

USER GUIDE

# END-USER ROLE

Version 1.7

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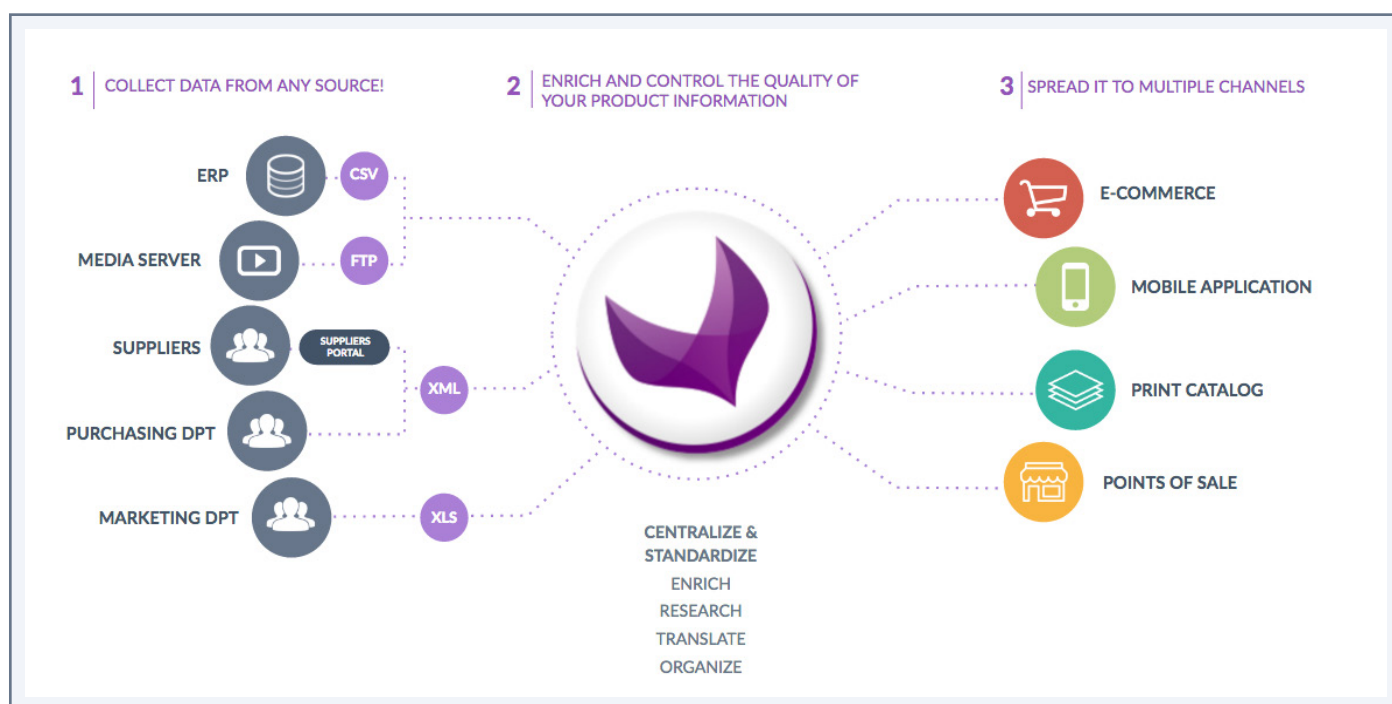
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## MAIN CONCEPTS

### What is a PIM?

Akeneo PIM will allow you to gather **all your product information in one single place**, enrich it and spread it to several channels like a e-commerce website, a tablet or mobile application...



By product information, we mean product content stable over time. For instance, you can store and enrich marketing information like name, description, technical information like product's characteristics, material, logistics information like a product's size, weight... and media information like images, videos, PDF files...

### Akeneo PIM concepts

#### A channel

An Akeneo channel defines a **selection of products and information** to export. A channel is a place where your product information will be visible: for example, a website, a print catalog, a mobile application...

A channel is also known as a «scope» in Akeneo PIM. It works like a filter on the product catalog and has the following properties:

- It is linked to a tree of categories: to define the selection of products to export.
- It has one or several locales: to specify which values the channel requires (product information in French but not those in Italian, even if these values exist).

- It has one or several currencies: to define which price attribute values the channel requires (prices in Euros and Dollars, but not in Pounds).
- it has a dedicated completeness: to define which product information is mandatory for a product, it is configured per channel, at the family level. 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.
- it takes into account statuses: disabled products are ignored by channels.

At least one channel must be created in the PIM.

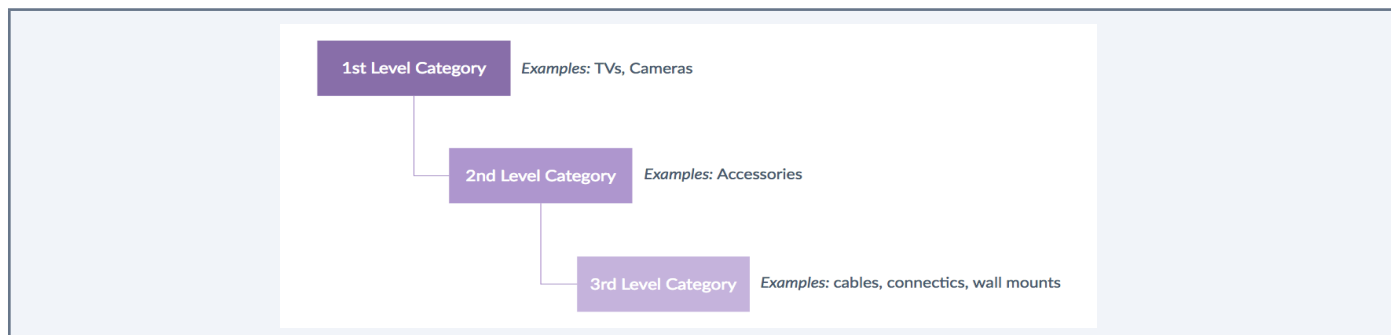
## A locale

An Akeneo locale is a **combination of a language** (English, German, French...) **and a country** (United States, United Kingdom, France...). Examples: English UK (en\_GB), English US (en\_US), English AU (en\_AU). You can have one or more locales activated in your PIM. In the Enterprise Edition, you can define specific user rights on locales.

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

## A category

A category is a way of classifying products. It is part of a main category tree (or classification tree). In Akeneo, you can have multiple category trees with an unlimited number of levels (categories, subcategories, subsubcategories..).



A product can be classified in one or n categories, a product that does not belong to a category will not be exported.

In the Enterprise Edition, you can define specific user rights on categories.

## An attribute

**An attribute is a product's characteristic.** Each product is composed of different attributes.

Depending on your Akeneo Edition version, **you can have up to 13 attribute types**: text and textArea, simple or multiselect, boolean (yes/no), date, image, price, number, metric (with an automatic conversion), assets

(digital resources like a video, picture, pdf file...). Attributes are gathered into attribute groups in Akeneo.

An attribute can have several specific properties: it can be **localisable**, **locale specific** and/or **scopable**.

**A localisable attribute can have different values per locale.** This allows you to manage a product's translations according to the activated PIM locales. For instance, a localisable attribute will enable you to have one article name for each locale activated in your PIM. It is mostly used for text or (simple or multi) select attributes.

Some attributes can be shown only for specific locales. We will call them **locale specific**. For instance, a cold resistance attribute for Russia, a Canadian tax only for Canada.

Finally, your attribute can be **scopable**. An attribute is scopable if its values differ for each channel, for instance, you might like one short description for your e-commerce website, maybe one even shorter for your mobile app but a long one for your print catalog. It's possible with Akeneo

Mix and match attribute properties to achieve a powerful result.

For more information about localisable and scopable attributes, check our related [Product Focus Video](#).

## A family

A family is a **set of attributes that are shared by products** belonging to this family. In other words, a family can be considered as a template for products. A product family can use all the attributes available in the PIM. Several families of products can use the same attributes.

When a product is associated to a family, the product automatically inherits from all attributes defined at the family level. **A product can belong to only one Family (but a product does not have to belong to a family, in this case, it has no default attributes).** The family helps managing the product's **completeness**.

