family will have no longer completeness. The values are though maintained: there is no loss of product information.

To remove a family

1. Go to "Settings> Families" to list the families
2. Click on the family to be removed
3. Click on the"Delete" button.
4. Confirm the action via the validation message.

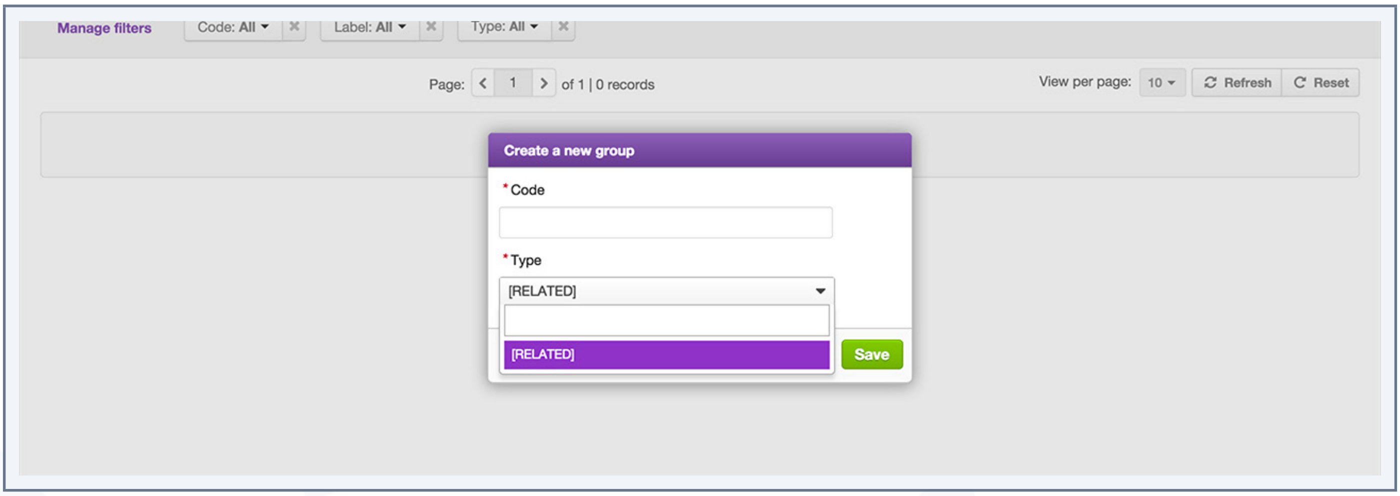
MANAGE THE GROUP TYPES

To help you to configure Akeneo PIM to your needs, Akeneo PIM enables to define product group types. These groups are used to bring products together. You can group all the products on a selection of products to create a gift list, for example a Baby Shower Gift List in a group named "Baby Shower Gift List", the group type is "selected_gifts."



You can select the most appropriate labels to your needs.

Once you have created a product group type, it can be used when creating a product group.



Groups types are required to create a product group. There is no default group. Akeneo advises to create a default group type with code "RELATED".

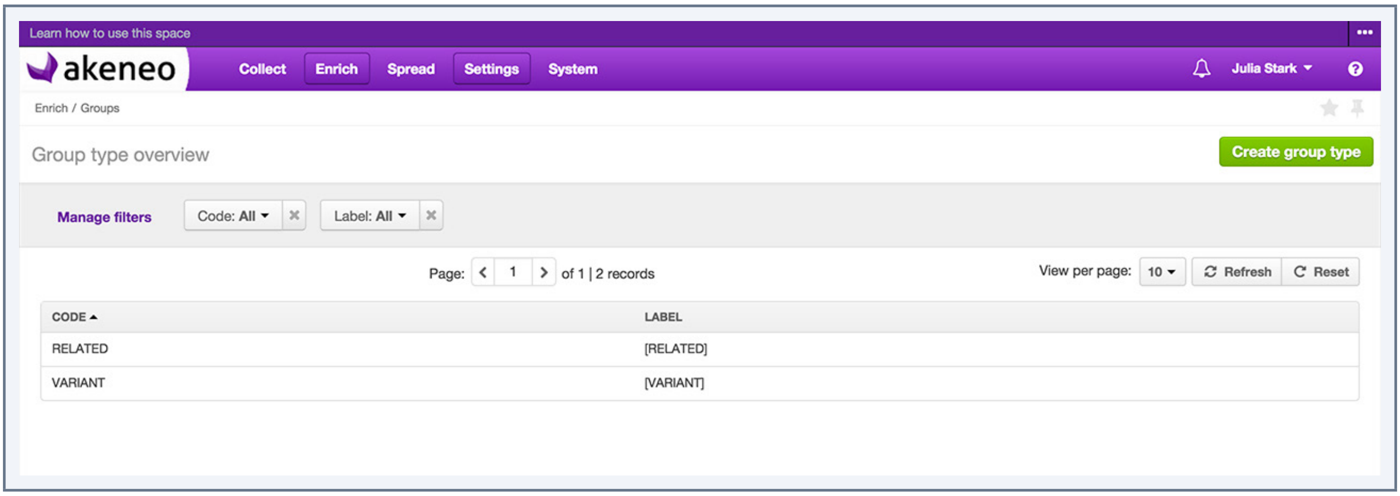
The group type "VARIANT" is directly managed by the Akeneo PIM application, it cannot be removed.

Check the type group

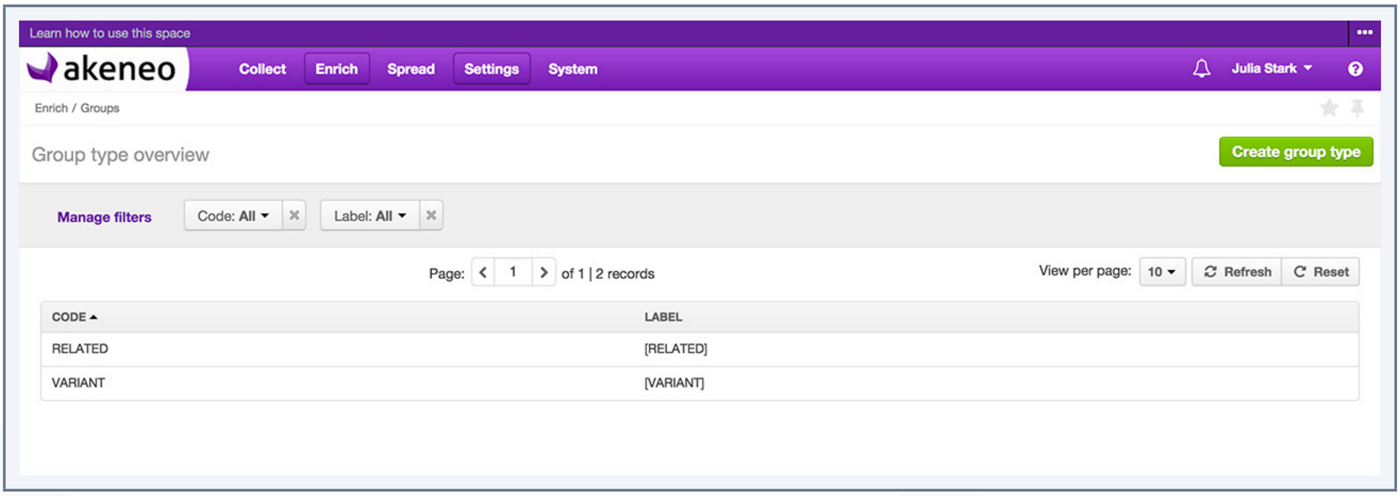
To start, go to Settings > Group types. From the datagrid of the types groups page, there are many ways to work as described below.

Page numbering

The datagrid of group types displays a page number. All group types are displayed in the datagrid per set of N group types. The number of group types is indicated at the top right of the grid.



This number of group types per page can be changed if you click on the drop down list to select another number:



Note

This number is not taken in account as a contextual element of work. This means that when you leave the page to view and edit a group type for example, and you go back to the datagrid of the group type, then the number of group types per page sets back to the initial configuration, which is "10".

In order to navigate through the different pages of the group types datagrid, the navigation buttons "next" and "previous" are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.

Note

The navigation through the pages of the group type datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display the form of group type for instance, and you go back to the page of the screen display of the datagrid of a group type, then the page number set back to the original configuration, which is " 1 ".

The filters

The group type datagrid comes with a filter bar.

1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.
2. The grid is automatically updated as a new filter is added.

