

USER GUIDE

# END-USER ROLE

Version 1.5

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## GLOSSARY

### Asset

An asset is used to represent a digital resource. A digital resource may be an image (illustration, photos, ...), a video (animation, ...), an audio file (music, podcast, ...) and other multimedia or office documents.

### Category

A category or category tree is a hierarchical way to organize and classify products in a catalog in Akeneo PIM.

Akeneo can handle multiple classification product trees (no limitation), a default tree is mandatory, usually called "Master Catalog" category.

General rules concerning categories: a product can be classified in any number of categories or in any of the categories among all existing trees.

A category is composed of a unique code to identify it, and labels that can be translated.

### Channel

A channel in Akeneo PIM defines a selection of products and information to be exported via the use of an export profile.

For example, an e-commerce channel for the website, another channel for an iPad application.

A channel works like a filter on the catalog with the following properties:

- A tree of categories: this defines the selection of products to export.
- One or several locales: this specifies which values the channel requires (product information in French but not those in Italian, even if these values exist).
- One or several currencies: this defines which values the channel requires about price attributes (prices in Euros and Dollars, but not in Pounds).
- Completeness: this defines which product information is mandatory for a product, it can be configured per channel, according to the product family. For instance: the product's description must be exported for the e-commerce channel, but only the product's name must be exported for the mobile channel.
- Statuses: disabled products are ignored by channels.

At least one channel must be created in the PIM.

## Completeness

The completeness can define and track when a product has enough information to be selected by a channel, to be exported to other third-party applications.

A product is complete for a channel and a locale when all attributes defined as “required” for a channel according to his family, have values for the channel’s locale(s).

## Connector

Connectors are external modules implemented to interact with external systems and Akeneo PIM. They manage rules for reading a source of information and they export the information according to the needs of third-party applications.

Akeneo PIM provides a platform of connectors management: various services are available like the configuration screen (import and export profiles).

A connector can be generated to import data (products, categories, attributes...) from different sources (ERP, CSV files...) to Akeneo. Other connectors can be created to export, for instance, the products from Akeneo to a e-commerce platform such as Shopify, Drupal, Magento, etc.

## Family

In Akeneo, a product family is a collection of attributes, which is defined by your product typology. For example, a family can be:

- A mug,
- A T-shirt,
- A pair of shoes.

Each product family has a code and a label that can be translated.

A product family can use all the attributes. Several families of products can use the same attributes.

This means that a product family is used as a product model: the set of attributes generates the product edit form automatically.

**Example: the “Mug” family is composed of the following attributes:**

- Name,
- Weight,
- Description,
- Color.

If a product belongs to the “Mug” family, the above attributes are automatically added to the product. These

attributes cannot be removed from the product.

Any product can be part of a family, but a product can be without a family. In this case, the product has no default attributes.

A family can also define the completeness of products.

## Locale

A locale is a combination of:

- A language (English, German, French...),
- A country (United States, United Kingdom, France...).

A locale is identified in Akeneo by 4 letters: 2 letters for the language (en, de, fr) followed by 2 letters for the country (US, UK, FR).

Examples of locales: British English (en\_UK), American English (en\_US).

A product in Akeneo can have different values per locale for some attributes (these attributes are “localizable”). Akeneo supports more than 200 locales.

## Reference data

A reference data is a data that defines the set of permissible values to be used by other data fields.

Reference data often represents business entities such as suppliers and materials with all the necessary detail (e.g., for suppliers: number, name, address, country and contact)

## Variant group

A variant group is a product group with specific properties compared to the other types of product group:

- It has at least one variation axis (required). The variation axis allows to secure the unique combination of values for some attributes, in the products added to the group. For example, in a variant group with the following attributes used as axes “Color” and “Size”, there will be only one product with the values “Purple” for the attribute Color and “M” for the attribute Size in the group.
- It has attribute values (optional). A variant group may have some attribute values, in order to apply them for each product belonged to the variant group.

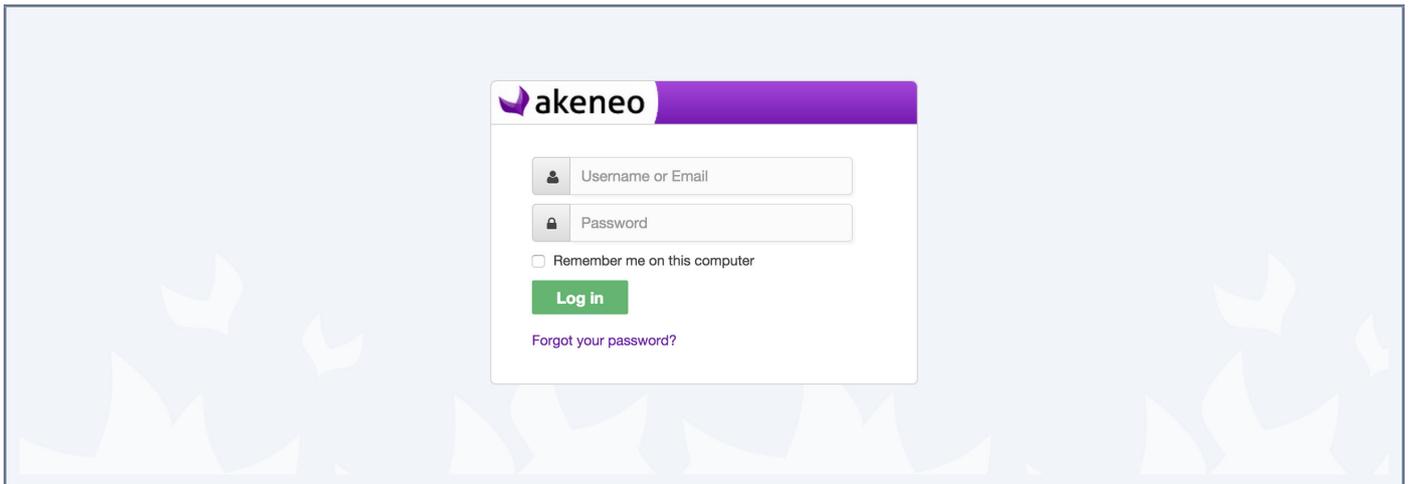
### Note

A variant group does not allow you to define the attributes for products (like families). Only attribute values are applied. Eg: If an attribute is added for a variant group but no value is given, then the considered value is “” (empty) for all products in the group.

## FIRST STEPS INTO AKENEO PIM

### Login

The login page will be displayed when you will not be connected to the application:



1. Enter your username and password.
2. Click on the “Log in” button.

The home page is displayed, also called Akeneo Dashboard.

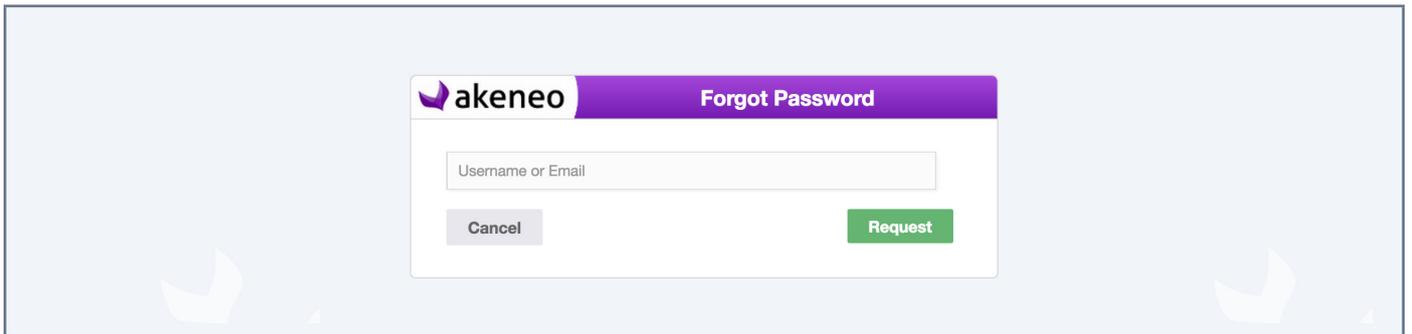
#### Note

Check the option “Remember me on this computer” so that you will not have to re-enter your login information to connect to the PIM.

### Recover password

1. Click on the link “Forgot password?”.
2. Type in your username or email address entered in your Akeneo user account.
3. Click on the “Request” button.

A link will be sent to this email. Follow the instructions to log in and change your password.



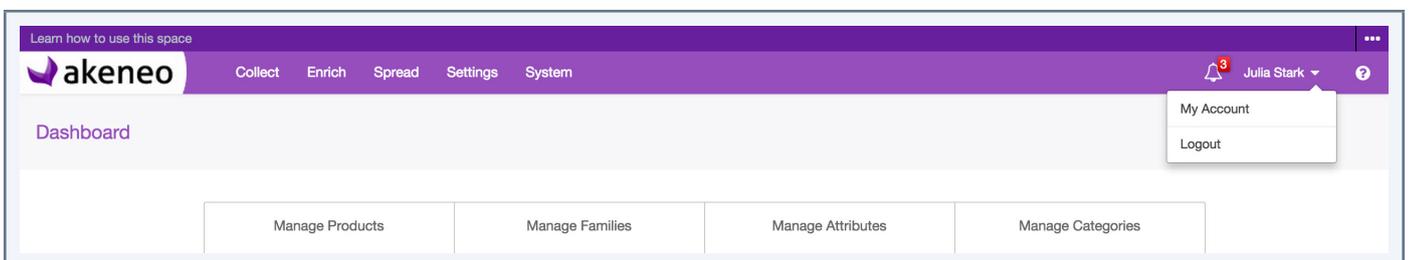
### Note

If you do not know which email address is set in your Akeneo user account, please contact your Akeneo administrator.

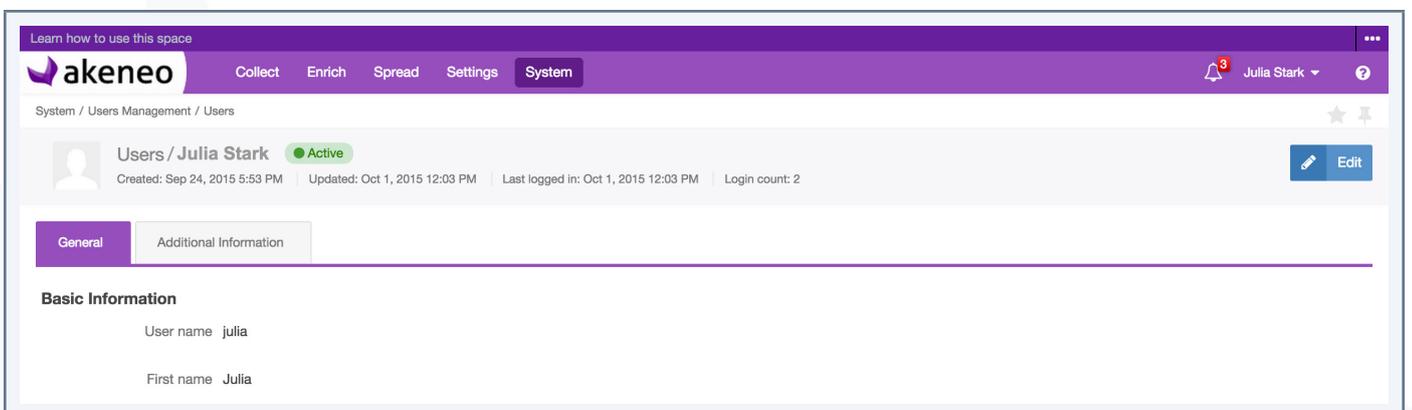
## Change your password

To change your password once you are logged into the application:

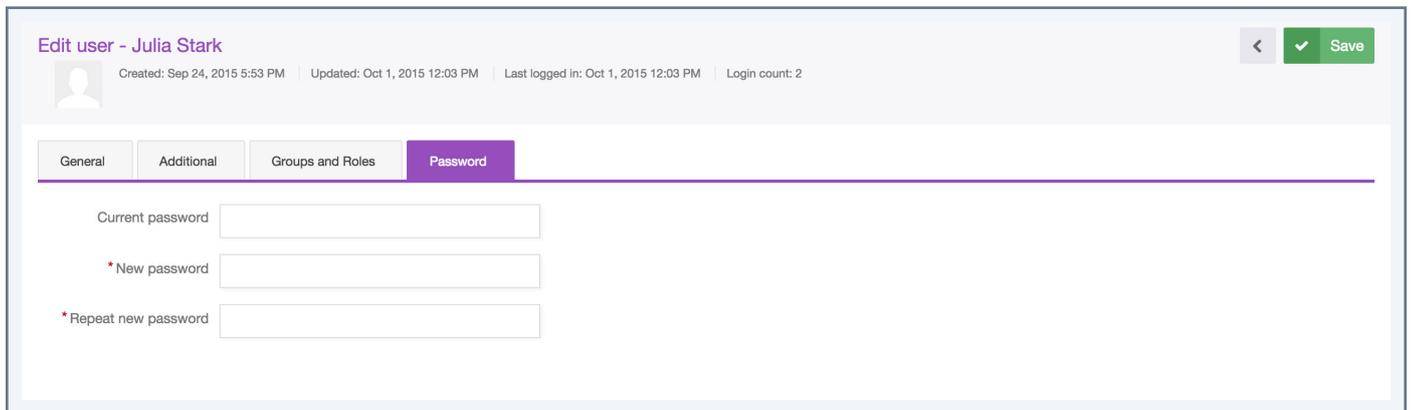
1. Click on your name at the top right hand corner and select "My Account".



2. Your profile is displayed. Click on the top right button.



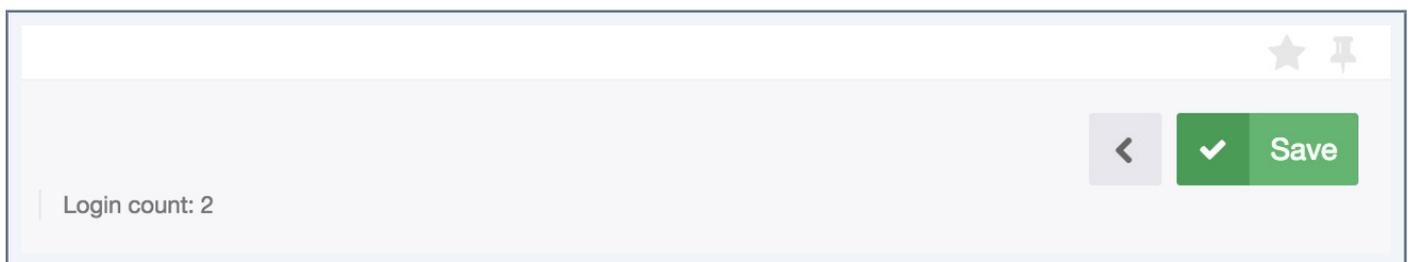
3. Your profile goes into edit mode. Select the password tab.



The screenshot shows the 'Edit user - Julia Stark' interface. At the top, there is a header with a back arrow, a checkmark, and a 'Save' button. Below the header, a user profile card displays 'Created: Sep 24, 2015 5:53 PM', 'Updated: Oct 1, 2015 12:03 PM', 'Last logged in: Oct 1, 2015 12:03 PM', and 'Login count: 2'. A navigation bar contains four tabs: 'General', 'Additional', 'Groups and Roles', and 'Password'. The 'Password' tab is active and highlighted in purple. Below the tabs, there are three input fields: 'Current password', '\* New password', and '\* Repeat new password'.

4. Fill in the fields as shown to change your password.

5. Click on the button "Save".



This screenshot shows the bottom portion of the 'Edit user - Julia Stark' page. It features a 'Login count: 2' label on the left. On the right, there is a navigation bar with a back arrow, a checkmark, and a 'Save' button. Above the 'Save' button, there are icons for a star and a pushpin.

Your password has now been changed.

## Exploring the working area in Akeneo PIM

The screenshot shows the Akeneo PIM Dashboard. At the top is a purple navigation bar with the Akeneo logo and menu items: Collect, Enrich, Spread, Settings, and System. On the right of the navigation bar, there is a notification bell with a '3' badge, the user name 'Julia Stark', and a help icon. Below the navigation bar is a 'Dashboard' header. The main content area is divided into several sections:

- Four management cards: 'Manage Products' (barcode icon), 'Manage Families' (folder icon), 'Manage Attributes' (list icon), and 'Manage Categories' (hierarchy icon).
- 'Completeness Over Channels and Locales': A table showing progress for Mobile and Print channels across German, English, and French locales.
- 'Last operations': A table listing recent actions like mass edit, import, and export, all marked as 'Completed'.
- 'Proposals to review': A section for pending review items.

Channel	Percentage	Count
Mobile	7%	16/1118
German (Germany)	1%	112/1118
English (United States)	10%	112/1118
French (France)	10%	112/1118
Print	7%	

Date	Type	Profile name	Status
2015-09-30 18:21	Mass edit	Mass edit common product attributes	Completed
2015-09-30 18:18	Import	Demo product import	Completed
2015-09-30 18:17	Export	Demo product export	Completed

The Akeneo Dashboard is the page that appears by default when connecting to the PIM.

The navigation bar (top of the screen in purple) is the same on all screens in Akeneo. This navigation bar displays the menu index to access all the features available in Akeneo PIM.

The white part of the screen (below the purple bar) contains the path of your current page.

## USING THE PRODUCT GRID

To start, go to Enrich > Products. From this page, there are many ways to work within the product grid below.

The screenshot displays the Akeneo PIM 'Products' grid. The interface includes a top navigation bar with 'akeneo' and menu items like 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The user is logged in as 'Julia Stark'. The main content area shows a 'Products' view with a 'Master catalog (1118)' filter. The 'Manage filters' section allows filtering by Family, Groups, Status, Complete, Created at, Updated at, SKU, and Permissions. The product grid shows 30 records, with columns for SKU, LABEL, FAMILY, STATUS, COMPLETE, CREATED AT, UPDATED AT, and GROUPS. The table lists products such as 'Trust Megapixel Pro', 'Viewsonic 3DV5', 'Canon LEGRIA HF G25', 'Samsung NX210', 'Speed-Link Smart Spy Autofocus Webcam, 1.3 Mpix & Rhea Headset', and 'Toshiba Camileo Clip'. The 'COMPLETE' column shows percentages like 50% and 67%. A 'Create product' button is located in the top right corner.

## Locale / Channel context

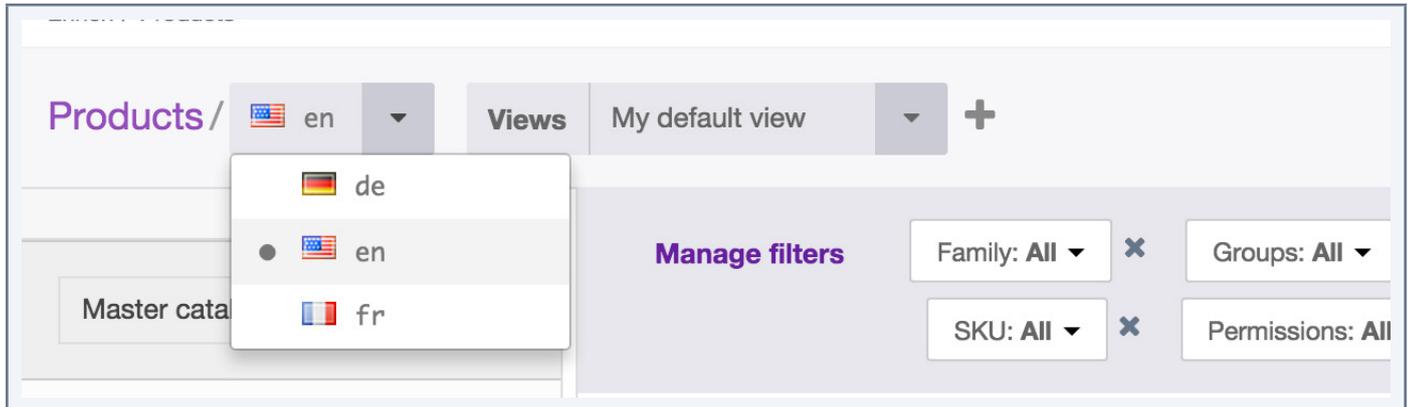
### Setting the locale context

On the catalog page, you are able to define your working locale. The locale selection impacts the following information on the page:

- The category labels
- The attribute labels that can be used as filters
- The labels of attribute groups
- The option labels that are used as a value (in the grid)
- The display of the completeness (what is the percentage in the complete column)

- The values in the product grid

Hence the page will be updated when the working locale is changed.



#### Note

The locales displayed are those added to at least one channel. If you do not see your working locale, this is more likely that:

- You do not have the appropriate access rights to view or edit products for this working locale (Enterprise version). In this case, then please contact your administrator.
- The locale is not required by any channel, therefore it is not activated. To add a locale to a channel, please refer to “Manage channels” in the PIM Catalog Settings Guide.

#### Note

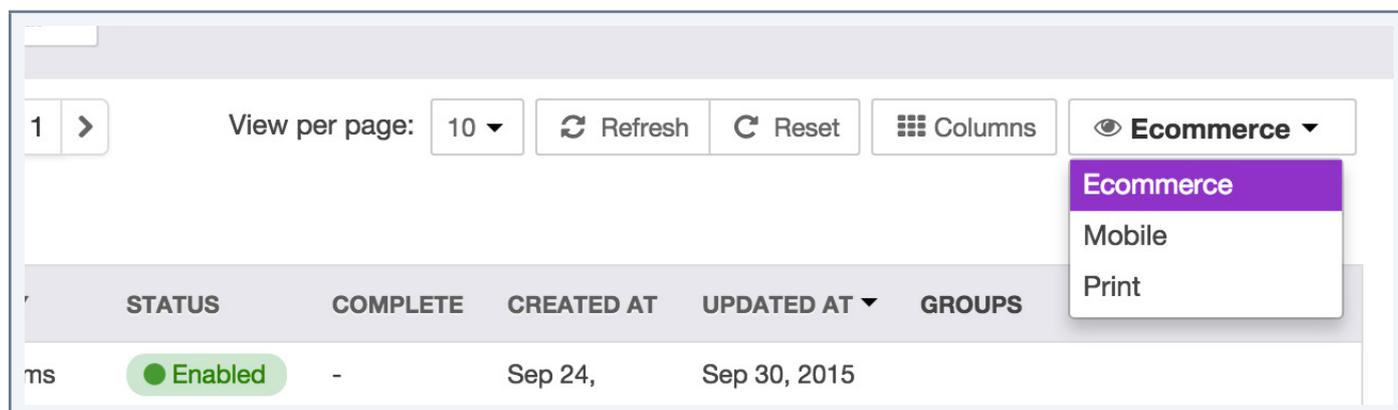
The working locale selected in the page of the product grid is applied when editing or viewing a product form.

#### Note

The working locale is very different from the interface locale of the user, refer to the section “Change your interface locale”.

## Setting the channel context

Above the product grid, on the right side, you have a drop down menu to select your channel.



The selection of the working channel impacts the values in the product grid to be displayed, especially in the case of different values according to which channel you are currently working. Selecting a channel will enable the value to be displayed.

This also impacts the completeness (percentage in the column), since there may be as many completeness as channel / locale pairs

Therefore the product grid is updated when the working channel changes.

### Note

The available channels are those concerned with locale selected higher up on the page. If you don't find your channel, it means the locale selected is not required for the channel you want, so it is not proposed. To add a locale to a channel, refer to "Manage channels" in the PIM Catalog Settings Guide.

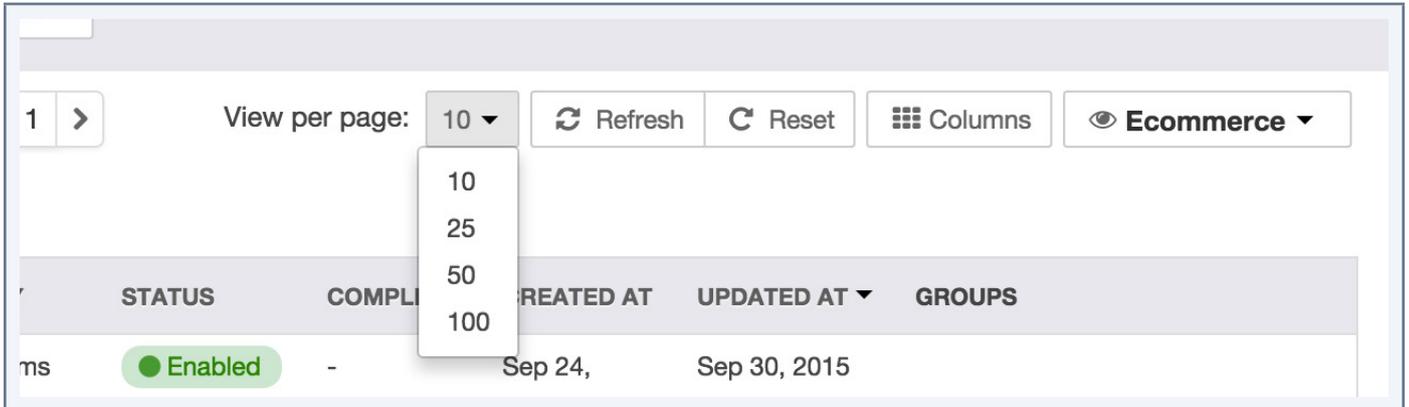
### Note

The working channel selected in the page of the product grid is applied when editing a product form.

## Page numbering

The product grid displays a page number: all the products in the grid come per set of N products. The number of products is shown on the top right of the grid.

The number of products per page can be changed via the drop down list to select and view more products.



#### Note

The page number is not taken into account as a contextual element of work. This means that when you leave the page to view a product form for example and go back to the page of the product grid, the number of products per page returns to its initial configuration, which is set to "10".

There are two navigation buttons allowing to go to the next / previous page in the product grid. The current page number you are on is displayed in the middle.

Eventually, it is possible to go directly to a specific page by modifying the field indicating the current page number.



#### Note

The navigation through the pages of the product grid is not retained as a contextual element of work. This means that when you leave the page to edit a product form for example and go back to the page of the product grid, then the page number returns to its initial configuration, which is set to page "1".

## Browsing the product catalog by category

In the left panel of the product grid, stands the catalog tree for the categories. This panel allows you to browse the product catalog.

The screenshot shows the product catalog interface. On the left, there is a navigation panel with a dropdown menu set to 'Master catalog (1118)'. Below it is a tree view of categories: 'Master catalog (1118)' (expanded), 'TVs and projectors (215)', 'Cameras (300)', 'Audio and Video (184)', 'Print and scan (294)', 'Clothes (108)', 'Office (125)', 'Unclassified products', and 'All products'. On the right, there is a 'Manage filters' section with dropdowns for 'Family: All', 'Groups: All', 'SKU: All', and 'Permissions: All'. Below the filters are icons for trash, edit, and list, and a 'Quick Export' button. The page number is 'Page: < 1'. The main area shows a table of products with columns 'All', 'SKU', 'LABEL', and 'FAMILY'. The table contains three rows of product data.

All	SKU	LABEL	FAMILY
<input type="checkbox"/>	1209128	Trust Megapixel Pro	Webcam
<input type="checkbox"/>	8538374	Viewsonic 3DV5	Camcorc
<input type="checkbox"/>	17494387	Canon LEGRIA	Camcorc

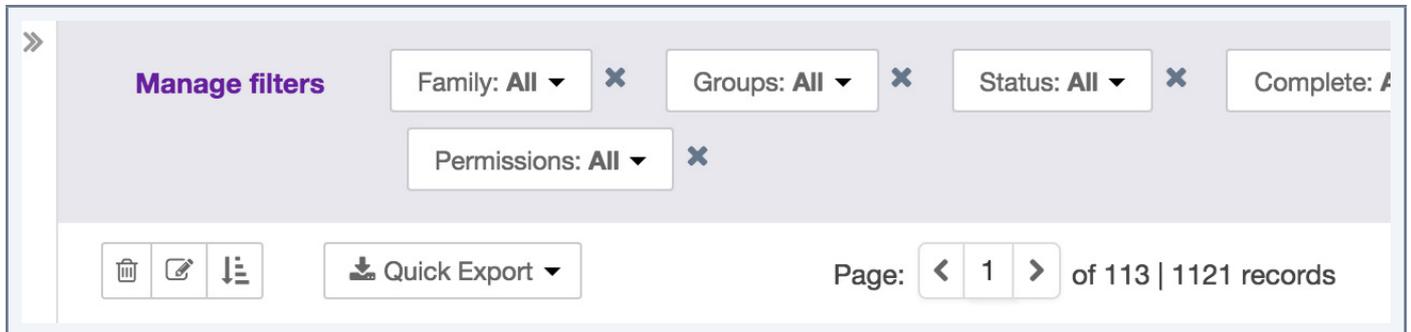
## Reduce the navigation panel per category

When there is a lot of information on the grid, it can be convenient to expand the text over the full width of the page. For this, it is possible to reduce the navigation panel by category.

For this, click on the icon on the top right of the panel. The panel will be reduced automatically.

This screenshot shows the same product catalog interface as the previous one, but the navigation panel on the left is now reduced to a single line, showing only 'Master catalog (1118)'. The rest of the interface, including the filters, export button, and product table, remains the same.

To show the panel again, click on the icon on the top right of the panel. The panel will be displayed automatically.



## Change the width of the navigation panel per category

When the category name is too long for a given locale, the category name might not be fully displayed in the navigation panel. It may be convenient in this case to expand the panel width in order to read the whole name.

Changing the panel width may also be useful in the case of a very deep tree (with many subcategories) which, when unfolded, has not enough space to properly display all the subcategories.

To change the width of the panel, you can keep the left click of your mouse on the banner on the right (shown with the 3 points) to change the width of the panel. When you are happy with the width you want, you can release the mouse button.



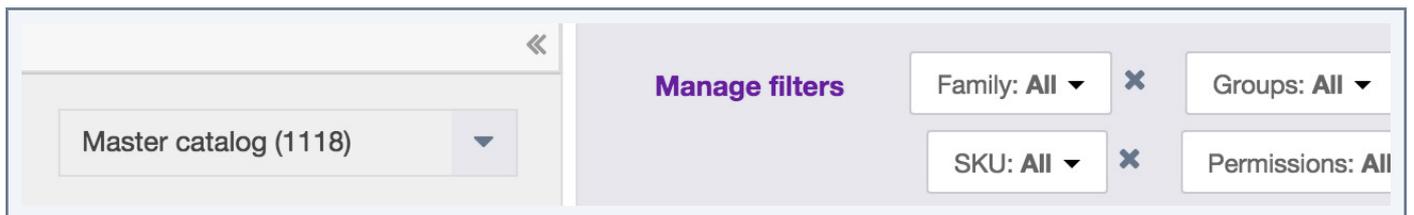
### Note

There is a minimum width for the fixed panel. It cannot be reduced completely to the left.

## View a category tree

A category tree is a set of categories interrelated and with the same root. There may be as many trees as needed in the PIM. For example, a business-driven tree is different from one oriented to a website. This will make easier the user navigation in the catalog as per his needs.

To view a category tree, select the tree to be displayed in the drop-down list at the top of the navigation panel.

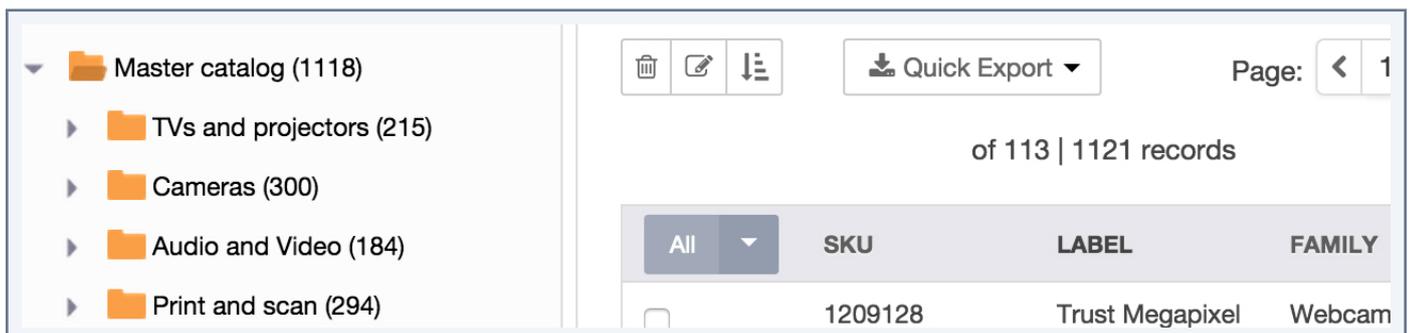


### Note

In the Enterprise Edition, if you do not have the rights to see a tree, it will not be part of the list in the drop down menu. In this case, please contact your administrator.

## Include subcategories for the product counter per category

On the right-hand side of each category label, there is a number into brackets which shows the number of products classified in categories.



There is an option available at the bottom of the navigation panel for categories.



This option takes into account the number of products classified in sub-categories. By default, this option is “Yes”, hence subcategories are taken into account.

If you do not want to take into account the number of products classified in subcategories, click on “Yes” at the bottom of the navigation panel. The tree is updated with product numbers excluded sub-categories.

#### Note

In the Enterprise edition, the number of products in the category displays the products on which you have rights to view and publish. The other products are not taken into account.

## How to view products according to their classification

The category panel enables to filter the product grid according to their categorization. To do so, you need to click on the category you want to see the products. The product grid will be then updated.

#### Note for Enterprise Edition

Only products that you can view or edit are displayed in the grid, without applying any filters.

## View products which are not classified in a tree

A “category” as a filter is displayed for the whole tree. The “folder” icon is gray and on the bottom of the tree. This category named as “unclassified products” is automatically managed by the PIM and cannot be set.

▶ <b>Clothes</b> (108)				Pro
▶ <b>Office</b> (125)	<input type="checkbox"/>	8538374	Viewsonic 3DV5	Camcorc
Unclassified products				
<b>All products</b>	<input type="checkbox"/>	17494387	Canon LEGRIA HF G25	Camcorc
	<input type="checkbox"/>	17404814	Samsung	Camcorc

To see all the products that are not classified in any category of the relevant tree, click on the “unclassified products” category.

### View all the products of the catalog

A category is displayed even though there is no tree. The “folder” icon is gray, below the tree if there is one to be displayed. This category named “All Products” is automatically managed by the PIM and cannot be set.

▶ <b>Clothes</b> (108)				Pro
▶ <b>Office</b> (125)	<input type="checkbox"/>	8538374	Viewsonic 3DV5	Camcorc
Unclassified products				
<b>All products</b>	<input type="checkbox"/>	17494387	Canon LEGRIA HF G25	Camcorc
	<input type="checkbox"/>	17404814	Samsung	Camcorc

To view all the products of the catalog, click on the category “All products”.

### Filters

The product grid includes a filter bar.

**Manage filters**    Family: All ▼ ×    Groups: All ▼ ×    Status: All ▼ ×    Complete: All ▼ ×    Created at: All ▼ ×    U

SKU: All ▼ ×    Permissions: All ▼ ×

1. Enter your criteria. If the criteria shown are not relevant, you can add additional criteria: click on the “Manage filters” tab and select what you want to be added from the drop down list.

2. The grid is automatically updated when the user applies a new filter.

The labels filters are localised: if an attribute has a label in the selected locale on the top of the page, then this label will be used. If there is no locale available, then the attribute code or the option will be displayed into brackets. For example: [DESCRIPTION].

The filters can be applied on the following product information:

- All the product information managed by the PIM:
  - Family,
  - Groups,
  - Status,
  - Complete,
  - Creation date,
  - Last modified,
  - ID i.e SKU,
  - Permissions,
  - Categories.
- All the product information managed via the attributes.

#### Note

1 - You can define default filters when you open the product grid in your user account, refer to “Change your default preferences”.

2 - If no default filter is defined in your user account, the system attributes will be used as default filters in the product grid: family, groups, status, completeness, creation date, updated date, product identifier, permissions.

3 - Only the attributes with the property “usable in grid” are available in the list of filters in the product grid.

#### Enterprise Edition Note

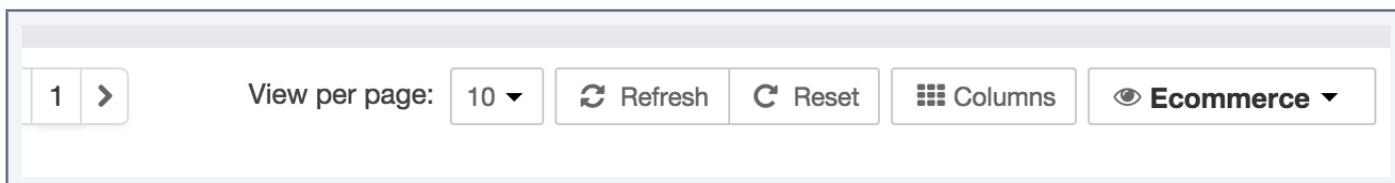
Only the attributes that you can view or edit are available in the list of filters in the product grid.