For instance, 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 available in the PIM. 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 and each product belonging to the same family has the same attributes.

Example: a "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.

#### Differences between families and categories:

Tree/categories is a way to classify your products.  
One product can be in n categories.  
Family is set of attributes to enrich a product.  
One product belongs to only one family.

## The completeness

The completeness is an information displayed as a progress bar or as a percentage in the PIM. It is calculated for each product (it represents the percentage of completion of a product) and for each combination channel/locale.

A product is considered as **complete** (or 100% completeness) when its required attributes (defined at the family level) have values.

## An asset (Enterprise Edition only)

An Akeneo asset is a digital resource. It can be a image (a photo, an illustration...), a video (product's demonstration, an animation...), an audio file (music, podcast...) or other multimedia (pdf file...) or office documents (.xlsx, .docx, .csv...). Assets are used for the Product Asset Manager, which allows you to upload several resources and then link them to one or several products.

## A 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 import configuration screen.

A connector can be generated to import data (products, categories, attributes...) from different sources (ERP, CSV files, XLSX files...) into 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. Natively Akeneo proposes CSV and a XLSX connectors.

## 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 type of product group. It is used to gather products that have common characteristics, like a product range for instance. A variant group has its own properties compared to the other types of product groups:

- A variant group 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 for T-shirts 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.
- (Optional) it has attribute values. A variant group may have some attribute values, in order to apply them for each product belonged to the variant group.

### Notes

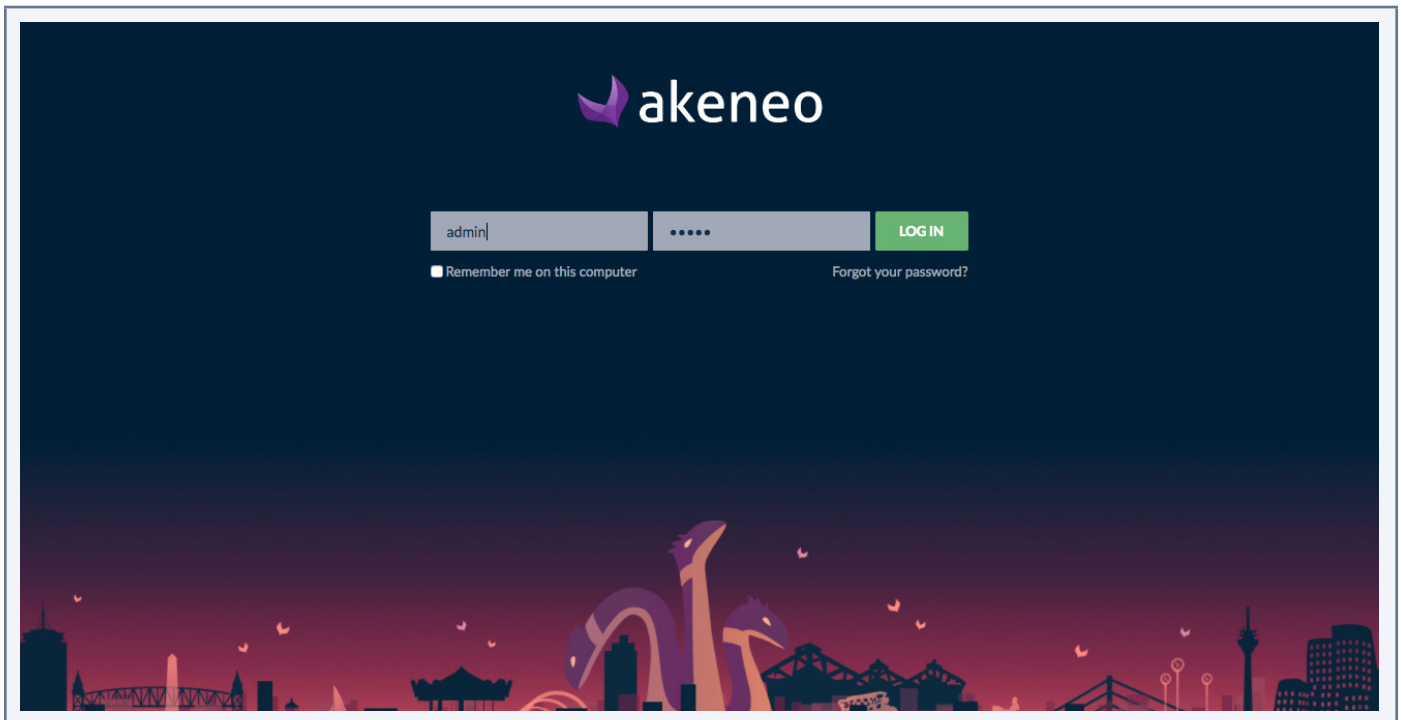
1 - A variant group does not allow you to set attributes for products (like families). Only attribute values are applied. E.g.: If an attribute is added to a variant group but no value is given, then the considered value is “” (empty) for all products in the group.

2 - Only simple select attributes can be used as variation axes to secure the unique combination of data.

## START WITH AKENEO PIM

### How to log in?

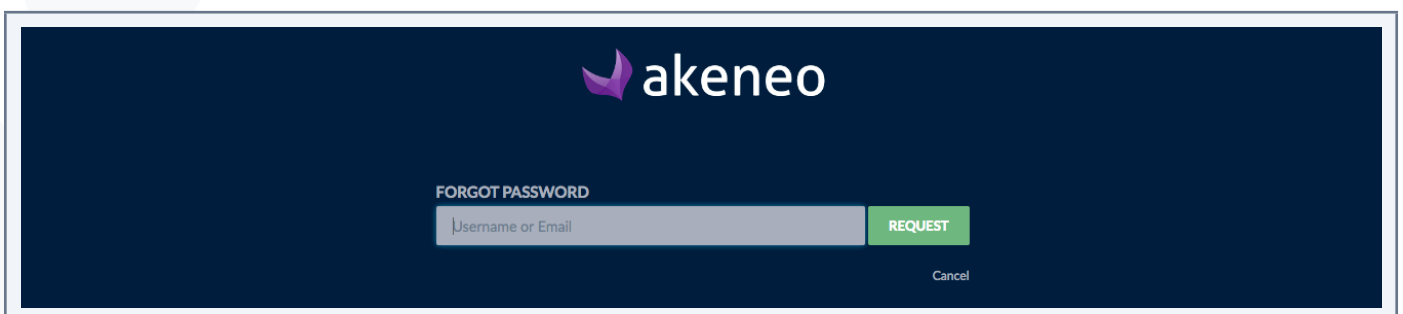
The login page is displayed when you are not connected to the PIM or after a being inactive.



To log into Akeneo PIM, enter your username and password and click on “Log in”. Check the option “Remember me on this computer” to memorise your credentials.

### Recover your password

You have lost your password? Simply click on “Forgot your password?”, fill in your username or email address and click on “Request”. Instructions to reset your password will be sent to you by email!



If you do not know your username or email address, please contact your Akeneo administrator.

## Akeneo's dashboard

The dashboard is the **default opening page**. It is composed of a **main navigation bar** on the top (purple bar), and **several widgets**.

The screenshot shows the Akeneo dashboard interface. 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 user profile for 'John Doe' and a notification bell icon.

Below the navigation bar is the 'Dashboard' section. It features four main widgets for product management: 'MANAGE PRODUCTS', 'MANAGE FAMILIES', 'MANAGE ATTRIBUTES', and 'MANAGE CATEGORIES'. Each widget has a corresponding icon.

The central widget displays a progress overview for the 'UK SPRING/SUMMER COLLECTION - Mobile | English (United States) | ALL CONTRIBUTORS' with a due date of 03/31/2017. It is divided into three columns: 'TODO' (0 products to start), 'IN PROGRESS' (1007 products, 89.83% in progress), and 'DONE' (114 products, 10.17% done). A description below reads: 'We need to enrich our new range of spring/summer products'.

At the bottom, there is a 'COMPLETENESS OVER CHANNELS AND LOCALES' section. It shows progress bars for three channels: MOBILE (75%), PRINT (75%), and ECOMMERCE (74%). Each channel has a table of progress for three locales: German (Germany), English (United States), and French (France), with counts like 839/1118 for Mobile German.