Filters can be applied on the following attribute information

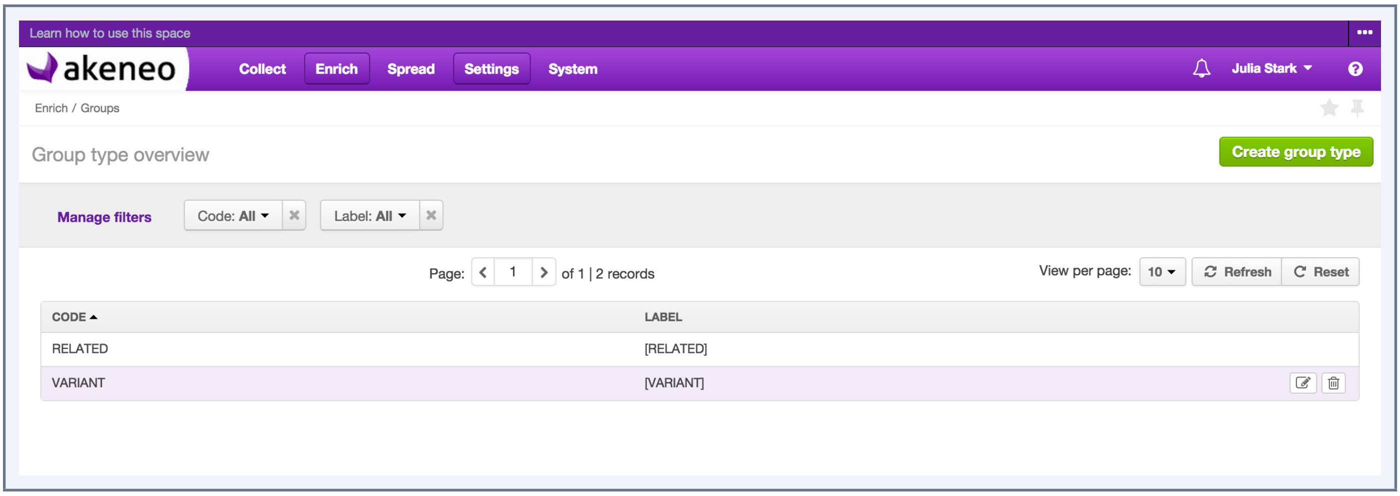
- The code
- The labels

Screening the group types

To sort out the group types, you can click on a column header in the grid.

The shortcut actions on each group type

There is a set of actions available for each type of group, located in the last column in the grid. The buttons are displayed when you hover your mouse over the line.



Note

The shortcut actions are displayed if you have been granted the appropriate rights.

There is no versioning available for the group types.

Create a group type

To create a group from the PIM user interface, you must have been granted specific permissions to do so. If not, please contact your administrator.

To create a group in the

1. Click on “Create group type”
2. Select the group type code you want to create
3. Confirm

The group type has now been created and the edit page is displayed .

Some properties can be changed or added.

Edit a group type

To edit a group

1. Go to Settings > Group Type
2. Click on the group type you want to edit in the grid.

The edit form is displayed. Only the labels can be edited for a group type. The code cannot be changed once created. Click on the “save” button to save your changes.

Delete a group type

To delete a group

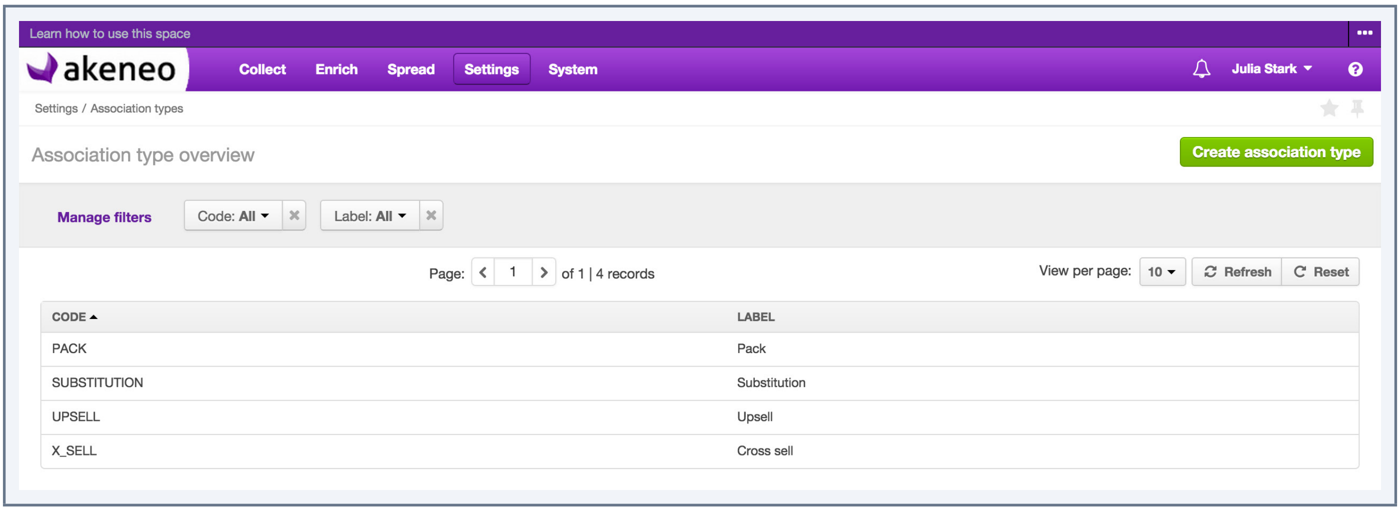
3. Go to Settings > Group Types
4. Click on the group type you want to remove from the grid
5. Click on the “Delete” button

The group type is deleted.

Note
If a group type is already used by at least one group, then the group type cannot be deleted: an error message appears to tell the user that the group type is used and therefore cannot be deleted.

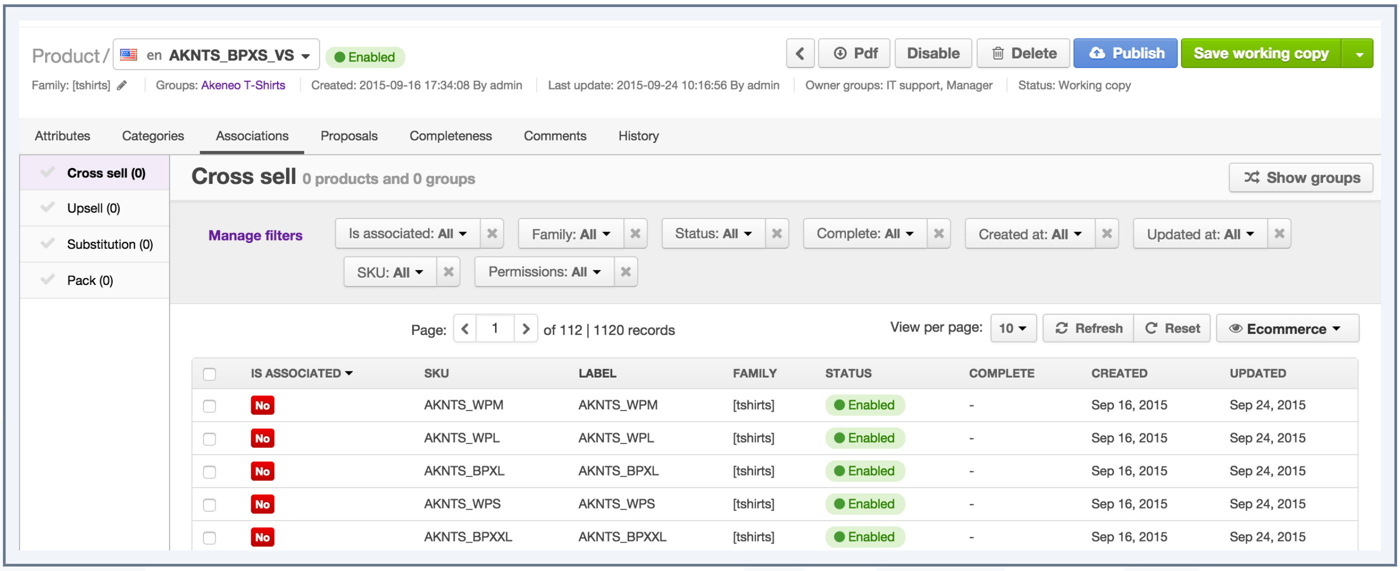
MANAGE ASSOCIATION TYPES

To help you to configure Akeneo PIM to your needs, Akeneo PIM enables you to define the association types between products. These association types are used to link products to one another. For example, you can link your products to their substitute product in case of inventory shortage. The code for this association type will be “SUBSTITUTION.”



You can select the most appropriate labels for your needs.

Once you have created an association type between products, it can be used while editing a product.