## Configuring columns

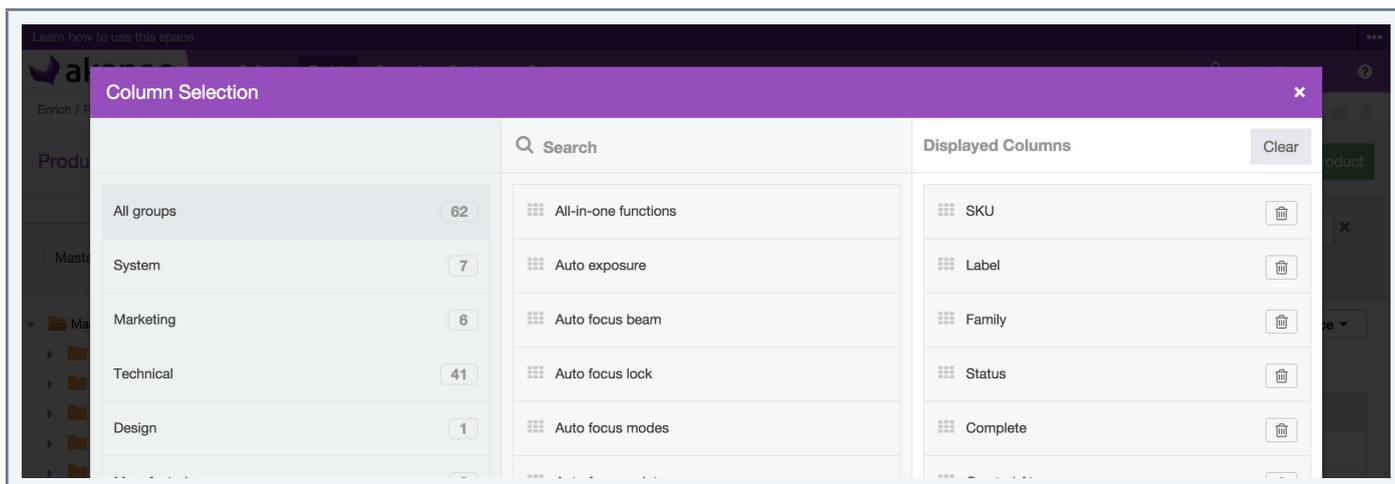
The Akeneo PIM enables you to change the columns order in the product grid to adjust & meet your needs for results viewing.

To configure the columns of the product grid:

1. Click on the “Columns” button at the top right above the product grid.



2. The popin column configuration is prompted: This popin shows on the right-hand side the list of columns currently displayed in the product grid.



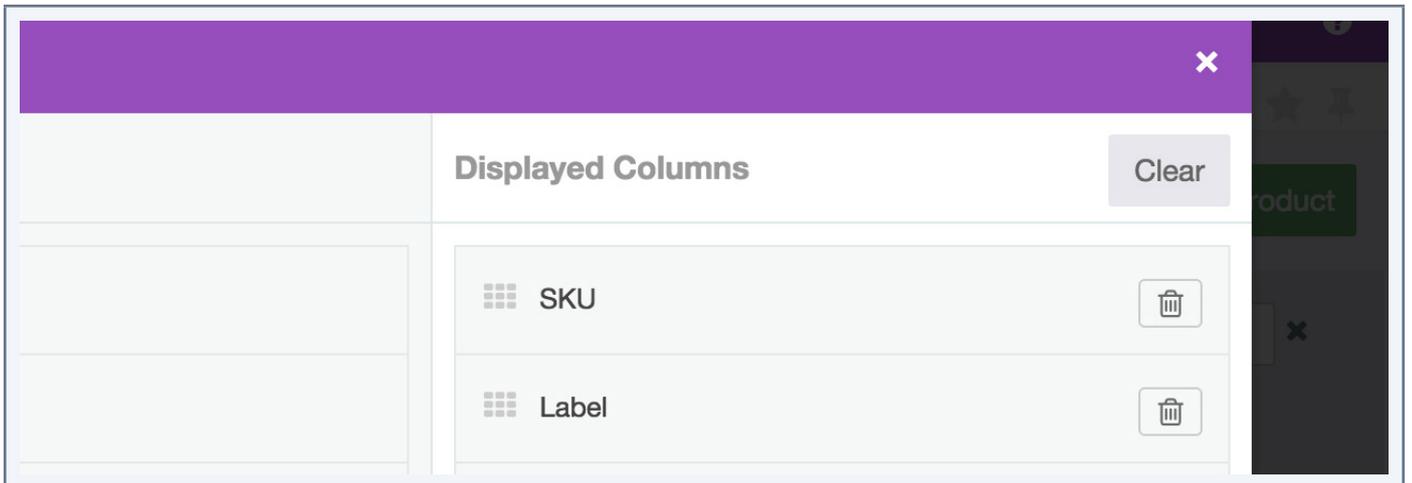
## Adding Columns

To add new columns:

1. Drag and drop the attributes you want to add from the main column to the right column. You have several options to search for attributes:
  - In the left column, you have a list of attribute groups available in the PIM. So you can filter results if you click on a attribute group
  - At the top of the central column, you have a search engine for attributes. So you can start typing the first letters of the label for the attribute you want, the list below will be updated automatically.

## Removing columns

You can remove an ongoing displayed column if you click on the “trash can” button on the right-hand side of the attributes in the right column.



You can also remove all the columns to be displayed in the right column if you click on the button “Clear”.

### Note

Only the attributes with the property “usable in grid” are available in the popin column and can be displayed in the product grid.

### Enterprise Edition Note

If you cannot find an attribute, it is more likely because you have no right access on the attribute group in which it belongs (permissions included in the Enterprise Edition). Contact your administrator to check your rights on the PIM application.

## Sorting out columns

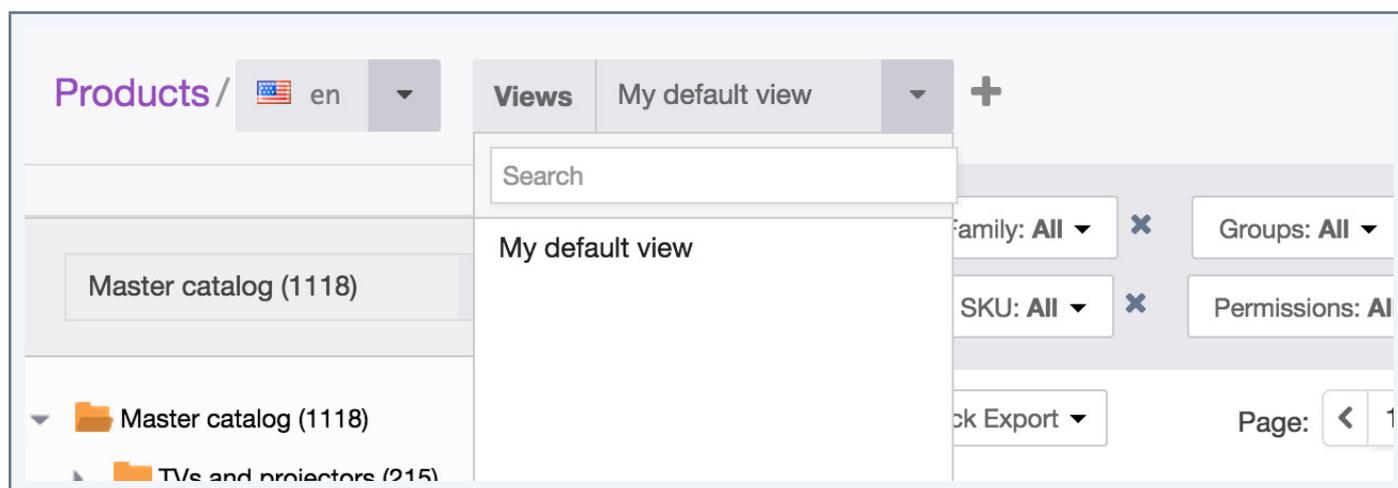
To sort out the columns, drag the attributes in the right column in the popin of the column setting.

## Using the different views

The product grid as well as the various options to search or view results available in the PIM is enhanced by the possibility to save filters and the grid configurations. This feature is called “view” in Akeneo PIM.

### Applying a specific view

You can apply a specific view if you select it from the drop down list of available views.



A search engine is available above the list: you can start typing the first letters of the name the views, the list will be updated to match what you have entered.

Once you have selected a view, the product grid is updated accordingly with the results of the filters applied, and the configuration of the product grid that has been saved.

You can add, delete, or edit filters to refine your search results. You can also update the view (if it is your own view) and then make a copy of these filters and of the configuration as a new view.

#### Notes

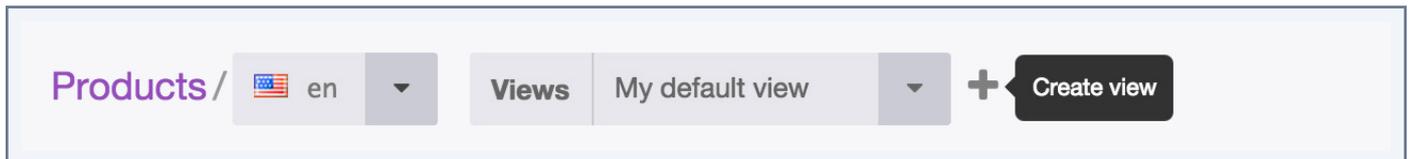
1 - Only the views you can apply are available in the list of available views.

2 - You can define a default view when you open the product grid in your user account, refer to “Change your default preferences”.

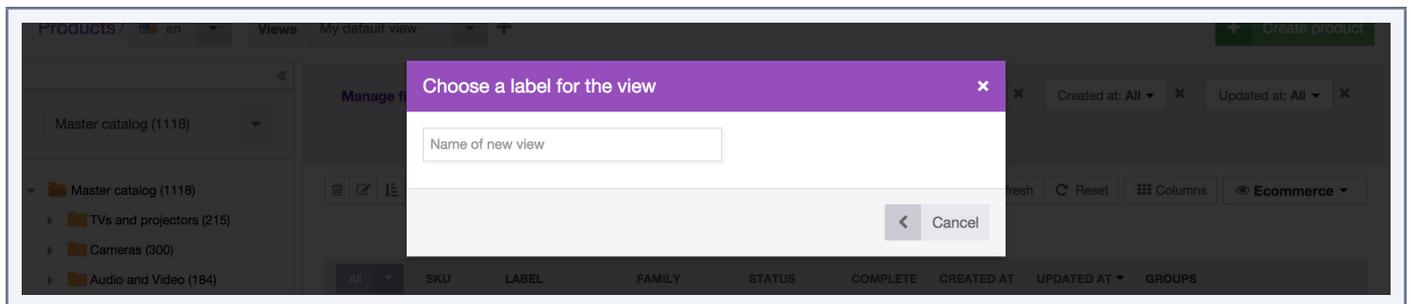
## Create a view

To create a new view:

1. Define your filters and your column configuration.
2. Click on the “+ / plus” icon next to “My default view” tab.



3. The popin to create a view is prompted. Enter a name for the new view.



4. Click on the “OK” button (it appears only when you have entered a name). Your view is created.

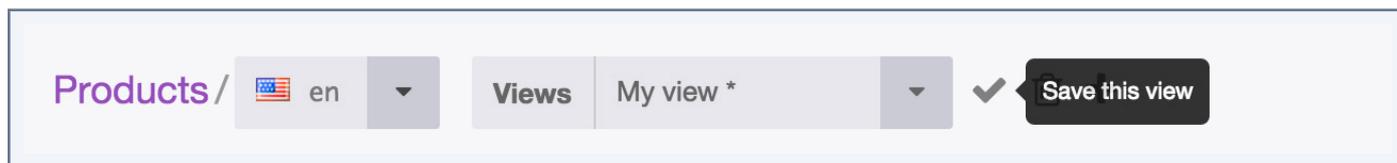
Concerning the views that you create:

- Your view is shared and used by all the PIM users.
- Your view cannot be modified or deleted by another user.
- Only you can change or delete the views you have created.

## Update one of my views

To update the filters or the column configuration of the views that you have created:

1. Apply the view that you want to change.
2. Change the filter and / or change the grid configuration. Apply these changes to see the results on the product grid. You will be able then to identify an asterisk next to the name of your view and the “save this view” icon that appears.

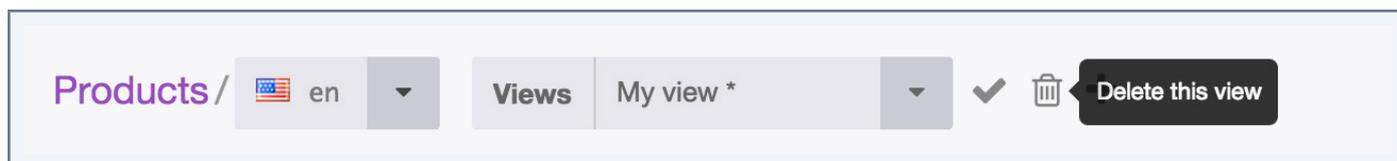


3. Click on the “Save” button to update your view with the new changes you just have just defined.

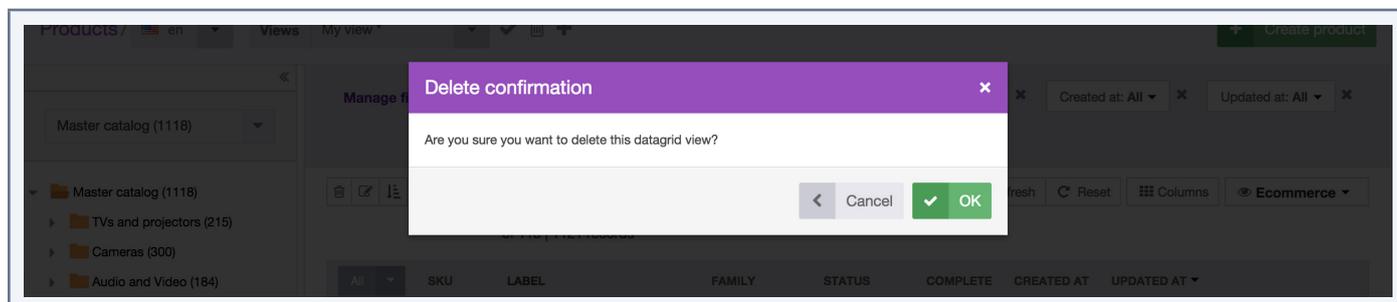
## Delete one of my views

You can remove all the views that you have created by following the guidelines below:

1. Select the view you want to delete and apply the change on the product grid.
2. Click on the “trash can” button next to the list views.



3. Confirm or cancel the suppression of the view.



Once confirmed, the view is permanently deleted.

## Apply sort orders

To sort out the products, you can click on the column header in the product grid.

The following information cannot be sorted out:

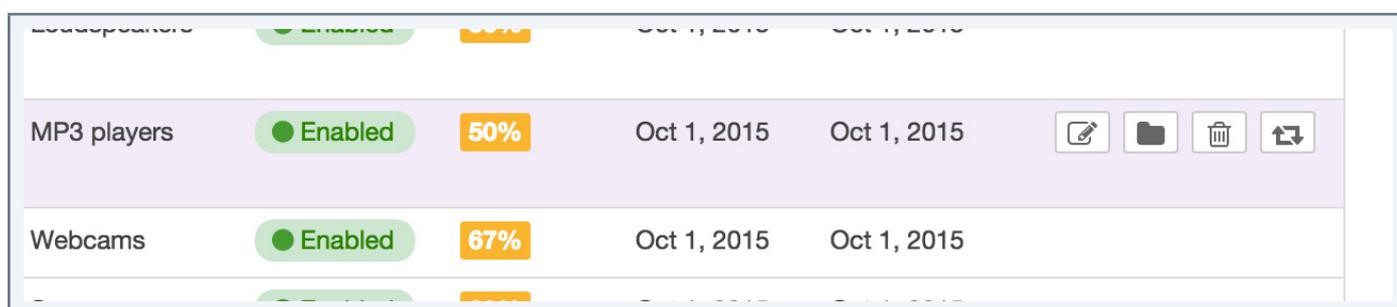
- The column “label”
- Groups
- Prices
- Multi select attribute type

- Pictures and files

## The shortcut actions on the product

### The shortcut actions for each product

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



MP3 players	● Enabled	50%	Oct 1, 2015	Oct 1, 2015	   
Webcams	● Enabled	67%	Oct 1, 2015	Oct 1, 2015	

#### Note

The shortcut actions are displayed if you have the appropriate rights, or as if you are working with the Enterprise Edition or the Community Version of the Akeneo PIM

### The shortcut actions for a selection of products

If you select products in the datagrid, checking the box in the very left column, it is possible to perform actions on the selection of products directly from the datagrid:

- Delete all the products that have been selected. A popin is prompted to confirm or cancel the action.
- Mass edit products. For further details on these actions, please refer to the Section “mass edit on products”.
- Sequential edit products. For further details on this action, please refer to the “Sequential Edition on products” section.

## Create a product

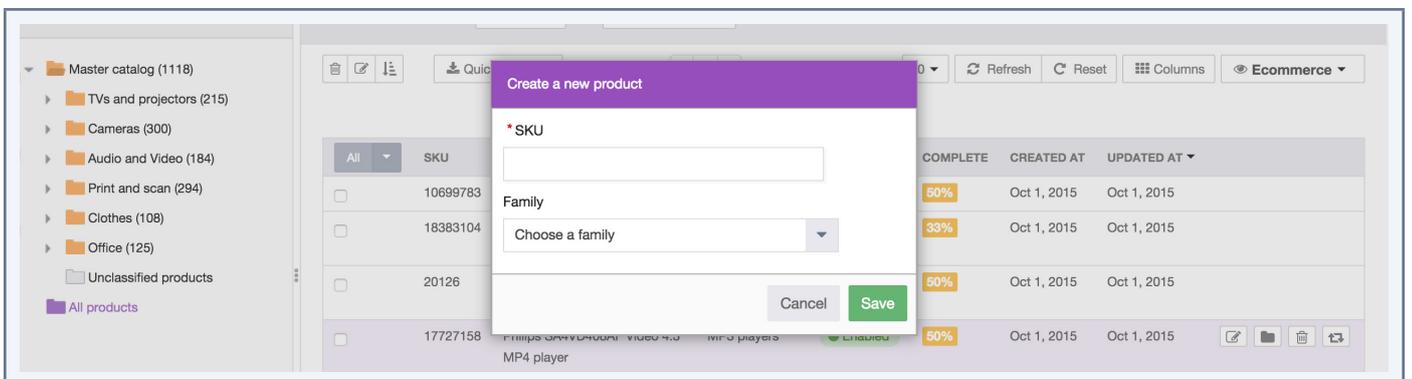
To create a product from the PIM user interface (without going through imports), you must have a special permission to do so. If this is not the case, please contact your administrator.

To create a product in the PIM:

1. Click on the “Create product” button at the top right-hand side of the page Enrich > Products.



2. Select a family for the new product you are creating, as well as a unique stock keeping unit.
3. Click on the “save” button.



The product has been created and the page of the product edit form is displayed.

## WORKING ON THE PRODUCT DATA

The screenshot shows the Akeneo PIM interface for editing a product. The top navigation bar includes 'Learn how to use this space', the Akeneo logo, and menu items: 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The user 'Julia Stark' is logged in. The main header shows 'Enrich / Products' and the product name 'Sony SRS-BTV25'. Below the header, there are tabs for 'Attributes', 'Categories', 'Associations', and 'Proposals'. The 'Attributes' tab is active, showing a list of attributes for the product. The 'Marketing' attribute is selected, and the 'Ecommerce' locale is chosen. The 'SKU' field contains '10699783'. The 'Name' field contains 'Sony SRS-BTV25'. The 'Description' field is empty. The 'Release date' field contains '2011-08-21'. The 'Price' field is empty. A warning message states: 'This attribute can be updated by a rule: copy\_description\_print\_us\_to\_ecommerce\_us'.

### Editing a product

1. Click on the “Attributes” tab.
2. Select the locale you want to edit.

This close-up screenshot shows the 'Attributes' tab selected. The 'Ecommerce' locale is chosen, and the 'English' locale is selected. A dropdown menu is open, showing the following options: 'German', 'English', and 'French'. The 'SKU' field contains '1209128'.

3. Change or complete the information in the appropriate fields.
4. Click on the “Save” button.

The product is updated with your changes, and a new product version is created. You can view it from the “History” tab, if you have the rights to do so.

#### Note

With the Enterprise version, you might not have the appropriate rights to edit the product for this locale. In this case, please contact your administrator.

## Select the working locale

For each product page, it is possible to define your working locale. The selection of the locale impacts the following information in the product page:

- The label of the family in the product header
- The label of the attribute groups
- The label of the attributes
- The label of the categories
- The label of the associations

For the localizable attributes (with the indicated locale on top of the field), the entered values will be saved only for the working locale.

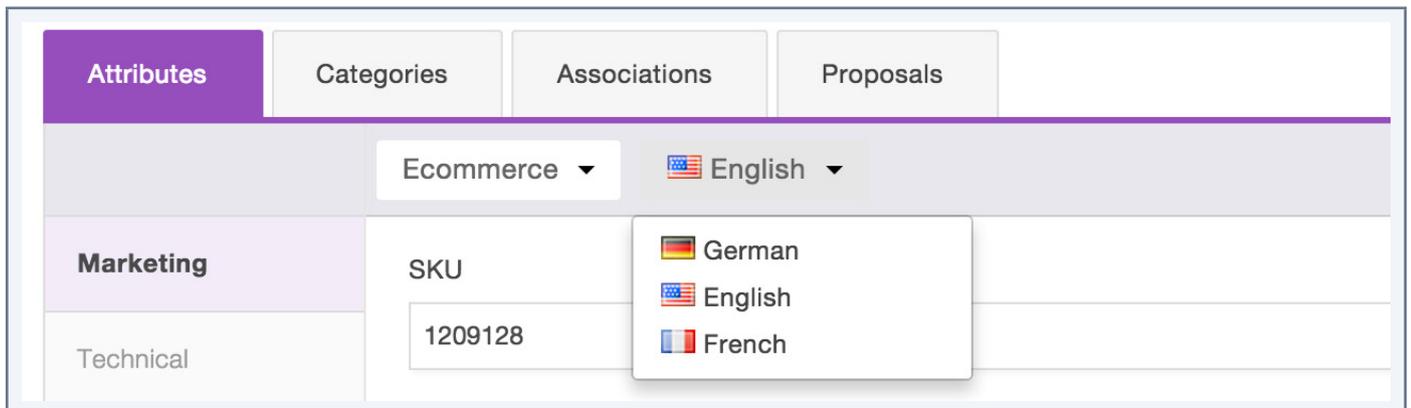
The localizable attributes for some locales exclusively, are only displayed when they are concerned by the working locale.

#### Note

The global attributes are displayed regardless of the working locale. Hence, these attributes can be edited in all working locales.

To select your working locale:

1. Select the locale you want to work with.



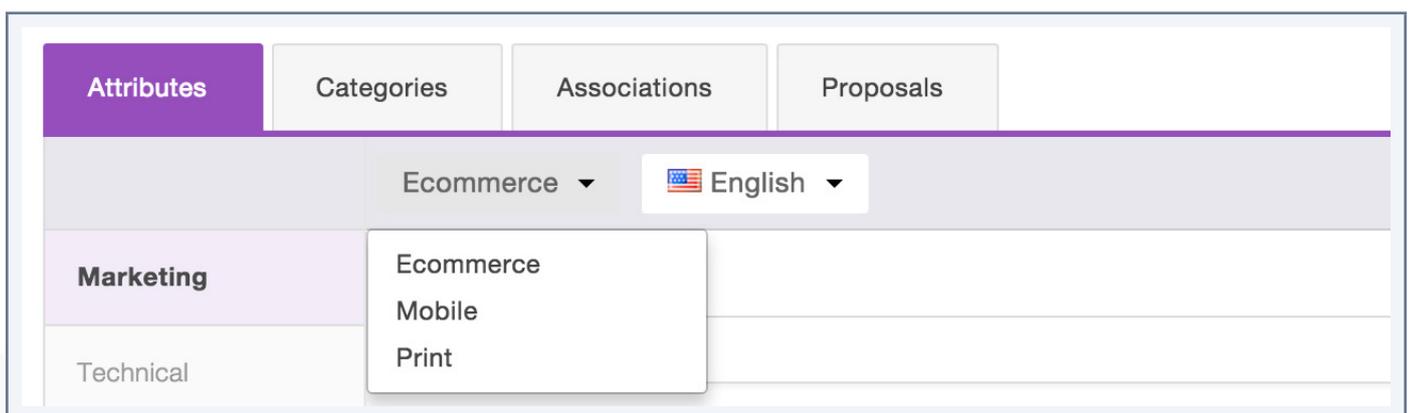
In the drop-down menu, you will find the locales (at least those that have been added to a channel). If you cannot find your working locale listed, you have two options:

- You do not have the appropriate rights to view or edit the product for this locale. Please contact your administrator in this case.
- The locale is not required by any channels: therefore it is not enabled. To add a locale to a channel, please refer to the section “Channel configuration” in the PIM Administrator user guide.

## Select the working channel

To select the channel you want to edit:

1. Select the channel in the drop down list on top of the product form:



The suggested channels in the list will concern the relevant working channel selected earlier.

## Edit several channels at once

If you want to edit several channels at once, you can change the working channel and edit the product

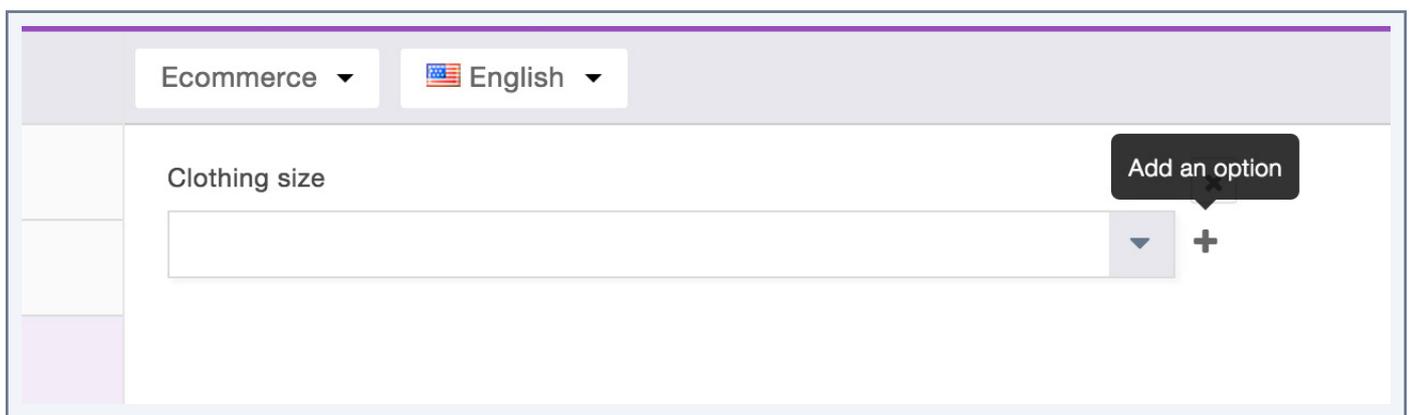
information for it before saving all your changes.

## Add options to a simple or multi-select attribute

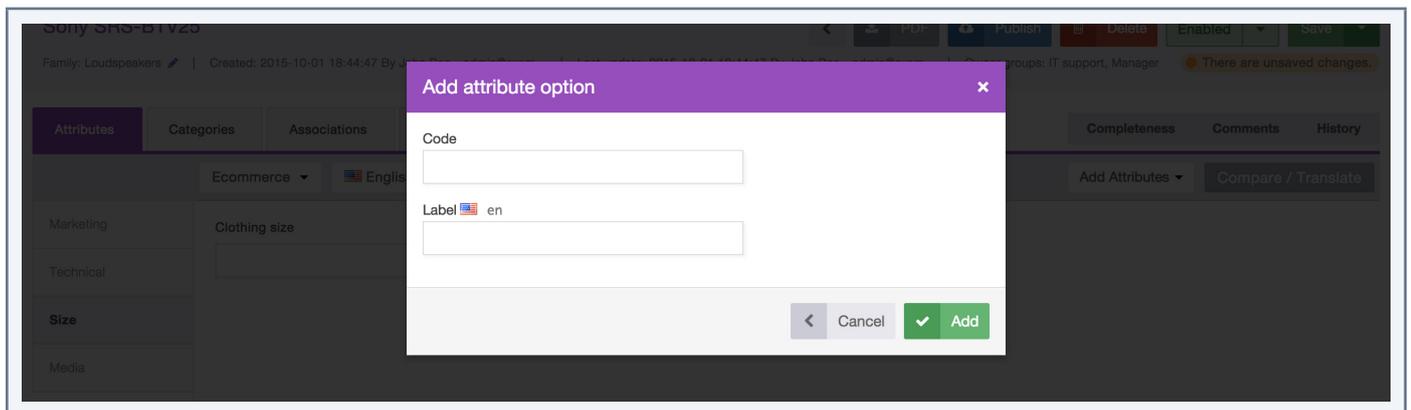
If an option is not present for a select attribute type (displayed as a drop down menu, simple select or multiple choice list with auto completion) you can add it directly from the edit product form.

From the edit product form

1. Click on the “+/plus” button on the right of the attribute.



2. From the new popin you will be able to create the new option.



3. Add the code and a label for the working locale.
4. Click on the “save” button to generate the option and add it automatically to the attribute for the product form in progress.

If you do not see “+/plus” button, you might not have the appropriate rights to add an option. In this case, please get in touch with your administrator.

## Add / remove product attributes

You can add attributes to a product, which are not part of the product family.

### Note

An attribute added to the product is not added to a family. It is only added to the current product. Hence, this attribute cannot be taken into account when calculating the completeness.

### From the edit product form

1. Click on “Add Attributes” on the right side of the “Attributes” tab.

2. Select the attributes you want to add to the product form using their labels (or codes). You can search for an attribute by its label (or code) using the quick search box above the list. The number of attributes selected is displayed.
3. Click on the “Add” button below the list.

The attributes are then added to the product form in progress.

If you do not see the button “Add Attributes”, you might not have the appropriate rights to add attributes. Please contact your administrator in this case.

These attributes can also be removed from the product form in progress by clicking on the cross to the right of each attribute added.

⚠ This attribute can be updated by a rule: copy\_description\_print\_us\_to\_ecommerce\_us

Response time (ms) ✕

Release date ecommerce

If you are not able to see the cross on the attributes manually added (it is not possible to remove attributes inherited from a family), you might not have the appropriate rights to remove attributes that have been manually added. In this case, please get in touch with your administrator.

## View product information from another locale and/or channel

In the edit product form, it is possible to view the values of the product in another locale/channel, to assist capturing the data on an ongoing work, like for instance when translating the product form, or retrieving the product information coming from another team (you are in the ecommerce team and you need the product information from the mobile team or the print team).

To view the data in another locale and/or channel:

1. Open / edit the product form that you need to translate.
2. Select the locale to be edited.
3. Click on the button “compare / translate” on the right of the form (working copy is selected by default).
4. Select the locale / channel to display in the dropdown menus on the right of the form.

The localized or scorable values are displayed on the right side of the product form in the compare / translate panel.

Attributes Categories Associations Proposals Completeness Comments History

Ecommerce English Add Attributes Ecommerce English Working Copy Select Copy ✕

**Marketing** SKU

Technical

Media Name

Description ecommerce en  Description ecommerce en

The values on the right cannot be edited but can be viewed.

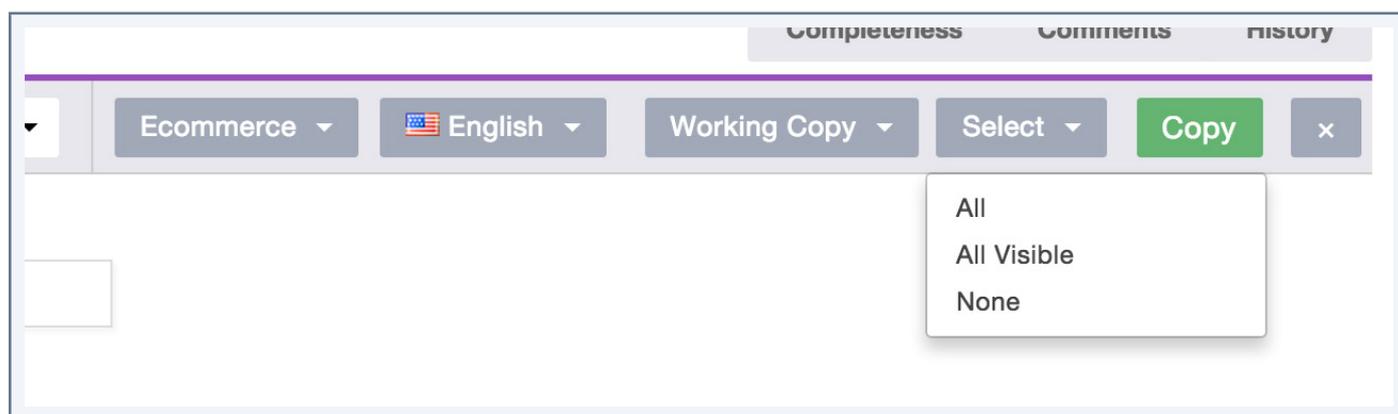
Additionally, it is possible to copy the values in the product form. For further details, see the next section.

## Copy product information from a locale and/or a channel

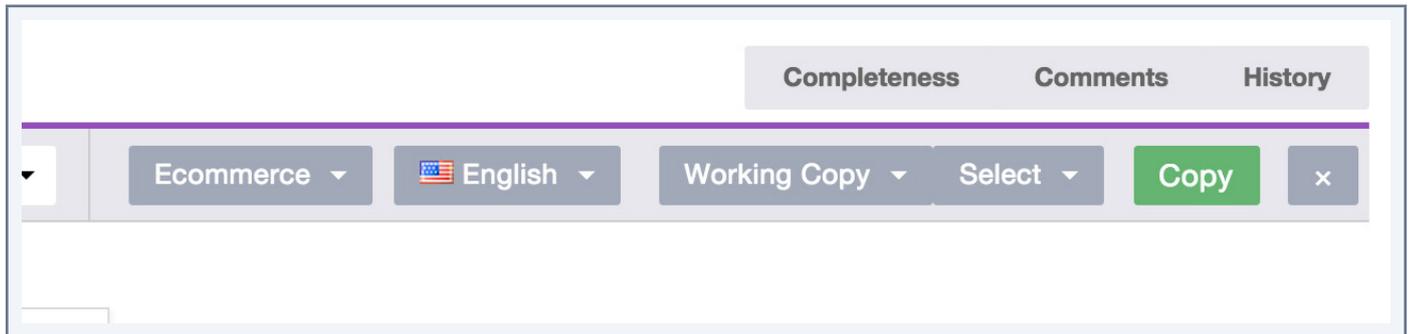
When a locale is displayed for convenient reference in the product edit form (refer to the section “View product information from another locale and/or channel”) you will be able to copy the values in the product form.

To copy the product information from a locale:

1. Follow the guidelines on “View product information from another locale and/or channel”.
2. There are multiple option values that can be selected from the select drop down menu on the top the Attributes tab.



- With the option “All”, you will be able to select all localized values of the locale reference.
  - With the option “All visible”, you will be able to select all the displayed values of the group attributes.
  - With the option “None”, you will be able to unselect all the localized values of the locale reference.
3. Click on the “Copy” button. The selected values are copied to the product edit form.



## Viewing the product versions

The history of the changes applied to a product are taking into account the following operations:

- Changes of attribute values in the edit product form
- Changes on the product status (enabled / disabled)
- Changes on family
- Association changes
- Changes on categories
- Changes on attribute groups

For each change, a new product version is created. What is tracked down for each version:

- The author or system that generated the changes
- The date and time (up to seconds) at which the changes took place
- The old and the new value of each amended product information.

To view the product versions:

1. Open the product edit form.
2. Click on the “History” tab: you will be able to see the whole list of versions.

Attributes				Categories	Associations	Proposals	Completeness	Comments	History
<b>History</b>									
VERSION	AUTHOR	LOGGED AT	MODIFIED	ACTIONS					
> 2	Julia Stark - julia@example.com	2015-09-30 17:51:08	description-en_US-ecommerce	Restore					
> 1	John Doe - admin@example.com (Comes from variant group oro_tshirt)	2015-09-24 17:56:20	sku, family, categories, description-de_DE-mobile, description-de_DE-print, description-en_US-mobile, description-en_US-print, description-fr_FR-mobile, description-fr_FR-print, maximum_video_resolution, name, picture, release_date-ecommerce, release_date-mobile, total_megapixels, enabled	Restore					

## Checking the product completeness

In Akeneo PIM, a product is considered as complete if it has enough values to be exported to a given channel.

The completeness for a product can be defined according to several aspects:

- According to a family: for instance a product from the family “TV” will not have the same information that another product from the family “Book”;
- According to a locale: a product can be considered complete in French but not in English as the translation has not been finished;
- According to a channel: a product can be complete for an iPad application but not for an E-commerce website due to different data requirements.

Therefore the completeness of a product is a percentage that represents the number of required attributes for a channel and a family, and which have values.