Go back on the dashboard by clicking on the Akeneo logo on the top left hand corner. Depending on your permissions and on your version (Enterprise or Community), you will have more or less widgets.

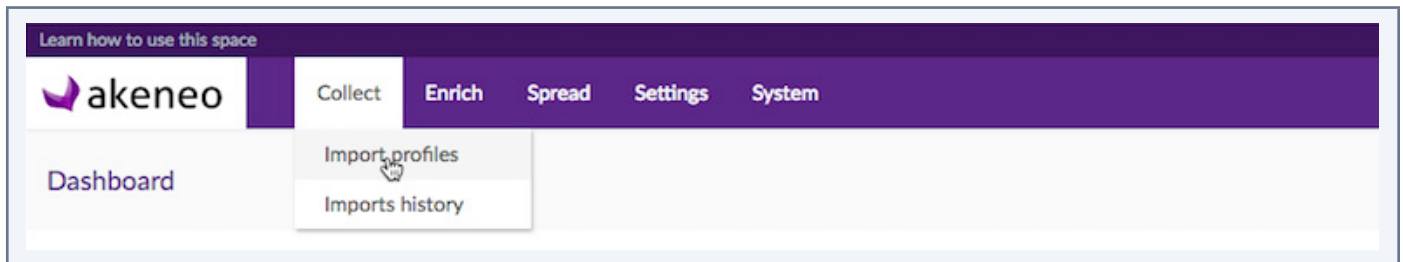
## Navigation bar

This navigation bar is the same on all Akeneo screens. It displays **menus to browse all Akeneo PIM features**. Depending on your permissions and on your version (Enterprise or Community), you will have more or less menus. Most of the time, you will only see **Collect, Enrich and Spread**.

**Collect** menu is used to manage imports (files and assets), **Enrich** to deal with your product's enrichment and **Spread** to manage exported data.

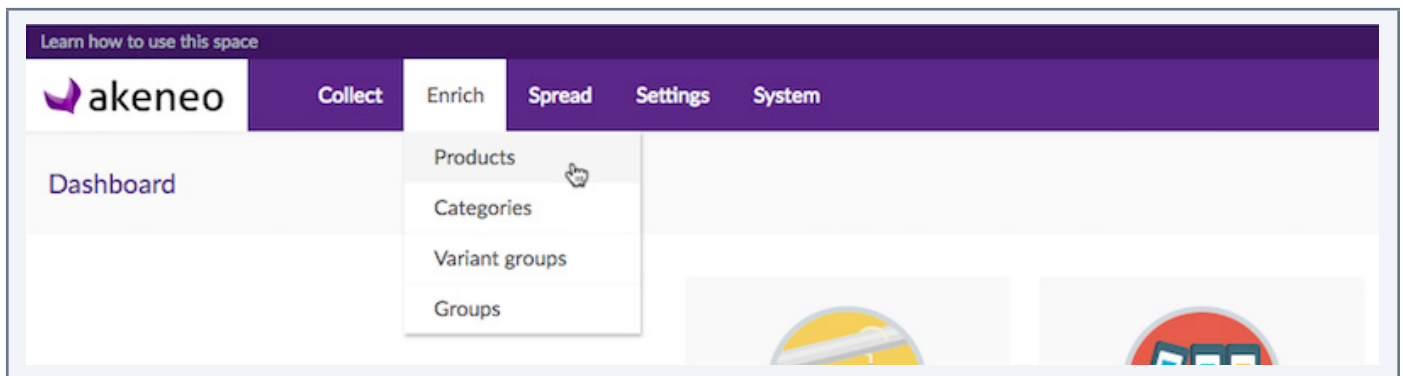
## Collect menu

The Collect menu allows to access to import profiles and imports history. Enterprise Edition clients will also see the following menu: Assets uploads.



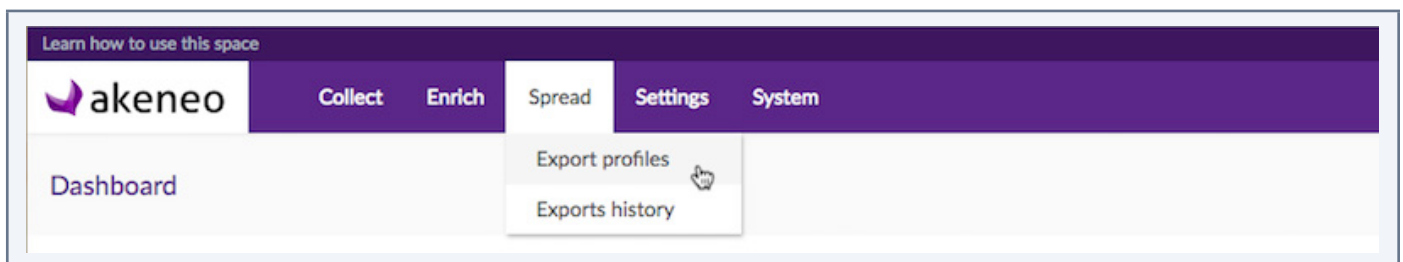
## Enrich menu

The Enrich menu allows to access to products, categories, variant groups and groups. Enterprise Edition clients will also see the following menus: Published products, Assets, Assets categories.



## Spread menu

The Spread menu allows to access to export profiles and exports history



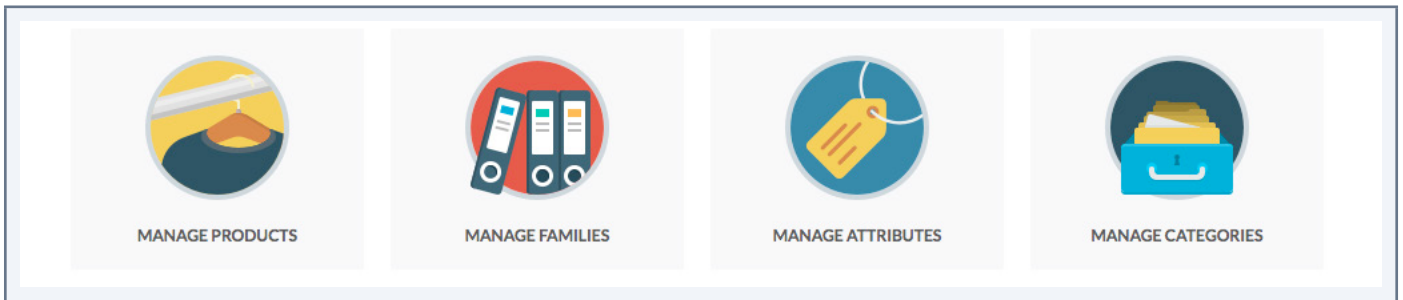
The two additional menus «Settings» and «System» are reserved to advanced users.

## Dashboard widgets

### Shortcuts

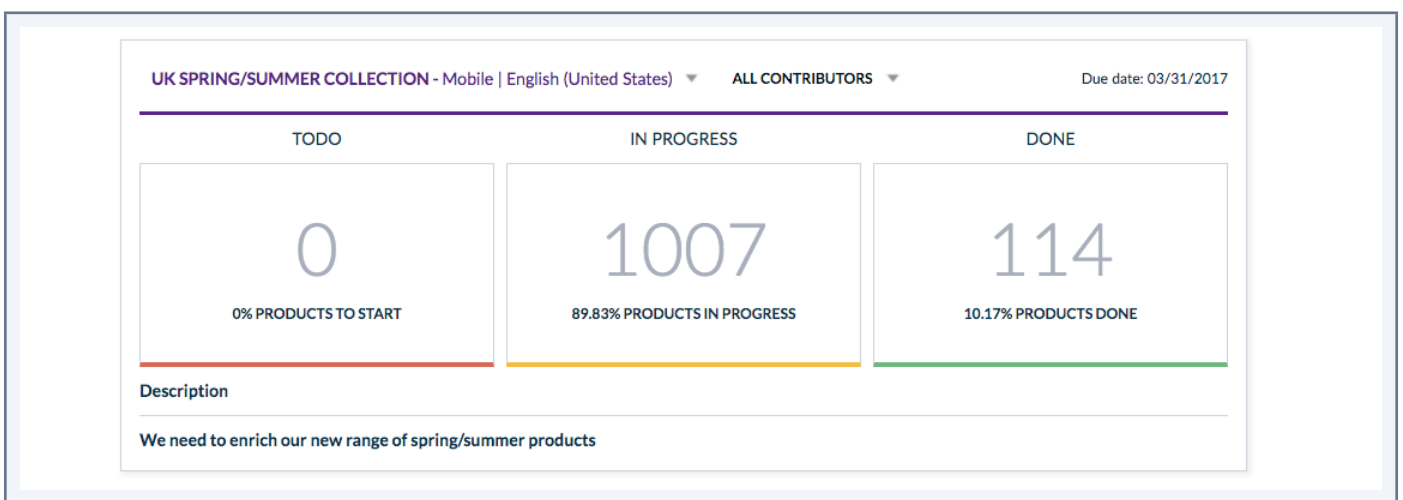
On the dashboard, you will find **4 main shortcut buttons** that will lead you to your main catalog informations: Products, Families, Attributes and Categories. Depending on your permissions, you will have more or less shortcut buttons.