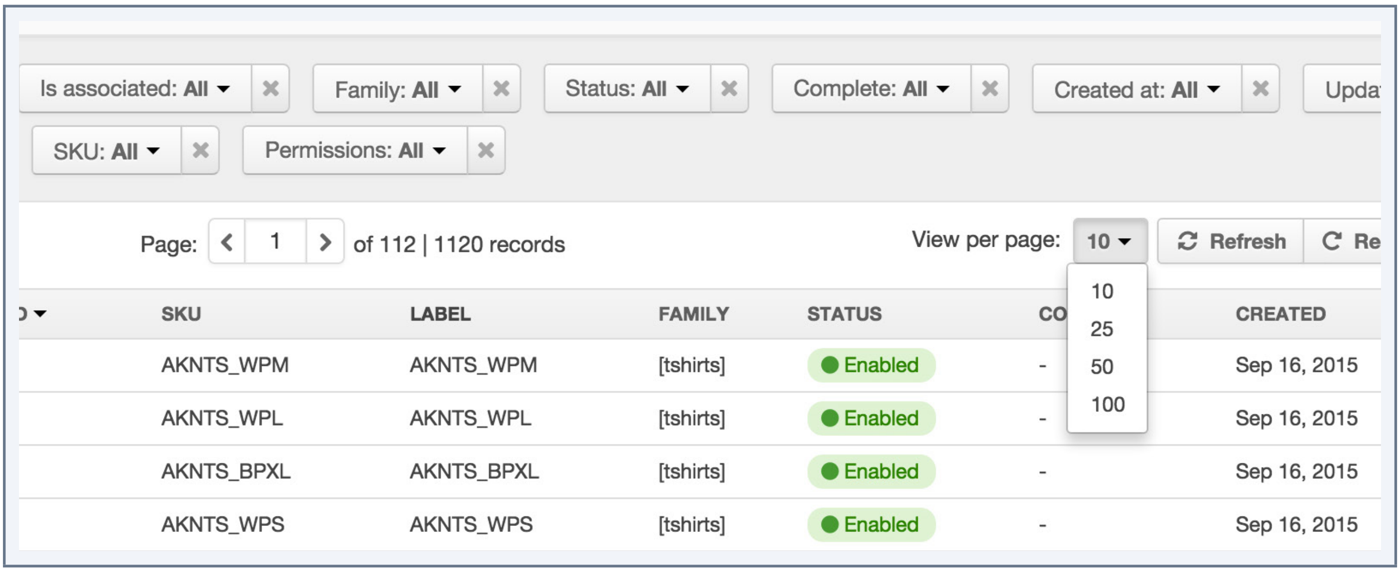
The association types are mandatory to create a link between two products. There is no default association type.

View the association types

To start with, go to Settings > Association types. From this page, there are many ways to work with the association type datagrid, as described below.

Page numbering

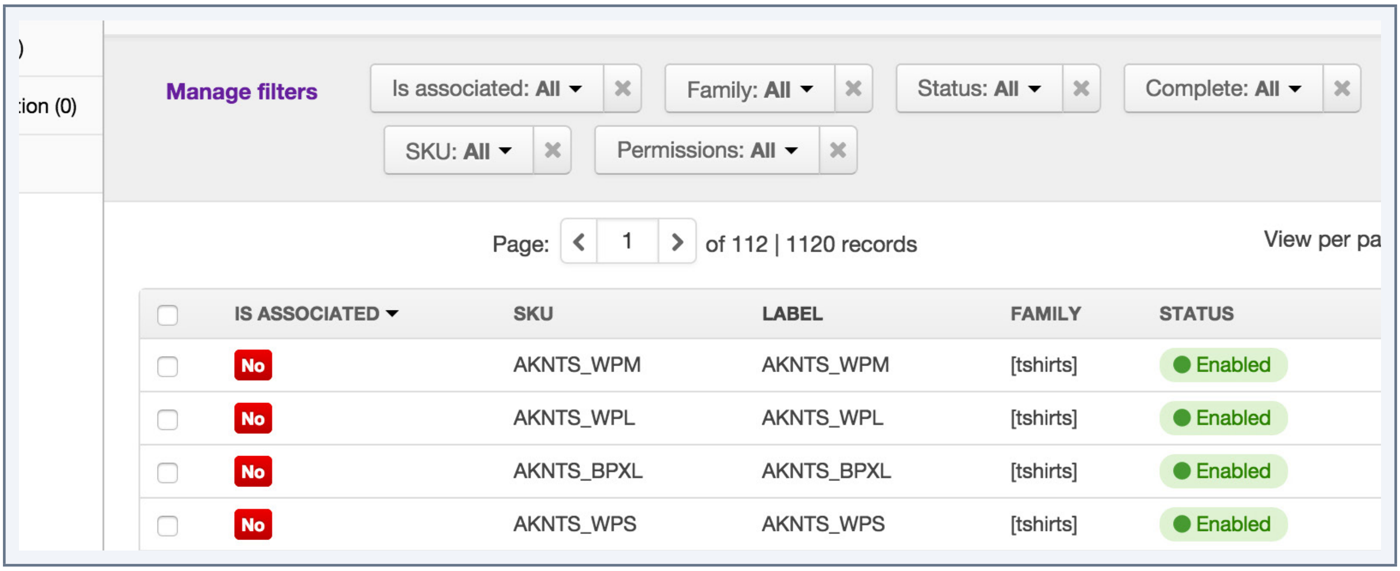
The association type datagrid displays a page number. All association type are displayed in the datagrid per set of N association type. The number of association type is indicated at the top right of the grid.



This number of association types per page can be changed if you click on the drop down list to select another number:

> Note
>
> This number is not taken in account as a contextual element of work. This means that when you leave the page to view and edit an association type for example, and you go back to the datagrid of the association type, then the number of association types per page sets back to the initial configuration, which is “10”.

In order to navigate through the different pages of the association type datagrid, the navigation buttons “next” and “previous” are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.

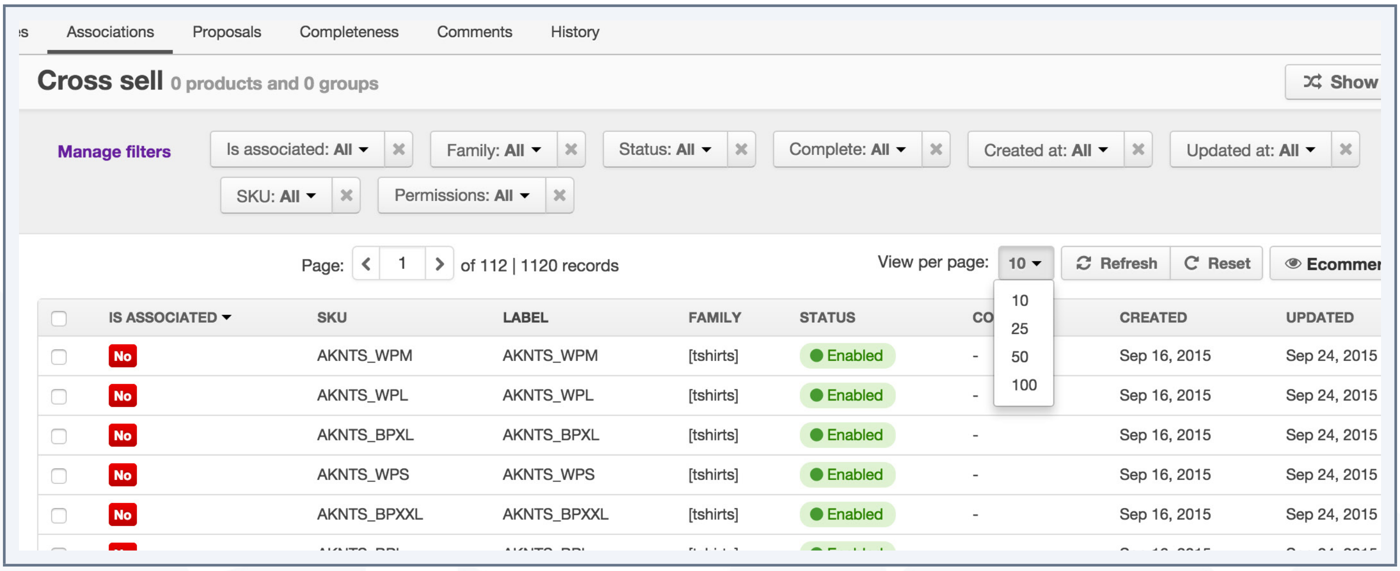


Note

The navigation through the pages of the association type datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display an association type form for instance, and you go back to the page of the screen display of the datagrid of an association type, then the page number set back to the original configuration, which is " 1 ".

Filters

The association type datagrid comes with a filter bar.



1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the “Manage filters” button.
2. The grid is automatically updated as a new filter is added.