To check the completeness of a product:

1. Open the product page to be reviewed (edit or review).
2. Click on the “Completeness” tab. A table will recap the completeness of the product according to the channels and the activated locales.

When a locale is not set for a channel, the progress bar is not displayed.

The list of missing attributes is displayed above the progress bar. When clicking on the label of the attribute, the form will change to put the focus on the field of the missing attribute value so you can complete it directly.

#### Gentle reminder, for a product to be exported to a channel:

- It should be complete for a channel / locale combination,
- It must be enabled,
- It should be classified in a tree category of the relevant channel.

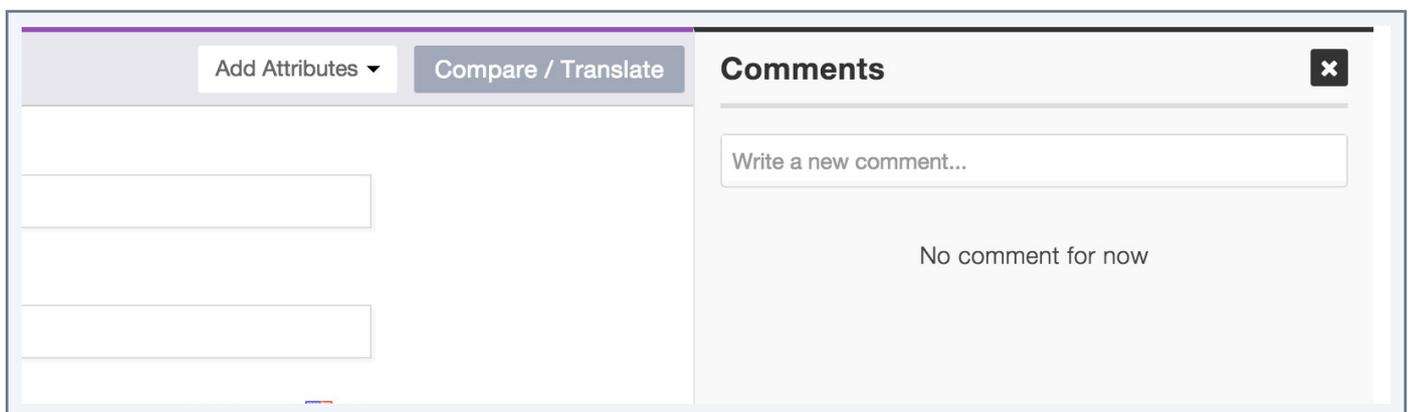
## Commenting on a product

Commenting a product is a convenient way to add additional product information, and make the collaboration easier between team members.

Comments are available in the “Comments” tab in the product edit form.

### Adding comments

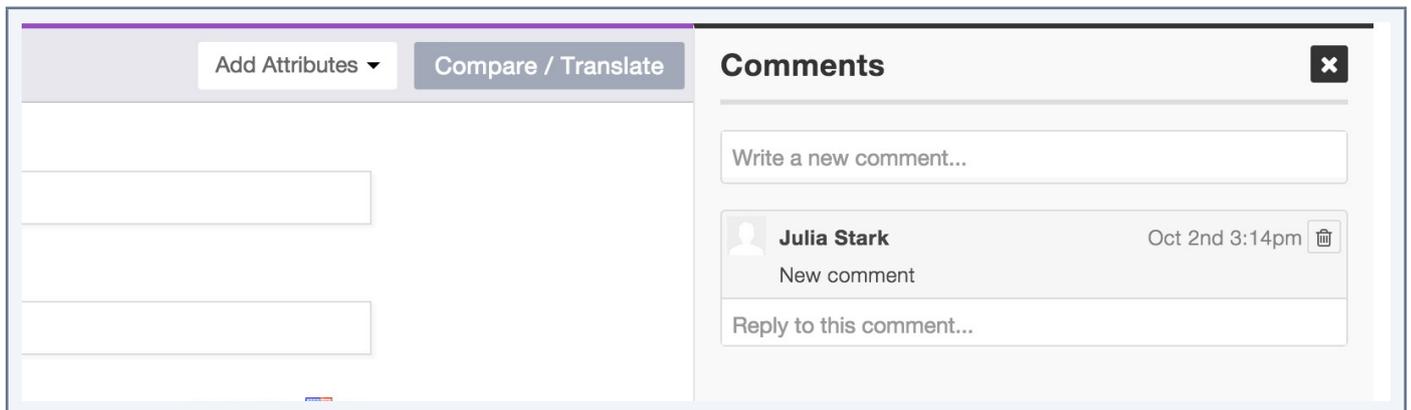
1. Open the product edit form for which you want to leave a comment.
2. Click on the “Comments” tab.
3. In the text field, type your comment (there is no length restrictions).
4. Click on the “add a new comment” button.



The screenshot shows a product edit form with a 'Comments' tab selected. The form has a header with 'Add Attributes' and 'Compare / Translate' buttons. The 'Comments' tab is active, showing a text input field with the placeholder 'Write a new comment...' and a 'No comment for now' message below it. The form also has several empty text input fields on the left side.

#### Note

For each comment left on a product, a smaller version of the author’s avatar appears to the left of his full name.

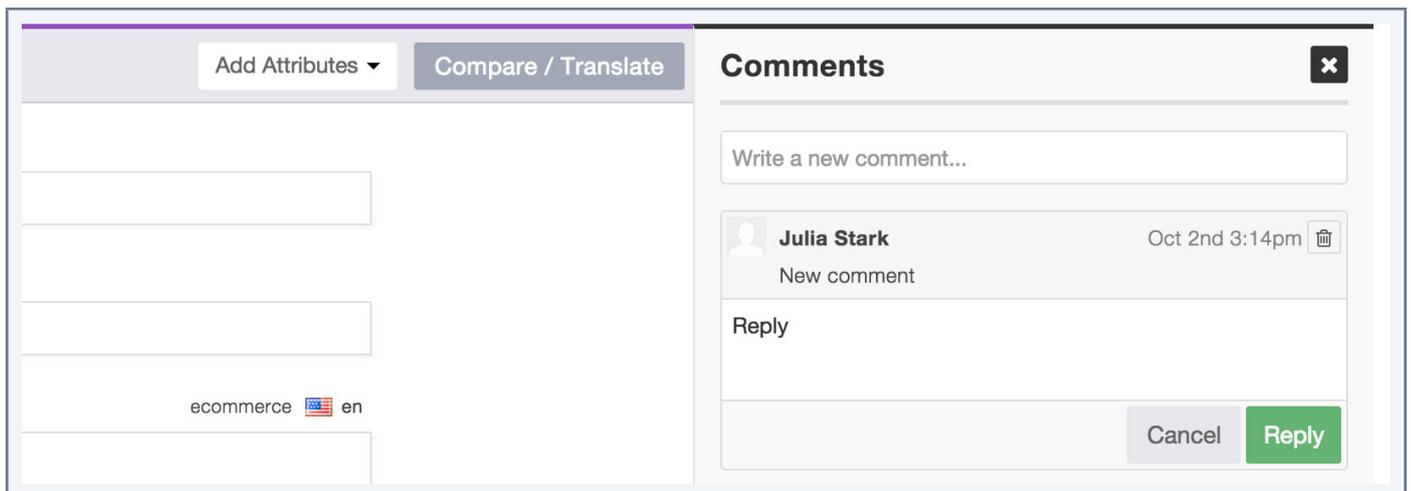


## Replying to a comment

You can reply to all comments on a product.

### To reply to a comment

1. Hover your mouse over the comment you want to reply.
2. Click on the reply icon (back arrow), which appears nearby the comment.
3. A new text box to leave your note will prompt. Click on the “Reply” button to have your new comment saved.

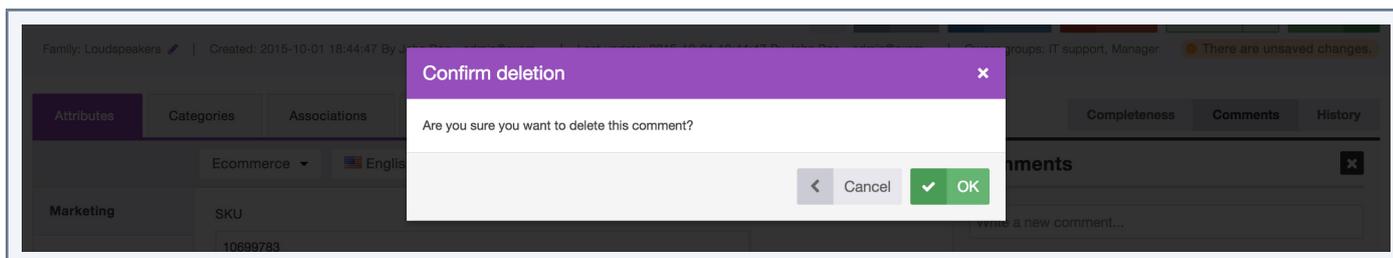


## Delete your comments

You can only delete your own comments.

To delete a comment:

1. Hover your mouse over the comment to delete.
2. Click on the trash can icon which is prompted.
3. And confirm you want to delete the comment by clicking on the “OK” button in the popin.



## Classify a product in categories

A product can be classified in one or more categories, but can also be left out of any categories in the PIM. The product can either be classified in several categories of the very same tree or in different ones.

### Check in which categories the product is classified

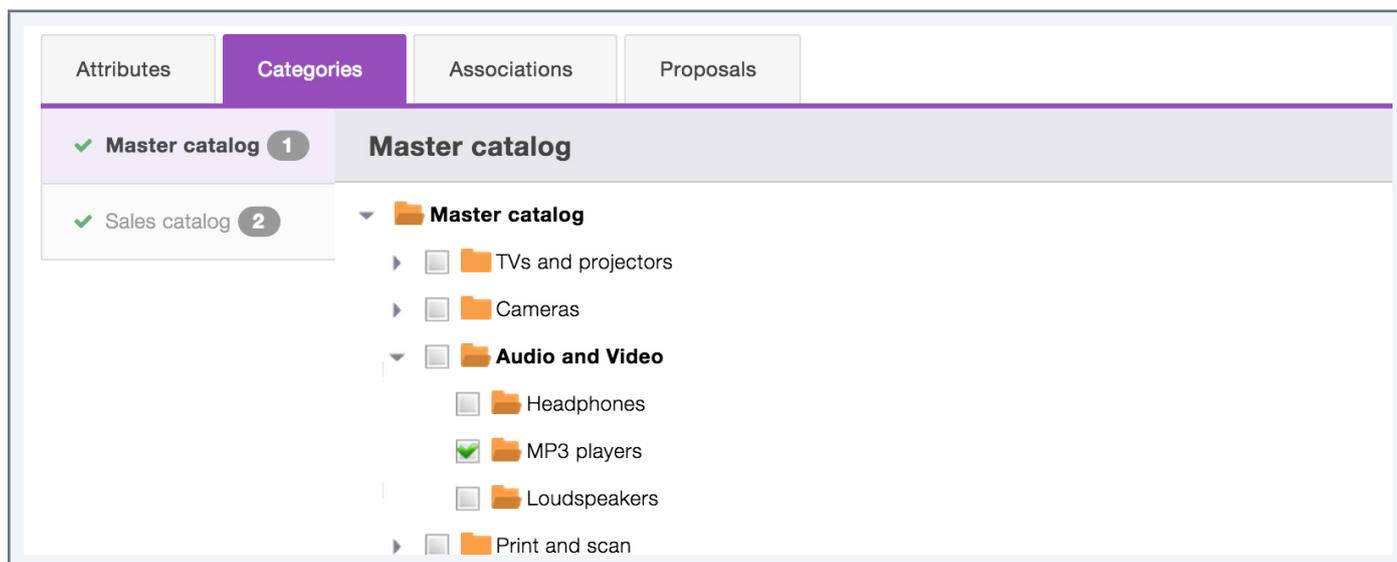
You have 2 ways to proceed

- Via the “edit product” form:
  1. Open the product form that you want to classify in categories
  2. Click on the “Categories” tab
  3. Click on the name of a tree on the left to be displayed
- Via the shortcut in the grid:
  1. Identify the product for which you want to see the product classification in the grid.
  2. Hover your mouse over the product line in the grid, then the category button will be displayed

ps A2.310 20W RMS high er	Loudspeakers	● Enabled	50%	Oct 1, 2015	Oct 1, 2015	
ps SA4VD408AF Video 4.3 player	MP3 players	● Enabled	50%	Oct 1, 2015	Oct 1, 2015	   
t Megapixel Pro	Webcams	● Enabled	67%	Oct 1, 2015	Oct 1, 2015	

3. Click on the “Classify the product” button. The product category tab will be displayed.
4. Click on the name of a tree on the left to be displayed.

The green icon in front of the tree names shows that the product is classified in these trees. On the right-hand side of the tree name, the figure in brackets shows the number of categories in which the product is classified. The first tree is displayed and only on the part where the product is classified is expanded. The categories in which the product is classified are checked.



## Classify / declassify a product in / from categories

To classify a product:

1. Open the product edit form you want to classify in categories.
2. Click on the “Categories” tab
3. Click on the name of a tree on the left-hand side to be displayed.
4. Check the categories in which the product has to be classified
5. Uncheck the categories in which the product should no longer be listed.
6. Then click on the “Save” button.

## Link products

A product may be associated with no product or several other products or product groups. This type of relationship has a direction: Product "A" -> Product "B" and Product "A" -> Product Group "G". The Product "B" and the product group "G" have no associations with the product "A".

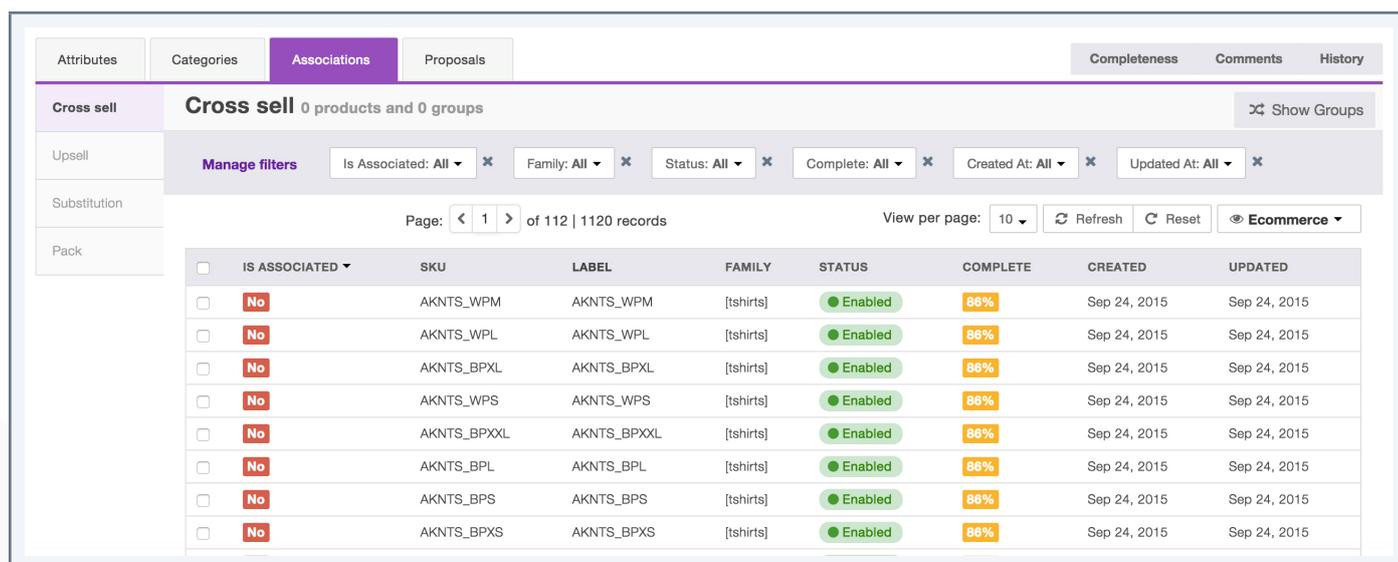
### Note

This type of relationship enables to define relationships of product alternative or substitution between the products for example.

## View the links of the product

To review the association types:

1. Open the relevant product edit form.
2. Click on the "Association types" tab.
3. Click on the name of a tree on the left-hand side to be displayed.
4. Click on the "Show groups" button on the right-hand side of the tab to display the grid of the product groups.
5. Click on the "Show products" button on the right-hand side of the tab to display the product grid.



IS ASSOCIATED	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED	UPDATED
No	AKNTS_WPM	AKNTS_WPM	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_WPL	AKNTS_WPL	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPXL	AKNTS_BPXL	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_WPS	AKNTS_WPS	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPXXL	AKNTS_BPXXL	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPL	AKNTS_BPL	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPS	AKNTS_BPS	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPXS	AKNTS_BPXS	[tshirts]	Enabled	88%	Sep 24, 2015	Sep 24, 2015

The green icon in front of the name of the association type shows that the product has at least one association with another product or group of products. On the right-hand side of the association type

name, the figure in brackets shows the number of this association type the product has. The first type of association is displayed in the product grid, listing the products on which the type of association has been applied.

IS ASSOCIATED	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED	UPDATED
<input checked="" type="checkbox"/> Yes	AKNTS_BPXS	AKNTS_BPXS	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/> Yes	AKNTS_BPS	AKNTS_BPS	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/> Yes	AKNTS_BPM	AKNTS_BPM	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/> Yes	AKNTS_BPL	AKNTS_BPL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/> Yes	AKNTS_BPXL	AKNTS_BPXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input type="checkbox"/> No	AKNTS_BPXXL	AKNTS_BPXXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input type="checkbox"/> No	AKNTS_WPXS	AKNTS_WPXS	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015

The associated products can be identified by the input “Yes” in green in the second column of the grid. The boxes are also checked.

## Add / remove associations to / from a product

To classify a product:

1. Open the product form you want to link to other products or product groups.
2. Click on the “Associations” tab.
3. Click on the name of a type of association on the left-hand side for the grid to be updated.
4. Identify the products or the group of products in the grid and check them.
5. Uncheck the products or the group of products that you no longer want to associate with the relevant product.
6. Then click on the “Save” button.

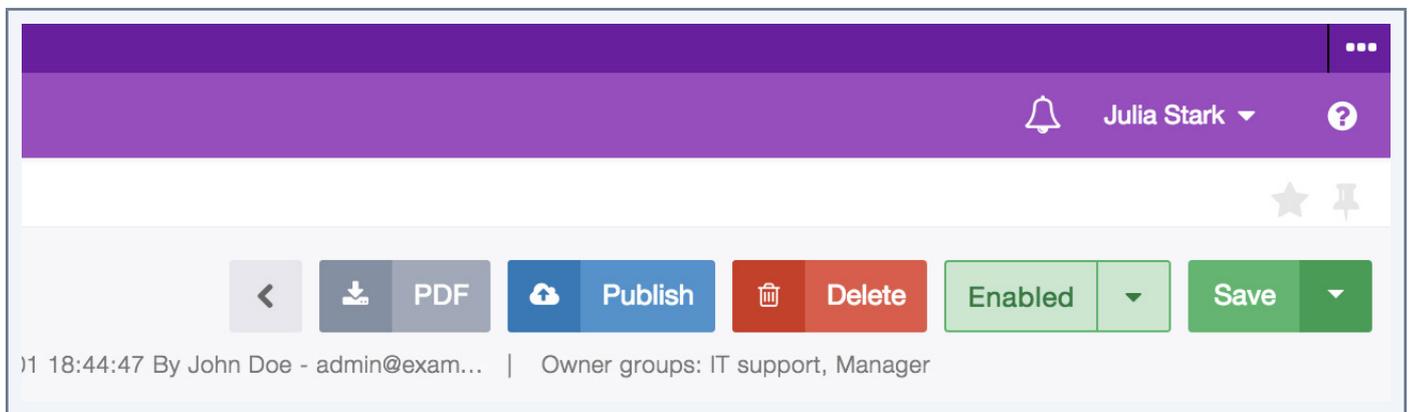
## Change the status of a product

The status of a product enables it not to be taken into account for export, regardless of its status (complete and classified). Thus a product with the status “disabled” will no longer be exported via the export scenarios.

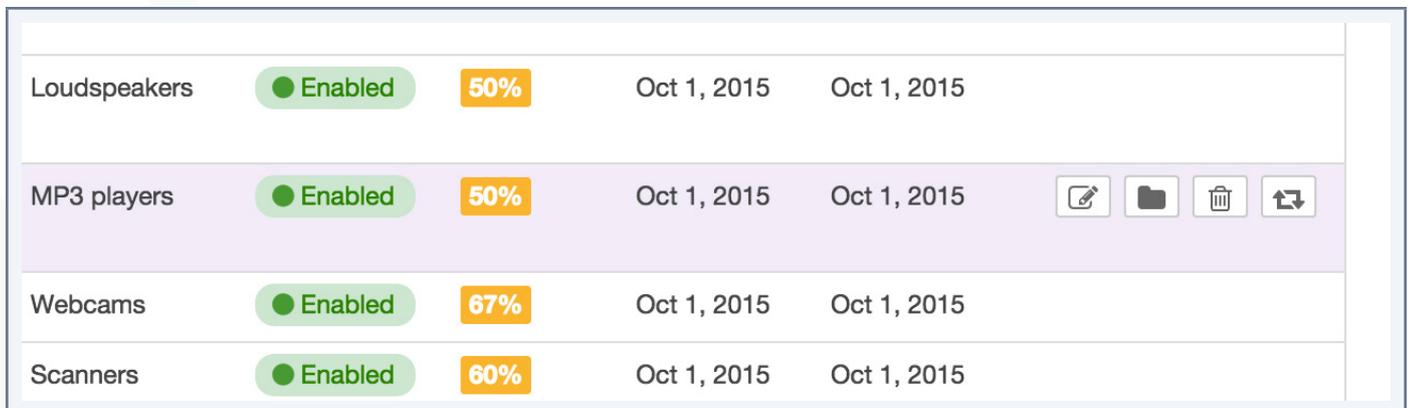
By default, note that a product is “enabled”.

You have two ways to proceed to change the product status:

- Via the product edit form:
  1. Open the product edit form of the product to change the status.
  2. Click on the “Disabled” or “Enabled” in the product header.



3. Click on the “Save” button.
- Via the shortcut in the product grid:
    1. Identify the product you want to change the status in the product grid.
    2. Hover your mouse over the product line in the grid, the change status button is prompted.



Loudspeakers	● Enabled	50%	Oct 1, 2015	Oct 1, 2015	
MP3 players	● Enabled	50%	Oct 1, 2015	Oct 1, 2015	   
Webcams	● Enabled	67%	Oct 1, 2015	Oct 1, 2015	
Scanners	● Enabled	60%	Oct 1, 2015	Oct 1, 2015	

3. Click on the change status button, the product status is updated.

## Generate a PDF from a product form

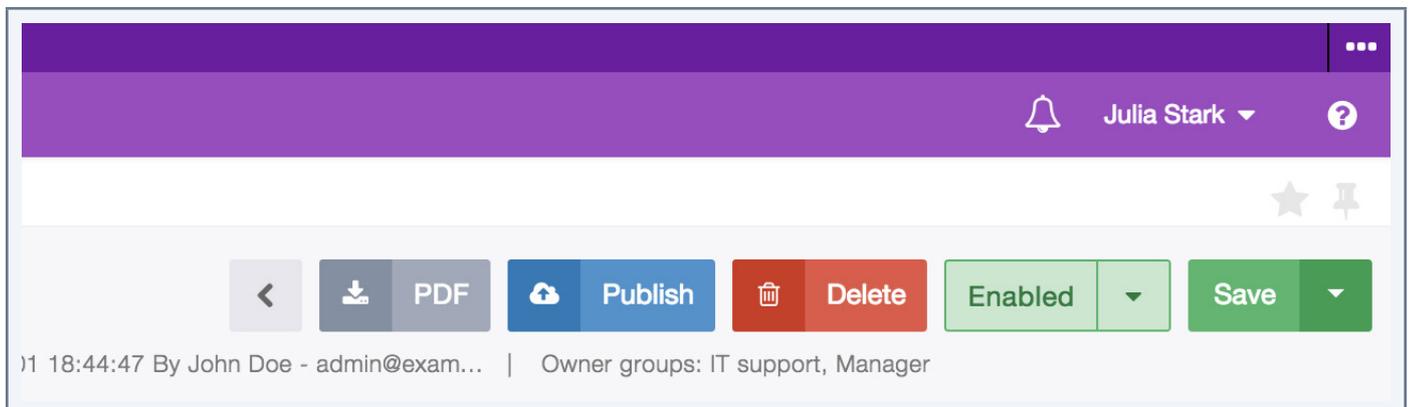
A PDF file can be generated on demand, including all the product information

### Note: for the Enterprise version

The content of the PDF file matches the working copy of the product form.

To generate a PDF file from a product form:

1. Open the product form on which you want to generate a PDF file.
2. Click on the “PDF” button in the product header.



The PDF file is automatically downloaded from your web browser.

### Note

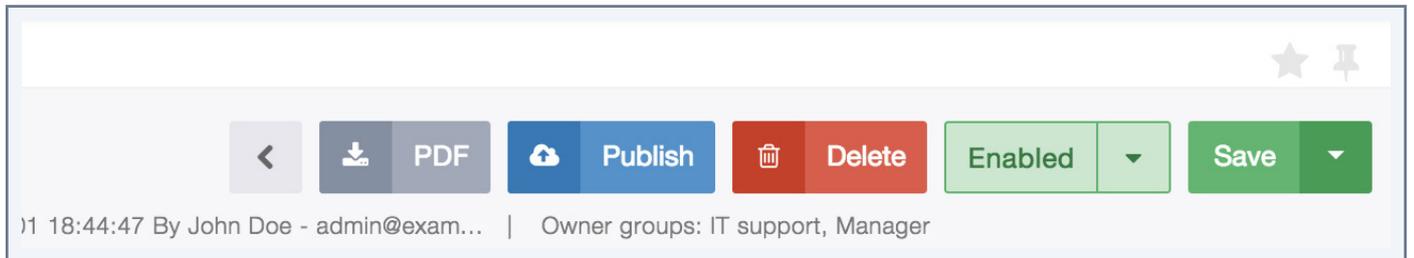
The PDF file is a default template that can be easily customised.

## Delete a product

A product can be removed from the PIM. This means that all the relevant product information will be deleted in the PIM. This action cannot be reverted:

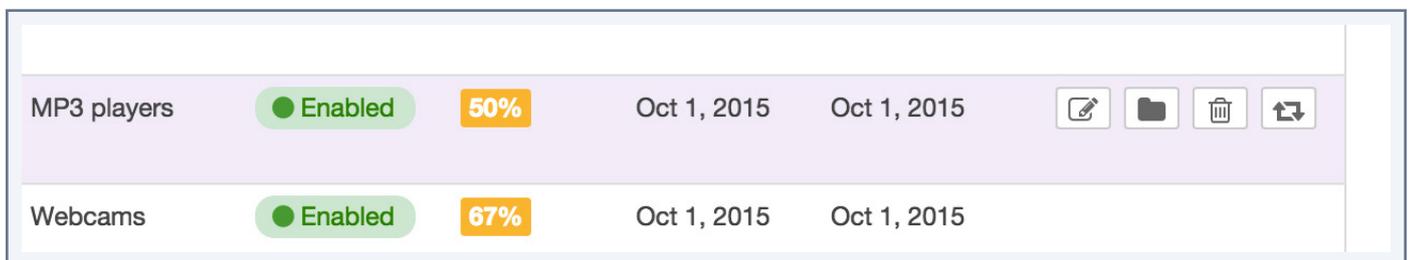
You have two ways to proceed to delete a product:

- Via the product edit form:
  1. Open the product edit form you want to delete.



2. Click on the “Delete” button in the product header page.
3. Confirm the action in the popin.

- Via the shortcut in the product grid:
  1. Identify the product you want to delete from the product grid.
  2. Hover the mouse over the product line in the grid, a trash can icon is prompted.



3. Click on the “Delete” button.
4. Confirm the action in the popin.

The product and all its information will be deleted from Akeneo PIM.

## Consult a product (EE)

With the new system of rights in the Enterprise version, you can view a product page without editing it.

### View a product without editing

From the Enrich > Products menu, you will be able to do so via the shortcut available in the grid, in the last column.

Loudspeakers	<span>● Enabled</span>	<span>50%</span>	Oct 1, 2015	Oct 1, 2015	
Camcorders	<span>● Enabled</span>	<span>33%</span>	Oct 1, 2015	Oct 1, 2015	
Loudspeakers	<span>● Enabled</span>	<span>50%</span>	Oct 1, 2015	Oct 1, 2015	

If you do have the edit permission for a product, when you click on a product in the grid, you will have the result viewing page prompted:

Philips SA4VD408AF Video 4.3 MP4 player

Family: MP3 players | Created: 2015-10-01 18:44:47 By John Doe - admin@example... | Last update: 2015-10-02 15:26:25 By Julia Stark - julia@example... | Owner groups: IT support, Manager

Attributes Completeness Comments

Ecommerce English

Marketing

SKU

17727158

Technical

Name

Philips SA4VD408AF Video 4.3 MP4 player

Media

Description ecommerce en

It will use the same header as you can find in the product edit form: it is possible to change the locale of the viewing page of the product information. Two tabs are shown: Attributes and Completeness.

The completeness of the product is shown in the “Completeness” tab in the same way as in the product edition mode.

The screenshot shows the product edit form for 'Philips SA4VD408AF Video 4.3 MP4 player'. The header includes navigation buttons (back, PDF, Publish, Delete), status (Enabled), and Save. Below the header, there are tabs for 'Attributes', 'Categories', 'Associations', and 'Proposals'. The 'Attributes' tab is active, showing a list of attributes: Marketing (SKU: 17727158), Technical (Name: Philips SA4VD408AF Video 4.3 MP4 player), and Media (Description: empty). A 'Completeness' sidebar on the right shows progress for German and English locales. For German, Mobile and Print are at 75% (missing price), and Ecommerce is at 50% (missing description and price). For English, Mobile is at 75% (missing price). A warning message states: 'This attribute can be updated by a rule: copy\_description\_print\_us\_to\_ecommerce\_us'.

## To go back to the product grid

The button on the right hand side in the header enables you to go back to the product grid.

This close-up shows the header of the product edit form. It features a purple bar at the top, followed by a row of buttons: a back arrow, a PDF icon, a 'Publish' button, a 'Delete' button, and a green button. Below the buttons, the text reads: 'Last update: 2015-10-02 15:26:25 By Julia Stark - julia@examp... | Owner groups: IT support, Manager'.

If you have the edit permission for a product, when you click on a product in the grid, it is always the product edit form that is displayed.

## Collaborate on a working copy of the product (EE)

### Open the edit page

In Enrich > Products, the product edit page is available using the shortcut in the grid in the final column.

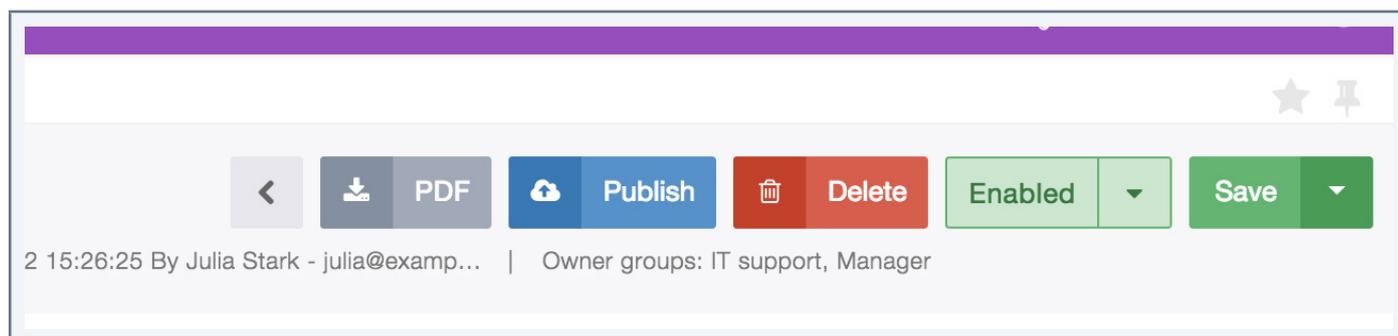
MP3 players	<span style="color: green;">●</span> Enabled	50%	Oct 1, 2015	Oct 1, 2015	   
Webcams	<span style="color: green;">●</span> Enabled	67%	Oct 1, 2015	Oct 1, 2015	

The page of the product form is displayed.

Only the locales that you can view or edit are prompted in the list in the product header. The other locales of the catalog are not available.

In the Enterprise version, two more product information are displayed on the product's header:

- The user groups in charge of the product
- The status of the product form



For further details on the user groups in charge of the product, you can review the section “Send my product proposal for approval”.

The statuses visible on the product form enable you to know which information is displayed in the form. You can have the following statuses on the product form:

- **Working copy:** this is the current form approved by the Product Manager.
- **In progress:** this is the approved product form with your changes in progress. In other words, this is a draft for your product form.

- **Waiting for approval:** you are waiting for your draft to be approved by the product manager.

Open and edit product page will always be the same operation, whatever the status on the product form is.

## To contribute to a working copy

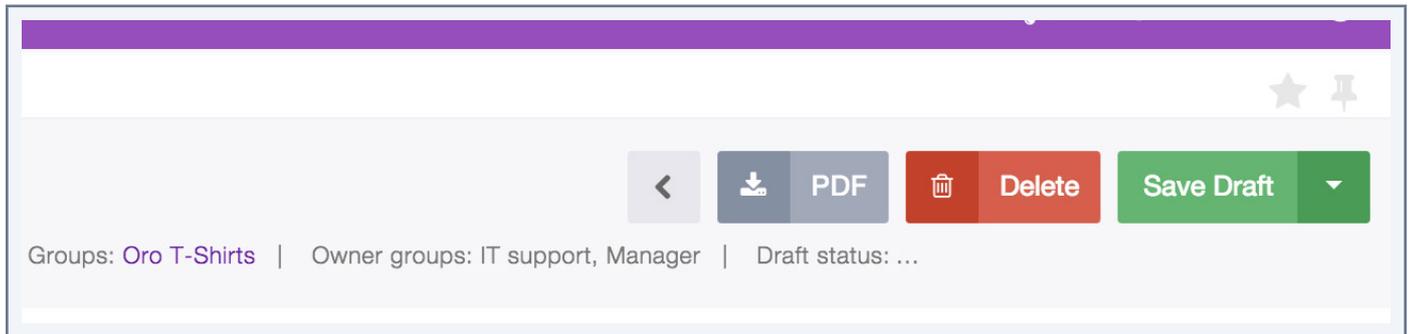
A product form will have the working copy status if you did not previously submit new values for the product information (attributes).

If you do have permissions on an attribute group, the group will not appear in the attribute groups list on the left side of the product form.

If you do not have the edit permission on an attribute group but only a read access, the attributes will be displayed but you will not be able to edit them. They will appear as grayed out

The screenshot shows the product form for 'OROTS\_BOXL'. At the top, there are navigation buttons: '<', 'PDF', 'Delete', and 'Save Draft'. Below this, a header bar contains metadata: 'Family: [tshirts]', 'Created: 2015-10-01 18:43:59 By John ...', 'Last update: 2015-10-01 18:43:59 By Joh...', 'Groups: Oro T-Shirts', 'Owner groups: IT support, Manager', and 'Draft status: ...'. The main content area is titled 'Attributes' and includes tabs for 'Completeness', 'Comments', and 'History'. Below the tabs, there are dropdown menus for 'Ecommerce' and 'English', along with buttons for 'Add Attributes' and 'Compare / Translate'. The 'Marketing' section is active, showing fields for 'SKU' (value: OROTS\_BOXL), 'Name', and 'Description'. The 'Description' field is a rich text editor with a small toolbar and a note at the bottom: '⚠ This attribute can be updated by a rule: copy\_description\_print\_us\_to\_ecommerce\_us'. On the left side, there is a vertical menu with categories: 'Marketing', 'Design', 'Manufacturing', 'Color', 'Size', and 'Media'.