If you have do not have any permission on it, the page will not be displayed.



### Teamwork assistant projects (Enterprise Edition only)

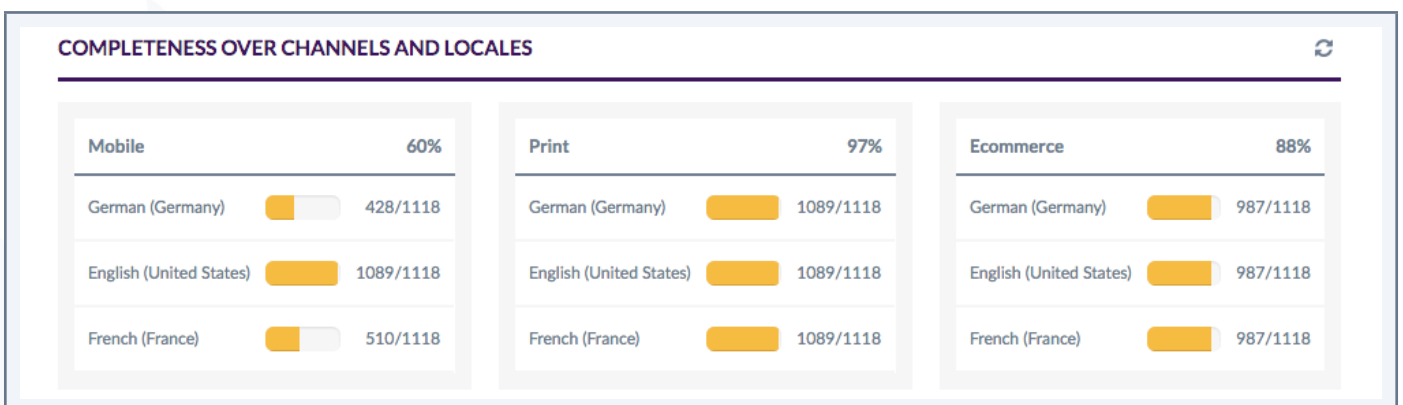
Below the 4 shortcuts, you will see the projects created with the Teamwork Assistant.



If no project is available you will see the message: «You have no current project, create a new project.»

### Completeness over channels and locales

Below the projects, you will have an overview of your channels and locales completenesses.



In our example, we have 3 channels: Mobile, Print and Ecommerce. Each channel has 3 activated locales: German (de\_DE), English (en\_UK) and French (fr\_FR). For each locales we have the enrichment's progress bar

(how complete my products are?), the number of products completed vs the total number of products. All products are displayed on this widget, regardless your permissions on the product's categories.

### Last operations

At the bottom of the dashboard, you will see the **last PIM operations**: latest imports and exports, latest updates performed in the UI or run automatically.

LAST OPERATIONS					VIEW ALL	↻
DATE	TYPE	PROFILE NAME	STATUS	WARNINGS		
03/13/2017 01:46 PM	Import	Demo asset channel configuration import	Completed	0	Details	
03/13/2017 01:43 PM	Import	Demo asset channel configuration import	Completed	0	Details	
03/09/2017 05:11 PM	Export	Demo XLSX attribute export	Completed	0	Details	
03/09/2017 11:48 AM	Export	Demo XLSX product export	Completed	0	Details	
03/09/2017 10:50 AM	Import	Demo CSV attribute import	Completed	2	Details	
03/09/2017 10:48 AM	Import	Demo CSV product import	Failed	1	Details	
03/09/2017 10:46 AM	Import	Demo CSV product import	Failed	1	Details	
03/09/2017 10:03 AM	Quick export	XLSX product quick export grid context	Completed	0	Details	

For each operation, you will have a status (completed/failed) and a shortcut to the operation details. To bring you more visibility on the job's status, it is displayed in green when successful (no warnings), yellow when successful but with warnings, and red when it is failed.

### Proposals to review

Depending on your Akeneo Edition version (Enterprise or Community) and on your permissions, you might see an additional widget that allows you to review suggestion of modifications made on products. This widget will display the last reviews, to see all pending reviews to approve/reject click on «VIEW ALL».

PROPOSALS TO REVIEW			VIEW ALL	↻
Date	Author	Product		
12/27/2016 05:50 PM	Mary Smith	Canon PowerShot SX260 HS	Review	
12/27/2016 05:49 PM	Mary Smith	Logitech C170	Review	

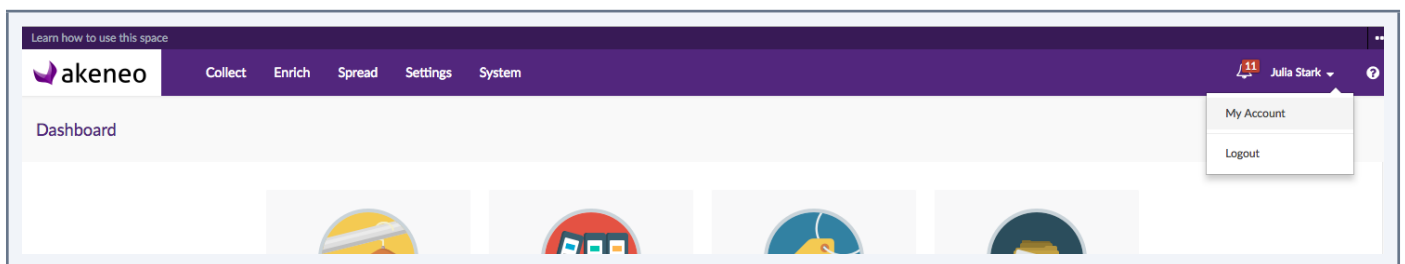
This widget is only available for Enterprise Edition clients.

## MANAGE YOUR USER ACCOUNT

### Access your account information

To access your account information:

1. Click on your username on the top right corner
2. Select “My Account” to display your profile.

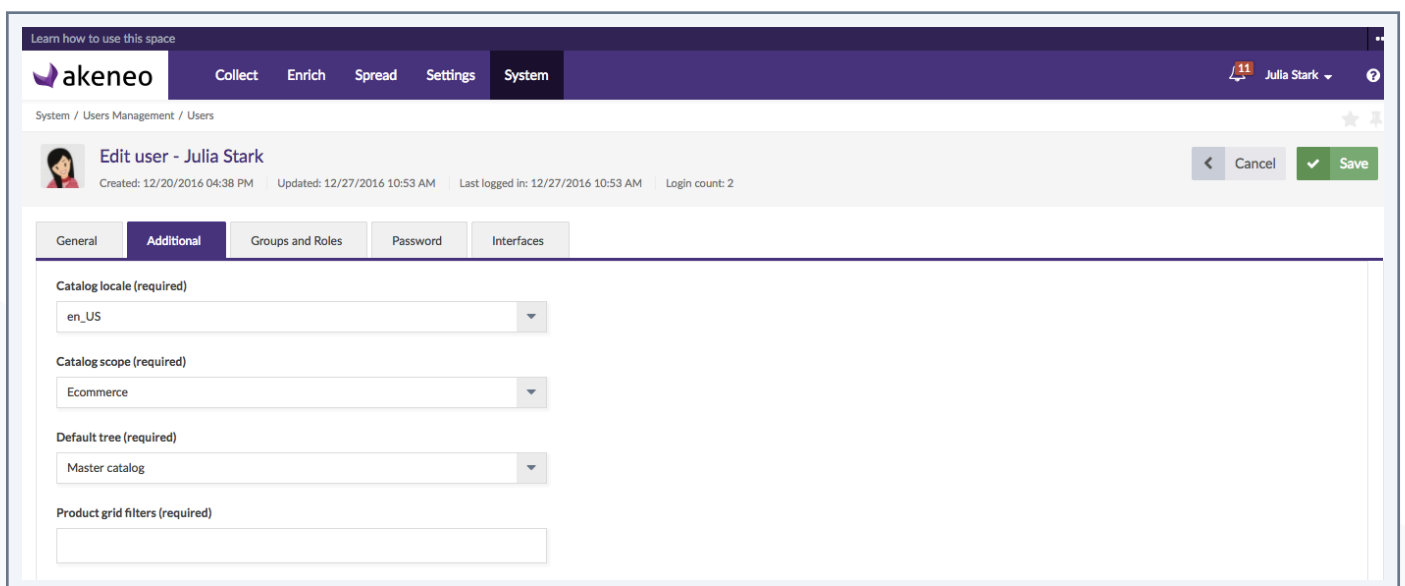


### Edit your account information

Click on Edit to change your profile information or settings. New tabs will appear once in Edit mode: «Groups and Roles» and «Password». Enterprise Edition clients will also see a «Notifications» tab to manage notifications for the proposals (feature only available on the EE version).

### Your general information

Under the «General» tab, you will be able to edit your personal information: username, firstname, lastname, date of birth, add/remove your avatar and your email address.





## Your default catalog settings

Under the «Additional» tab, you will be able to define your default catalog settings. You will find the following information:

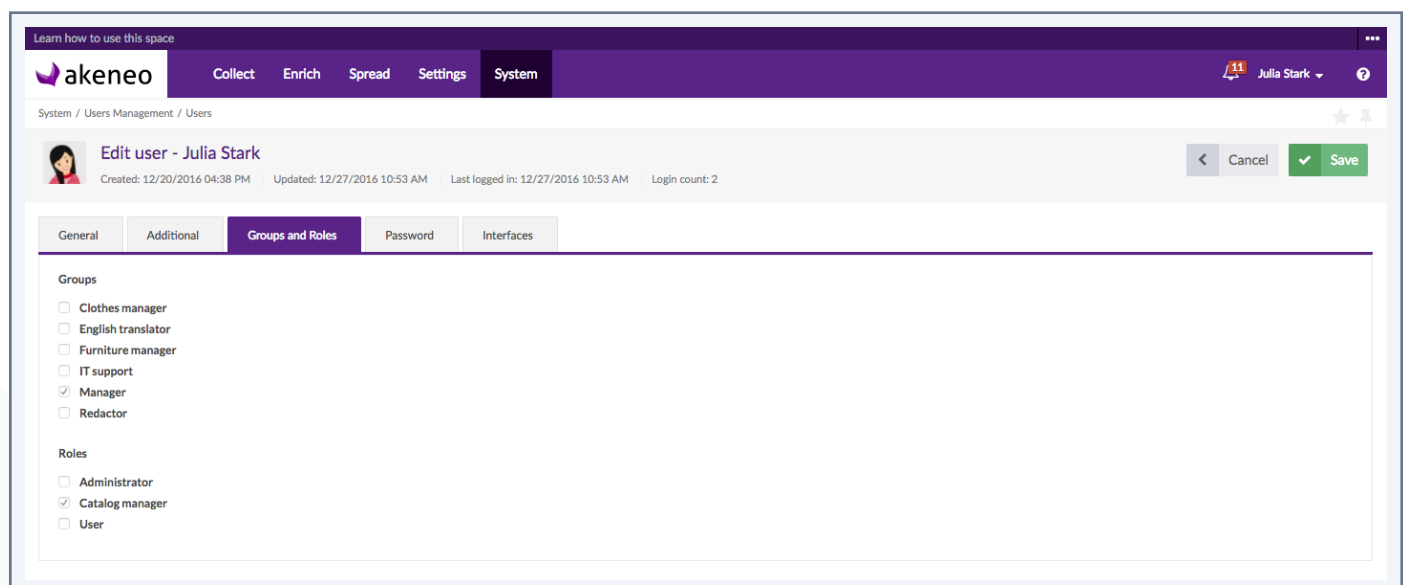
- Your **default locale** (*Catalog locale*)
- Your **default scope** (*Catalog scope*)
- Your **default category tree** (*Default tree*)
- Your **default asset category tree** (*Default asset tree*) only for Enterprise Edition clients
- Your **default grid filters** (*Product grid filters*), you can define here the filters you want to see on the Products' grid. This setting will be used on the Products grid (and on the published products's grid only for Enterprise Edition clients)
- Your **default view for products's grid** (*Default product grid view*) is when you open the products grid.
- Your **default view for published products's grid** (*Default published product grid view*) only for Enterprise Edition clients

You first need to create default views to be able to set one in your account. If you do not see these menus, please check you have already created at least one view on your products' grid.

If no default filters are defined, system attributes (family, groups, status, completeness, creation date, updated date, product identifier, permissions) **will be used as default filters on the products' grids.**

## Your group and role information

Click on the «Groups and Roles» tab:



The screenshot shows the Akeneo user management interface. At the top, there is a navigation bar with tabs: Collect, Enrich, Spread, Settings, and System. The user's name, Julia Stark, is displayed in the top right corner. Below the navigation bar, the breadcrumb trail reads 'System / Users Management / Users'. The main content area is titled 'Edit user - Julia Stark' and includes a profile picture, a 'Cancel' button, and a 'Save' button. The 'Groups and Roles' tab is selected, showing a list of groups and roles with checkboxes. The groups listed are: Clothes manager, English translator, Furniture manager, IT support, Manager (checked), and Redactor. The roles listed are: Administrator, Catalog manager (checked), and User.

On the top of the page, you will see the «Group(s)» you belong to, and then your «Role(s)».

Enterprise Edition clients will see additional information: a tickbox to activate «Email notifications» and an «Asset delay reminder» field. This field is used to set an automatic reminder n days before an asset end-of-use date.

## Change your password

Still on Edition mode in your profile account:

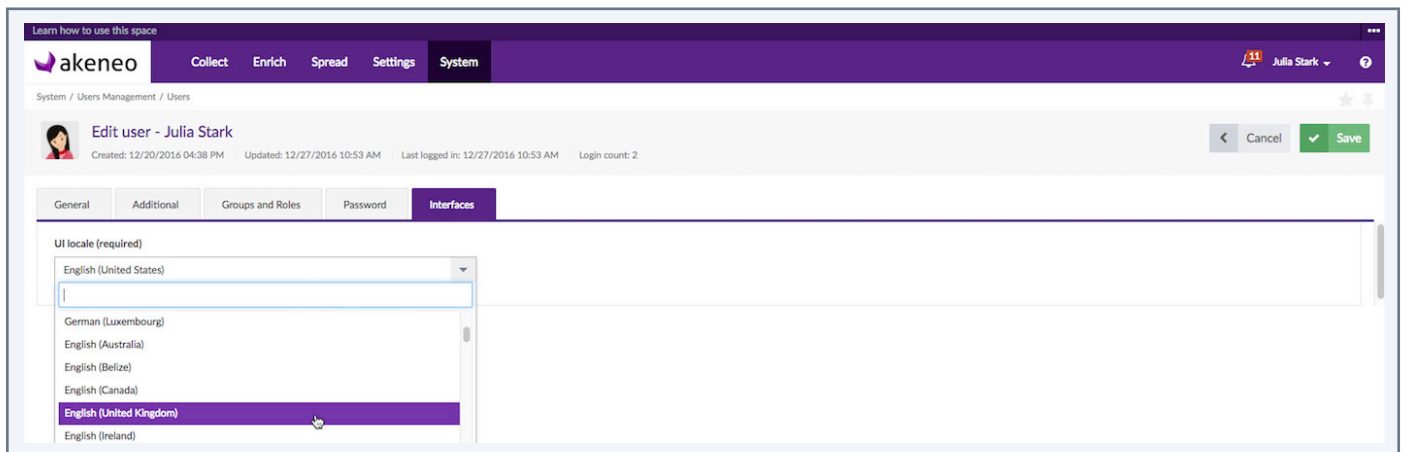
1. Click on the «Password» tab
2. Change your password
3. Click on «Save» to save changes.