Filters can be applied on the following information

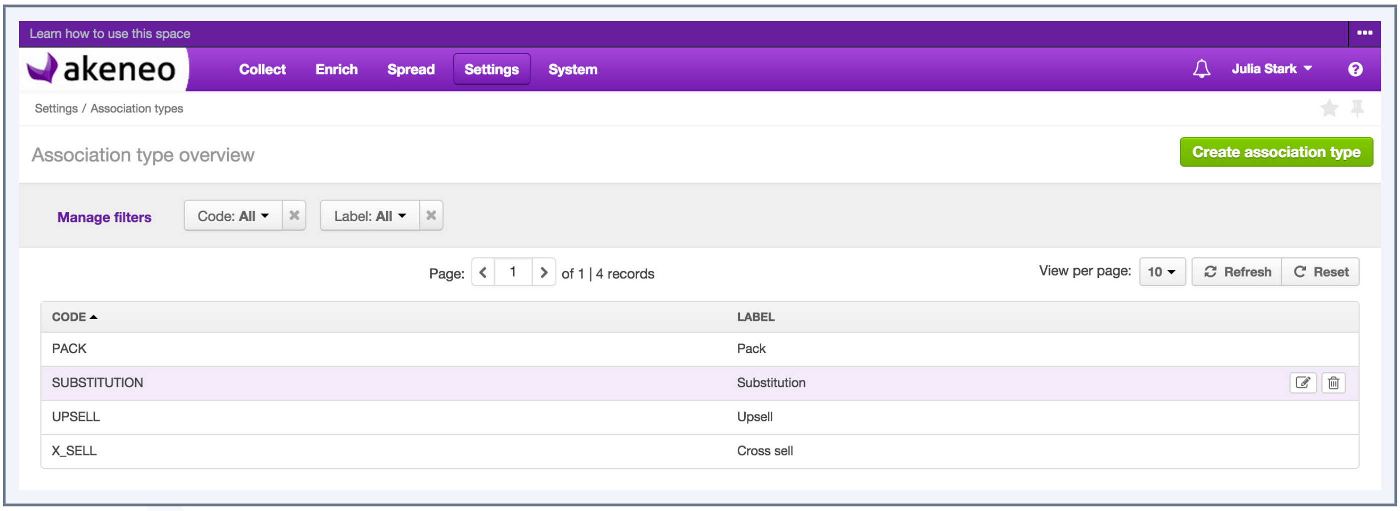
- The code,
- The labels

Screening the association types

To sort out the association types, you can click on a column header in the datagrid.

The shortcut actions on each association type

You will be able to find a set of actions available for each association type in the last column in the grid. The buttons are displayed when you hover your mouse over the line.



Note

The shortcut actions are displayed if you have been granted the appropriate rights.

Create an association type

To create an association type from the PIM user interface, you must have been granted specific permissions to do so. If this is not the case, contact your administrator.

To create an association type in the PIM

1. Click on the “Create a new association type” button
2. Select the code of the association type you want to create
3. Confirm

The association type has now been created and the edit page is displayed.

Some properties can be changed or supplemented

Edit an association type

To edit an association type

1. Go to Settings > Association Types
2. Click on the association type you want to edit in the datagrid.

The edit form appears. Only the labels can be edited for a type of association. The code cannot be changed once created. Click on the “save” button to save your changes.

Delete an association type

To remove an association type

1. Go to Settings > Association types
2. Click on the association type you want to delete from the grid
3. Click on the “Delete” button

The association type is then deleted.

> Note
>
> If an association type is used by at least one product, then the association type cannot be deleted: an error message is displayed to let the user know that the association type is used and cannot be deleted.

Check the association type history

The change history made to an association type take in account all actions carried out from the association type page. For example: property changes, label changes, etc.

For each change, a version of the association type is created. The following information is tracked down for each version:

- The person or system that generated changes
- The date and time (up to seconds) at which the changes took place
- The old value and the new value of each modified field.

To view the versions of an association type:

1. Open & edit the association type page.
2. Click on the “History“ tab. The list of versions will be displayed.

MANAGE CURRENCIES

You have 190 currencies available in the Akeneo PIM. The currency are used to set values for the “Price” attribute type. Currencies are available for all products in Akeneo PIM. The currencies are not based on locales.

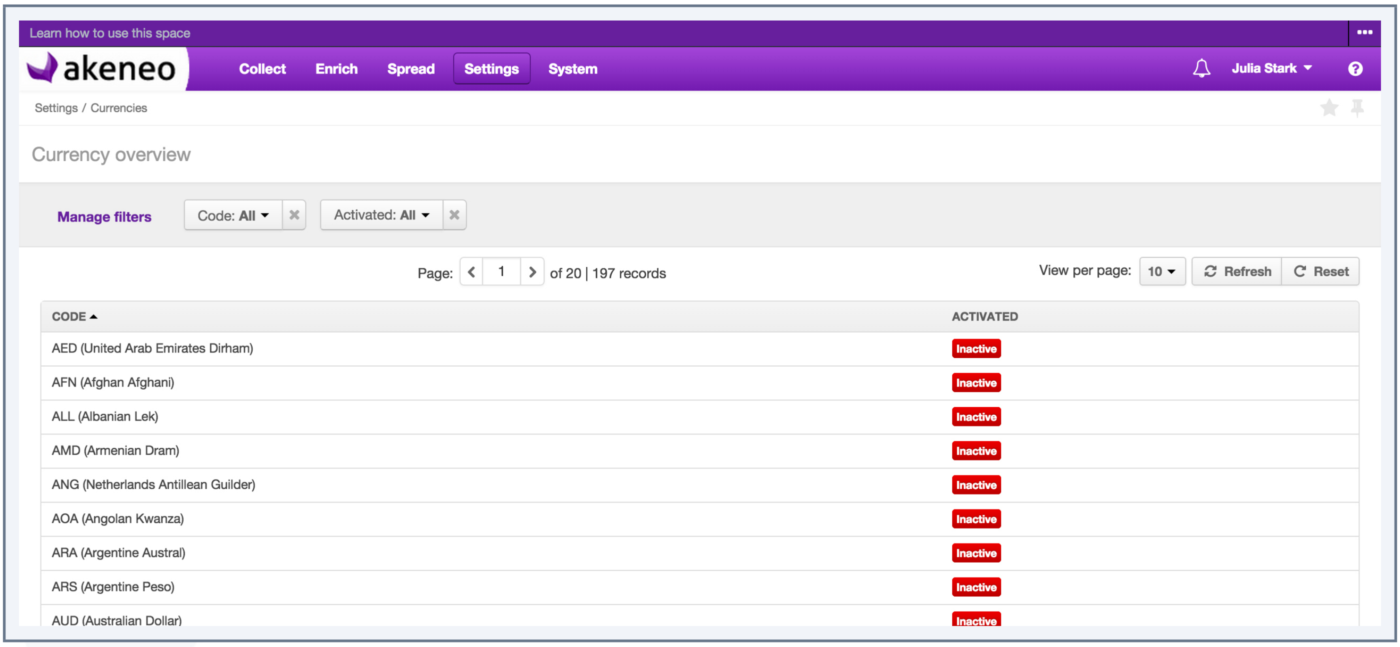
When a “Price” attribute type is created, it can have as many values as needed as long as the relevant currency has been activated in the PIM.

Only activated currencies are used in the catalog

View currencies

To view currency

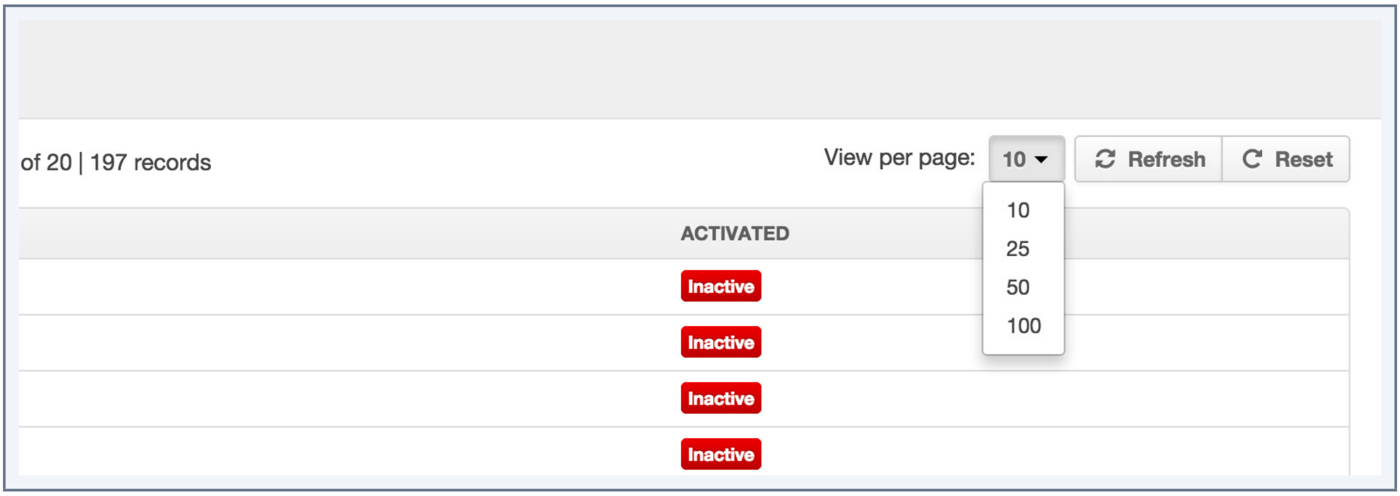
- Go to “Settings > Currencies”



The currency datagrid supported in Akeneo PIM is displayed.