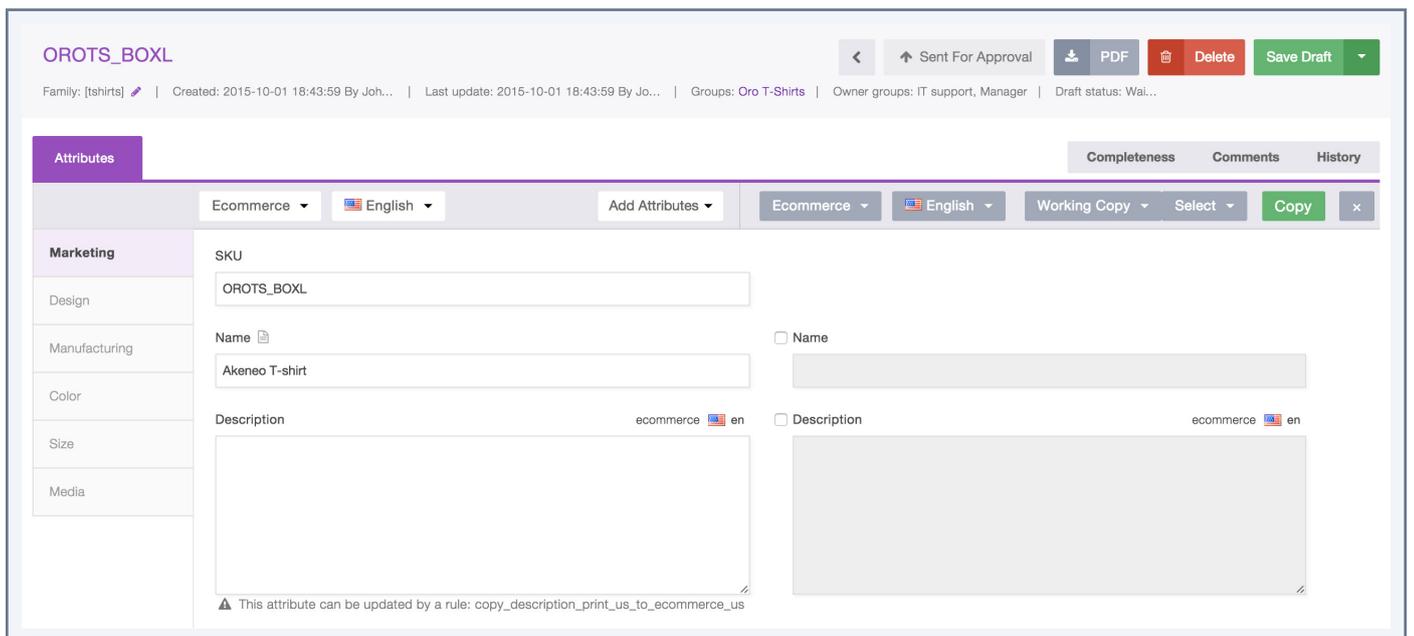
You are able to edit all the product's attributes of an attributes group on which you have the edit permission on the product values of the relevant locale.



Click on the “Save Draft” button to save your changes.

You have now created your own working copy of the product! How could you say?

- The status record has been changed to “In progress”.
- All the new changes applied are displayed. For each change an icon is visible nearby the attribute. Hover your mouse over the icon, you can view the ongoing approved value.



- A new button is prompted in blue “Send for approval”: for further details on this action, please refer to the section “Send my product proposal for approval”.

You can come back later on your product draft version to finish your enrichment work on the product.

## To contribute on my current version (Draft)

A product form will have the “In progress” status when you propose new values for the product information (attributes), but they have not been yet approved by one of the product managers.

If you do not have rights on an attribute group, this latter will not be displayed in the list on the left of the product form.

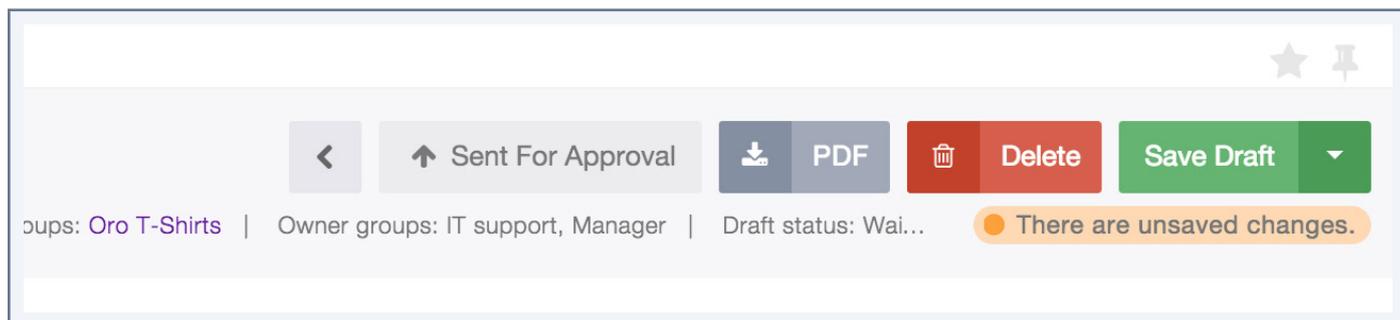
If you do not have the edit permission for an attribute group, but only read access, when you click the attribute group in the list on the left, the attributes will be displayed but will be grayed out. You will not be able to edit them.

The screenshot shows the AKENEO PIM product form for 'OROTS\_BOXL'. The top navigation bar includes a back arrow, 'Sent For Approval', 'PDF', 'Delete', and 'Save Draft' buttons. Below this, a status bar shows 'Family: [tshirts]', 'Created: 2015-10-01 18:43:59 By Joh...', 'Last update: 2015-10-01 18:43:59 By Jo...', 'Groups: Oro T-Shirts', 'Owner groups: IT support, Manager', 'Draft status: Wal...', and a warning 'There are unsaved changes.'. The main content area is titled 'Attributes' and features a sidebar with categories: Marketing, Technical (highlighted), Design, Manufacturing, Color, Size, and Media. The main form area displays attributes for 'Ecommerce' and 'English' with a 'Working Copy' status. Attributes include 'Weight' (KILOGRAM), 'Maximum scan size' (MILLIMETER), 'Color scanning' (No), 'Power requirements', and 'Maximum print size'.

You can send your draft for approval at any time to the product manager. Please refer to the section “Send my product proposal for approval”.

You can also carry on working on the product proposal:

- If you change an information that you have not yet recorded, it will be added to your draft when you will save it.



For instance: description attribute. There is not yet a value that has been approved. Value that you are saving = “example of description” is added to your draft.

- If you change an information that you will have already saved, these new changes will be saved in your draft. The old values will be deleted.

For instance: description attribute. There is not yet a value that has been approved. Value that you are saving = “example of description “ but you change it with the value “This product is awesome”. When you click on the “Save Draft” button, the value “this is awesome” will be added to your draft, and the value “example of description” will be deleted from your draft.

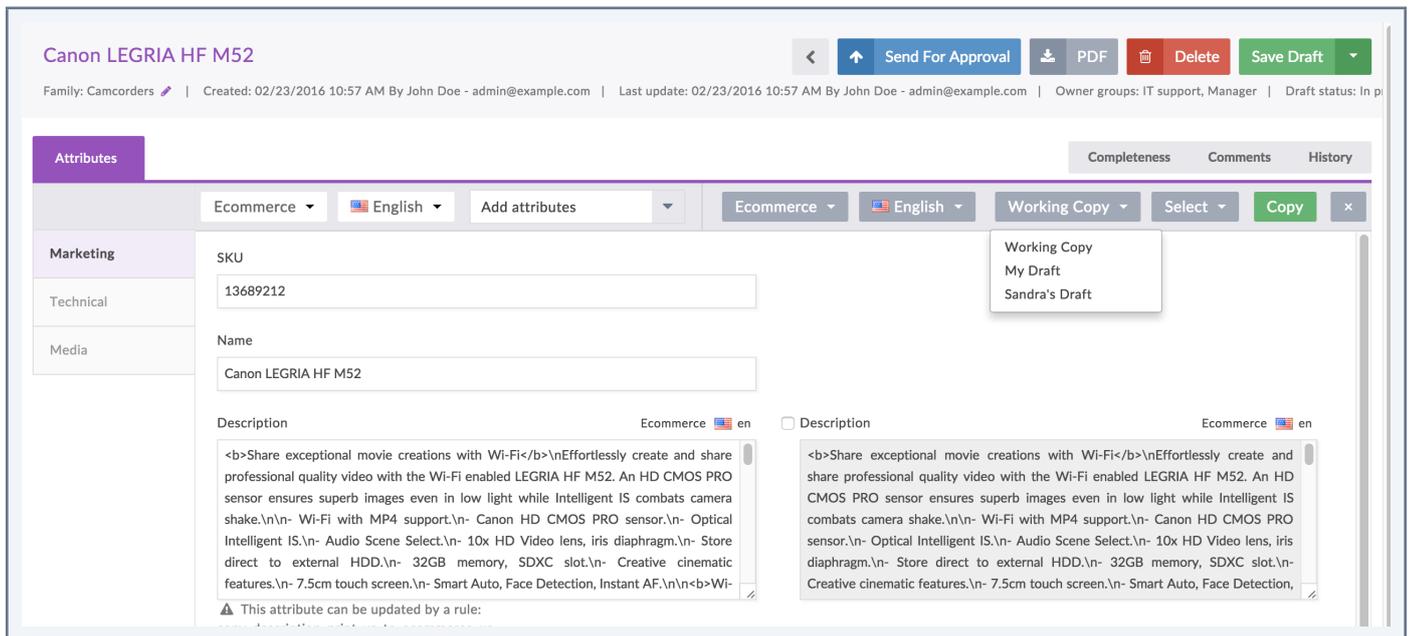
- If you propose the same value as the one that has been already approved, the value will not be added to your draft.

For example: weight attribute. Its approved value corresponds to “5 KG”. You have changed the value to “50 KG” and you save the record. Then you realize that you have made a mistake, and you enter “5 KG” and you click on the save button. No value will be recorded in your draft for the “Weight” attribute.

## View the working copy or my draft in another locale and/or channel

In order to view the values of a working copy or your draft (in another locale / channel) or another contributor draft:

1. Click on the button “Compare / Translate” to display the right panel.
2. By default, the values of the working copy are displayed. However, you may change the selection with the dropdown list on top of the right panel (see below).



3. You can change the channel and the locale in the two dropdown lists on top of the right panel.

Selection	Attributes and values displayed
Working copy	Only the attributes with a different value between my draft and the working copy are displayed.
My draft	All the attributes values updated in my draft are displayed.
Contributor's draft	Only the attributes with a different value between the contributor's draft and the working copy are displayed.

## To contribute on my product proposal awaiting for approval

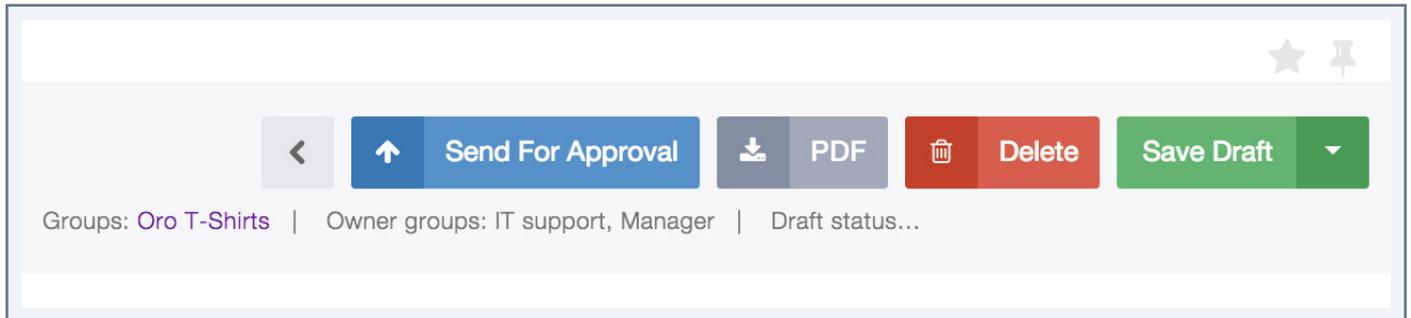
A product form will have the “Waiting for approval” status when you have entered new values for the product information (attributes), and that they have been sent to product managers for approval, but the new values have not been yet validated.

If you have forgotten a product change or want to complete your proposal, you can do it like for the other statuses.

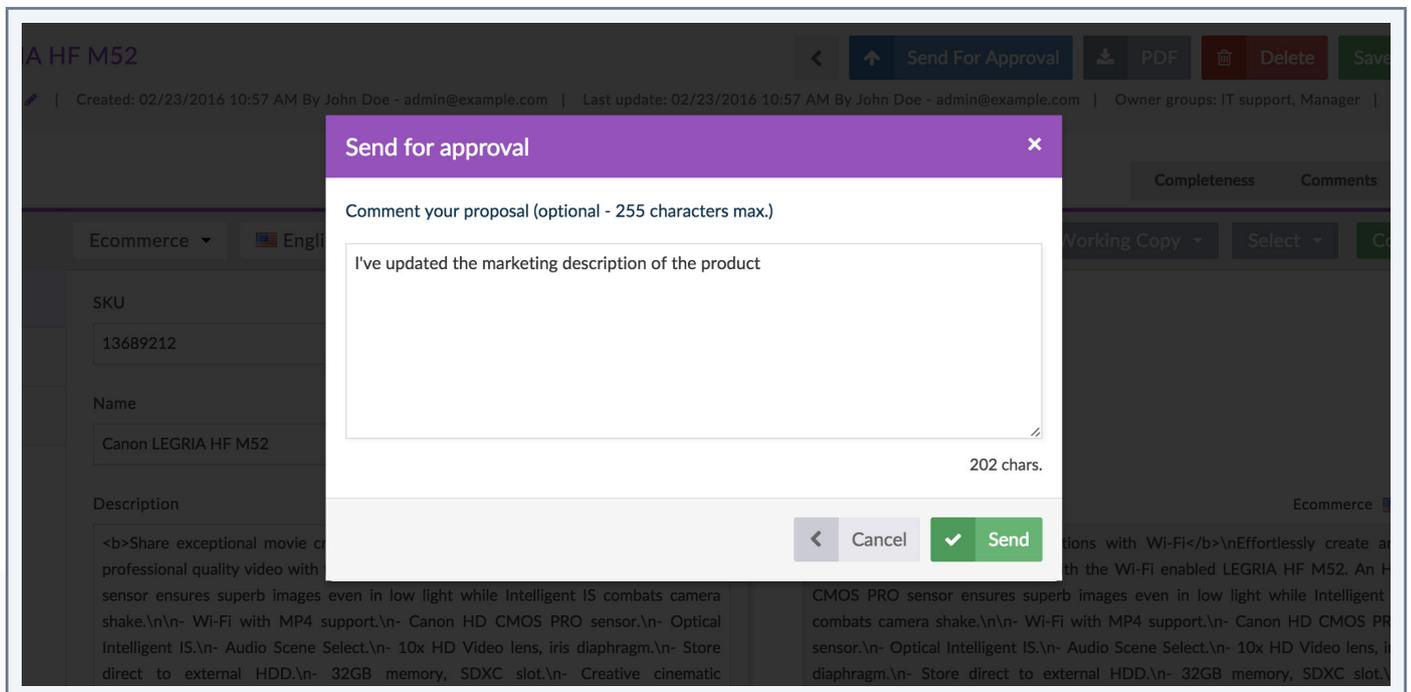
When you save your work, your draft will be updated and the product status will go back to “In progress” and it will be again sent for approval to the product managers who review your changes.

## Send my product proposal for approval (Enterprise Edition only)

Once you have created your product draft, a blue button appears in the header of the product form: “Send for approval”.



1. This button allows you to turn your input into a proposal that will be submitted to the product managers so they can approve or reject your proposal.
2. You can add an optional comment for the product managers about your proposal.
3. Click on “Send” to send your proposal for approval.
4. A notification is sent to the product managers to review your proposal.



## Review of my proposal by the product managers (Enterprise Edition only)

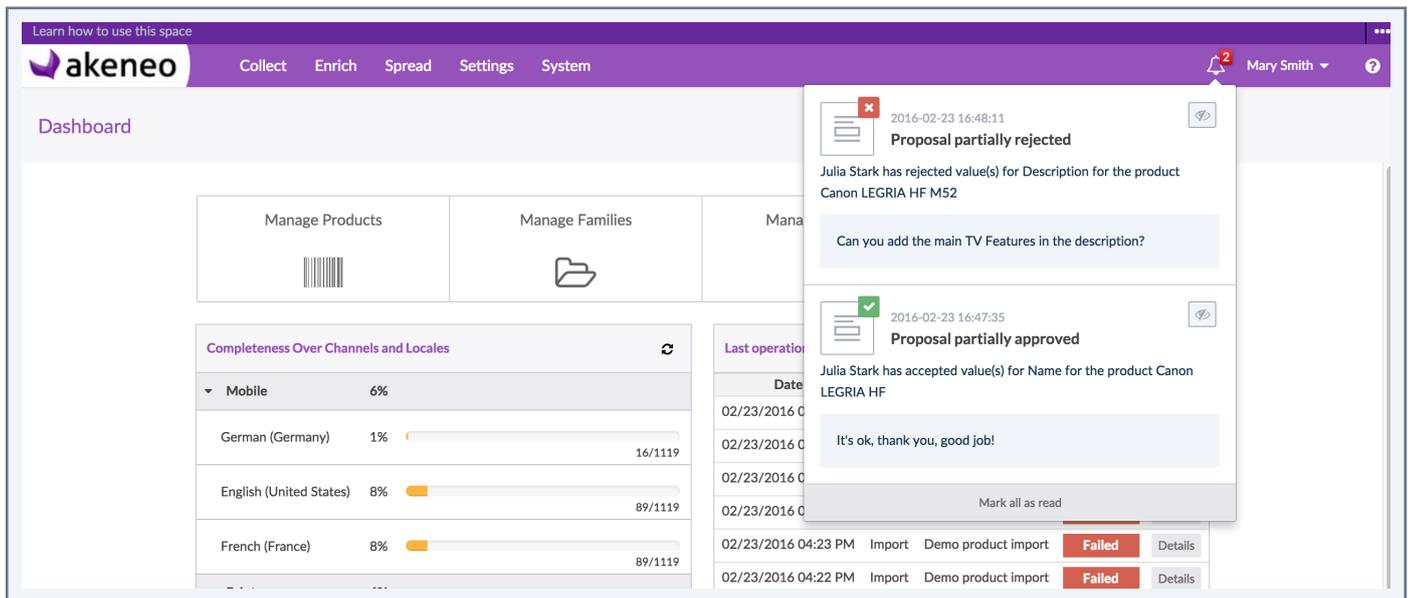
When the product managers review your proposal, they can:

- Approve or reject all your proposals: they can approve everything or fully reject the proposal.
- Approve or reject partially your proposal: they can approve or reject only some changes of the proposal.

Product manager action	My Draft	Working copy	Draft Status
Approve all your proposal	Your draft is deleted.	The values proposed in your draft are saved in the product	Working copy
Reject all your proposal	Your draft is still there with your changes.	No update of the product	In progress
Approve partially your proposal	The changes approved are deleted from your draft. Your draft contains only your changes not reviewed.	The values approved are saved in the product	Waiting for approval
Reject partially your proposal	Your draft is still there with your changes rejected and your changes not yet reviewed.	No update of the product	Waiting for approval

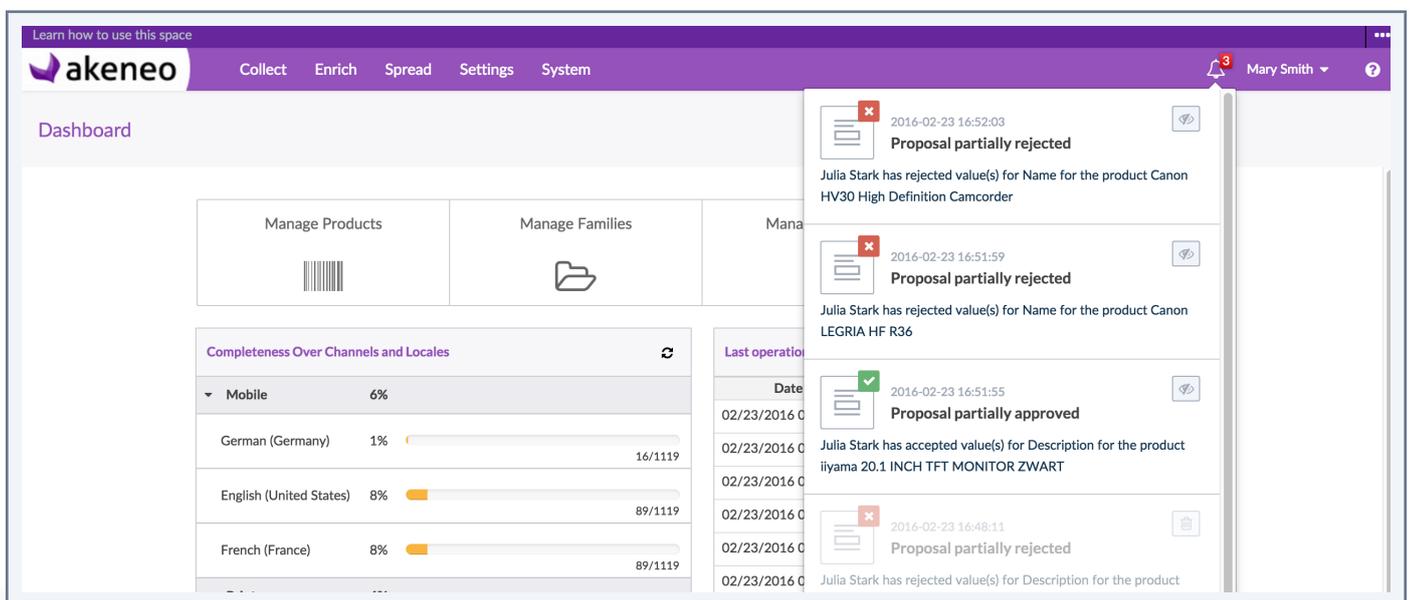
When the product managers validate, reject or delete your proposal, you receive a notification with an optional comment.

Click on the proposal's notification to open the product.



When the product managers validate or reject partially your proposal, you receive a notification with the details of the changes approved and an optional comment.

Click on the proposal's notification to open the product.



**Note**

If you didn't receive a notification when the products managers validate or reject your proposal, change your notifications preferences in your user account.

## Manage the proposals of a product (Enterprise Edition only)

A proposal is a set of values for product attributes, written by a single contributor. For instance, if two contributors are modifying the same product, 2 proposals will be then created

AUTHOR	CHANGES	PROPOSED AT	STATUS
mary	Release date - ecommerce	02/23/2016	Can be partially reviewed
	Original 01/05/2012		
	New 01/08/2012		
sandra	Release date - ecommerce	02/23/2016	Waiting for approval
	Original 01/05/2012		
	New 01/06/2012		

According to your rights, you will be able to list these proposals, to view them in order to approve, reject or even delete them.

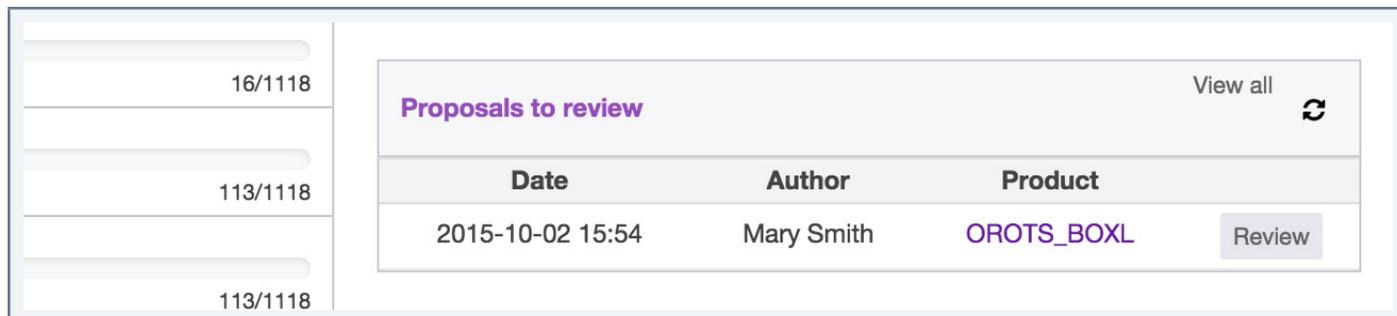
### List the proposals to review

You have 2 ways to list the product proposals:

- From the Akeneo dashboard, the "Proposals" widget.
- From the menu Enrich > Proposals.

Any user whose configuration in the PIM defines his role as in charge of some products (role of a product owner), has a specific entry in the menu: Enrich > Proposals. This page allows to list all the proposals of all the products you own, and that you have to review (the proposals with the status "In progress" are not displayed in the grid).

Any user whose configuration in the PIM defines his role as in charge of some products, has a specific widget on the Akeneo Dashboard.



Proposals to review			View all 
Date	Author	Product	
2015-10-02 15:54	Mary Smith	OROTS_BOXL	<a href="#">Review</a>

This widget lists the last 10 proposals submitted by contributors to the product manager, in charge of reviewing the drafts. Each line of the widget is a proposal (by product and by user).

Reminder: a contributor can only send one single proposal per product.

Each proposal has a shortcut button to review the proposal.

## Review the product proposals

You have 4 ways to proceed to review the product proposals:

- From the Akeneo dashboard, click on the “Review” button in the “Proposals” widget.
- From the notifications pop-in, click on the notification you have received for the proposal.
- From the product form, click on the tab “Proposal”.
- From the proposals grid, click on the menu Enrich > Proposals.

The two first actions and the last action take you straight to the list of product proposals.

Proposals

Manage filters Author: All Proposed at: All Product label: All Attribute: All

Bulk Action Page: < 1 > of 1 | 3 records View per page: 10 Refresh Reset

All	PRODUCT LABEL	AUTHOR	CHANGES	PROPOSED AT	STATUS
<input type="checkbox"/>	Canon LEGRIA HF R36	mary	Total megapixels <input type="checkbox"/> <input type="checkbox"/> Original 3.28 New 12	02/23/2016	Waiting for approval
<input type="checkbox"/>	Canon HV30 High Definition Camcorder	mary	Total megapixels <input type="checkbox"/> <input type="checkbox"/> Original 2.96 New 8	02/23/2016	Waiting for approval
<input type="checkbox"/>	Iiyama 20.1 INCH TFT MONITOR ZWART	mary	Price <input type="checkbox"/> <input type="checkbox"/>	02/23/2016	Waiting for approval

**Note**

If you didn't receive a notification when the contributors send to approve a proposal, change your notifications preferences in your user account.

The proposals have the following properties:

- An author (the contributor)
- Changes on attributes, whatever the locale or the channel is
- A date and time sent for review
- A status

Some filters are available to filter the proposals:

- Author: to filter on the contributor of the proposal
- Proposed at: to filter on the date sent to review the proposal
- Product label: to filter on the product updated by the proposal
- Attribute: to filter on the the attribute updated by the proposal

You can review the proposals and the changes according to your permissions on the attributes groups and locales:

- You view only the changes you have the permissions to view in a proposal.

- You review (approve or reject) only the changes you have the permissions to edit in a proposal.

### Statuses of the proposals

A proposal can have different statuses, according to your permissions (on attributes groups and locales):

Status	Details	Actions available
In progress	The contributor is still working on the proposal, it is not yet completed. Hence it is not possible to review it (it is not displayed in the proposals grid).	You can delete the draft in the Product form, tab "Proposal".
Waiting for approval	The proposal is complete and has been sent by the contributor. You have all the permissions to review the proposal changes.	You can approve or reject all the proposal.
Can be partially reviewed	The proposal is complete and has been sent by the contributor. You have partial permissions to review the proposal changes.	You can approve or reject only the changes on values with edit rights.
Can't be reviewed	You have no permission to review the proposal changes.	No action is available on the proposal.

#### Notes

1 - For the proposals with the statuses "Can't be reviewed" and "Can be partially reviewed", you cannot review the proposals or all the proposals because you don't have the right to edit some or all attributes values in the proposal. Please contact your administrator to update your permissions.

2 - The proposals with the status "In progress" are not displayed in the proposals grid, only in the product form tab "Proposal".

3 - If you have only view rights on some changes, the changes are displayed but you can do any action for this change.

The screenshot displays the 'Proposals' management interface. At the top, there are filter controls for 'Author: All', 'Proposed at: All', 'Product label: All', and 'Attribute: All'. Below the filters, there is a 'Bulk Action' dropdown, a pagination indicator 'Page: < 1 > of 1 | 3 records', and a 'View per page: 10' dropdown with 'Refresh' and 'Reset' buttons. The main table has columns: 'All' (dropdown), 'PRODUCT LABEL', 'AUTHOR', 'CHANGES', 'PROPOSED AT', and 'STATUS'. Two proposals are visible:

PRODUCT LABEL	AUTHOR	CHANGES	PROPOSED AT	STATUS
Canon LEGRIA HF R36	mary	Total megapixels Original: 3.28 New: 12	02/23/2016	Can't be reviewed
Canon HV30 High Definition Camcorder	mary	Total megapixels Original: 2.96 New: 8	02/23/2016	Can't be reviewed

### Review actions on proposals

A product manager can review all the proposal (approve or reject a proposal) or can partially review a proposal (approve or reject a change or some changes), according to his permissions.

Product manager action	Contributor's draft	Product working copy	Proposal
Approve a proposal	The values approved are deleted from the draft.	The values approved are saved in the product	The values approved are deleted from the proposal.
Reject a proposal	The draft contains the changes rejected and not yet reviewed.	No update of the product	The values rejected are deleted from the proposal.
Approve a change	The change approved is deleted from the draft. The draft contains only the changes not reviewed.	The value approved is saved in the product	The value approved is deleted from the proposal.
Reject a change	The draft contains the changes rejected and not yet reviewed.	No update of the product	The values approved is deleted from the proposal.

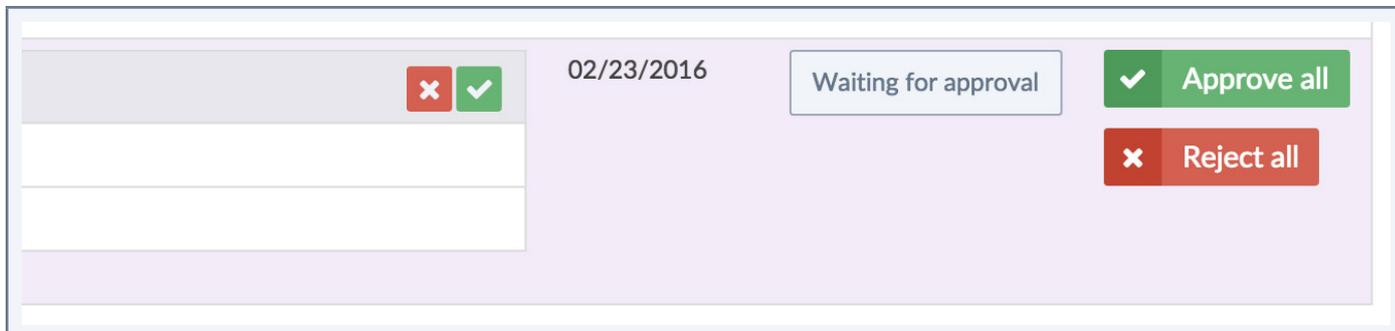
### Approve a proposal

Approving a proposal will validate the proposed values. When a proposal is validated, the values are added to the product, which creates a new product version. The proposal is deleted from the list of the product proposals.

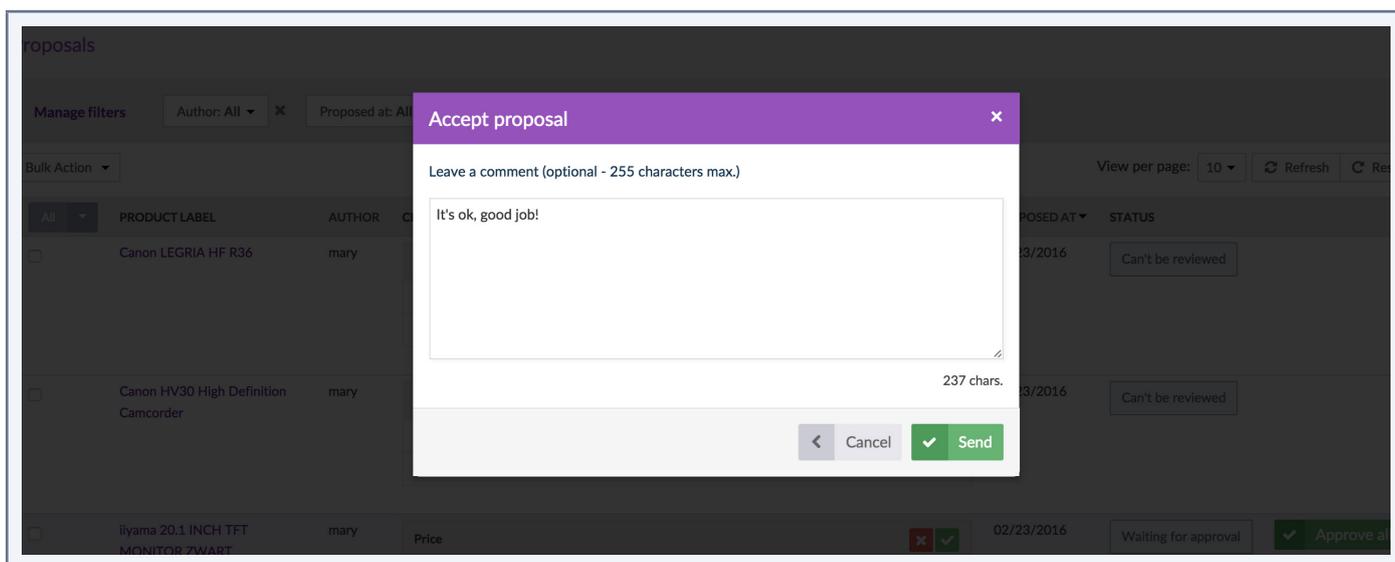
#### To approve a proposal:

1. List the product proposals.

2. When mousing over the line of the proposals with the status “waiting for approval” or “can be partially reviewed”, the icon “approve all” is displayed



3. Click on the button to approve the proposal.
4. You can add an optional comment for the contributor about your approval.
5. Click on “Send” to approve the proposal. A notification is sent to the contributor.



A confirmation message appears.

Only the changes on values with edit rights are approved, added to the product and deleted from the proposal.

If you have the permissions to approve all the changes (status “waiting for approval”), the proposal is deleted.

Else the proposal is kept with the changes not approved and the status is updated from “can be partially reviewed” to “can't be reviewed”. Another product manager will have to review these changes.

You can check that the product information is added to the product if you go to the “Attributes” tab. You can

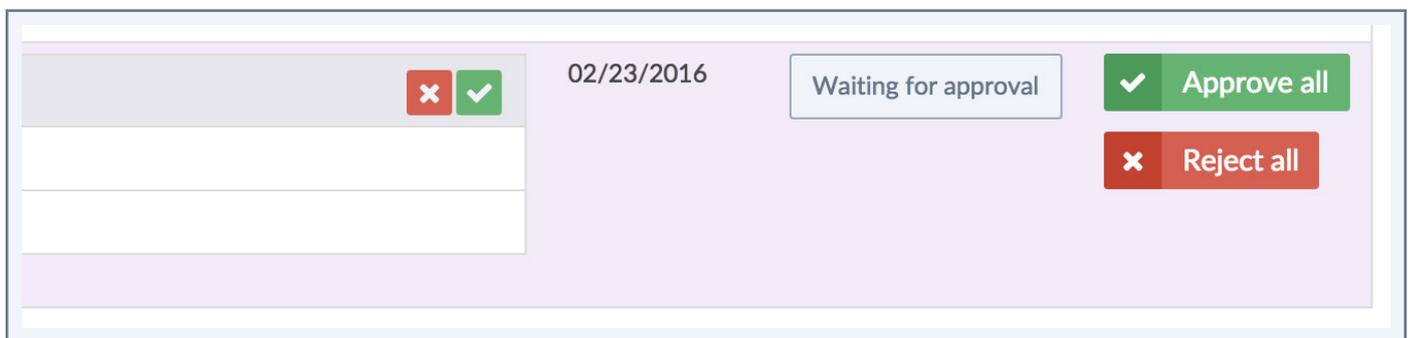
also check that a new product version has been created in the “History” tab.

### Reject a proposal

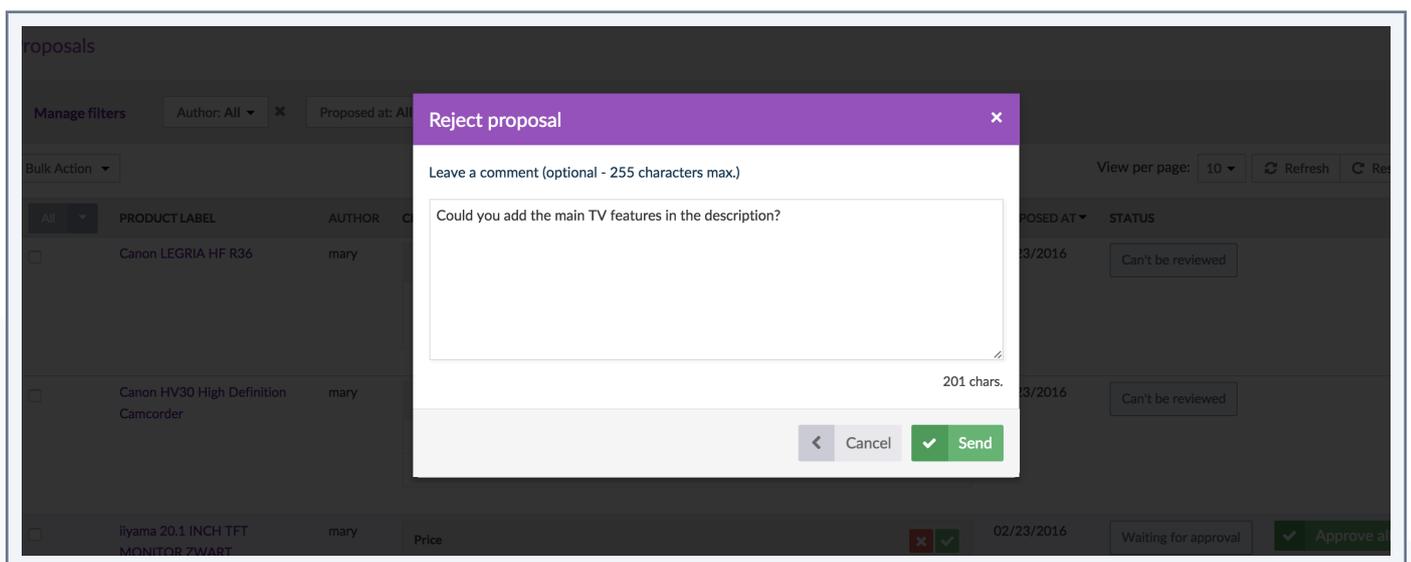
Rejecting a proposal will reject the proposed values (with edit rights) and it enables the contributor to change the proposed values or even delete the proposal.