The screenshot shows the 'Edit user - Julia Stark' profile page. At the top, there is a header with the user's name, a profile picture, and metadata: 'Created: 12/20/2016 04:38 PM', 'Updated: 12/26/2016 05:24 PM', 'Last logged in: 12/26/2016 05:15 PM', and 'Login count: 1'. In the top right corner, there are 'Cancel' and 'Save' buttons. Below the header, there is a navigation bar with tabs: 'General', 'Additional', 'Groups and Roles', 'Password' (selected), and 'Interfaces'. The main content area contains three password input fields: 'Current password', 'New password (required)', and 'New password (repeat) (required)'. A notification at the bottom right of the form area says 'There are unsaved changes.'

## Your interface default language

Each user can set his User Interface (UI) locale in his user account:

1. On edition mode, click on «Interfaces»
2. Select the default language for your account
3. Click on «Save».



This UI locale is used all over the PIM interface: menus, screens labels, messages... The default language is a **locale**: it will take into account the dates, numbers and currencies formats to input and to display. You will find on the next page some examples of formats displayed.

User UI locale set	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

If your desired locale is not available, please contact your administrator.

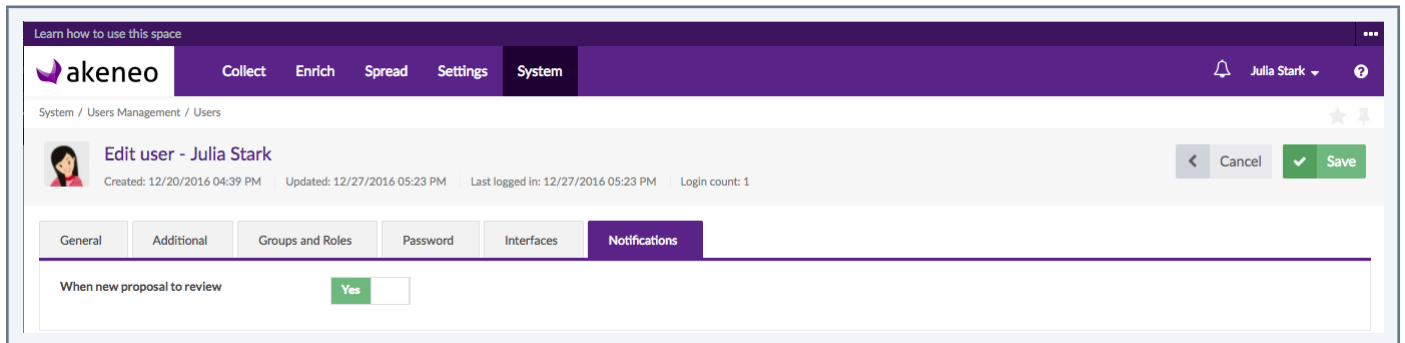
## Change your notifications preferences (Enterprise Edition only)

### To edit notifications

1. Select the notification to edit,
2. Toggle the yes/no button to the right or left.

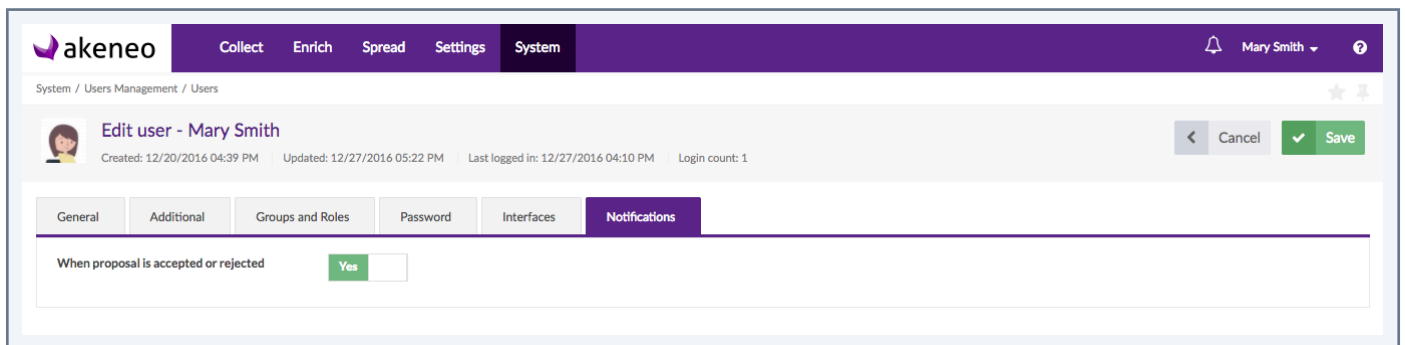
### Notification: «When new proposal to review»

If you own some products (meaning you have the «own products» permission for at least one category). If you activate it, you will be notified by email everytime you will have to review a proposal.



**Notification: «When proposal is approved or rejected».**

If you have only edit rights on some products (meaning you have the «edit products» permission for at least one category). If you activate it, you will receive notifications if your proposal has been approved or rejected.



You will see both notification parameters if you have edit rights on some categories and own rights on others.

## HOW TO USE THE PRODUCT GRID

To access your products: click on the main menu (Enrich/Products) or click on the dashboard «Manage Products» shortcut. You will land on the products' grid.

This page contains all information you need to start working on your catalog: your products, your categories, some filters, your scopes and locales.

The screenshot shows the Akeneo PIM interface for managing products. The top navigation bar includes 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The main content area is titled 'Products / en' and features a 'Create product' button. A 'Manage filters' section allows filtering by Family ('Camcorders'), Groups, Status, Complete, Created at, Updated at, SKU, and Picture. Below the filters, there are 'Bulk Actions' and 'Quick Export' options. The product grid displays 9 records with columns for Label, Description, Picture, Family, Status, Complete, Created At, Updated At, and Groups. The left sidebar shows a category tree for 'Master catalog (1118)' with sub-categories like 'TVs and projectors (215)', 'Cameras (300)', 'Audio and Video (184)', 'Print and scan (294)', 'Clothes (108)', 'Office (125)', 'Unclassified products', and 'All products'. The 'Include sub-categories' checkbox is checked.

Label	Description	Picture	Family	Status	Complete	Created At	Updated At	Groups
Sony HDR-CX570E	The Sony HDR-CX570 Handycam camcorder recordsspecial moments in HD and saves them to an SD card or Memory Stick; In fact, the 5.02-megapixel CMOS...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Canon LEGRIA HF R36	The Legria HF R36 has reasonable image quality, but its built-in Wi-Fi and Story Creator function make it an ideal family camcorder. Canon's HF R36 is a Full HD compact camcorder with a 1/4.85in CMOS sensor, 32x optical zoom, 51x intelligent zoom, a 3in colour touchscreen...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Canon LEGRIA HF R76	Use the Canon LEGRIA HF R76 Full HD Traditional Camcorder with an easy to use interface and high definition recording to preserve that gives you the same...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Samsung HMX-QF20BP hand-held camcorder	Lightweight and compact, the QF20 goes wherever you go. It also features a Schneider Kreuznach lens with 20x Optical Zoom (40x Digital Zoom) that puts you...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Sony HDR-CX200E	Sony HDR-CX200 High Definition Handycam Camcorder (Black) features Full HD 1920 x 1080 Recording, Capture 5.3 Megapixel Still Images...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Samsung HMX-W300BP/EDC, Samsung HMX-W300RP FULL HD Camcorder, Black, 3x Digital Zoom, CMOS Sensor, 2.3" LCD Screen, USB Charging, Water Proof up to...			Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Sony HDR-GW55VE	The Sony Handycam HDR-GW55VE goes wherever you go.This waterproof camcorder lets you record stunning 1,920 x 1,080-pixel footage at depths of up to 5...		Camcorders	Enabled	100%	12/20/2016	12/26/2016	
Canon LEGRIA	The Legria HF R36 has reasonable image quality, but its built-in Wi-Fi and Story Creator		Camcorders	Enabled	100%	12/20/2016	12/26/2016	