Page numbering

The currency datagrid displays a page number. All the currencies are displayed in the datagrid per set of N currencies. The number of currencies is indicated at the top right of the grid.

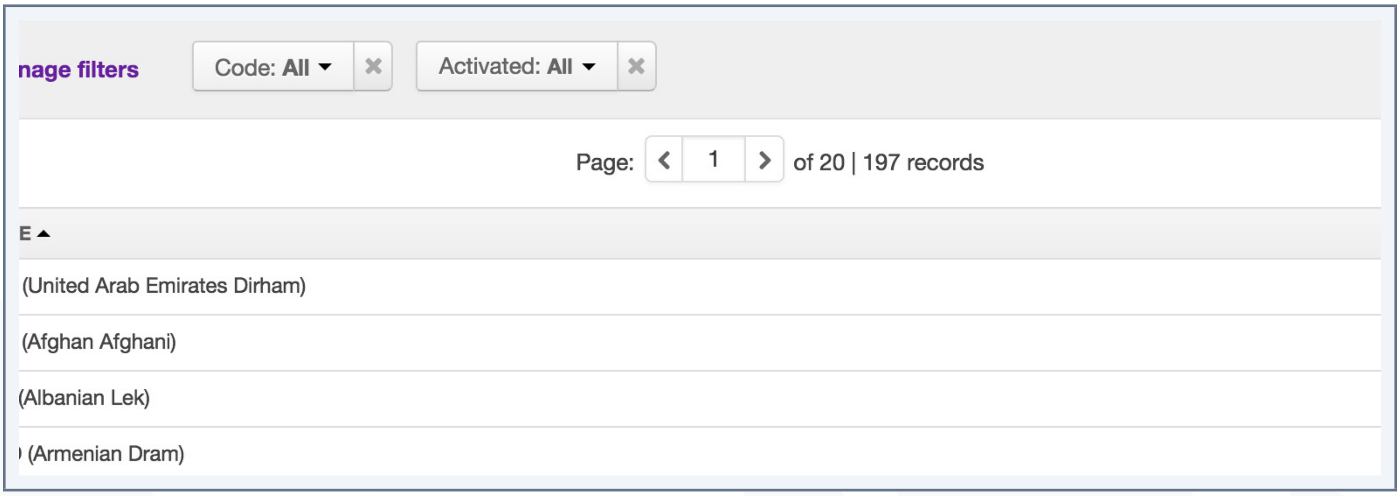


This number of currencies per page can be changed if you click on the drop down list to select another number:

Note

This number is not taken in account as a contextual element of work. This means that when you leave the page to view and edit a currency for example, and you go back to the currency datagrid, then the number of currencies per page sets back to the initial configuration, which is "10".

In order to navigate through the different pages of the currency datagrid, the navigation buttons "next" and "previous" are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.

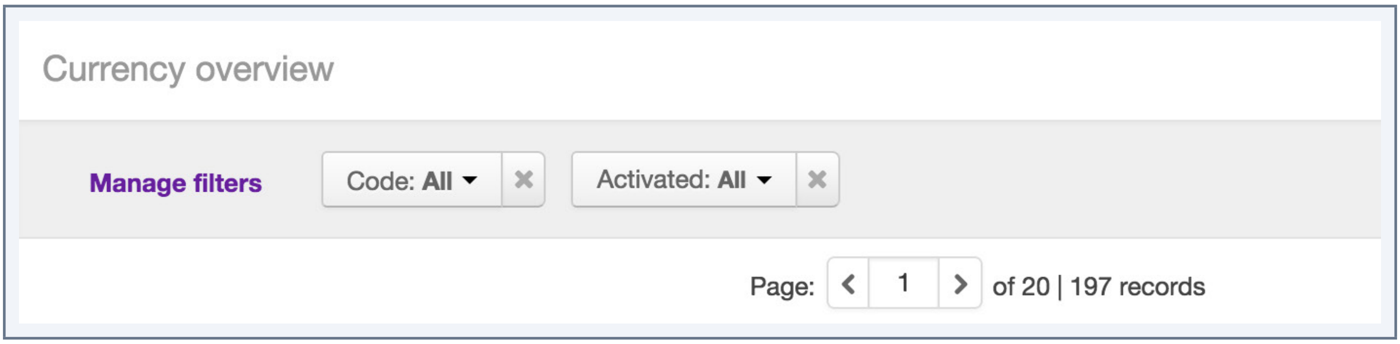


Note

The navigation through the pages of the currency datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display a currency form for instance, and you go back to the page of the screen display of the currency datagrid, then the page number set back to the original configuration, which is " 1 ".

Filters

The currency datagrid comes with a filter bar.



1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.
2. The datagrid is automatically updated as a new filter is added.

Filters can be applied on the following currency information:

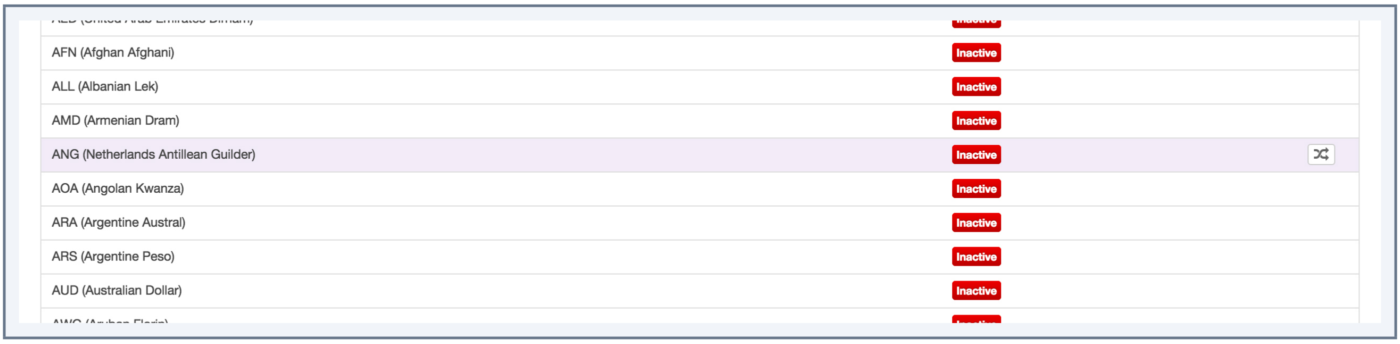
- The currency code
- The currency status: enabled / disabled

Screening currencies

To sort out the currencies, you can click on the column header in the datagrid.

Enable / disable a currency

For each currency, you will have a shortcut action to enable or disable the relevant currency in the last column in the grid. When you hover the mouse over the line, the "status button appears.



> **Note**
>
> The shortcut action will be displayed if you have the appropriate rights.

To change the currency status: enable / disable, click on the button. The currency status will be changed, and the currency datagrid will be automatically updated to reflect the new status of the currency.

MANAGE CHANNELS

To help you to configure Akeneo PIM to your needs, Akeneo PIM enables you to set channels. For example, you need to disseminate product information to your website, to a mobile application or to a paper catalog generation tool. For this, you can create three channels in the PIM. “Ecommerce”, “Mobile” and “Print”.