To reject a proposal:

1. List the product proposals.
2. When mousing over the line of the proposals with the status “waiting for approval” or “can be partially reviewed”, the icon “Reject all” is displayed.



3. Click on the button to reject the proposal.
4. You can add an optional comment for the contributor about your rejection.
5. Click on “Send” to reject the proposal. A notification is sent to the contributor.



A confirmation message appears.

The values rejected are not added to the product.

Only the changes on values with edit rights are rejected, added to the contributor's draft and deleted from the proposal.

If you have the permissions to review all the changes, the proposal is moved to the status "In progress".

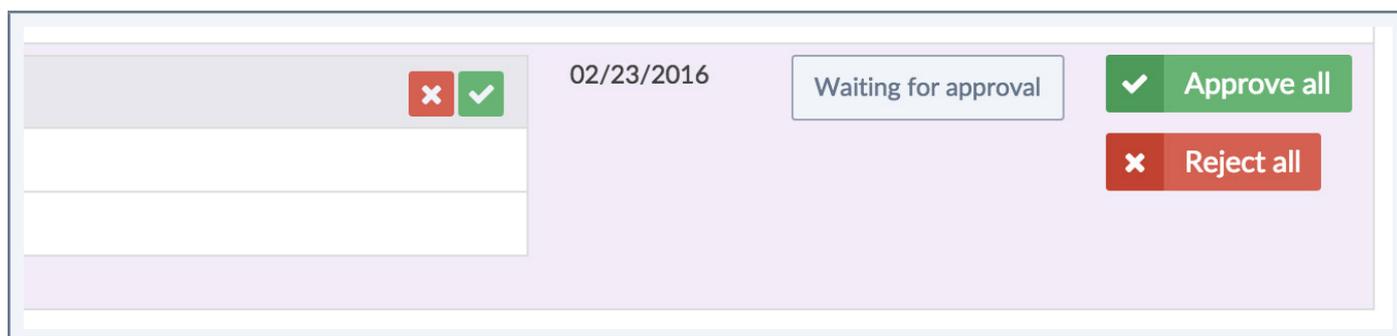
Else the proposal is kept with the changes not rejected and the status "can't be reviewed". Another product manager will have to review these changes.

### Approve a change

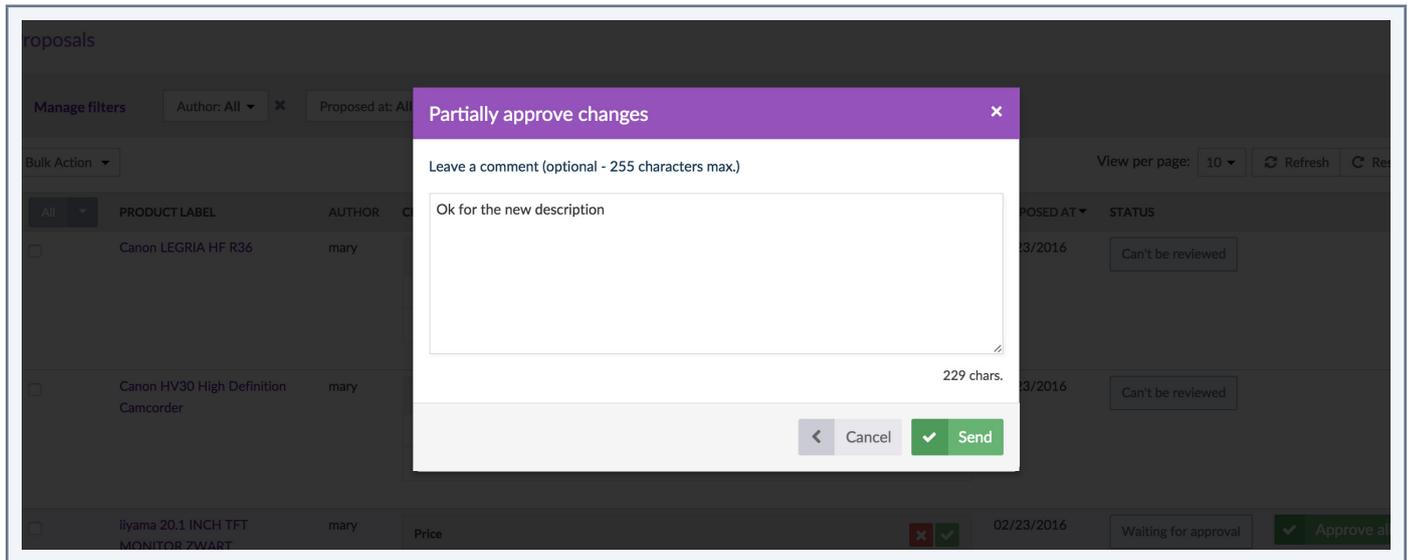
You can approve each change of the proposal one by one, according to your permissions. When a change is approved, the value is added to the product, which creates a new product version. The change approved is deleted from the proposal.

To approve a change:

1. List the product proposals.
2. For the proposals with the status "waiting for approval" or "can be partially reviewed" and the changes on values with edit rights, the icon  is displayed.



3. Click on the button to approve the change.
4. You can add an optional comment for the contributor about your approval.
5. Click on "Send" to approve the change. A notification is sent to the contributor.



A confirmation message appears.

The value approved is added to the product and deleted from the proposal.

If there is no more change to review, the proposal is deleted. Else the proposal is kept with the changes not reviewed.

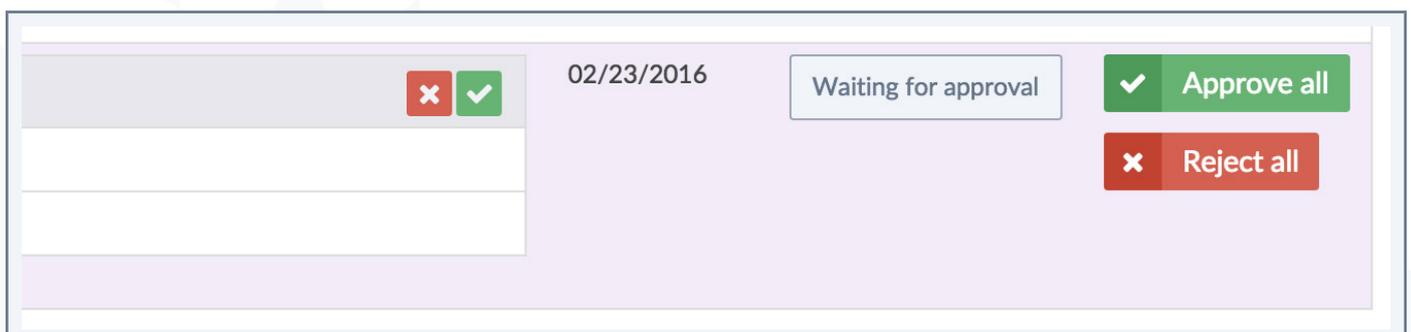
You can check that the product information is added to the product if you go to the “Attributes” tab. You can also check that a new product version has been created in the “History” tab.

## Reject a change

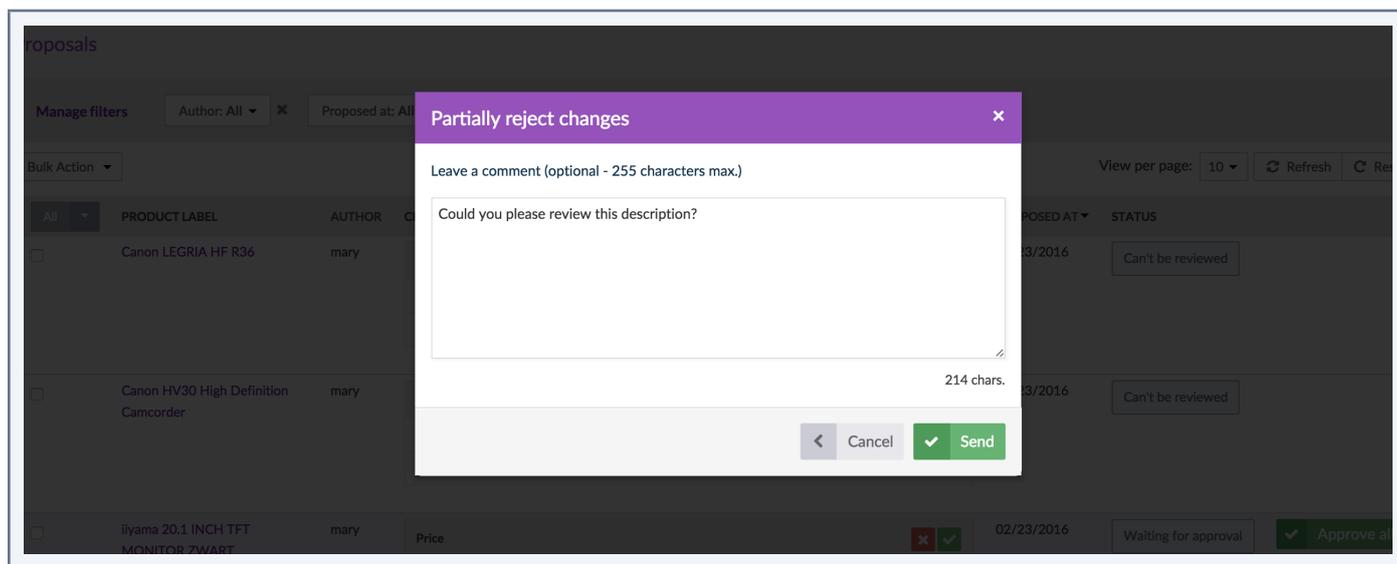
You can reject each change of a proposal one by one, according to your permissions. When a change is rejected, the value is added in the contributor’s draft. The change rejected is deleted from the proposal.

To reject a change:

1. List the product proposals.
2. For the proposals with the status “waiting for approval” or “can be partially reviewed” and the changes on values with edit rights, the icon  is displayed.



3. Click on the button to reject the change.
4. You can add an optional comment for the contributor about your rejection.
5. Click on “Send” to reject the proposal. A notification is sent to the contributor.



A confirmation message appears.

The value rejected is not added to the product.

The value rejected is added in the contributor’s draft and deleted from the proposal.

If there is no more change to review, the proposal is deleted. Else the proposal is kept with the changes not reviewed.

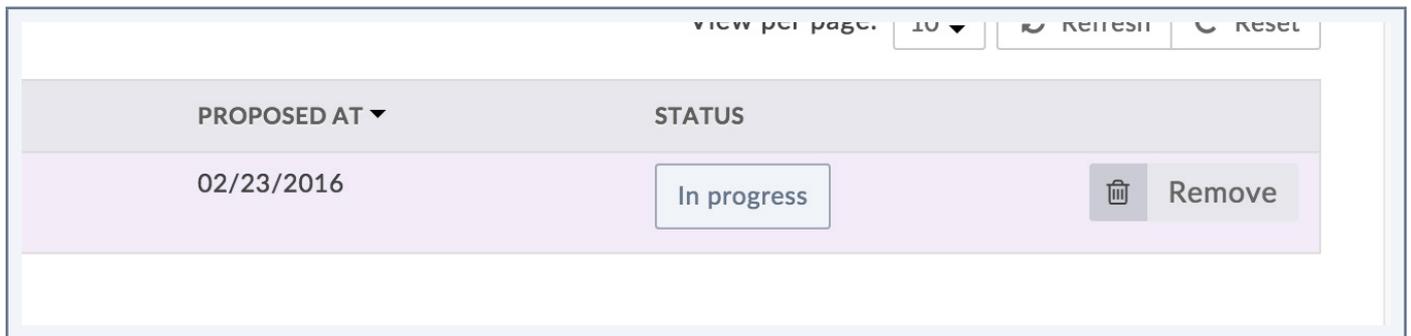
## Delete a proposal

Only the proposals with the status “In progress” can be deleted by the product manager, according to his permissions, in the product form, tab “Proposal”.

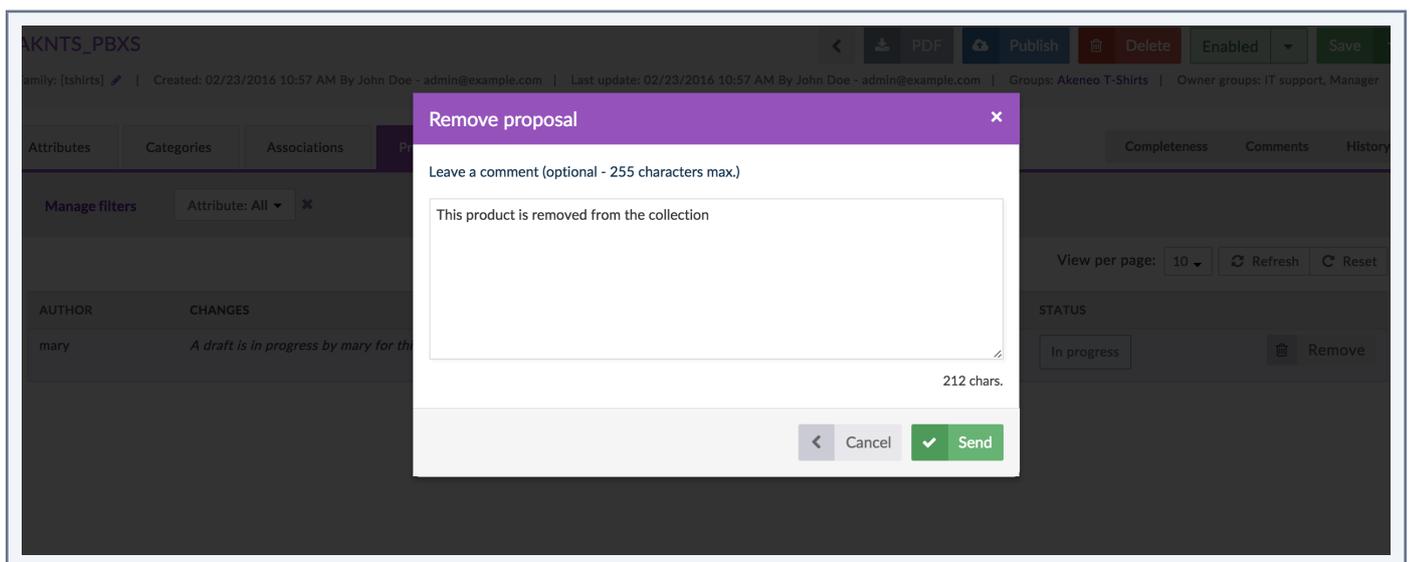
Deleting current proposal cleans up the list of current proposals, when the need for them no longer exists, or in order to make the contributor’s work easier. Deleting a proposal deletes all the proposed values: the contributor will not be able to find his changes anymore on the relevant product.

To delete a proposal:

1. Open the product and display the tab “Proposals”.
2. When mousing over the line of the proposals with the status “In progress”, the icon “remove” is displayed.



3. Click on the button to delete the proposal.
4. You can add an optional comment for the contributor about your deletion.
5. Click on “Send” to delete the proposal. A notification is sent to the contributor.



The values deleted are not added to the product, and the proposal is deleted.

### Notes

- 1 - For the proposal with a status “Can’t be deleted”, you cannot delete the proposal because you don’t have the right to edit a change in the proposal. Please contact your administrator to update your permissions.
- 2 - If you have edit rights only on some changes of a proposal, only these changes will be deleted in the proposal. The proposal will be kept with the other changes.

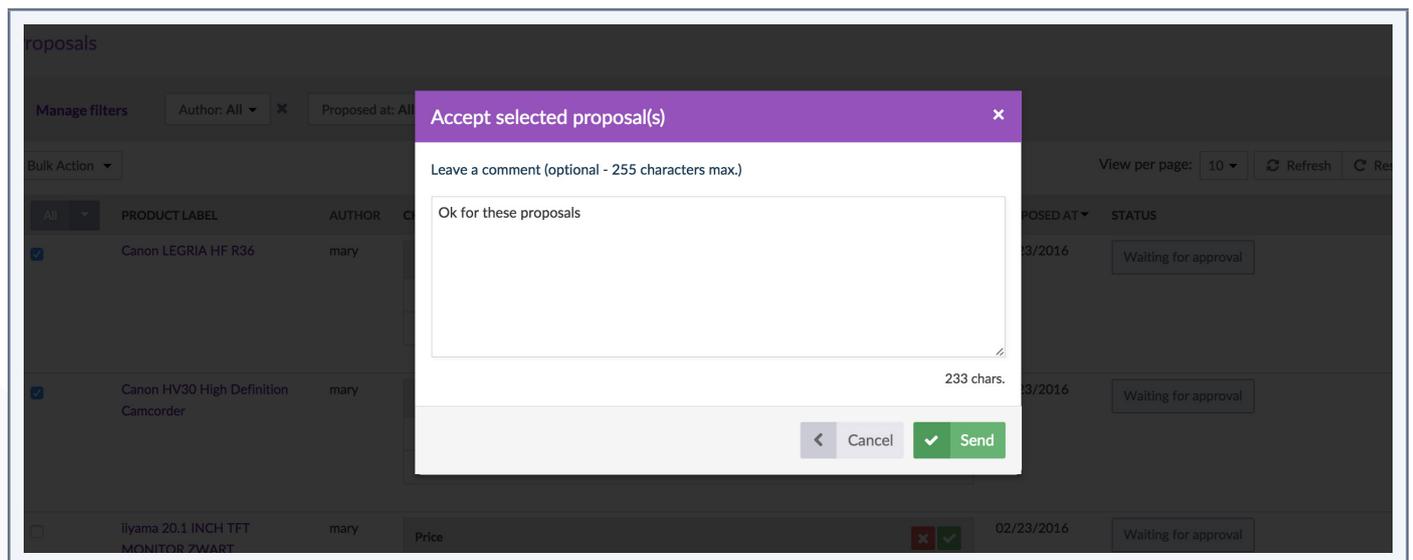
## Mass-review the product proposals

When you have a lot of proposals to review, you can list all of them in the proposals grid. You can access to that grid in the menu Enrich > Proposals.

Bulk Action	PRODUCT LABEL	AUTHOR	CHANGES						
<input type="checkbox"/>	Canon LEGRIA HF R36	mary	<table border="1"> <tr> <td colspan="2">Total megapixels</td> </tr> <tr> <td>Original</td> <td>3.28</td> </tr> <tr> <td>New</td> <td>12</td> </tr> </table>	Total megapixels		Original	3.28	New	12
Total megapixels									
Original	3.28								
New	12								

To mass-review the product proposals:

1. Select the proposals you want to approve or refuse in the proposals grid.
2. Click on the action you want to apply: “Approve” or “Reject”.
3. You can add an optional comment for the contributor about your approval or rejection.
4. Click on “Send” to approve the proposals. A notification is sent to the contributor.



The action is processed to the backend. The report page is displayed so that you can follow the execution of the action.

Execution details - Mass approve product drafts [approve\_product\_draft] < Ⓞ Download log

Status: COMPLETED

STEP	STATUS	SUMMARY	START	END						
Approve proposal	COMPLETED	<table border="1"> <tr> <td>approved</td> <td>1</td> </tr> <tr> <td>skipped</td> <td>2</td> </tr> <tr> <td>first warnings displayed</td> <td>2/2</td> </tr> </table>	approved	1	skipped	2	first warnings displayed	2/2	02/24/2016 10:25 AM	02/24/2016 10:25 AM
approved	1									
skipped	2									
first warnings displayed	2/2									

**APPROVE PROPOSAL**

- You can't edit the attributes modified by this proposal

Hide item

class	Pim\Component\Catalog\Model\Product
id	238

## Notes

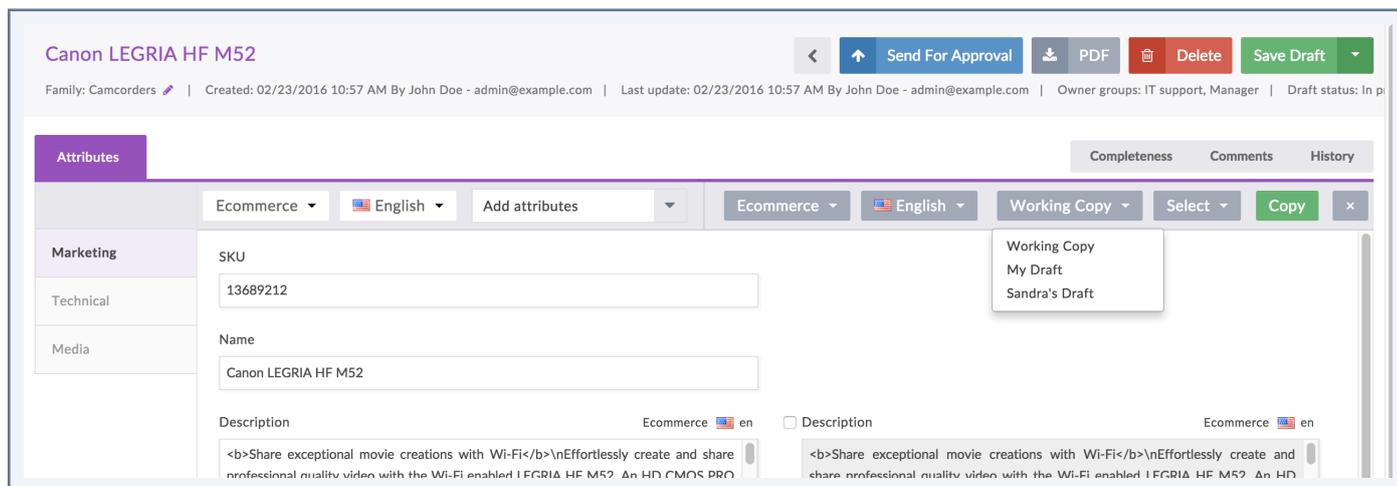
1 - For a proposal with the status “Can be reviewed partially”, you can review only the changes where you have edit rights, the other changes are skipped during the mass review. Please contact your administrator to update your permissions accordingly.

2 - For a proposals with the status “Can't be reviewed”, you cannot review the changes of this proposal because you have no edit right on the values, the proposal is skipped during the mass review. Please contact your administrator to update your permissions accordingly.

## View the contributors drafts

In order to view the inputs coming from the contributors to know what they have already enriched:

1. Click on the button “Compare / Translate” to display the right panel.
2. By default, the values of the product working copy are displayed. However, you may change the selection with the dropdown list on top of the right panel (see below).



3. You can change the channel and the locale in the two dropdown lists on top of the right panel.

Selection	Attributes and values displayed
Working copy	Only the attributes localizable or scopable are displayed.
Contributor's draft	Only the attributes with a different value between the contributor's draft and the product working copy are displayed.

## Managing the publishing process of a product (Enterprise Edition only)

In the PIM, you can manage two different versions of a product, one published version used for export and another version to prepare for example the next collection or season of products.

Publishing products only impacts the export of products. The export of attributes, categories, etc ... do not take into account the notion of publishing.

### What type of information is published?

Publishing products define which product version will be used for export.

For example, a product is complete for all the locales of the web channel in its 5th version, and it is classified in the tree of the the Web channel. When you will publish the 5th version, it is all the information that will be used in the export of products.

You can change the product "Date" information e.g. to prepare the sales period. This new information will not be taken into account by the export until you will have not published the product version with the new information.

### Use case for associations between products

Only associations between products published are exported.

For example, if a published product A is associated to an unpublished product B, then the association will not be considered for export. If the product B is published, the association between product A and the published product B is taken into account for export.

### Use case for other product information

For other product information that are not attributes or associations, such as category classification, product activation (enabled / disabled), group membership and family change, they are not subject to the publishing notion.

This information is taken into account by export without requiring being published.

## Publishing product

### Publishing one product

To publish a product:

1. Open / edit the product page.
2. Click on the “Publish” button.

The current version is published. In the “History” tab, the published version is registered with the following label: in the “Published” column.

History			
VERSION	AUTHOR	LOGGED AT	MODIFIED
> 2 <b>PUBLISHED</b>	Julia Stark - julia@example.com	2015-10-05 09:34:19	name
> 1	John Doe - admin@example.com	2015-10-01 18:42:26	sku family cr

## **Publishing multiple products**

To publish several products simultaneously:

1. Select the relevant products in the grid.
2. Click on the mass edit button.
3. Select the operation “publishing products”:
  - If you are responsible for all the products you have selected, confirm the different steps and all products will be published.
  - If you are responsible for only some products you selected: an alert message informs you that you will only be able to publish the relevant products for which you are responsible. Then, confirm the different steps and all the products you manage, will be published. The other products left will not be published.
  - If you are responsible of any product you have selected, an error message will inform you that you cannot publish the product because you do not have permission to publish. Click on the “Back” button to exit the process of mass edit.

You can then list all the products published.

## **List the published products**

To list the published products:

1. Go to Enrich > Published products.
2. The product grid for published product will be displayed just as long the product grid you have for unpublished products.

Published products / en Views My default view +

Master catalog (9)

Master catalog (9)

- TVs and projectors (0)
- Cameras (2)
- Audio and Video (3)
- Print and scan (0)
- Clothes (4)
- Office (4)
- Unclassified products
- All products

Manage filters

Family: All Groups: All Status: All Complete: All Created at: All Updated at: All

SKU: All Permissions: All

Quick Export Page: 1 of 1 | 9 records View per page: 10 Refresh Reset Columns Ecommerce

All	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED AT	UPDATED AT	GROUPS
<input type="checkbox"/>	17727158	Philips SA4VD408AF Video 4.3 MP4 player	MP3 players	Enabled	50%	Oct 5, 2015	Oct 5, 2015	
<input type="checkbox"/>	1209128	Trust Megapixel Pro	Webcams	Enabled	67%	Oct 5, 2015	Oct 5, 2015	
<input type="checkbox"/>	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	71%	Oct 5, 2015	Oct 5, 2015	Oro T-Shirts
<input type="checkbox"/>	10699783	Sony SRS-BTV25	Loudspeakers	Enabled	50%	Oct 5, 2015	Oct 5, 2015	
<input type="checkbox"/>	18383104	Sony HDR-PJ380E hand-held camcorder	Camcorders	Enabled	33%	Oct 5, 2015	Oct 5, 2015	
<input type="checkbox"/>	20126	Philips A2.310 20W RMS high Power	Loudspeakers	Enabled	50%	Oct 5, 2015	Oct 5, 2015	
<input type="checkbox"/>	OROTS_DBOL	OROTS_DBOL	[tshirts]	Enabled	57%	Oct 5, 2015	Oct 5, 2015	Oro T-Shirts

You will have the same functions available as for the grid of unpublished products, except:

- It is not possible to create a product from this page
- It is not possible to delete any published products
- It is not possible to modify any published products

The views are specific to the published product grid and those that are in progress. Hence, the views of unpublished products are not prompted to the grid of published products.

### Notes

- 1 - You can define a default view when you open the published product grid in your user account, refer to Change your default preferences.
- 2 - You can define some default filters when you open the published product grid in your user account, refer to Change your default preferences.
- 3 - If no default filter is defined in your user account, the system attributes are used as default filters in the published product grid: family, groups, status, completeness, creation date, updated date, product identifier, permissions

The attributes, families, groups, and categories are taken into account by published product versions and cannot be deleted.

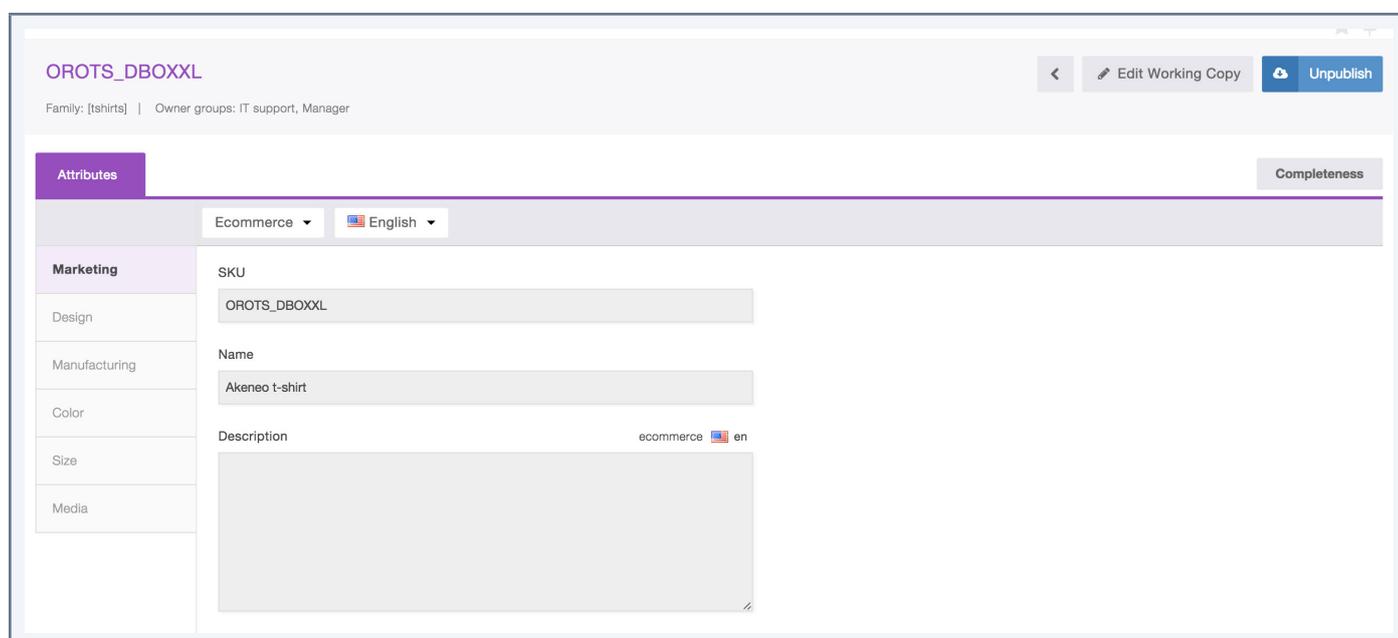
The visual guide to mass edit offers to execute specific operations on published products, just like “unpublishing products”.

It is not possible to edit published products, however you can view them.

## Viewing a published product form

To view a published product form:

1. Go to Enrich > Published products.
2. Click on the product line you want to view.
3. The product page is then displayed.

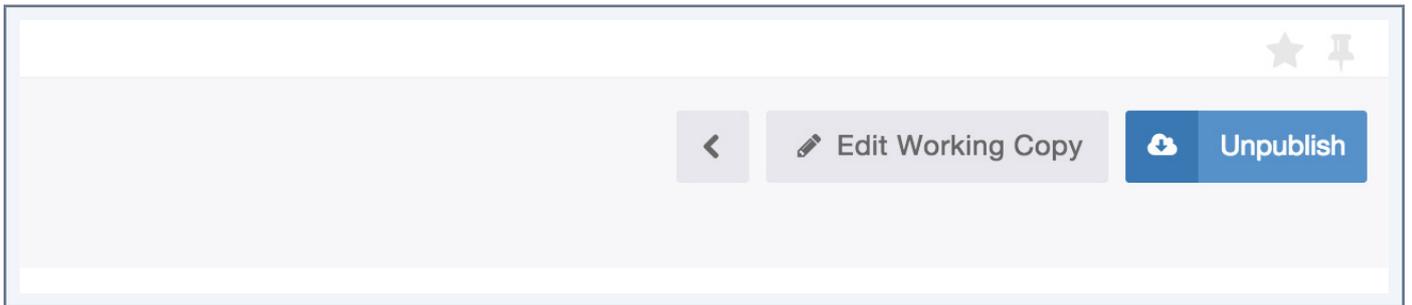


The screenshot shows the Akeneo PIM product form for a published product. The product ID is OROTS\_DBOXXL. The header includes a back arrow, an 'Edit Working Copy' button, and an 'Unpublish' button. Below the header, there are tabs for 'Attributes' and 'Completeness'. The 'Attributes' tab is active, showing a list of attribute groups on the left: Marketing, Design, Manufacturing, Color, Size, and Media. The 'Marketing' group is expanded, showing fields for SKU (OROTS\_DBOXXL), Name (Akeneo t-shirt), and Description. The 'Description' field is a rich text editor with a toolbar and a language selector set to 'en'. The 'Completeness' tab is also visible on the right side of the attribute list.

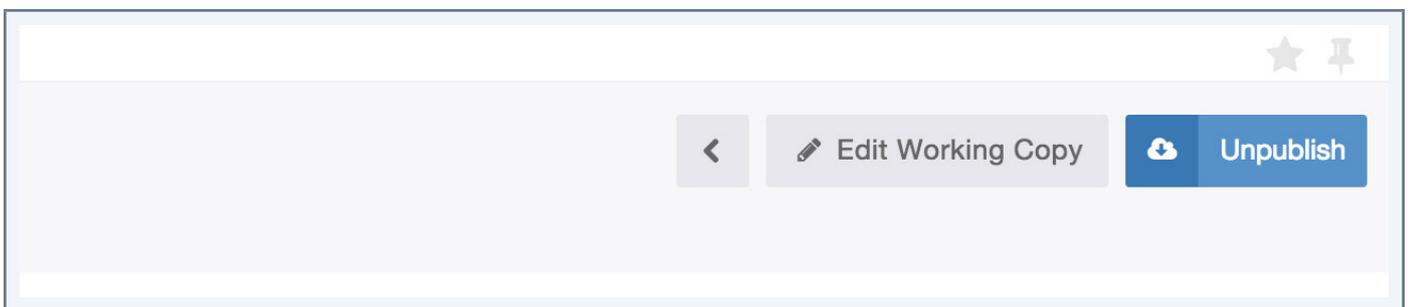
The view on the published product page is just the same as for an unpublished product. For more information, you can refer to the section, “viewing a product form”. Also, if you do not have the appropriate rights to see some attribute groups at least, these latter will not be displayed.

When you are responsible for the published product which is viewed, there are two buttons available in the header on the right side:

- Edit the current product version (working copy)



- Unpublish product



## Unpublish products

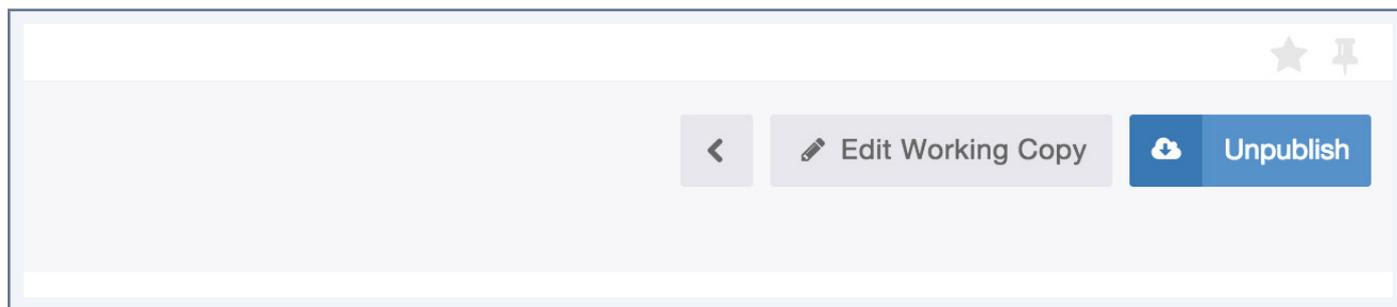
Unpublishing products enable you to determine that a version of your product will not be used anymore for export.

Unpublishing products only impacts the export of products. The export of attributes, categories, etc ... do not take into account the concept of unpublishing product.

### Unpublishing a single product

To unpublish a product:

1. Go to Enrich > Published Products or Enrich > Products.
2. Select from the grid the product to unpublish.
3. Click on the “Unpublish” button.



The product is no longer published, that is to say, it can no longer be exported. The product is listed in the published product grid.