## Set up your work environment

### Locale & Channel contexts

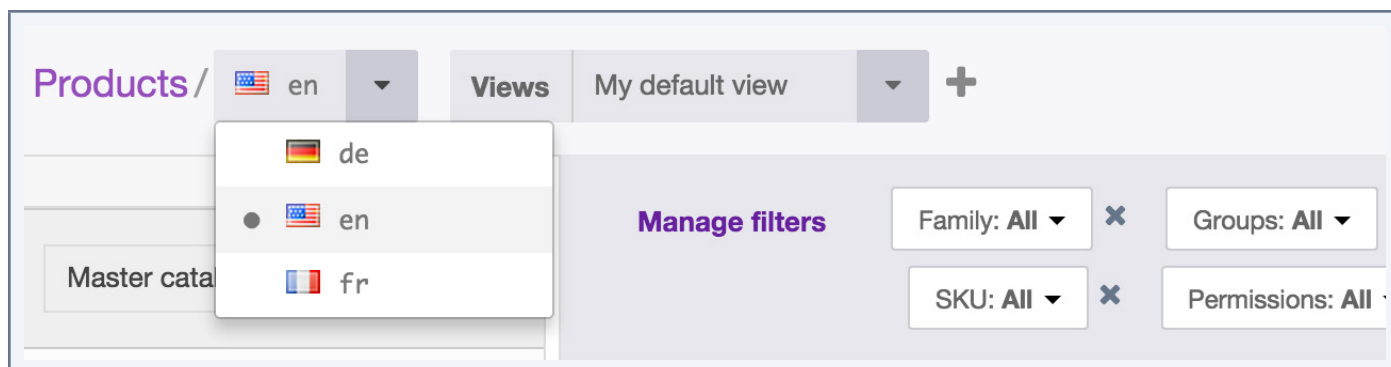
#### Select a locale context

By default, you will find all your products on the product grid page. You can choose your working locale, if several locales have been activated. The locale selection will impact the following information on the page:

- The category labels (on the left panel),
- The attribute labels that can be used as filters (on the Manage filters panel),
- The labels of attribute groups,

- The attribute option labels used as values (on the product grid),
- The completeness displayed (its percentage in the «Complete» grid column),
- The product or attribute values in the products' grid.

The locale selected in the dropdown menu is your working locale. Every time it will be changed, product information will be updated in the product's grid.

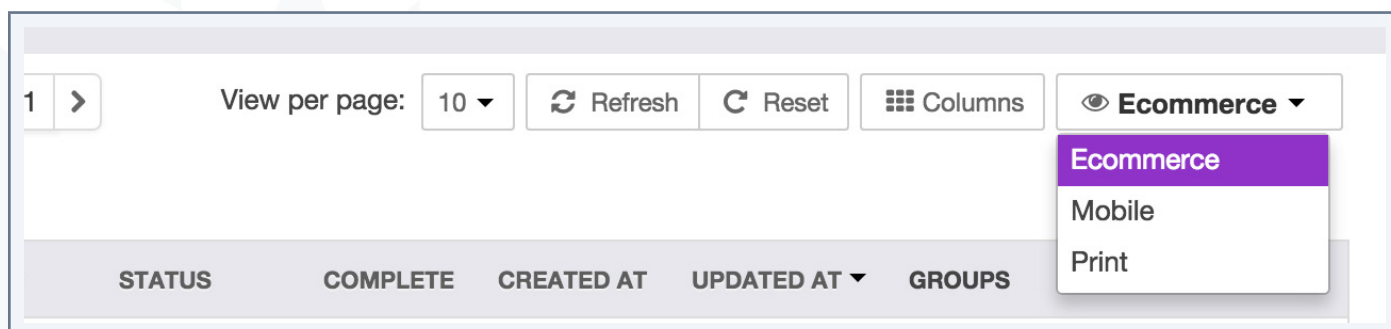


### Notes

- 1- The locales displayed are those added to at least one channel. If you do not see your working locale, it 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. Or 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.
- 2- The working locale selected on the product grid's page is also applied when you edit or view a product form.
- 3- The working locale is different from the user interface locale of the user

## Select a channel context

On the right side of the grid, you have a drop down menu to select your channel.



The selected channel or scope selected will be your working channel (or working scope). Selecting a channel impacts values displayed on the products' grid, especially if your attribute information differ depending on the channel.

This will also impact the completeness displayed, since there can be one completeness percentage per channel/locale combination. Therefore the product grid is updated whenever the working channel changes.

### Notes

The available channels are those concerned with the 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" section in the PIM Catalog Settings Guide.

Like the locale, the channel selected on the product grid's page is applied when editing a product form.

## Product's grid pagination

The product's grid displays between 10 and 100 products per page. By default, the grid displays 25 products per page, you can change this by clicking on «View per page» and select the number of products you wish to see per page.

PICTURE	FAMILY	STATUS	CO	CREATEDAT	UPDATEDAT	GROUPS
	Camcorders	Enabled	100	12/20/2016	12/26/2016	

To browse product's pages, click on the right and left arrows.

Go directly to a specific page by modifying the field indicating the current page number:

OPTION	PICTURE	FAMILY	STATUS	COMPLETE	CREATEDAT	UP
Canon LEGRIA HF R76 Full HD Traditional Camcorder with an easy		Camcorders	Enabled	100%	12/20/2016	12

## Category Panel

### Browse products' categories

On the left side of the page, you will see the category panel. Thanks to this panel, you can easily navigate between category trees or between categories. It displays all categories you have access to.

In the Enterprise Edition, you can define specific rights on categories and category trees. Thus, if you do not see a specific tree or category, it's because you have not the permission to see it.

The screenshot shows the Akeneo PIM interface. On the left is the 'Category Panel' with a tree view of categories: Master catalog (1118), TVs (215), Cameras (300), Audio and Video (184), Print and scan (294), Clothes (108), Office (125), Unclassified products, and All products. The 'Cameras' category is expanded. The main area shows a list of products with filters (Family: 'Camcorders', Groups: All, Status: All, Complete: yes, Created at: All, Updated at: All, Picture: All) and a table of products.

Label	Description	Picture	Family	Status	Complete	Created At
Canon LEGRIA HF R76	Use the Canon LEGRIA HF R76 Full HD Traditional Camcorder with an easy to use interface and high definition recording to preserve that gives you the same...		Camcorders	Enabled	100%	12/20/2016
Sony HDR-CX570E	The Sony HDR-CX570 Handycam camcorder records special moments in HD and saves them to an SD card or Memory Stick; In fact, the 5.02-megapixel CMOS...		Camcorders	Enabled	100%	12/20/2016
Sony HDR-GW55VE	The Sony Handycam HDR-GW55VE goes wherever you go. This waterproof camcorder lets you record stunning 1,920 x 1,080-pixel footage at depths of up to 5...		Camcorders	Enabled	100%	12/20/2016
Canon LEGRIA HF R36	The Legria HF R36 has reasonable image quality, but its built-in Wi-Fi and Story Creator function make it an ideal family camcorder...		Camcorders	Enabled	100%	12/20/2016
Canon LEGRIA HF R36	The Legria HF R36 has reasonable image quality, but its built-in Wi-Fi and Story Creator function make it an ideal family camcorder. Canon's HF R36 is a Full HD		Camcorders	Enabled	100%	12/20/2016

Click on a category name to expand it or to display its products in the grid.