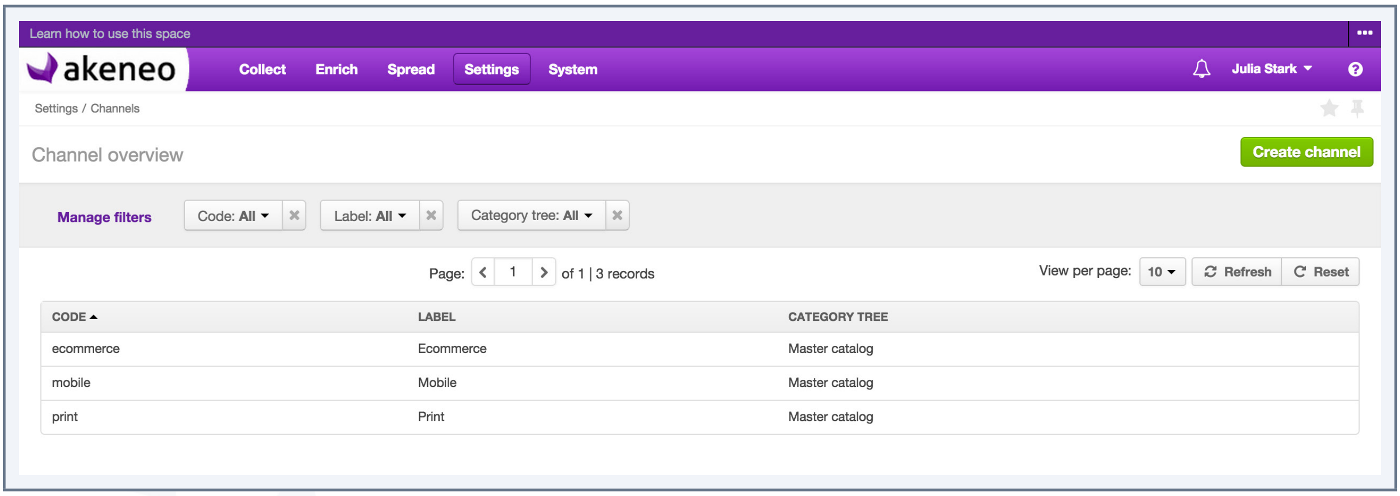
You can choose the most appropriate channel name for your needs, please refer . For example, you can choose to create a “Ecommerce PREPROD” channel and another channel “Ecommerce Prod” in order to adapt the dissemination of information to your technical environments (export all available information PRE-PROD example). This may be also “Print Collection” and “Print Coupon” in order to manage the creation of paper catalogs containing different products.

Once you have created a new channel (see below), all scopables attributes can have a value specific for this new channel. The channel can also be used to modify or create export profiles to suit your needs.

For more information on how to refer to a channel for an export profile, please refer to the “Edit Profile section export.

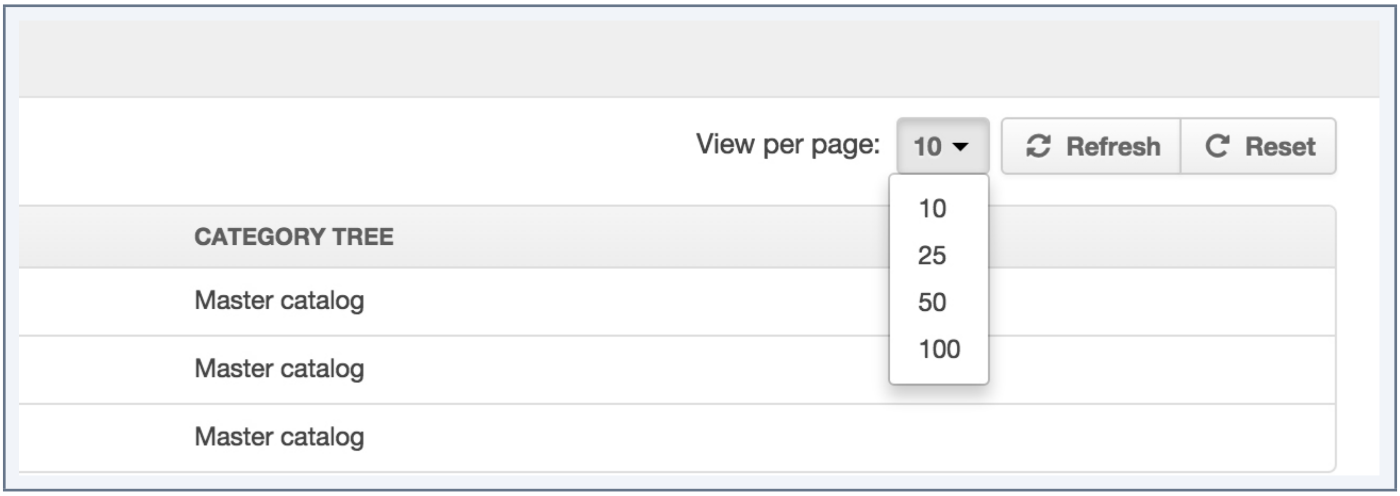
“List channels

To start, go to Settings > Channels. From this page, there are many ways to work with the channel datagrid as described below.



Page numbering

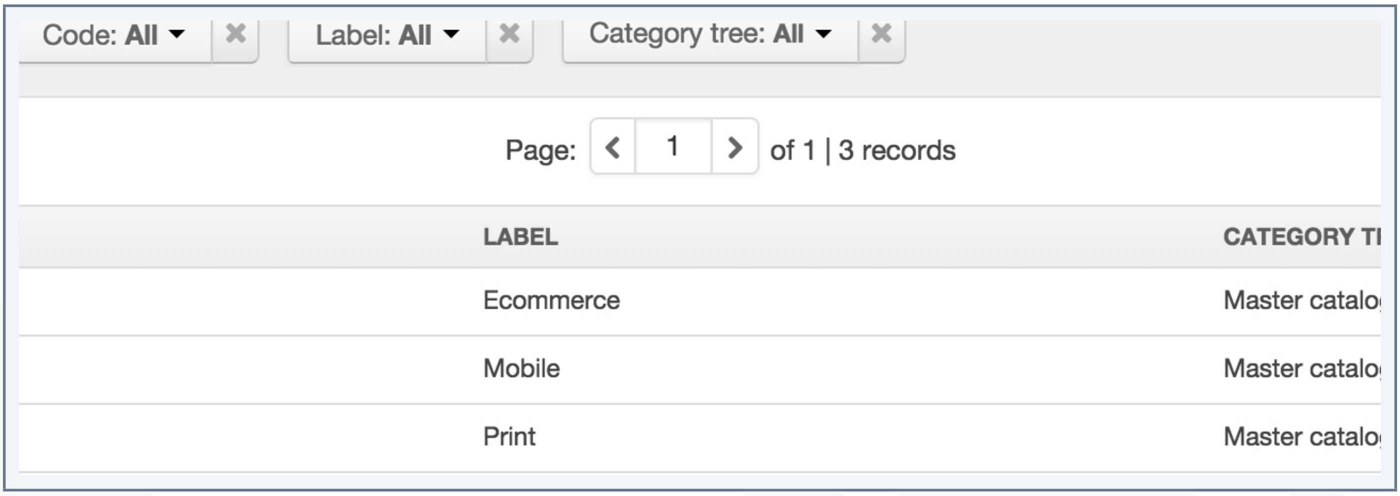
The channel datagrid displays a page number. All the channels are displayed in the datagrid per set of N channels. The number of channels is indicated at the top right of the grid.



This number of channels per page can be changed if you click on the drop down list to select another number:

> Note
>
> This number is not taken in account as a contextual element of work. This means that when you leave the page to view and edit a channel for example, and you go back to the channel datagrid, then the number of channels per page sets back to the initial configuration, which is “10”.

In order to navigate through the different pages of the channel datagrid, the navigation buttons “next” and “previous” are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.



> Note
>
> The navigation through the pages of the channel datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display a channel form for instance, and you go back to the page of the screen display of the channel datagrid, then the page number set back to the original configuration, which is " 1 ".

The filters

The channel datagrid comes with a filter bar.

1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.
2. The datagrid is automatically updated as a new filter is added.

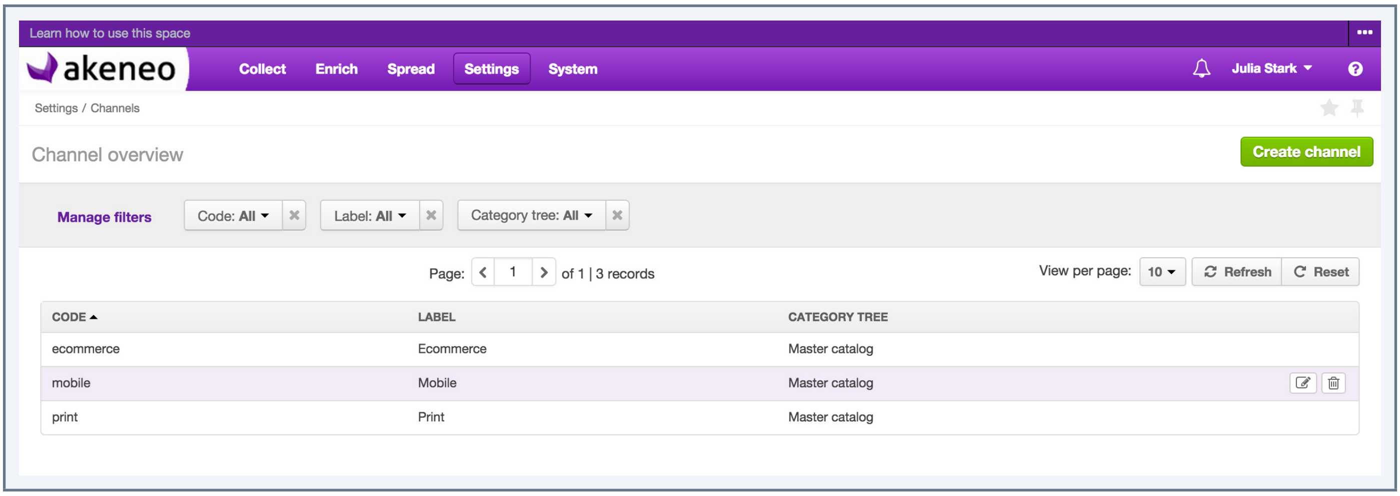
Labels filters are located: if a category tree has a label in the prefered locale, then the label is used. If there is no available label, then the tree code will be displayed into brackets. For example:. [TOYS]

Screening channels

To sort out the channels, you can click on a column header in the grid.