### Unpublishing a selection of products

To unpublish several products at the same time:

1. Go to Enrich > Published products.
2. Select the products in the grid.
3. Click the Mass Edit button.

All	SKU	LABEL	FAMILY	STATUS	COMPLETE
<input checked="" type="checkbox"/>	17727158	Philips SA4VD408AF Video 4.3 MP4 player	MP3 players	Enabled	50%
<input checked="" type="checkbox"/>	1209128	Trust Megapixel Pro	Webcams	Enabled	67%
<input checked="" type="checkbox"/>	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	71%

4. Select the operation “Unpublish Products”:

- If you are in charge of all the products you have selected, confirm the different steps and all products will be unpublished.
- If you are in charge of only some selected products: an error message informs you that you can only unpublish the products for which you are responsible. Then you will be confirming the different steps and all the products you manage will be unpublished. The other selected products left will not be unpublished.

- If you are in charge of none of the products you have selected: an error message informs you that you cannot unpublish the products because you do not have the rights to do so. Click on the “Back” button to exit the mass edit process.

The combination of actions to unpublish / restore a version allows to push new information to a product version.

## Restoring a product version (EE)

Just picture the following case: you have a published product, which information is disseminated in different channels. You are currently enriching the product forms: new photos, more detailed description, new price. But a new legislation compels you all at once to update your current published version to push new information about the product: its weight for instance. Unfortunately your improvements on the product page are not completed and still you do not want to publish them. What can you do?

Akeneo PIM allows you to restore your published version in order to work on it and get back to your latest working copy afterwards.

### What does it mean to restore a product version?

This means restoring a version to go back to an earlier version of a product. For example, if you have 15 product versions, it is possible to go back to the version No. 5, which cancels any changes done from the 10 next ones.

The screenshot shows the product details page for 'Sony HDR-GW66VE'. At the top, there are navigation tabs: 'Attributes', 'Categories', 'Associations', and 'Proposals'. Below these, there are tabs for 'Completeness', 'Comments', and 'History'. The 'History' tab is active, displaying a table of product versions.

VERSION	AUTHOR	LOGGED AT	MODIFIED	ACTIONS
> 4	Julia Stark - julia@example.com	03/02/2016 12:08 PM	picture, price-USD	Restore
> 3	John Doe - admin@example.com (Applied rule "copy_description_print_us_to_ecommerce_us")	02/23/2016 11:00 AM	description-en_US-ecommerce	Restore
> 2	John Doe - admin@example.com (Applied rule "camera_copy_name_to_model")	02/23/2016 11:00 AM	camera_model_name	Restore
> 1	John Doe - admin@example.com (Comes from variant group oro_tshirt)	02/23/2016 10:57 AM	sku, family, categories, description-en_US-mobile, description-en_US-print, name, optical_zoom, release_date-ecommerce, release_date-mobile, sensor_type, total_megapixels, enabled	Restore

In this example, restoring the version #3 voids prices in euros dollars, and the image for the attribute “picture”.

Restoring a version generates a new version representing the restored version.

Sony HDR-GW66VE

Family: Camcorders | Created: 02/23/2016 10:57 AM By John Doe - admin@example.com | Last update: 03/02/2016 12:11 PM By Julia Stark - julia@example.com | Owner groups: IT support, Manager

Attributes Categories Associations Proposals

Completeness Comments History

### History

VERSION	AUTHOR	LOGGED AT	MODIFIED	ACTIONS									
5	Julia Stark - julia@example.com	03/02/2016 12:11 PM	picture, price-USD	Restore									
<table border="1"> <thead> <tr> <th>PROPERTY</th> <th>OLD VALUES</th> <th>NEW VALUES</th> </tr> </thead> <tbody> <tr> <td>Picture</td> <td>b/d/c/c/bdccc6335d1b4685fe8d311a7cf01c7e77ac58f4d_sony_hdr_gw66ve1.jpg</td> <td></td> </tr> <tr> <td>Price USD</td> <td>\$240.00</td> <td></td> </tr> </tbody> </table>					PROPERTY	OLD VALUES	NEW VALUES	Picture	b/d/c/c/bdccc6335d1b4685fe8d311a7cf01c7e77ac58f4d_sony_hdr_gw66ve1.jpg		Price USD	\$240.00	
PROPERTY	OLD VALUES	NEW VALUES											
Picture	b/d/c/c/bdccc6335d1b4685fe8d311a7cf01c7e77ac58f4d_sony_hdr_gw66ve1.jpg												
Price USD	\$240.00												
4	Julia Stark - julia@example.com	03/02/2016 12:08 PM	picture, price-USD	Restore									
3	John Doe - admin@example.com (Applied rule "copy_description_print_us_to_ecommerce_us")	02/23/2016 11:00 AM	description-en_US-ecommerce	Restore									

In this example, the created version contains all changes generated by the restored Version #3, in this case: this will cancel the price and the picture changes.

It is possible to add weight to the product, save the change and publish it. Thus the published product form has not been changed, only the weight has been added.

To go back to the current version that is currently enriched (include the price and the picture), simply restore the version that contains the changes.

## Restore a version

To restore a version:

1. Go to Enrich > Products.
2. Select the product which is one of the versions to restore.
3. Go to the "History" tab.
4. Click on the "Restore tab icon" to restore the version

	ACTIONS
e	<button>Restore</button>
otion-de_DE-mobile, description-de_DE-print, description-en_US-mobile, description- l-mobile, description-fr_FR-print, maximum_video_resolution, name, picture, ase_date-mobile, total_megapixels, enabled	<button>Restore</button>

Then the version is restored.

## WORKING WITH VARIANT GROUPS

A product can be attached to one or no variant group.

This type of relationship has no direction: Product A <-> Product B <-> Product C, all three are part of the variant group G.

This type of relationship can define for example variations of relationships for a product reference: Iphone memory capacities and colors: white Iphone 8GB, 16GB, 32GB, and black Iphone 8 GB, 16 GB, 32 GB variants:



### Using the grid of the variant groups

To start, go to Enrich > Variant Groups: in this page, there are many ways to work with the grid of variant group as you will discover below.

## Page numbering

The variant groups grid has a page number. All variant groups are displayed in the grid and come per set of N variant groups. The number of variant group is shown at the top right of the grid

This number of variant groups per page can be modified by clicking on the drop down list to select the number of items.



The screenshot shows a user interface for a variant groups grid. At the top right, there is a 'View per page:' label followed by a dropdown menu currently set to '10'. The dropdown menu is open, showing options for 10, 25, 50, and 100. To the right of the dropdown are two buttons: 'Refresh' and 'Reset'. Below these controls, the grid displays two rows of data. The first row has columns for 'color', 'Secondary color', and 'Clothing size'. The second row has columns for 'color' and 'Secondary color'.

### Note

This number is not retained as a contextual element of work. In other words, when leaving the page to view an edition form of a variant group for example and go back to the grid of the variant group, then the number of variant groups per page returns to its initial configuration, which is “10”.

In order to navigate through the different pages of the grid of the variant group, there are two navigation buttons allowing to go to the “next” and “previous” above the grid. Eventually, the page number is displayed in the center. It is possible to go directly to a specific page by changing the field of the current page number.



The screenshot shows the page navigation controls. It displays 'Page: < 1 > of 1 | 6 records'. The navigation buttons are represented by arrows and the number '1'.

### Note

Navigation through the pages of the variant group grid is not retained as a contextual element of work. This means that when you leave the page to view a form of a variant group for example and go back to the grid of the variant groups, then the page number comes back to its original configuration, which is “1”.

## Manage filters

When you overview the grid of the variant group, you will be able to manage filters as well.



1. Enter your criteria. If the displayed selection criteria are insufficient or irrelevant you can add additional criteria by selecting from the list that appears by clicking on “Manage filters”.
2. The grid is then automatically updated when a new filter applies.

The label filters are localised: If an attribute has a label in the locale of preference recorded, then this specific label is used. If there is no label available, then the attribute code will be displayed into brackets. For example: the attribute code [COLOR].

Filters can be applied on the following information of the variant groups:

Product information managed by the PIM:

- Code,
- Label,
- Axis of variation.

## Sort out variant groups

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

### Note

You cannot sort on the variation axis

## The shortcut actions on each variant group

There are several actions available on each variant group, that you can operate from the last column in the grid. The buttons are displayed when you place the mouse over the line.

in color, Secondary color
in color, Secondary color, Clothing size
in color. Secondary color. Clothing size. T-Shirt material

#### Note

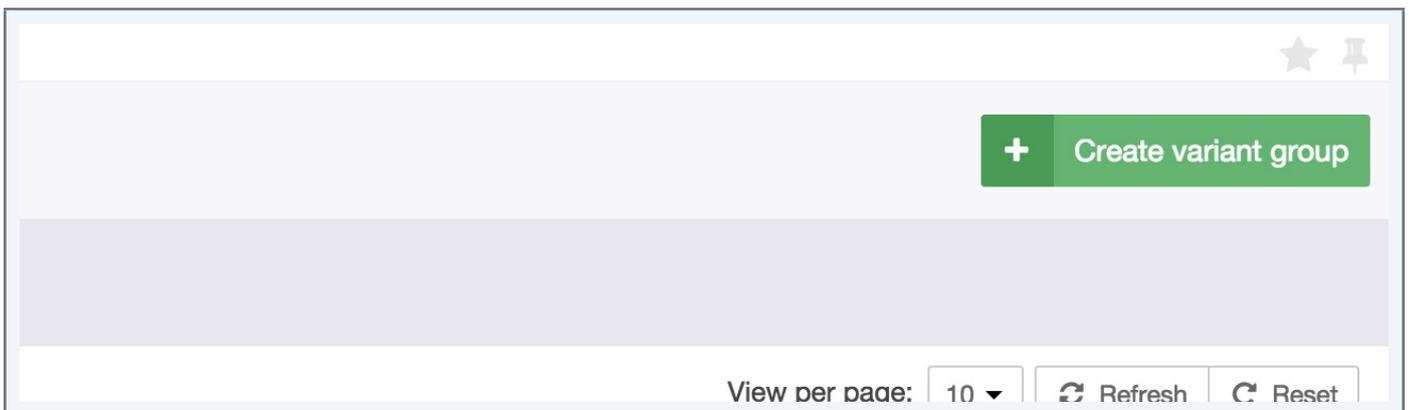
The shortcut actions are displayed if you have the necessary rights, or depending if you are using the Enterprise or Community Version.

## Creating a variant group

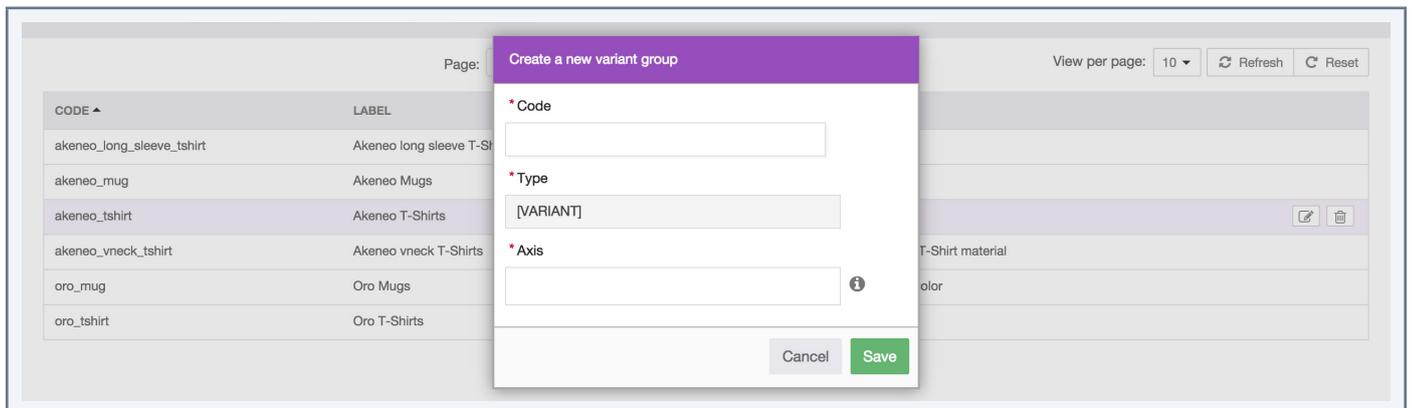
To create a variant group from the user interface of the PIM (without going through imports), you must be entitled with special permission. If this is not the case, you have to get in touch with your administrator.

To create a variant group:

1. Click on on the top right of the page Enrich > Variant groups.



2. Enter the unique code and choose the axis of variation.
3. Click on save.

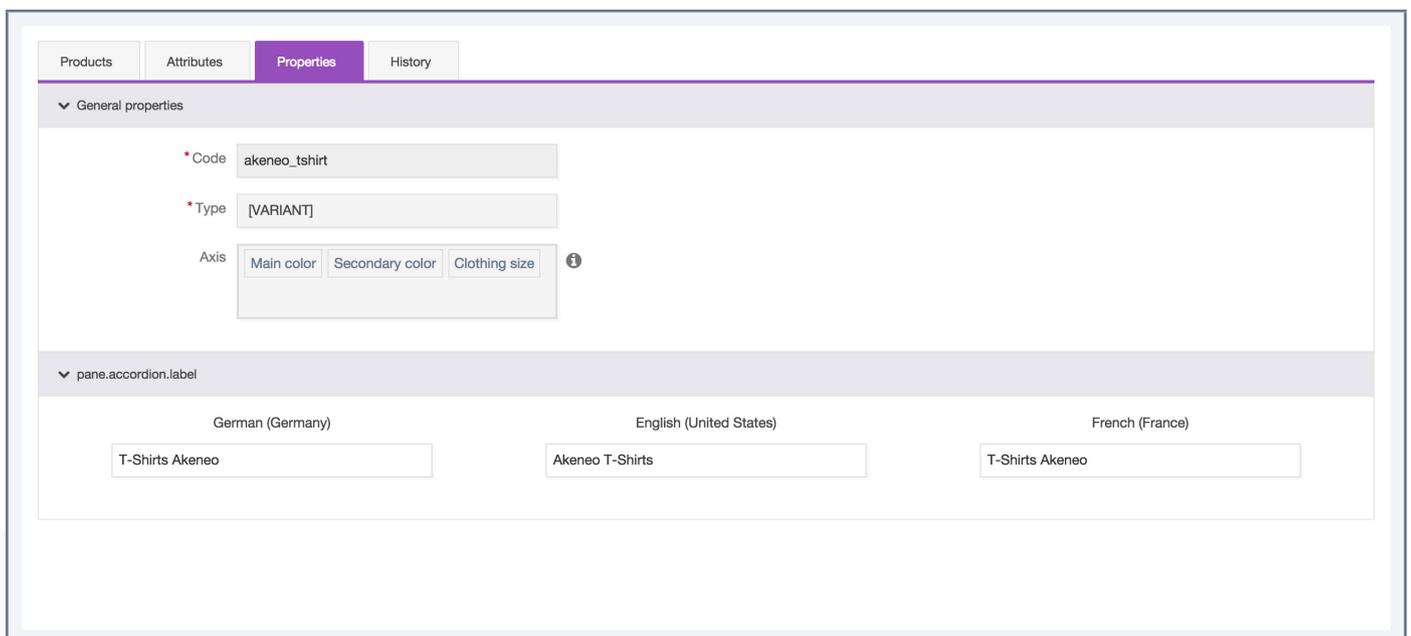


### Note

The axis of variation can only be a simple select attribute type, not localizable and not scorable. There may be as many axis of variation than needed.

The variant group is created and the edit page appears.

## Editing a variant group



1. Click the edit tab.
2. Change or complete the information in the corresponding fields.

3. Click the “Save” button.

The variant groups is updated with your changes, and a new version of the variant group is created.

This version is available in the “History” tab, if you have the view permission for this tab.

## View / change the label of a variant group

A variant group have properties that can be viewed but cannot be changed:

- Code
- Axis of variation
- Type (Variant)

The screenshot displays the 'Properties' tab in the Akeneo PIM interface. At the top, there are four tabs: 'Products', 'Attributes', 'Properties' (which is active and highlighted in purple), and 'History'. Below the tabs, the 'General properties' section is expanded, showing three fields: '\* Code' with the value 'akeneo\_tshirt', '\* Type' with the value '[VARIANT]', and 'Axis' with three buttons: 'Main color', 'Secondary color', and 'Clothing size'. Below this, the 'pane.accordion.label' section is expanded, showing three language-specific label fields: 'German (Germany)' with the value 'T-Shirts Akeneo', 'English (United States)' with the value 'Akeneo T-Shirts', and 'French (France)' with the value 'T-Shirts Akeneo'.

The labels of a variant group are editable:

1. Click on the “Properties” tab.
2. Make your changes on the labels of variant group.
3. Click on the save button.

The variant group is updated and a new version of the variant group is created.

## Add / remove attributes from a variant group

It is possible to add attributes to a variant group, if you have the appropriate permissions.

### Note

**Any existing attributes in the PIM can be added to a variant group except:**

- Attributes that are used as variation axis for the group
- The attributes having the property of having unique values (SKU for example)

Since the publishing of the product group:

1. Click the “Add Attributes” in the top right of the tab “Attributes” button.
2. Select the attributes to be added by clicking on their labels
  - You can search an attribute by label using the Quick Search field at the top of the list.
  - You can select all the attributes of a group by clicking the wording of the attribute group.
3. Click the “Add” button below the list.

The attributes are added to the variant group currently edited.

### Note

If you do not see the button “Add Attributes”, you may not have the appropriate rights to add attributes. In this case, get in touch with your administrator.

These attributes can be removed from the current variant group by clicking on the cross icon on the right of each new attribute added.

### Note

If you do not see the cross icon on the attributes added, you may not have the appropriate rights to remove attributes of a variant group. In this case, please contact your administrator.

## Manage products in a variant group

A product can be attached to one or no variant group.

This type of relationship has no direction: Product A <-> Product B <-> Product C, all three are part of group variants G.

### How to manage the products bundled in a variant group?

1. Open via the product edit form of the selected product.
2. Click on the “Products” tab.
3. Identify the products in the grid and check them.
4. Uncheck the products you do not want to associate in the current edited variant group.
5. Click on the “Save” button.

The product grid is displayed: the products associated to the variant group are displayed first. They can be easily identified by the information “Yes” in green in the second column of the grid. Note that the boxes are also checked:

<input checked="" type="checkbox"/>	IN GROUP	SKU	MAIN COLOR	SECONDARY COLOR	CLOTHING SIZE	LABEL	FAMILY	STATUS	COMPLETE	CREATED AT	UPDATED AT
<input checked="" type="checkbox"/>	Yes	AKNTS_BPXS	Black	Purple	XS	AKNTS_BPXS	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPS	Black	Purple	S	AKNTS_BPS	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPM	Black	Purple	M	AKNTS_BPM	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPL	Black	Purple	L	AKNTS_BPL	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPXL	Black	Purple	XL	AKNTS_BPXL	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPXXL	Black	Purple	XXL	AKNTS_BPXXL	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_WPXS	White	Purple	XS	AKNTS_WPXS	[tshirts]	Enabled	88%	Oct 1, 2015	Oct 1, 2015

## Check versions of a variant group

The record of changes applied to a variant group is taking into account the following actions:

- Change of attribute values in the edit form of the group.
- Change of properties.

For each change, a new version of the variant group is created. The following information is

tracked for each version:

- The person or the system that has generated changes.
- The date and time at which the changes have been applied.
- The old and the new value for each change.

To view the versions of a variant group:

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

VERSION	AUTHOR	LOGGED AT	OLD VALUES	NEW VALUES
1	John Doe - admin@example.com	Oct 1, 2015 6:42 PM	<ul style="list-style-type: none"> <li>• code:</li> <li>• type:</li> <li>• axis:</li> <li>• label-de_DE:</li> <li>• label-en_US:</li> <li>• label-fr_FR:</li> </ul>	<ul style="list-style-type: none"> <li>• code: akeneo_tshirt</li> <li>• type: VARIANT</li> <li>• axis: clothing_size,main_color,secondary_color</li> <li>• label-de_DE: T-Shirts Akeneo</li> <li>• label-en_US: Akeneo T-Shirts</li> <li>• label-fr_FR: T-Shirts Akeneo</li> </ul>

## Deleting a variant group

Variant groups can be deleted from the PIM. This means that all the product information related to the product will be deleted in the PIM. Note this action cannot be reverted.

To remove a product group, there are two ways of proceeding:

- Via the edition form of the group:
  1. Open the edition form of the group you want to delete.
  2. Click on the “Delete” button in the header of the page.
  3. Confirm the action in the popin.
- Via the shortcut in the grid:
  1. Identify the group you want to remove from the grid of the variant group.
  2. Mouse over the line of the variant group in the grid, the delete button is displayed (trash can icon).
  3. Click on the “Delete” button.
  4. Confirm the action in the popin.

The variant group and all its information details are deleted in the Akeneo PIM.

**Note**

The products that are associated to the variant group are not deleted. They can be allocated to another variant group.

## CARRY OUT ACTIONS ON SEVERAL PRODUCTS

Bulk operations enable you to perform actions on multiple products at once. These operations are performed on a selection of products from the datagrid. Below, you can find the list of the bulk operations available in the PIM:

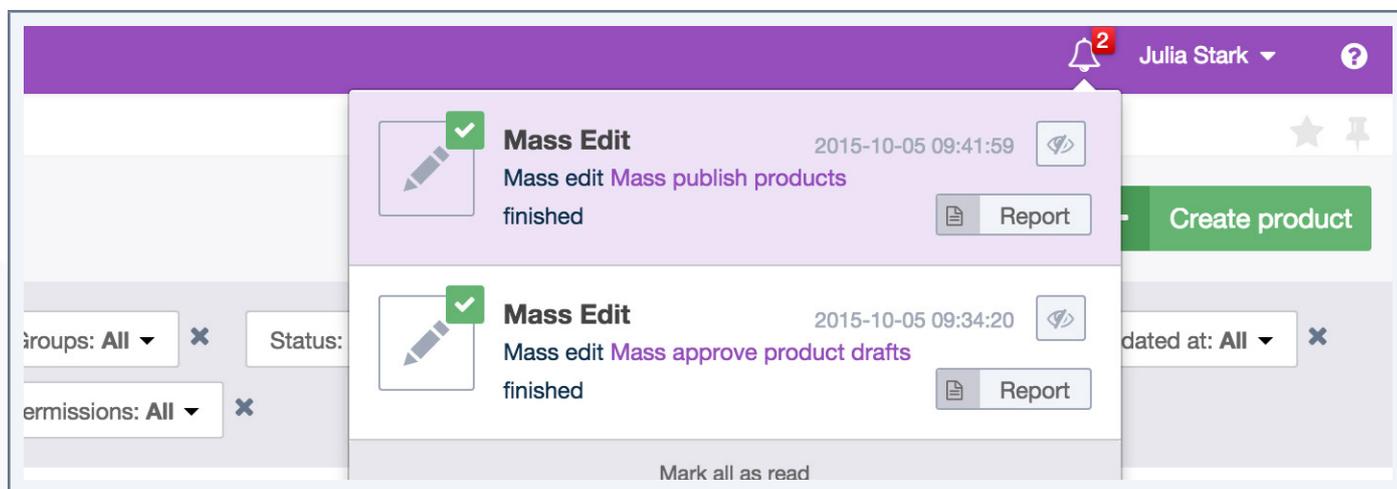
- **Product status change (enabled / disabled):**  
Set the status for several products simultaneously. Eg: Enable all products of the tree “Catalog for Sales Week 16”
- **Edit attributes:**  
Apply a set of values for attributes to a selection of products. Eg: Set the same value “Poppy” for the attribute “Theme” to a whole set of products.
- **Classify products in categories:**  
Classify multiple products in one or more categories at once. Eg: Put all the products of the category “Catalogue Reference > Booklets” also in the categories “Website > Women > Accessories” and “Website > Lifestyle > Office Stationery”. Please note that you cannot move a product from a category to another using the mass edit.
- **Change the product family:**  
Set a same family for several products. Eg: Apply the “Jewelry” family to all products in the “Bracelets”, “Necklaces”, and “Rings” categories
- **Add to a group:**  
Allow to bring together a selection of products in one or more groups (groups that are not tagged as Variant group). Eg: bring together the relevant products in the group “Harry Potter”.
- **Associate to a variant group:**  
Allow to bring together a selection of products in a variant group. Eg: bring together the products in the group “T-shirt Akeneo”.
- **Publish products:**  
Allow to publish the selection of products.
- **Unpublish products:**  
Allow to unpublish the selection of products.



Operation	Step of configuration
Status change	Select the status to be applied.
Edit common attributes	Add attributes to the product form to set the values to be applied. The edit is done for the scope and the locale chosen in the products grid.
Classify products in categories	Check the categories in which the products will be classified.
Change the product family	Select the family to be applied on products.
Add to a group	Check the groups in which the products will be brought together.
Add to a variant group	Select the variant group in which the products will be gathered.
Publish products	Confirm the action.
Unpublish products	Confirm the action.

6. Confirm the action via the popin message.

The action is processed to the back-end, so that you can continue to work on the PIM. When the process is done, you are the only user to be notified.



When you click on the notification, you access the report page of the action.

STEP	STATUS	SUMMARY	START	END
Approve proposal	COMPLETED	approved 4	2015-10-05 9:34:14 AM	2015-10-05 9:34:20 AM

## Delete multiple products

1. Search for products in the datagrid with the appropriate filters.
2. Select the products to be removed via the selection tool: all the products recorded, all visible products from the ongoing page, none of the products and the products for which you have ticked the 1st column

All	SKU	LABEL	FAMILY	STATUS	COMPLETE
All visible		XL OROTS_DBOXL	[tshirts]	Enabled	71%
None		OROTS_DBOXXL	[tshirts]	Enabled	71%

3. Click on the “Delete” button.

of 113 | 1121 records

4. Confirm the action in the confirmation popin.

## Sequential edit products

Sequential edit products enable to display one after the other the product forms from a selection of products, without going through the product grid. This will save time allowing the navigation directly between the product forms of the selected products.

### Note

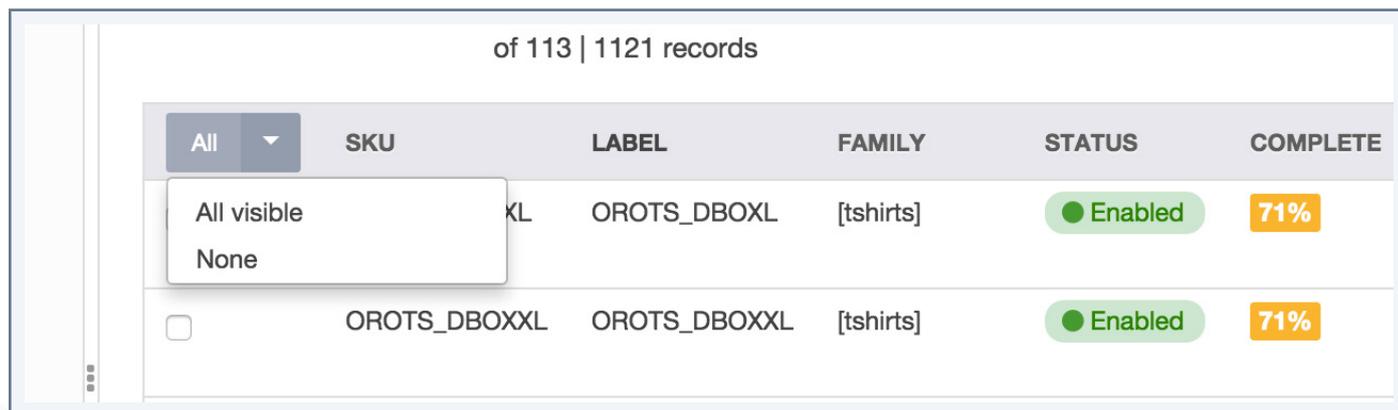
Any user with product access with edit permissions can run a sequential edit. There is no specific right to provide access to this feature.

### Enterprise Edition Note

If the user cannot edit any products from his product selection, then an error message is prompted to inform he cannot do the sequential edit.

To start the product sequential edit:

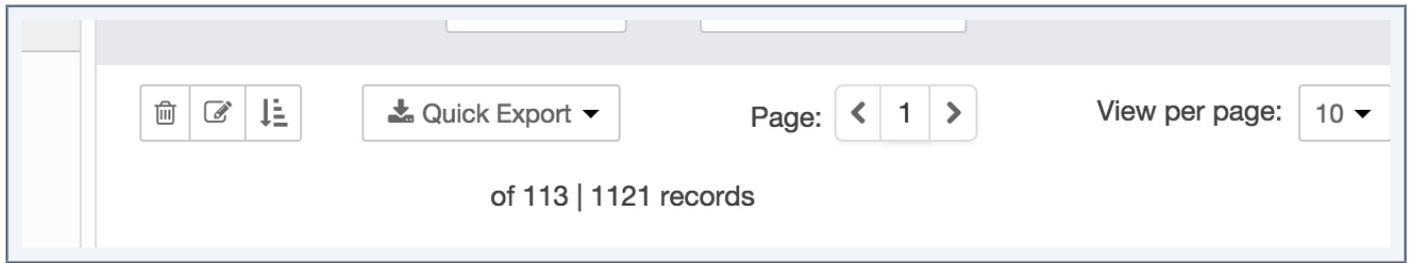
1. Search for products in the datagrid with the appropriate filters.
2. Select the products on which you want to perform the operation via the selection tool: all the products recorded, all visible products from the ongoing page, none of the products and the products for which you have ticked the 1st column.



The screenshot shows a datagrid with the following structure:

of 113   1121 records						
All	SKU	LABEL	FAMILY	STATUS	COMPLETE	
All visible	XL	OROTS_DBOXL	[tshirts]	Enabled	71%	
None						
<input type="checkbox"/>	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	71%	

3. Click on the “Sequential edit” button above the grid.



4. The product edit page of the first product of the selection is prompted with a progress bar at the top of the page.



The progress bar tracks down the number of products that have already been changed from the total number of products of selected products. The progress bar is surrounded by two links on the left and right side.



The left link allows you to go back to the previous product, the right link to switch to the next one.

#### Enterprise Edition note

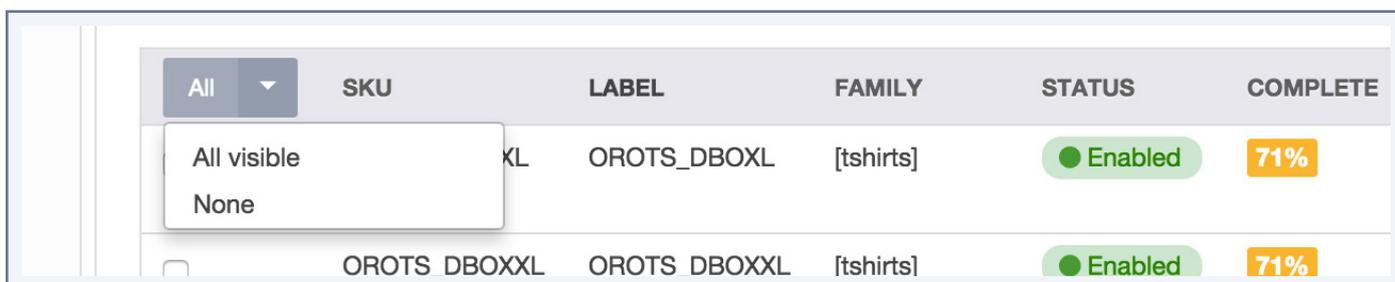
If the user can edit at least one product from his selection, it means that the sequential edition has started. Only the products with the read-only access rights will be displayed.

## Generate a CSV file of the product information from the datagrid

Akeneo PIM allows you to export your search result or a selection of products from the PIM datagrid to a CSV file. This can be used to retrieve structured product information and thus create your own reports, graphics, etc.

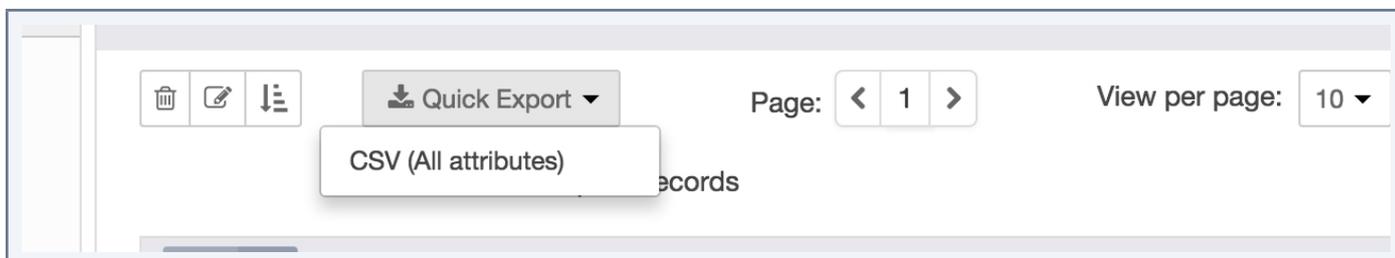
To start the export of product information from the datagrid:

1. Search for products in the datagrid with the appropriate filters.
2. Select the products on which you want to perform the operation via the selection tool: all the products recorded, all visible products from the ongoing page, none of the products and the products for which you have ticked the 1st column.

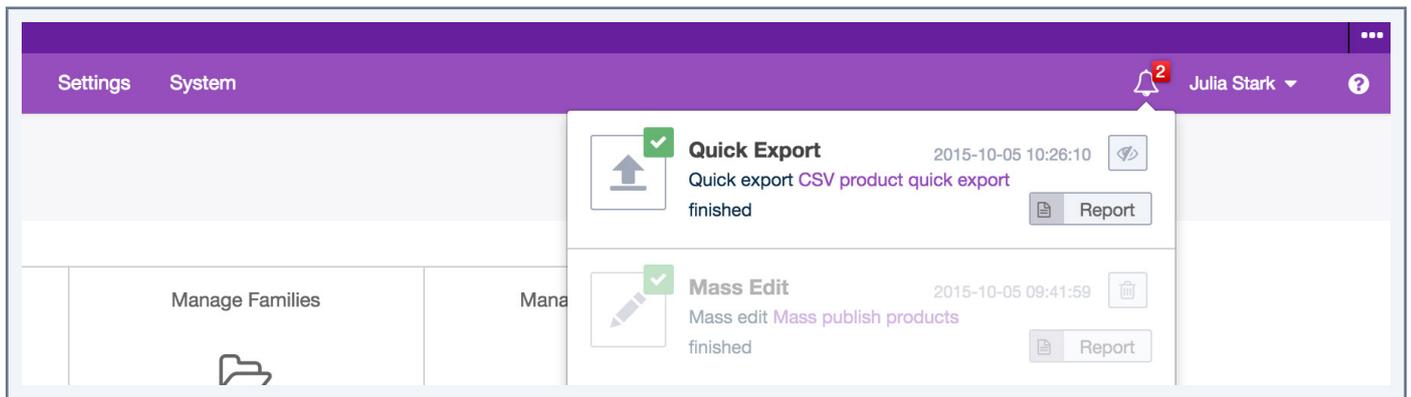


All	SKU	LABEL	FAMILY	STATUS	COMPLETE
All visible None	KL	OROTS_DBOXL	[tshirts]	Enabled	71%
<input type="checkbox"/>	OROTS DBOXXL	OROTS DBOXXL	[tshirts]	Enabled	71%

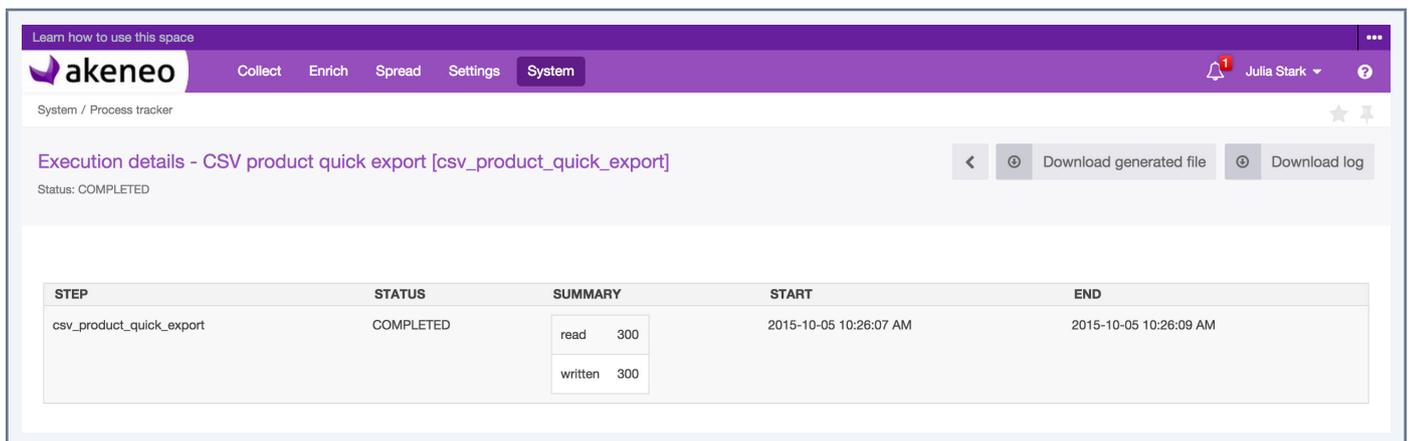
3. Click on the “Quick Export” button above the grid, and select the “CSV (all attributes)” option.



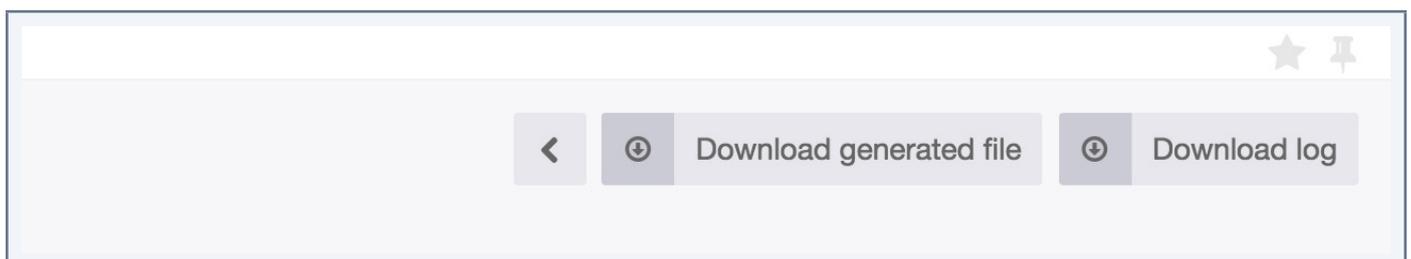
The action is processed as a backend task, so that you can continue to work on the PIM. When the process is done, you are the only user to be notified.



When you click on the notification, you access the report page of the action.



On the report page, you can download the generated file.



A file named Products\_export\_<Working Locale Code>\_<Working channel Code>\_Date\_Heure.csv will be created.

The created file encloses one line per product exported, and a column for each product information available. The format of the generated file is the same as for the product import and export in CSV format with the Akeneo connector. Only the working channel is taken into account, and thus all the locale information required for the channel is exported. The working locale is not taken into account.

sku	name	description-de_DE-ecommerce	description-en_US-ecommerce	description-fr_FR-ecommerce	price-EUR	price-USD
AKNTS_BPXS_VS	Akeneo T-Shirt black and purple with short sleeve and vneck				10.00	14.00
AKNTS_BPS_VS	Akeneo T-Shirt black and purple with short sleeve and vneck				10.00	14.00
AKNTS_BPM_VS	Akeneo T-Shirt black and purple with short sleeve and vneck				10.00	14.00
AKNTS_BPL_VS	Akeneo T-Shirt black and purple with short sleeve and vneck				10.00	14.00
AKNTS_BPXL_VS	Akeneo T-Shirt black and purple with short sleeve and vneck				10.00	14.00

For this export from the datagrid, the completeness, the product status, their classification are not taken into account to determine what information can be exported. All the products selected in the datagrid, regardless of their details, are exported to the CSV file.

**Note**

Any user with access to products can execute an export from the datagrid. There is no particular rights to provide access to this feature.

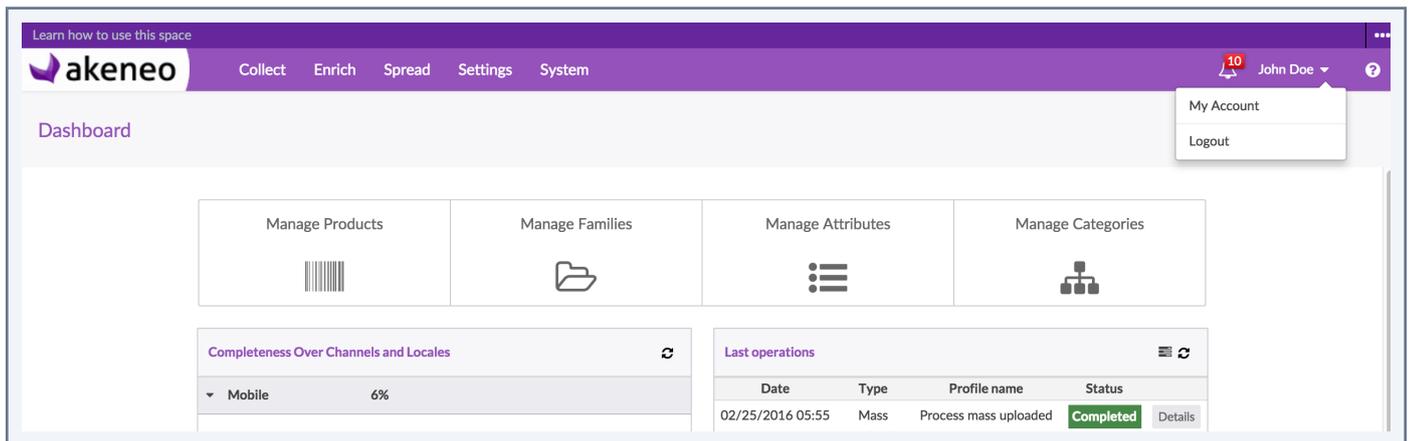
**Enterprise Edition Note**

Export from the datagrid also works for products for which the user do not have the edit permission.

## MANAGING YOUR USER ACCOUNT

To manage your account:

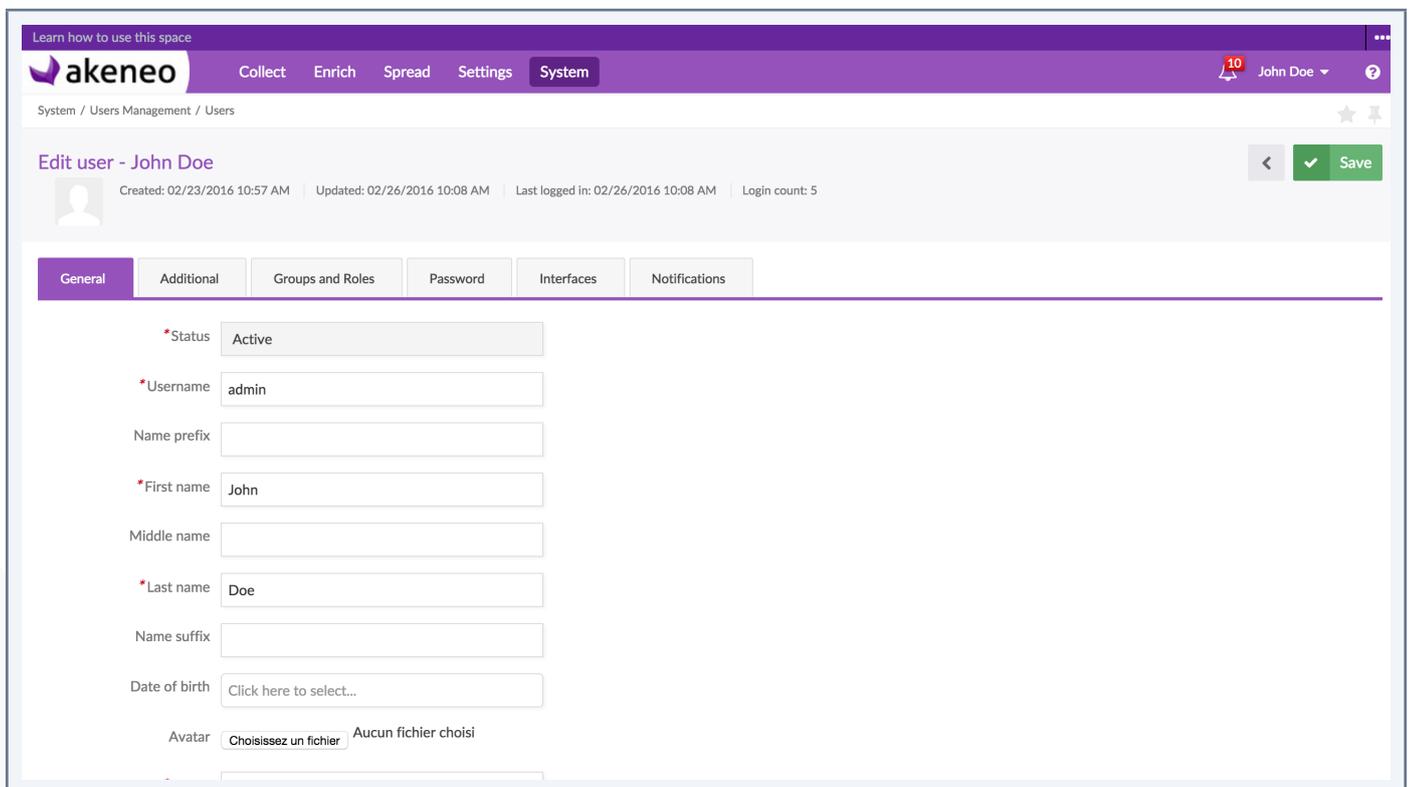
1. Click on your user name at the top right and select “My account”. Your user account page is displayed.



The screenshot shows the Akeneo dashboard interface. At the top right, the user name "John Doe" is displayed with a notification badge showing "10". A dropdown menu is open, showing "My Account" and "Logout" options. The dashboard includes a navigation bar with "Collect", "Enrich", "Spread", "Settings", and "System" tabs. Below the navigation bar, there are four main action cards: "Manage Products", "Manage Families", "Manage Attributes", and "Manage Categories". At the bottom, there are two summary cards: "Completeness Over Channels and Locales" showing "Mobile" at "6%" and "Last operations" showing a table of recent actions.

Date	Type	Profile name	Status
02/25/2016 05:55	Mass	Process mass uploaded	Completed

2. Click on the top right button “Edit”.
3. Your user account is in edit mode, you can update your information.



The screenshot shows the "Edit user - John Doe" page in the Akeneo system. The page is titled "System / Users Management / Users" and includes a "Save" button. The user's profile information is displayed, including creation and update dates, last login time, and login count. The "General" tab is selected, showing fields for Status, Username, Name prefix, First name, Middle name, Last name, Name suffix, Date of birth, and Avatar.

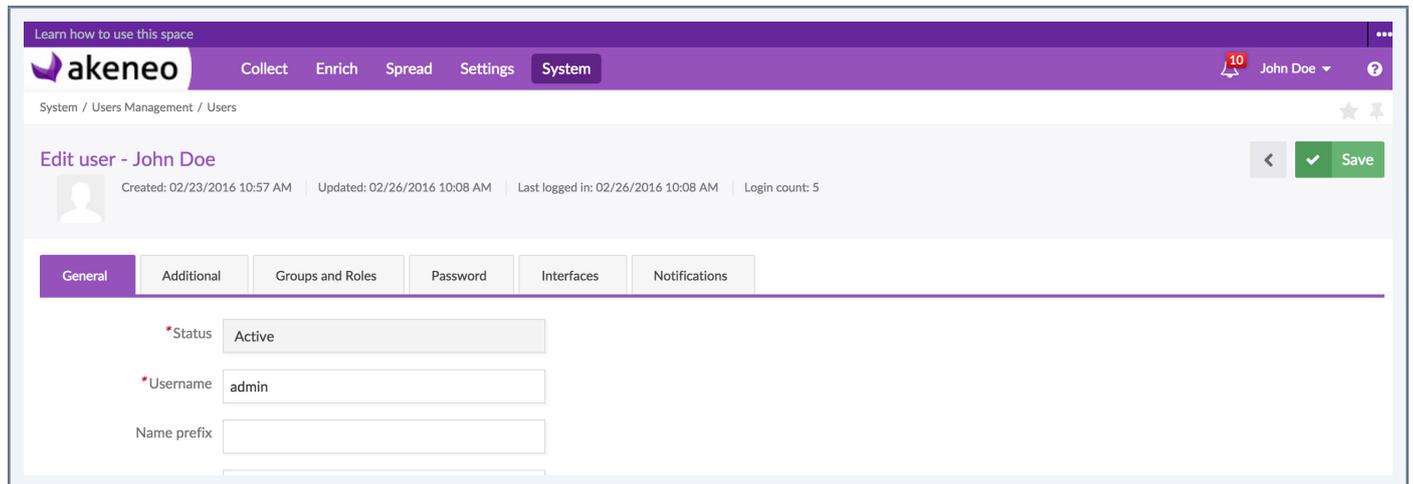
Created: 02/23/2016 10:57 AM | Updated: 02/26/2016 10:08 AM | Last logged in: 02/26/2016 10:08 AM | Login count: 5

Fields shown in the General tab:

- \*Status: Active
- \*Username: admin
- Name prefix: [empty]
- \*First name: John
- Middle name: [empty]
- \*Last name: Doe
- Name suffix: [empty]
- Date of birth: Click here to select...
- Avatar: Choisissez un fichier (Aucun fichier choisi)

## Edit your general information

1. In the “General tab”, edit the information you want to update.
2. Click on the “Save” button to save your updates.



The screenshot shows the Akeneo user management interface. At the top, there is a navigation bar with the Akeneo logo and tabs for 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The 'System' tab is active. Below the navigation bar, the breadcrumb trail reads 'System / Users Management / Users'. The main heading is 'Edit user - John Doe', with a 'Save' button to the right. Below the heading, there is a profile picture placeholder and metadata: 'Created: 02/23/2016 10:57 AM | Updated: 02/26/2016 10:08 AM | Last logged in: 02/26/2016 10:08 AM | Login count: 5'. There are six tabs: 'General', 'Additional', 'Groups and Roles', 'Password', 'Interfaces', and 'Notifications'. The 'General' tab is selected. The form fields are: '\*Status' (Active), '\*Username' (admin), and 'Name prefix' (empty).

### Note

The username, first name, last name and e-mail are mandatory.

## Change your default preferences

1. Click on the “Additional” tab.
2. Edit the information you want to update:
  - The “catalog locale” is your default working locale for the catalog data
  - The “catalog scope” is your default working scope for the catalog data
  - The “default tree” is your default working tree for products
  - The “default asset tree” is your default working tree for assets
  - The “product grid filters” are your default filters used for the products grid and the published products grid (only in Enterprise Edition)
  - The “default product grid view” is your default view when you open the products grid.
  - The “default published product grid view” is your default view when you open the published products grid (only in Enterprise Edition)
3. Click on the “Save” button to save your updates.

Learn how to use this space

akeneo Collect Enrich Spread Settings System

System / Users Management / Users

John Doe

### Edit user - John Doe

Created: 02/23/2016 10:57 AM | Updated: 02/26/2016 10:08 AM | Last logged in: 02/26/2016 10:08 AM | Login count: 5

General Additional Groups and Roles Password Interfaces Notifications

\*Catalog locale en\_US

\*Catalog scope Ecommerce

\*Default tree Master catalog

\*Default asset tree Asset main catalog

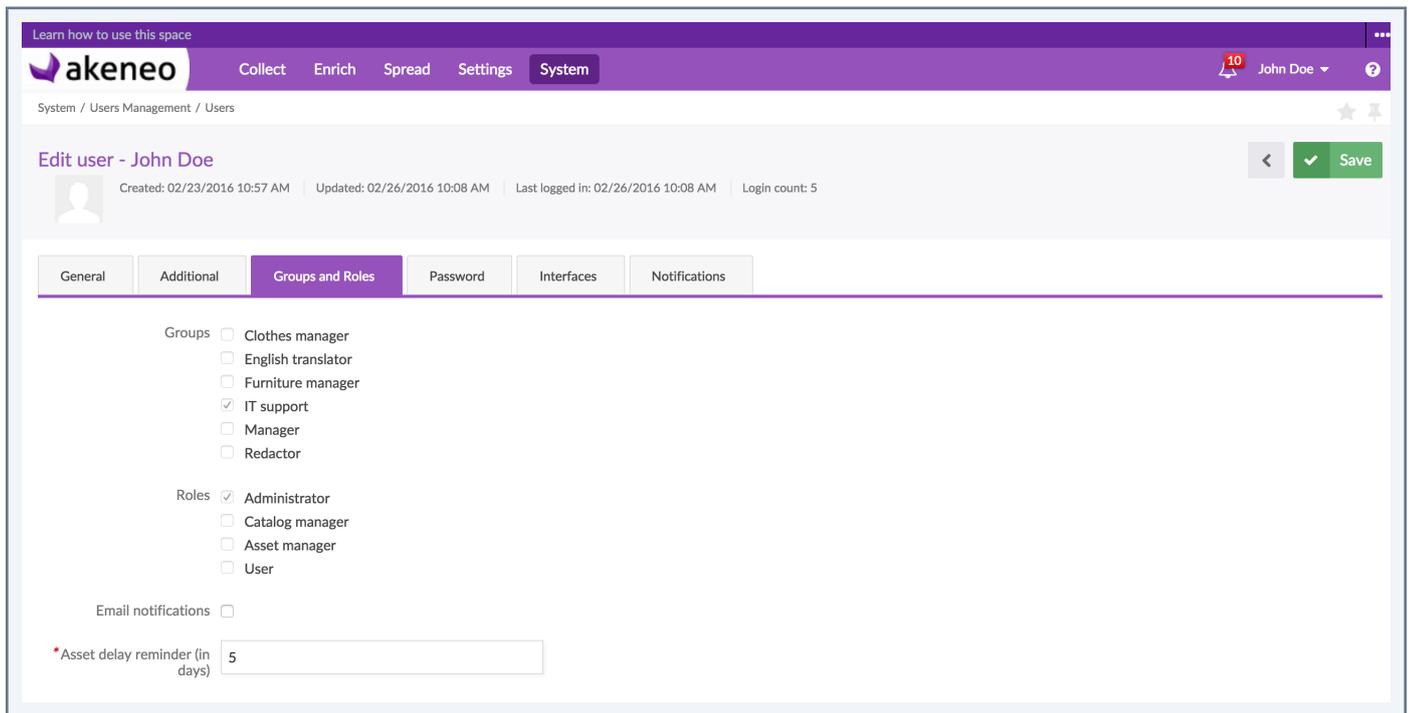
\*Product grid filters

## Notes

- 1 - If no default filter is defined, the system attributes are used as default filters in the product grids: family, groups, status, completeness, creation date, updated date, product identifier, permissions.
- 2 - In the lists “default product grid view” and “default published product grid view” (Enterprise Edition), only the grid views you have created in the grid are available.
- 3 - If “default product grid view” is not displayed, you haven’t yet created a view in the products grid.
- 4 - Enterprise Edition: If “default published product grid view” is not displayed, you haven’t yet created a view in the published products grid.

## Edit your groups and roles information

1. Click on the “Groups and roles” tab.
2. Edit the information you want to update:
  - The “Groups” you are belonging to
  - The “Roles” you are belonging to
  - If you want to receive “email notifications”
  - The “asset delay reminder (in days)” to receive email notifications according to the end of use date of assets
3. Click on the “Save” button to save your updates.



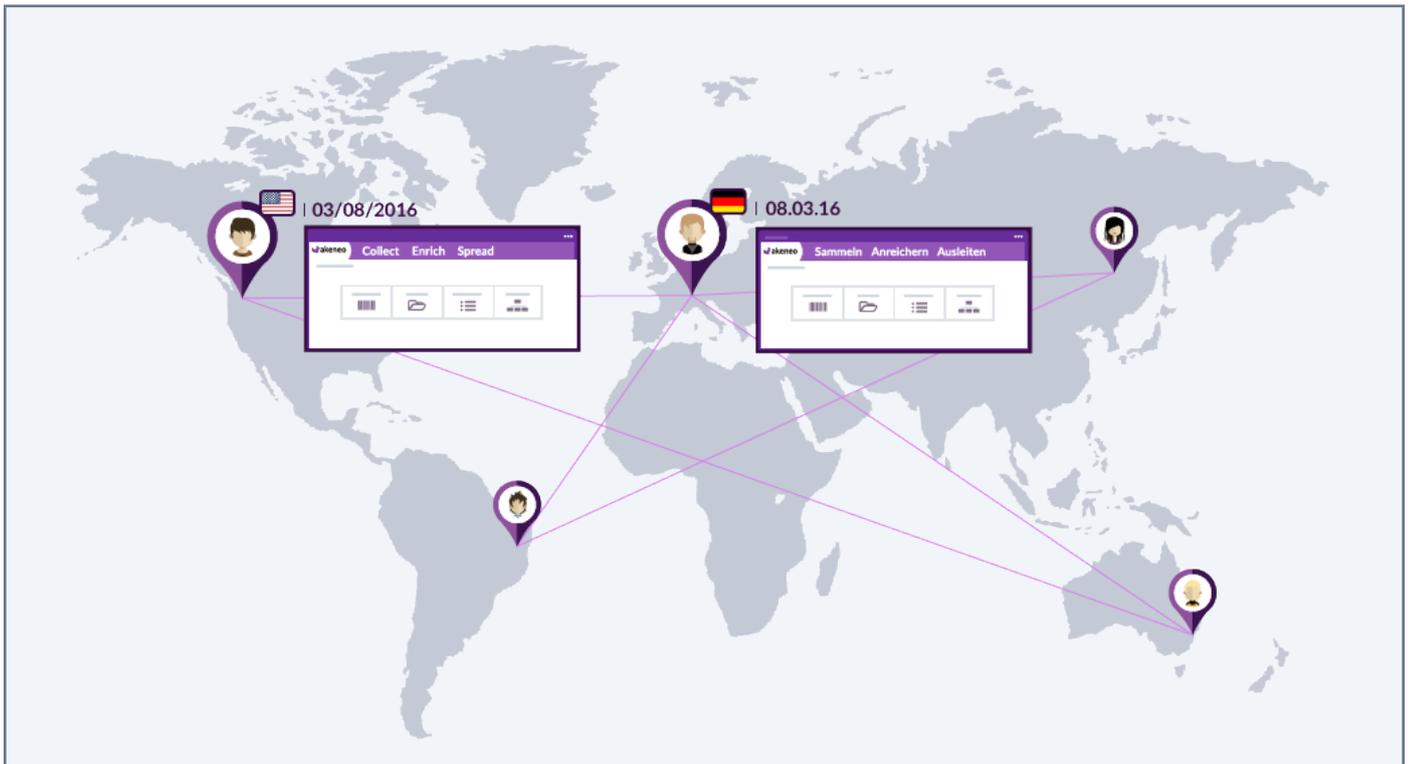
## Change your password

To change your password, refer to “Change your password” in First steps into Akeneo PIM.

## Change your interface locale

Each user can define his user interface locale in his user account (parameter “UI locale”).

Some language-related specificities are managed (dates, numbers and currencies formats). For example, the english decimal separator is a dot (.) and the french one is a comma (,).



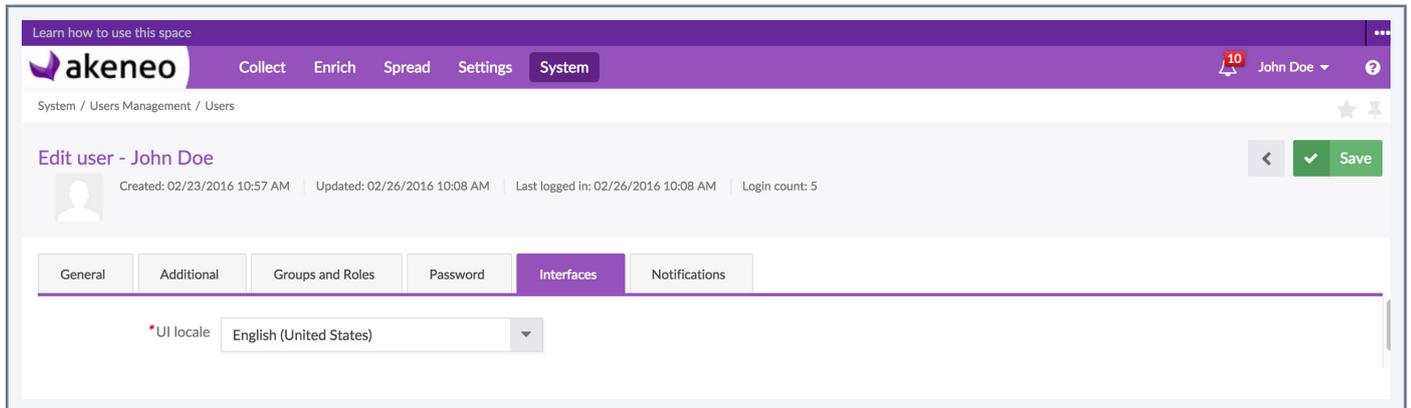
This UI locale is used for all the interfaces in Akeneo PIM (menus, screens labels, messages...) and for the formats to input and display dates, numbers and currencies. For examples:

User UI locale	Date format	Number format	Currency format
fr_FR	08/03/2016	12,5	90,50 \$US
de_DE	08.03.16	12,5	90,50 \$
en_US	03/08/2016	12.5	\$90.50

The UI locale is complementary of the default catalog locale (in the “Additional tab”) for the catalog data (attributes labels and values, categories labels, families labels...).

### To change your UI locale:

1. Click on the “Interfaces” tab.
2. Edit your UI locale.
3. Click on the “Save” button to save your update.



### Note

The locales in the list are all the locales installed for your Akeneo PIM. If your locale is not available, please contact your administrator.

## Change your notifications preferences (EE)

1. Click on the “Notifications” tab.
2. Edit the notifications you want to update:
  - Activate “When new proposal to review” when you want to receive notifications for each proposal sent to your review
  - Activate “When new proposal is approved or rejected” when you want to receive notifications if your proposal sent to your review has been approved or rejected.
3. Click on the “Save” button to save your updates.

### Notes

1 - The parameter “When new proposal to review” is displayed only if you are the owner of some products (if you have the permission “allow to own products” for at least one category).

2 - The parameter “When proposal is approved or rejected” is displayed only if you can enrich some products (if you have the permission “allowed to edit products” for at least one category).

## USING THE ASSET GRID (EE)

To start, go to Enrich > Assets. From this page, there are many ways to work within the asset grid below.

The screenshot shows the Akeneo Enrich Assets page. The top navigation bar includes 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The user is logged in as 'Julia Stark'. The page title is 'Enrich / Assets'. Below the title, there is a 'Product assets / en' dropdown and a 'Create an asset' button. A 'Manage filters' section contains dropdowns for 'Code: All', 'Description: All', 'Tags: All', 'End of use: All', 'Created at: All', and 'Last updated at: All'. The main content area shows a table of asset records with columns: THUMBNAIL, CODE, DESCRIPTION, TAGS, END OF USE, CREATED AT, and LAST UPDATED AT. The table contains 8 records, all with a creation date of Oct 5, 2015. A sidebar on the left lists asset categories like 'Asset main catalog (0)', 'images (0)', 'PRIORITISED IMAGES (0)', 'PRINT IMAGES (0)', 'VIDEOS (0)', 'AUDIO (0)', 'CLIENT DOCUMENTS (0)', 'STORE DOCUMENTS (0)', and 'SALES DOCUMENTS (0)'. At the bottom of the sidebar, there is an 'Include sub-categories' checkbox set to 'Yes'.

THUMBNAIL	CODE	DESCRIPTION	TAGS	END OF USE	CREATED AT	LAST UPDATED AT
	photo_1433616174899_f847df236857				Oct 5, 2015	Oct 5, 2015
	photo_1439694458393_78ecf14da7f9				Oct 5, 2015	Oct 5, 2015
	photo_1440558899941_2b58b4b0e6ad				Oct 5, 2015	Oct 5, 2015
	photo_1441716844725_09cedc13a4e7				Oct 5, 2015	Oct 5, 2015
	photo_1441742917377_57f78ee0e582				Oct 5, 2015	Oct 5, 2015
	OnRKhvIFQ2uJNSx5O3cc_DSC00560				Oct 5, 2015	Oct 5, 2015
	photo_142900263672_1b8b4008d2f7				Oct 5, 2015	Oct 5, 2015

## Locale / Channel context

### Setting the locale context

On the asset page, you are able to define your working locale. The locale selection impacts the following information on the page:

- The category labels
- The properties labels that can be used as filters
- The values in the asset grid

Hence the page will be updated when the working locale is changed.

#### Note

The working locale selected in the page of the asset grid is applied when editing or viewing an asset form.

#### Note

The working locale is very different from the interface locale of the user, refer to the section “Change your interface locale”.

## Setting the channel context

Above the asset grid, on the right side, you have a drop down menu to select your channel.

The selection of the working channel impacts the values in the asset grid to be displayed, especially in the case of different values according to which channel you are currently working. Selecting a channel will enable the value to be displayed. Therefore the asset grid is updated when the working channel changes.

#### Note

The available channels are those concerned with locale selected higher up on the page. If you don't find your channel, it means the locale selected is not required for the channel you want, so it is not proposed. To add a locale to a channel, refer to the “Manage channels” in the PIM Catalog Settings Guide.

## Page numbering

The asset grid displays a page number: all the assets in the grid come per set of N assets. The number of assets is shown on the top right of the grid.

The number of assets per page can be changed via the drop down list to select and view more assets.

#### Note

This page number is not taken into account as a contextual element of work. This means that when you leave the page to view an asset form for example and go back to the page of the asset grid, the number of products per page returns to its initial configuration, which is set to “10”.

There are two navigation buttons allowing to go to the next / previous page in the asset grid. The current page number you are on is displayed in the middle. Eventually, it is possible to go directly to a specific page

by modifying the field indicating the current page number.

#### Note

The navigation through the pages of the asset grid is not retained as a contextual element of work. This means that when you leave the page to edit an asset form for example and go back to the page of the asset grid, then the page number returns to its initial configuration, which is set to page "1".

## Browsing the asset catalog by category

In the left panel of the asset grid, stands the asset trees for the categories. This panel allows you to browse the asset catalog.

### Reduce the navigation panel per category

When there is a lot of information on the grid, it can be convenient to expand the screen over the full width of the page. Thus, it is possible to reduce the navigation panel by category. For this, click on the icon on the top right of the panel. The panel will be reduced automatically. To show the panel again, click on the icon on the top right of the panel. The panel will be displayed automatically.

### Change the width of the navigation panel per category

When the category name is too long for a given locale, the name of the category may not be fully displayed in the navigation panel. It may be convenient in this case to expand the panel width in order to read the whole name. Changing the panel width may also be useful in the case of a very deep tree (with many subcategories) which, when unfolded, has not enough space to properly display all the subcategories. To change the width of the panel, you can keep the left click of your mouse on the banner on the right (shown with the 3 points ) to change the width of the panel. When you are happy with the width you want, you can release the mouse button.

#### Note

There is a minimum width for the fixed panel. It cannot be reduced completely to the left.

## View a category tree

A category tree is a set of categories interrelated and with the same root. There may be as many trees as needed in the PIM. For example, a business-driven tree is different from one oriented to a website. This will make easier the user navigation in the catalog as per his needs. To view a category tree, select the tree to be displayed in the dropdown list at the top of the navigation panel.

#### Note

If you do not have the rights to see a tree, it will not be part of the list in the drop down menu. In this case, please contact your administrator.

## Include subcategories for the asset counter per category

To the right-hand side of each category label, there is a number into brackets which shows the number of products classified in categories.

There is an option available at the bottom of the navigation panel for categories.

This option takes into account the number of products classified in subcategories. By default, this option is “Yes”, hence subcategories are taken into account.

If you do not want to take into account the number of products classified in subcategories, click on “Yes” at the bottom of the navigation panel. The tree is updated with product numbers excluded subcategories.

#### Note

The number of assets in the category displays the assets on which you have rights to view. The other assets are not taken into account.

## How to view assets according to their classification

The category panel enables to filter the asset grid according to their categorization. To do so, you need to click on the category you want to see the assets. The asset grid will be then updated.

#### Note

Only assets that you can view or edit are displayed in the grid, without applying any filters.

## View assets which are not classified in a tree

A “category “ as a filter is displayed for the whole tree. The “folder” icon is gray and on the bottom of the tree. This category named as “unclassified assets” is automatically managed by the PIM and cannot be set.

To see all the assets that are not classified in any category of the relevant tree, click on the “unclassified

assets” category.

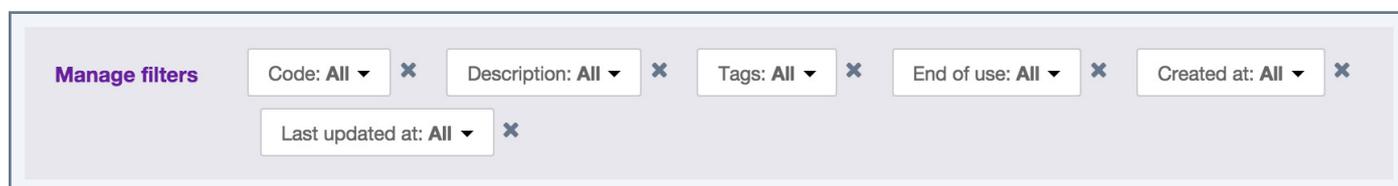
## View all the assets of the catalog

A category is displayed even though there is no tree. The “folder” icon is gray, below the tree if there is one to be displayed. This category named “All Assets” is automatically managed by the PIM and cannot be set.

To view all the assets of the catalog, click on the category “All assets”.

## Filters

The asset grid includes a filter bar.



1. Enter your criteria. If the criteria shown are not relevant, you can add additional criteria: click on the “Manage filters” tab and select what you want to be added from the drop down list.
2. The grid is automatically updated when the user applies a new filter

The labels filters are localised: if an attribute has a label in the selected locale on the top of the page, then this label will be used. If there is no locale available, then the attribute code or the option will be displayed into brackets. For example: [DESCRIPTION].

The filters can be applied on the following asset information:

- All the asset information managed by the PIM:
  - Code
  - Description
  - Tags
  - End of use
  - Creation date
  - Last update date

## Apply sort orders

To sort out the assets, you can click on the column header in the asset grid.

The following information cannot be sorted out:

1. Thumbnail
2. Tags

## The shortcut actions on the asset

### The shortcut actions for each asset

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

## Create an asset

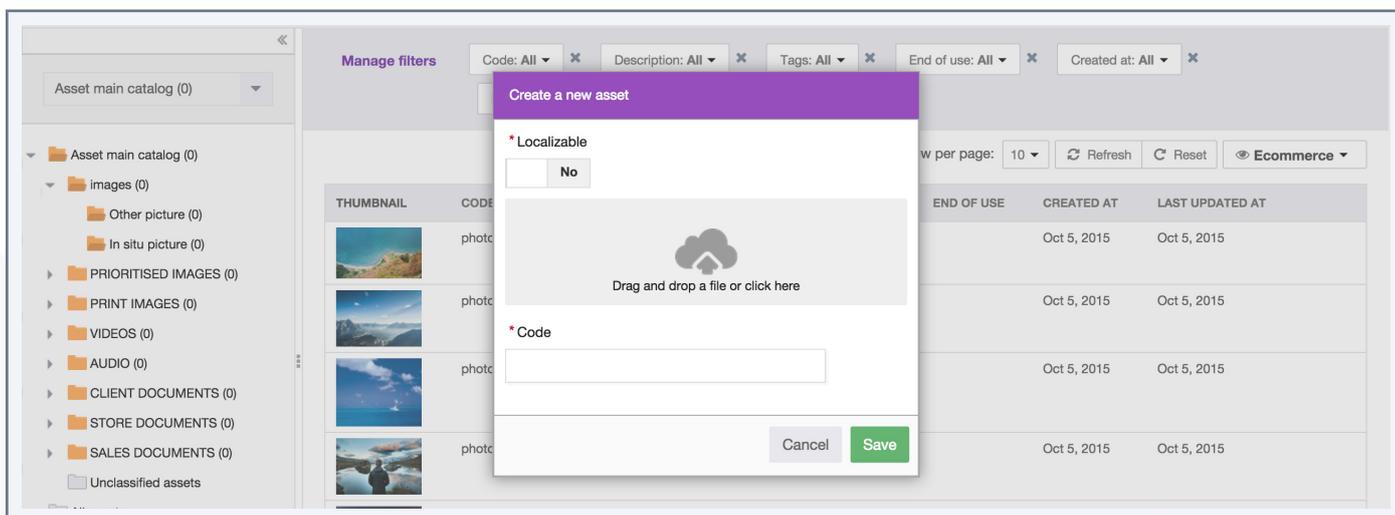
To create an asset from the PIM user interface (without going through imports), you must have a special permission to do so. If this is not the case, please contact your administrator.