Shortcut actions on each channel

For each channel, you will have a shortcut action in the last column in the grid. The buttons are displayed when you hover your mouse over the line.



Note

The shortcut actions are displayed if you have been the appropriate rights.

Check the channel history

The change history made to a channel takes into account all the actions carried out from the channel page. For example: label change, attribute change, etc.

For each change, a version of the channel is created. The following information is tracked down for each version:

- The person or system that generated changes
- The date and time (down to seconds) at which the changes took place
- The old value and the new value of each modified field .

To view the versions of a channel:

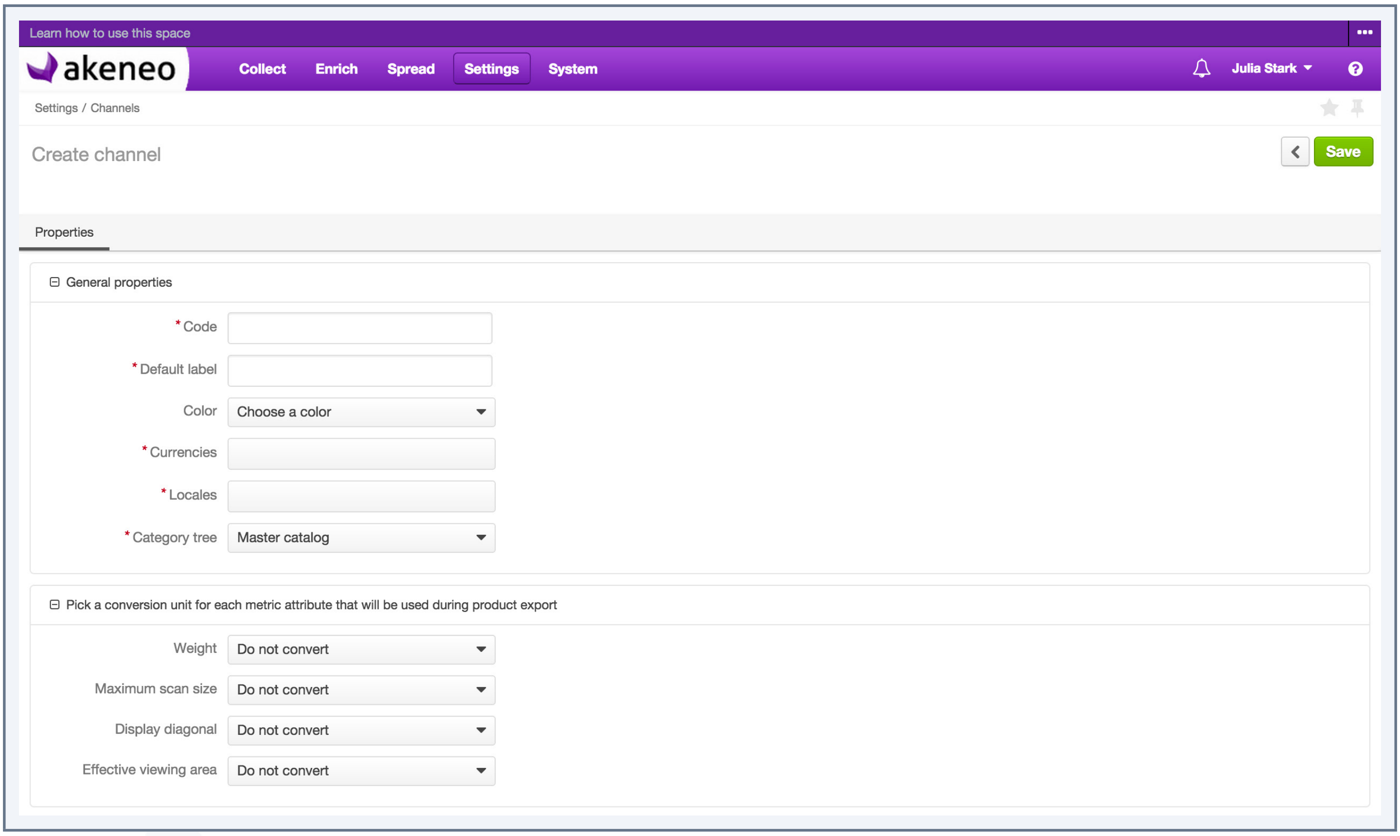
1. Open & edit the channel tab.
2. Click on the "History" tab, the list of versions will be displayed.

Create a channel

To create a channel from the PIM interface, you must have been granted specific permission to do so. If not, please contact your administrator.

To create a channel in the PIM:

1. Click on the "Create channel" button. The creation form of a channel is displayed.
2. Provide information for all the mandatory fields in the property tab such as:
    - A unique code to identify the channel in the PIM
    - The expected currencies for the channel
    - The expected locales for the channel
    - The expected category tree for the channel



Note

This information is used to select which products will be exported to that channel (via the tree selection), and the product information to be exported to that channel (via the selection of locales and currencies).

3. Click on the "Save" button. The channel has now been created:

Some properties can be changed or added

Edit a Channel

To edit a channel, go to the Settings > Channels menu

1. Click on the channel to be edited in the channel grid
2. The channel "edit" page appears. Make your changes and / or add information (note: only the code cannot be changed once created).
3. Click on the "Save" button

The channel is accordingly updated. The changes will be reflected in the PIM in the next few minutes.

Delete a channel

To delete a channel, go to the Settings > Channels menu

1. Click on the channel to be removed from the channel datagrid
2. The edit page is displayed. Click on the "delete" button.
3. Confirm the deletion.

The channel is deleted. The impacts will be reflected in the PIM just right after the deletion confirmation

MANAGE LOCALES

210 locales are available in Akeneo PIM. The locales are used to set values for attributes which may differ according to the relevant language / locale.

Locales are available for all products in Akeneo PIM. The locales are subject to channels: only those set in at least one channel will be activated automatically. The other way around, if a locale is NOT set to a channel, it is automatically disabled in the PIM.

When a localizable attribute is created, it can have as many values as needed as long as the relevant locale has been activated in the PIM.

Only activated locales are used in the catalog.

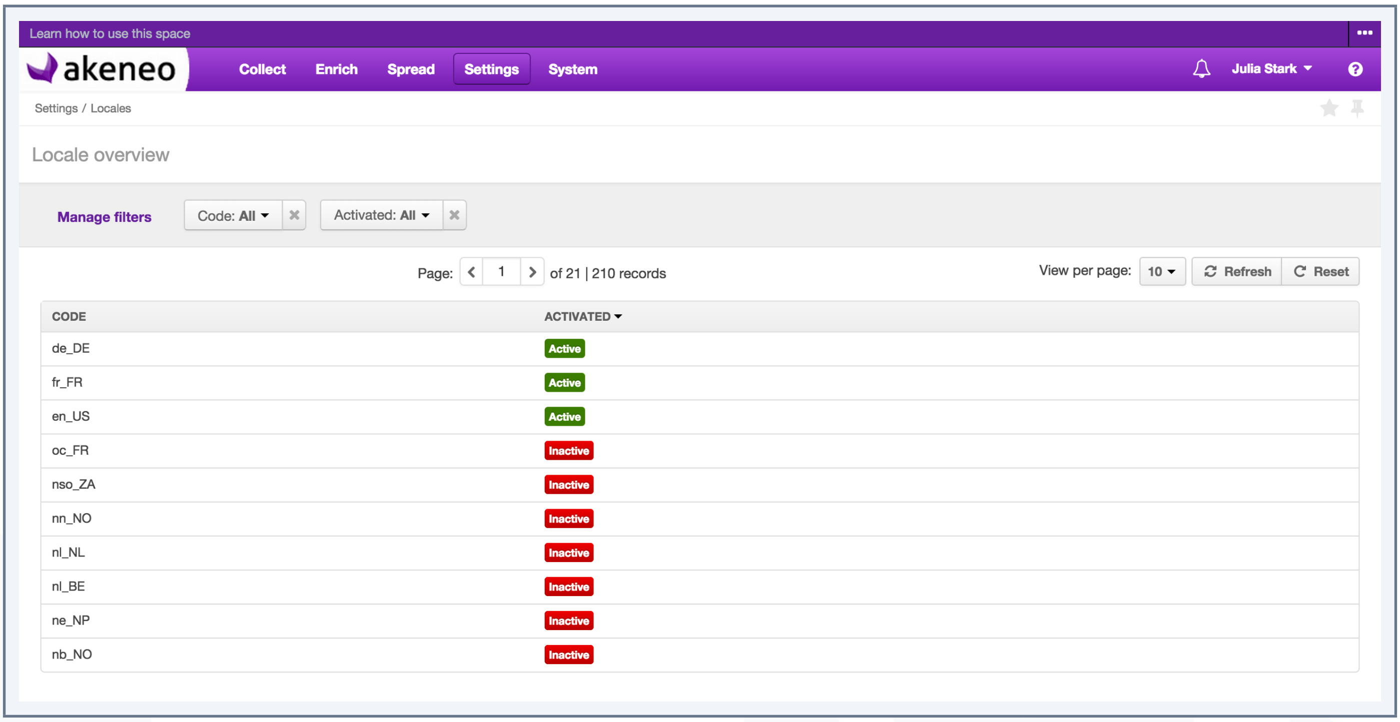
The currencies are not based on locales.