To create an asset in the PIM:

1. Click on the “Create asset” at the top right hand side of the page Enrich > Assets.

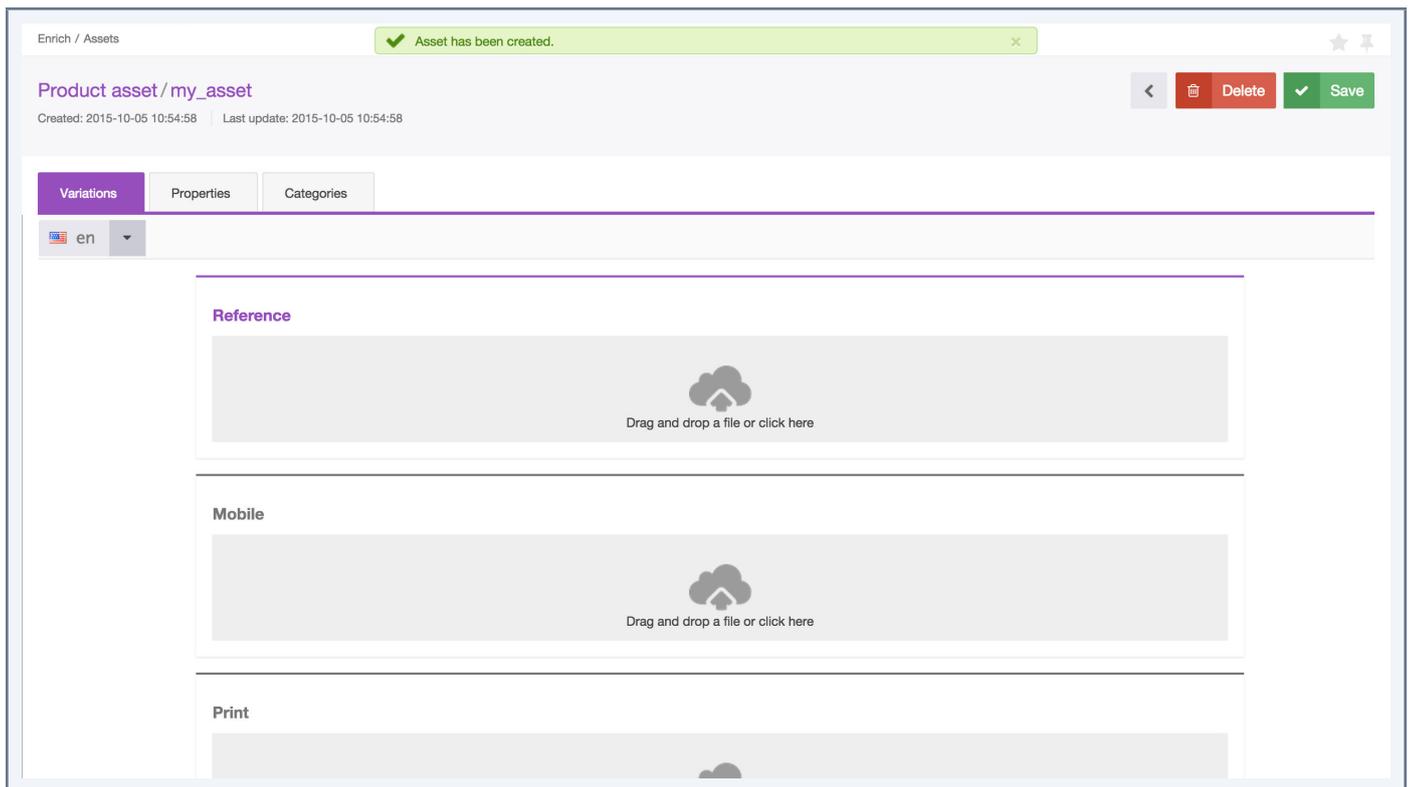


2. Select if the asset you want to create is localized or not. Note: If it will be localized, the area to upload a reference file is hidden. If not, you can upload a reference file.



3. If a file is uploaded as a reference file, a code is automatically generated based on the given filename. If not, the user has to put a code for the asset.
4. Click on the “Save” button.

The asset has been created and the asset form page is displayed.



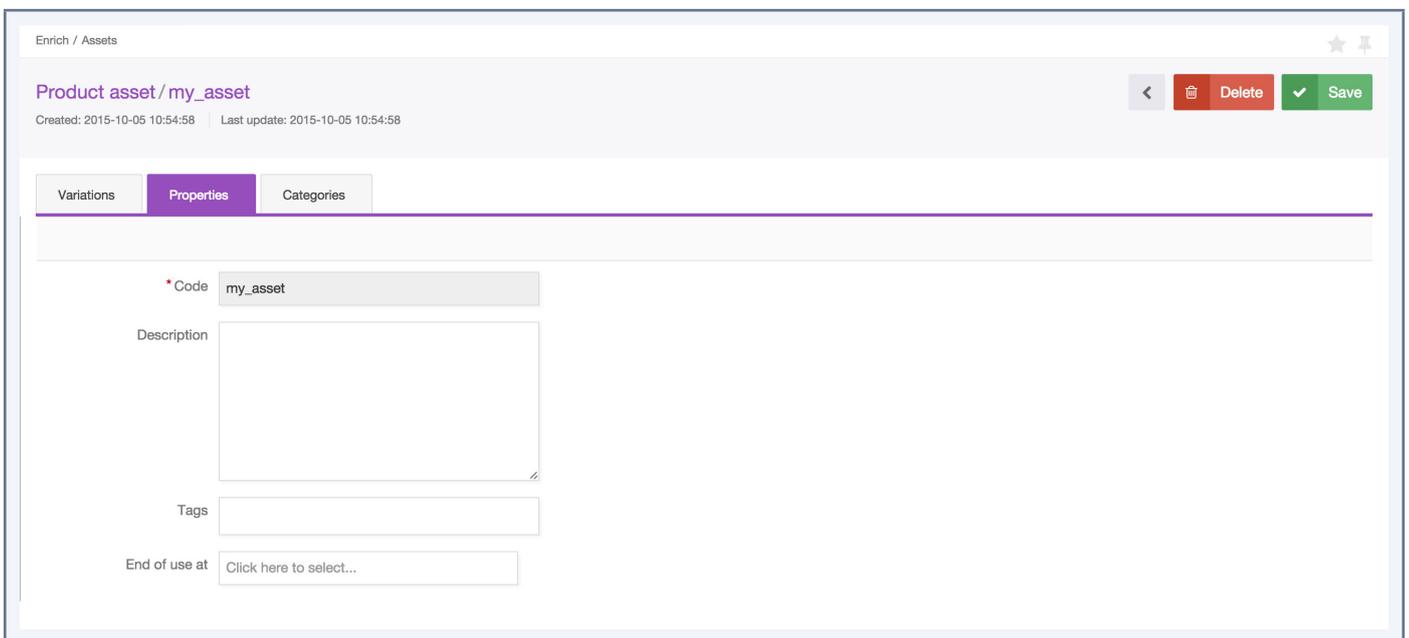
## WORKING ON THE ASSETS

### Edit an asset

To edit an asset, open the asset form by clicking the right row in the asset grid.

### Edit the properties of an asset

1. Click on the “Properties” tab.



The screenshot shows the 'Properties' tab of an asset form in Akeneo PIM. The breadcrumb is 'Enrich / Assets'. The asset name is 'Product asset / my\_asset'. It shows creation and update timestamps: 'Created: 2015-10-05 10:54:58' and 'Last update: 2015-10-05 10:54:58'. There are navigation buttons: a back arrow, a trash icon labeled 'Delete', and a checkmark icon labeled 'Save'. The 'Properties' tab is selected, showing fields for: 'Code' (my\_asset), 'Description' (a large text area), 'Tags' (a text input), and 'End of use at' (a dropdown menu with 'Click here to select...').

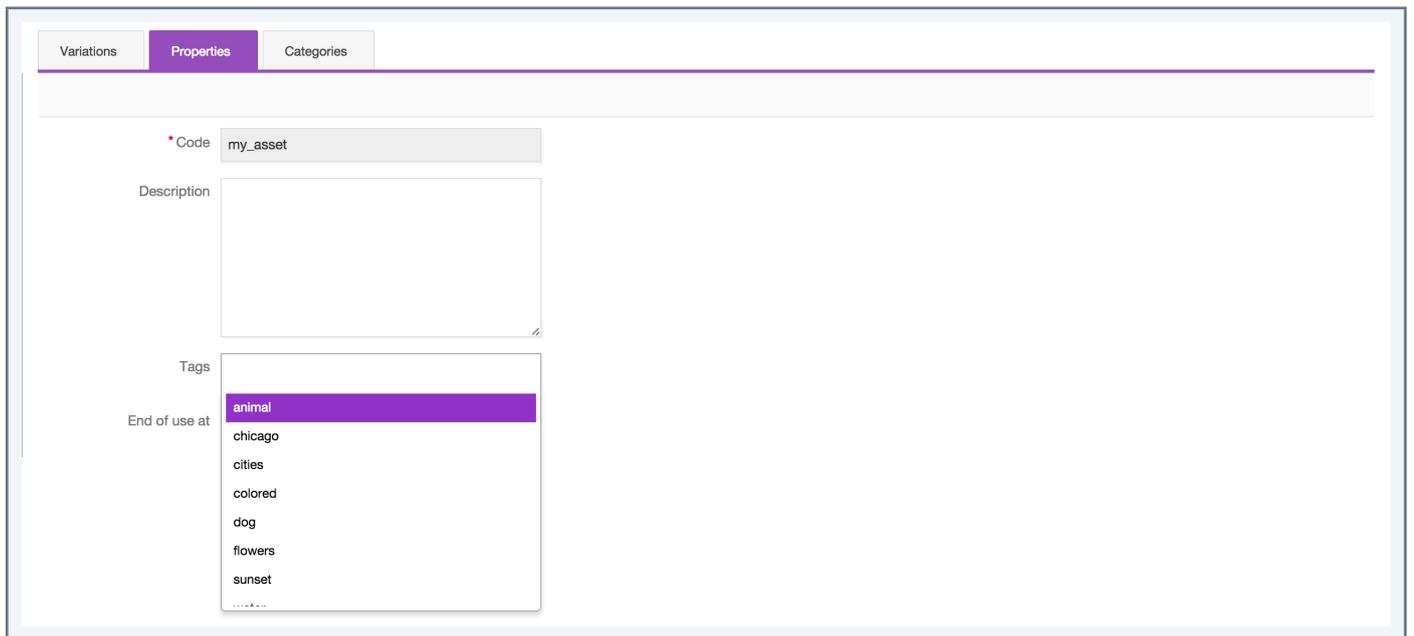
2. Edit the properties you want to add, remove or change.
3. Click on the button “Save”.

#### Note

The code of an asset cannot be changed after its creation.

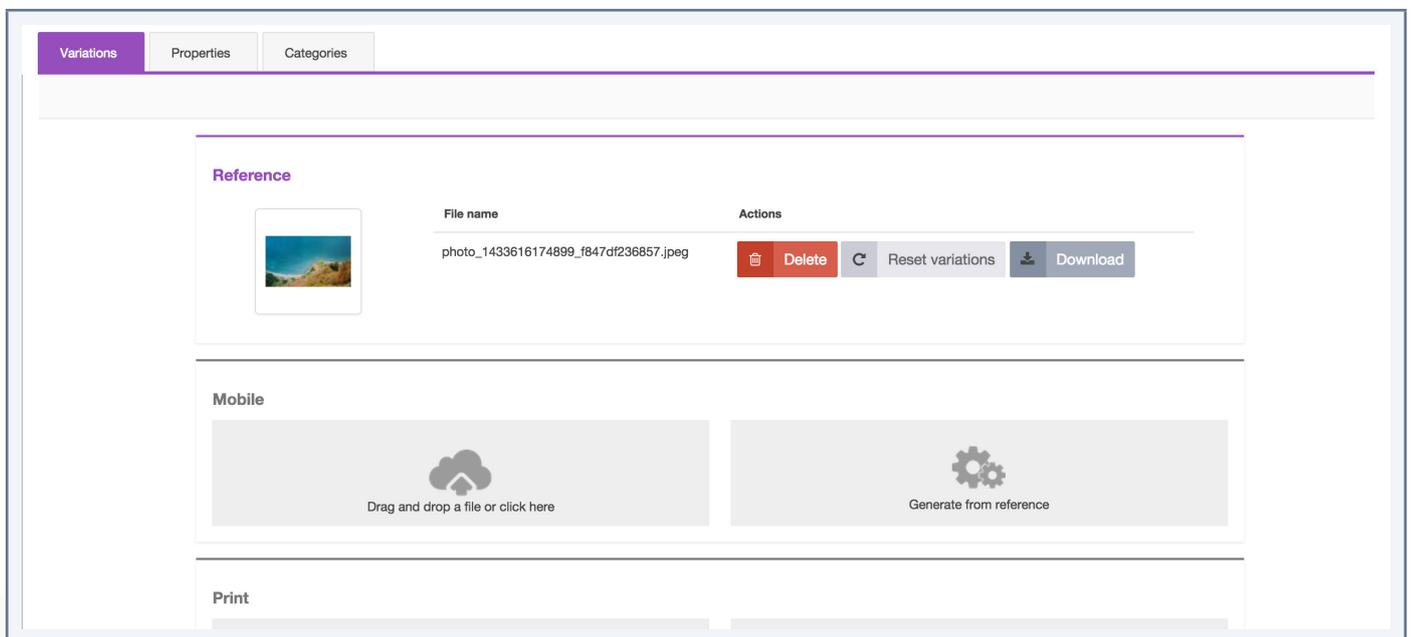
### Create a new tag for an asset

When a tag is not available (no results), and if you continue to type it, then use the button “Enter” of your keyboard to tell the PIM that the tag has to be created. The tag will be automatically created and it will be available for other assets.



## Edit the files of an asset

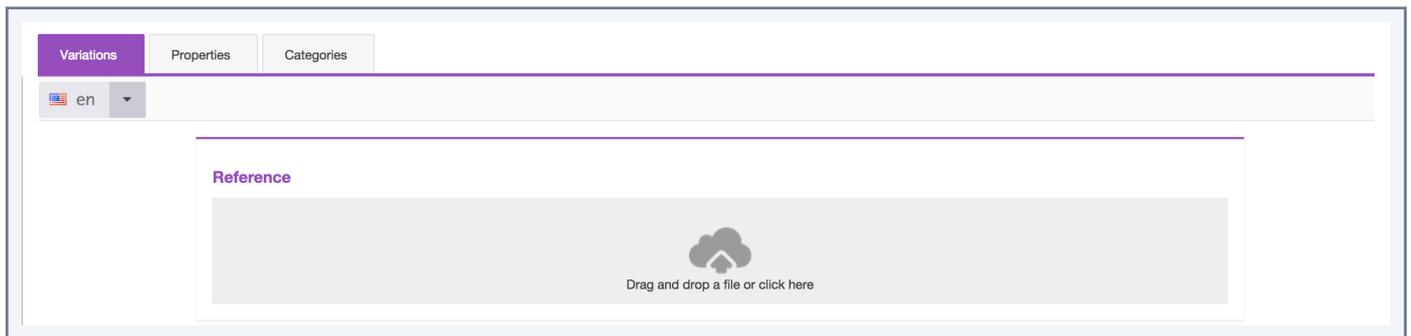
1. Click on the “Variations” tab.



You can either generate variations from a reference file, or put the variation files manually.

### Add a reference file

1. Drag and drop the file in the area or click in the area to open the dialog box and select the file to add.



2. Click on the “Save” button.

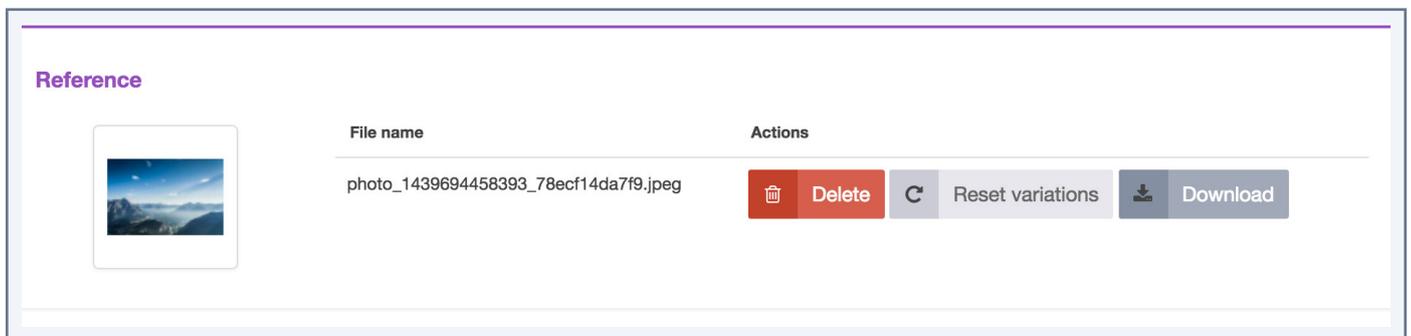
#### Note

The loading time depends on the size of the file, the complexity of the transformations to apply and the number of channels. During this time, you have to wait.

Then the reference file is added and the variation files are generated.

#### Download a file (reference or variation)

To download a file, click on the relevant “download” button.



#### Delete a file (reference or variation)

To delete a file, click on the relevant “Delete” button, and confirm the action.

**Mobile**

	Width	Height	Resolution	File size	File type	Actions
	200 px	133 px	not available	10.39 KB	image/jpeg	 <b>Delete</b>  <b>Download</b>

**Note**

If you delete the reference file, the variation files will not be updated.

**Note**

If you delete a variation file, it cannot be generated from the reference file automatically, except if you reset variations. See the dedicated section below.

**Generate a variation file from the reference file manually**

1. Click on the “Generate from the reference file” button.

**Reference**

	File name	Actions
	photo_1433616174899_f847df236857.jpeg	 <b>Delete</b>  <b>Reset variations</b>  <b>Download</b>

---

**Mobile**



Drag and drop a file or click here



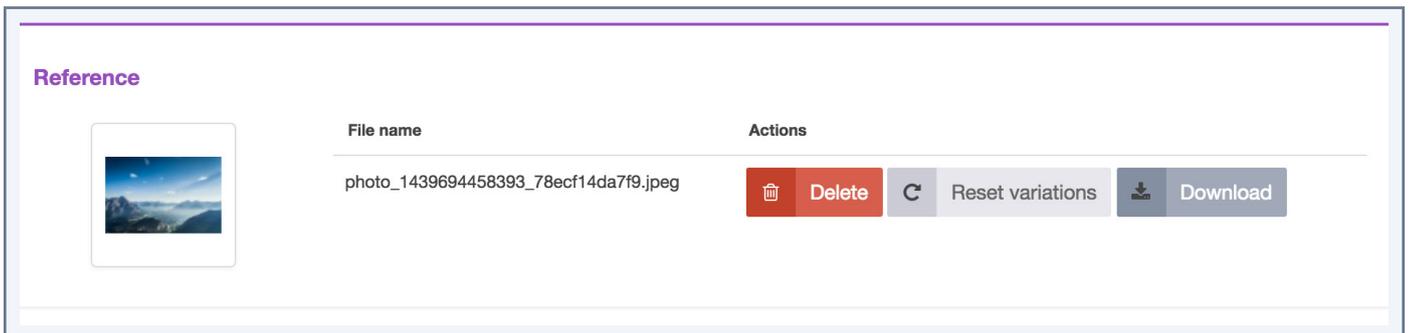
Generate from reference

**Note**

This option is not displayed if there is no reference file.

### Generate variation files from the reference file automatically

1. Click on the “Reset variations” button.



All the variations different from the reference file are updated. The others are not updated.

### Upload a variation file manually

1. Drag and drop the file in the area or click in the area to open the dialog box and select the file to add.



2. Click on the “Save” button.

The variation file will be no more related to the reference file.

### Classify the asset in categories

An asset can be classified in one or more categories, but can also be left out of any categories in the PIM.

The asset can either be classified in several categories of the very same tree or in different ones.

To add/remove an asset:

1. Open the edit asset form you want to classify in categories.
2. Click on the “Categories” tab.
3. Click on the name of a tree on the left hand side to be displayed.
4. Check the categories in which the asset has to be classified.
5. Uncheck the categories in which the asset should no longer be listed.
6. Then click on the “Save” button.

## Delete an asset

An asset can be removed from the PIM. This means that all the relevant asset information will be deleted in the PIM. This action cannot be reverted.

1. Open the asset form you want to delete.
2. Click on the “Delete” button in the asset header page.



3. Confirm the action in the popin.

## Go back to the asset grid

The button on the right hand side in the header enables you to go back to the asset grid. If you have the edit permission for an asset, when you click on an asset in the grid, it is always the edit form that is displayed.

## MASS-UPLOAD ASSETS

Mass-upload assets is pretty convenient especially if you want to update your asset catalog with external sources: photo shooting, new collection, etc...

When mass-uploading assets, Akeneo PIM extracts the data from the file and converts them to save in the PIM.

The PIM uses the filename to know for which asset the file have to be used.

For example, if the filename is “demo\_video.wmv”, then the PIM will check:

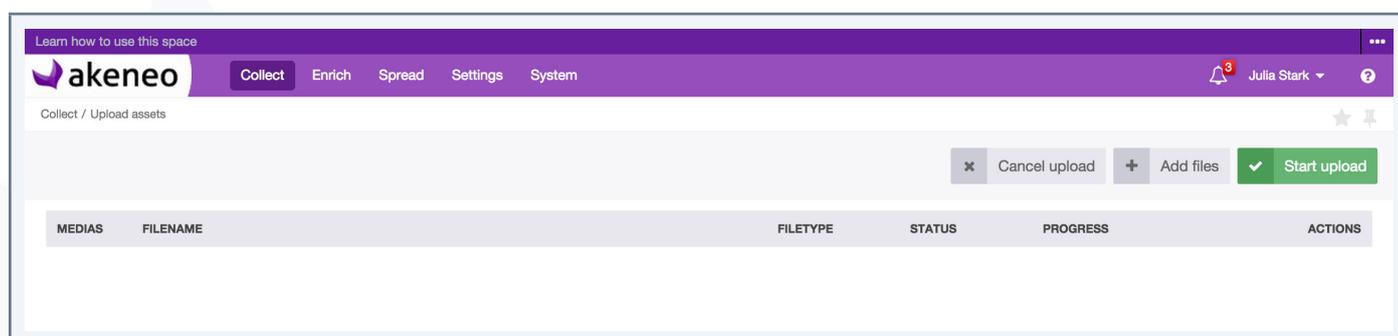
- If the asset with the code “demo\_video” already exists
  - If the asset exists, the PIM will update the asset with the code “demo\_video” by importing the file “demo\_video.wmv” as its reference file (and generate the variation files accordingly).
  - If the asset doesn’t exist, the PIM will create a new asset with the code “demo\_video” and with the file as the reference file, so that the variation files can be generated.

For example, if the filename is “PIM\_userguide\_en\_US.pdf” then the PIM will check:

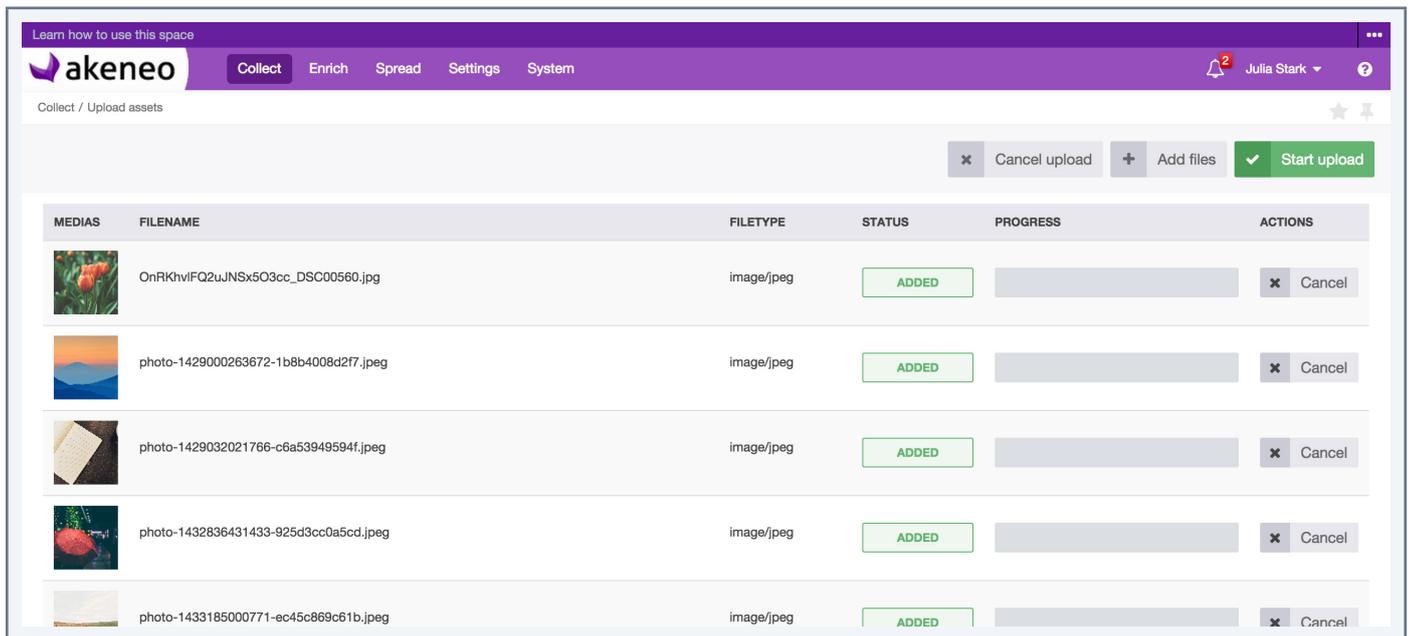
- If the asset with the code “PIM\_userguide” exists
  - If the asset already exists, if the asset is localized
    - If the asset is localized, the PIM will import the file as the reference for the given locale code at the end of the filename (“en\_US”).
    - If the asset is not localized, the PIM will display an error message in red, to inform that the PIM does not know what to do with this file.

To mass-upload assets:

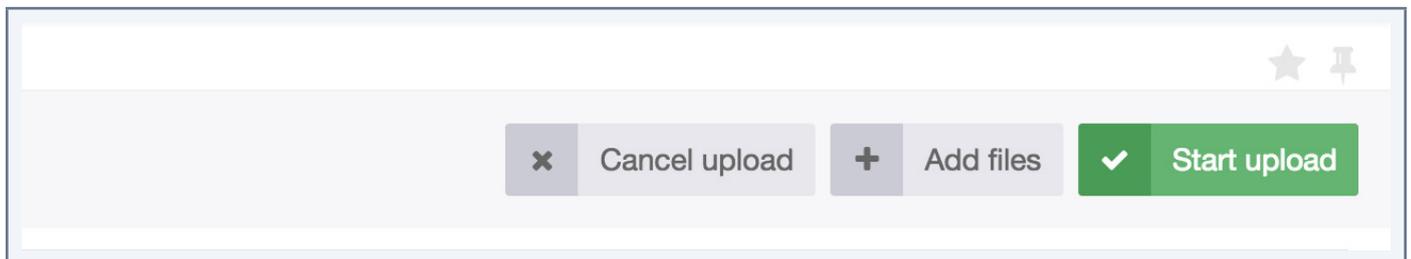
1. Go to Collect > Upload assets.



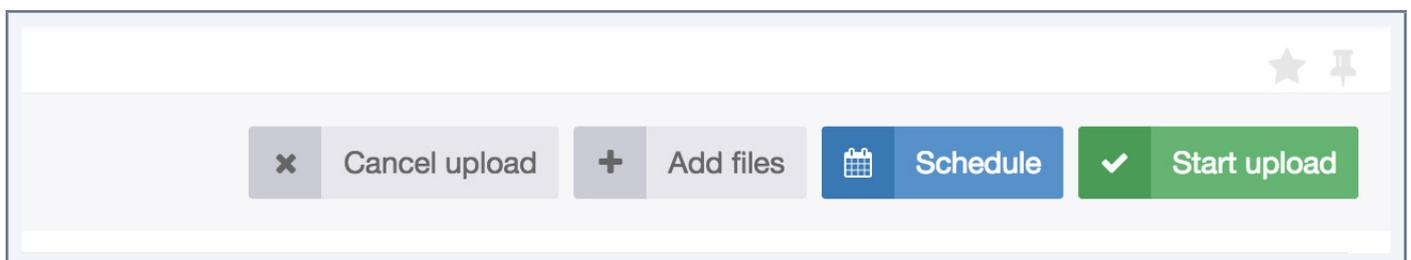
2. Drag and drop your asset files in the page or click on the “Add files” button to open the dialog box and select the asset files you want to upload.



3. Click on the “Start upload” button to upload assets.



4. Click on the “Schedule” button to launch the import of assets.



The report of the import is displayed.

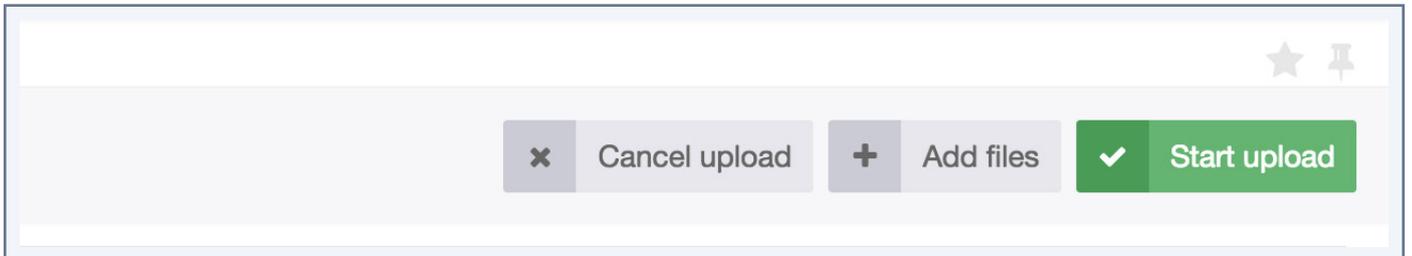
There are some available options during the scenario.

## Cancel the mass-upload of files

When files are added to the list with the “SUCCESS” status, they are still available even if you logout or

move to another page.

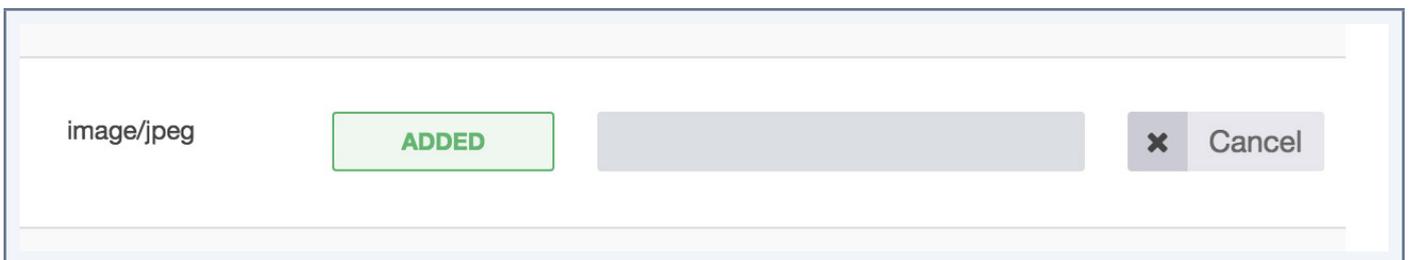
To clean the list of files, click on the button “Cancel upload”. All the files will be removed and will not be imported.



## Remove a file before uploading

When files are added to the list, they may be removed whatever their status.

To remove the file from the list, click on the “Cancel” button in the row. The file will be removed and will not be imported.



## IMPORT PRODUCT DATA

Importing product data is pretty convenient especially if you want to update your catalog with external sources: vendors, ERP, etc.

There are two options for the connectors to process the file to import the product information:

- Can be executed directly from the UI Akeneo PIM (uploading file)
- Or from a given path in the configuration of the import profile, enabling the Akeneo PIM to fetch the file to import when executing the command.

When importing product data, Akeneo PIM extracts the data from the file and converts them to save in the PIM.

Depending on the import profile, the import may create proposals to review so that the products are not directly updated.

CSV file import process consists of:

1. Creating an import profile. Please refer to the administration guide for this step.
2. Building the file, manually or via a third party application.
3. Launching the CSV file import.

You can change the import configuration in the context of the import profile management. Please refer to the Akeneo PIM administration guidelines for it.

To learn more about a connector and how it works, please refer to its documentation. For example, refer to the documentation of the Akeneo CSV connector to import CSV files.

### Note

A connector can import product information in any required data format: File, Web API, etc.

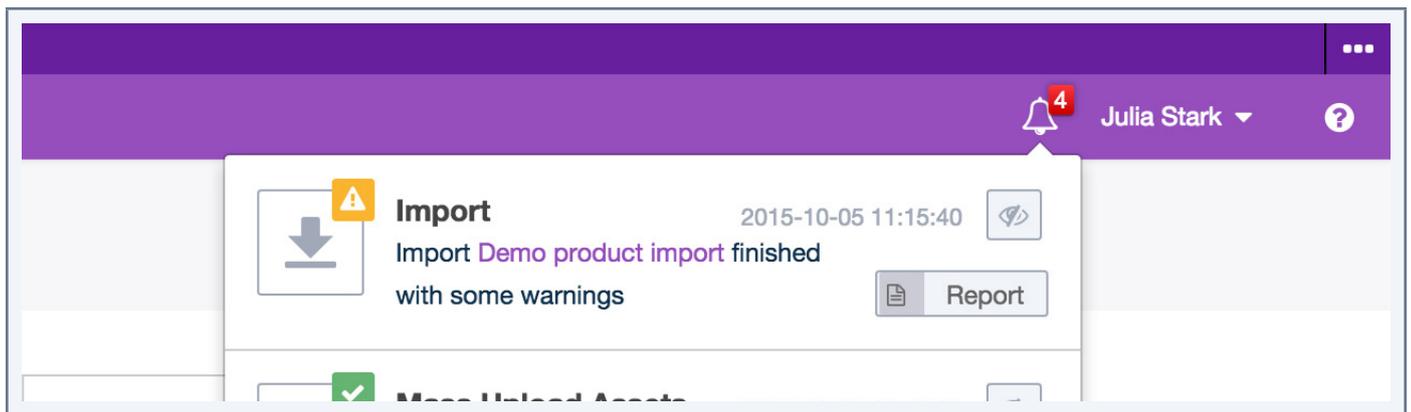
## Launch an import

To start a product import:

1. Go to the Collect > Import Profiles menu to see the list of the import profiles available.
2. Select the import profile you want to execute, then click on the relevant line.

3. The page for the import profile is prompted. Click on the “Import” or “Upload and import” button if the connector enables to load a file from the PIM interface.
4. The page of the import execution is displayed. The page refreshes continually to update the information displayed.

When the import has ended, a notification is available on the top right of the pages of Akeneo.



An email can also be sent depending on the system configuration. For further details on this, please refer to the technical documentation of the PIM application.

## EXPORT PRODUCTS

Exporting products is pretty convenient if you want to disseminate your catalog to third parties: E-commerce platform, mobile application, etc.

There are two options for the connectors to process the file to export the product information:

- Can be executed directly from the user interface Akeneo PIM (file download)
- Or from a given path in the configuration of the export profile, enabling the Akeneo PIM to drop the file when executing the command.

When exporting the products, Akeneo PIM extracts data from the PIM and converts it to push in a certain format to a file or directly to a third party application (eg Magento ).

The export process involves:

1. Creating an export profile. Please refer to the administration guide for this step.
2. Starting the export CSV file.

You can change the export configuration under the export profile management. Please refer to the Akeneo PIM administration guidelines for it.

To learn more about a connector and how it works, please refer to its documentation. For example, refer to the documentation of the Akeneo CSV connector Akeneo to export CSV files.

### Note

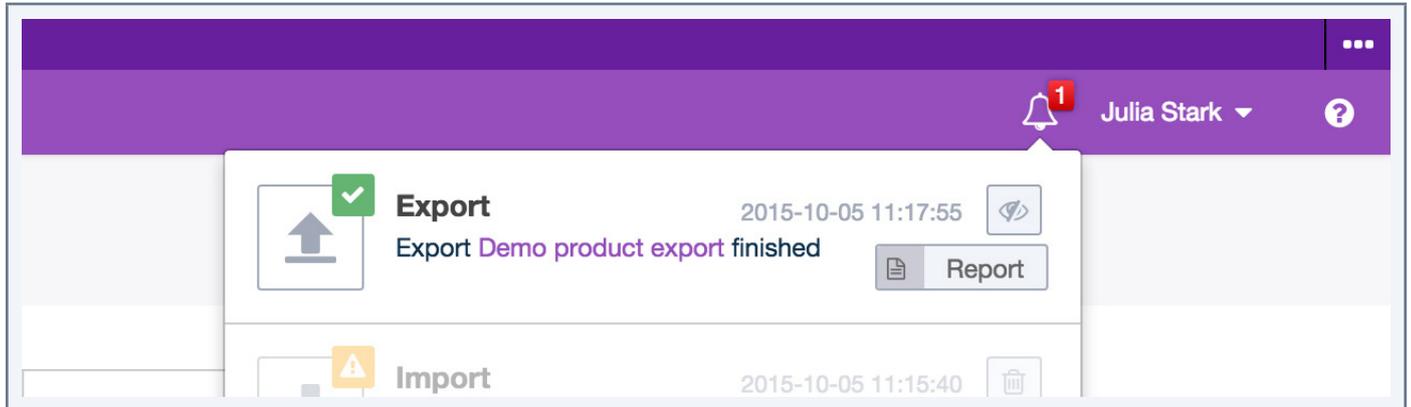
A connector can export product information in any required data format: File, Web API, etc.

## Launch a product export

To launch a product export:

1. Go to the Collect > Export Profiles menu to see the list of the export profiles available
2. Select the profile you want to execute, then click on the relevant line.
3. The page of the export profile is displayed. Click on the “Export” button.
4. The execution of the export page is prompted. The page refreshes continually to update the information displayed.

When the export has ended, a notification is available on the top right of the Akeneo PIM.



An email can also be sent depending on the system configuration. For further details on this, please refer to the technical documentation of the PIM application.

THANK YOU.