View locales

To view locales

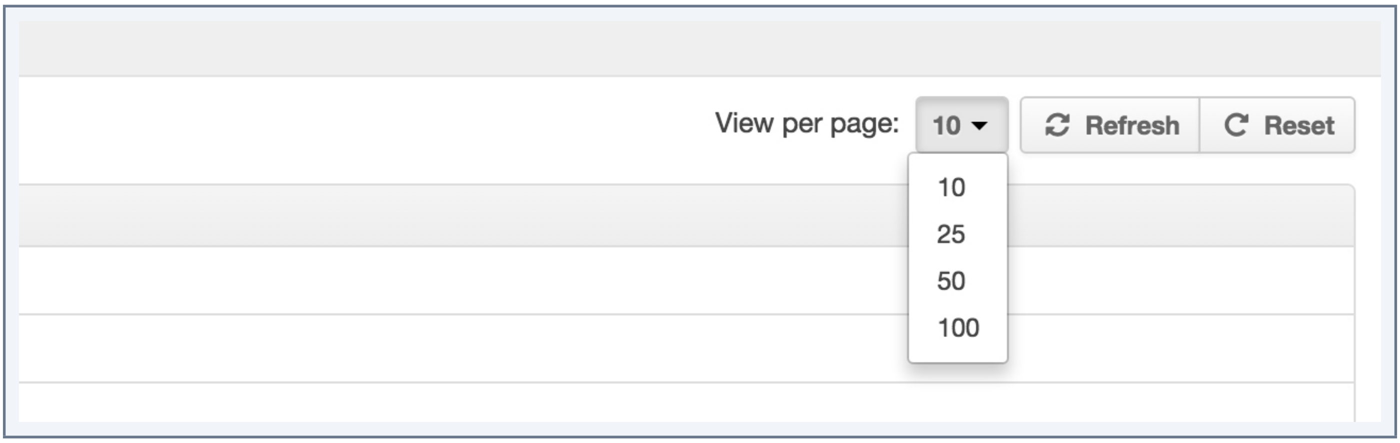
- Go to the “Settings > Locales” menu.

The locale datagrid supported in Akeneo PIM is displayed.



Page numbering

The locale datagrid displays a page number. All the locales are displayed in the datagrid per set of N locales. The number of locales is indicated at the top right of the grid.

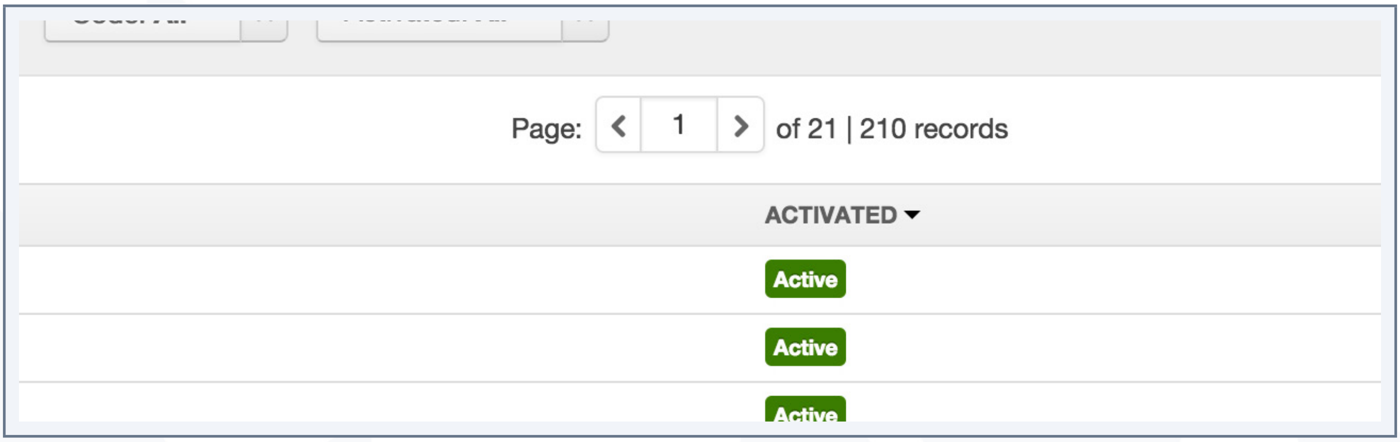


This number of locales per page can be changed if you click on the drop down list to select another number:

Note

This number is not taken in account as a contextual element of work. This means that when you leave the page to view and edit a locale for example, and you go back to the locale datagrid, then the number of locales per page sets back to the initial configuration, which is "10".

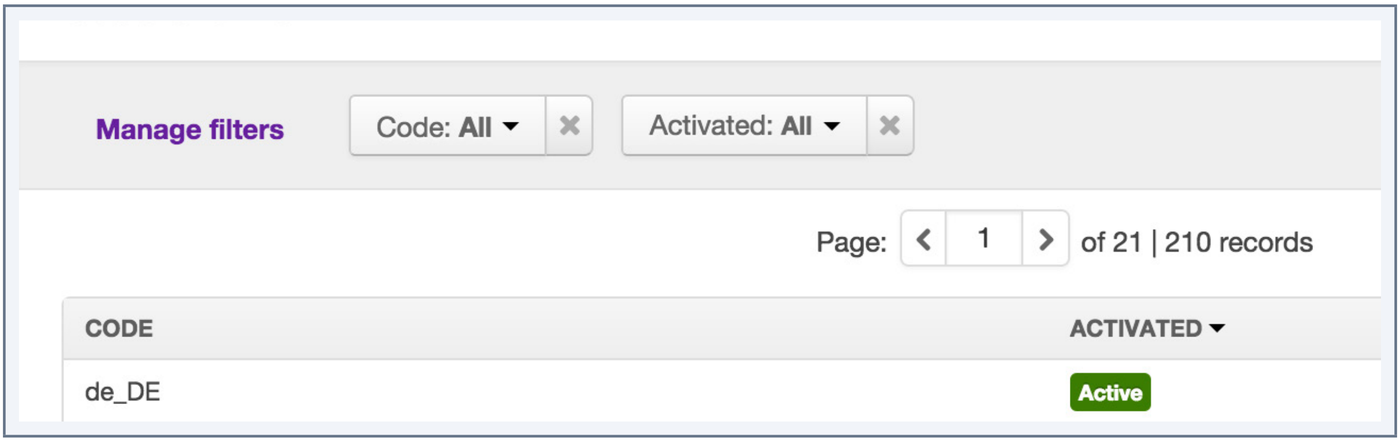
In order to navigate through the different pages of the locale datagrid, the navigation buttons "next" and "previous" are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.



> **Note**
>
> The navigation through the pages of the locale datagrid is not taken in account as a contextual element of work. This means that when you leave the page to display a locale for instance, and you go back to the page of the screen display of the locale datagrid, then the page number sets back to the original configuration, which is " 1 ".

Filters

The locale datagrid comes with a filter bar.



1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.
2. The grid is automatically updated as a new filter is added.

Filters can be applied on the following locale information

- The locale code
- Its information status: active / inactive

Screening locales

To sort out locales, you can click on a column header in the grid.

THANK YOU.