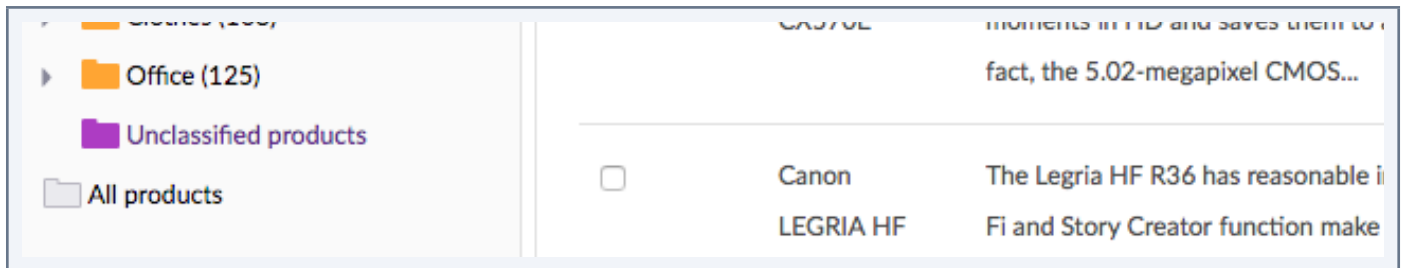
Click on the higher dropdown menu to select another category tree, «Master Catalog» in our screenshot above.

This close-up shows the dropdown menu for the 'Master catalog (1118)' category. The menu is open, showing options: Sales catalog (996) (highlighted), Master catalog (1118), and Cameras (300). The background shows the filter 'Picture: All' and the 'Bulk Actions' and 'Quick Export' buttons.



### View unclassified products

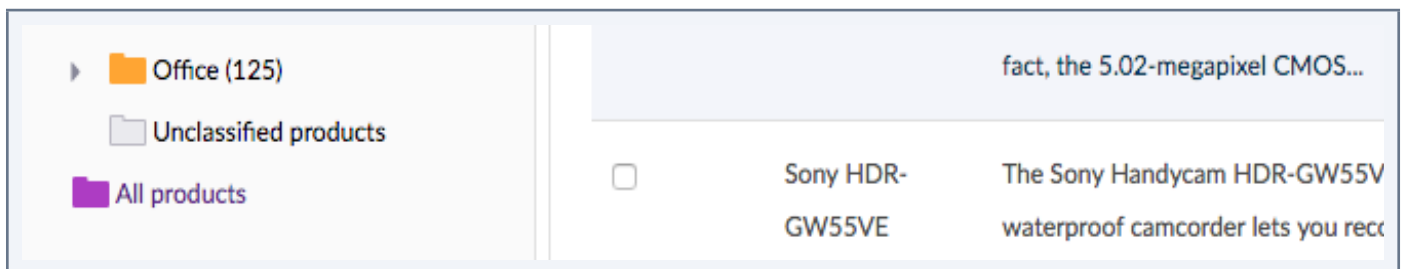
Below the category tree, you will see an additional category: «Unclassified products». Click on this category to see all unclassified products. this category is added automatically by the PIM and cannot be removed or edited.



Remember that unclassified products are not exported.

### View all products

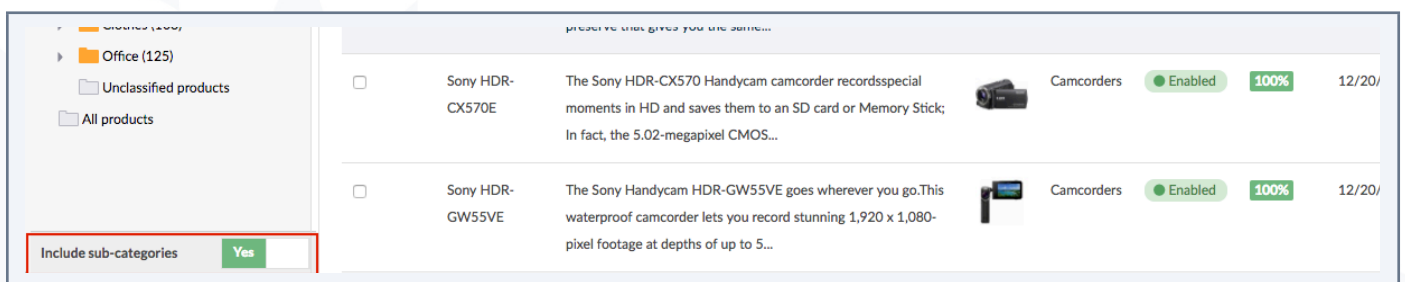
Click on «All products» to see all products (categorised and uncategorised) of the selected category tree.



### Product counter

Akeneo displays you the number of products available in each category and category tree. You will see a number into brackets nearby each category, this figure represents the total number of products classified in this category or sub-category.

At the bottom of the category tree, you will see a Yes/No option: «Include sub-categories».



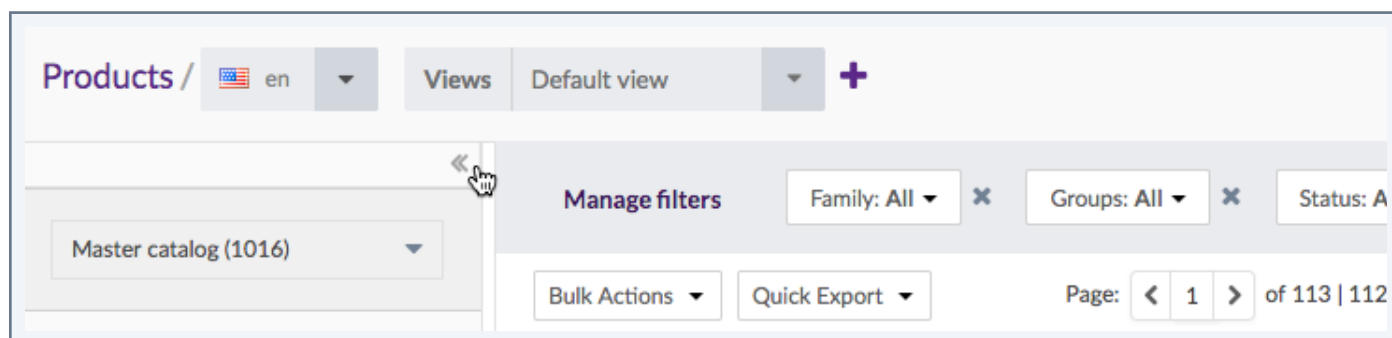
This option takes into account the number of products classified in sub-categories. By default, this option is set to "Yes", hence subcategories are included. If you do not want to take into account products classified in subcategories, select "No". The tree will be then updated accordingly.

#### Note for Enterprise Edition

In the Enterprise Edition, only the products on which you have rights to view and publish are counted. The other products are not taken into account.

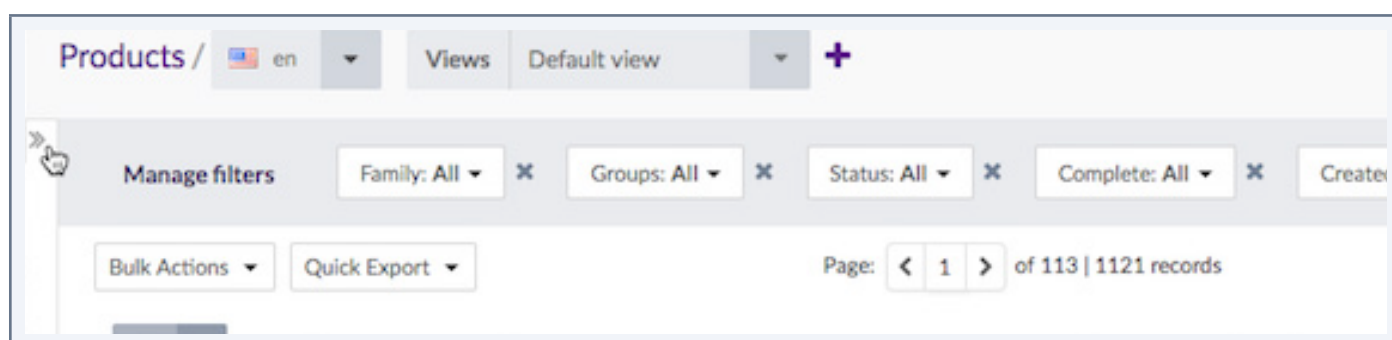
### Hide or expand the category panel

In order to allow you to display the products' grid widely, you can hide the category panel. To do so, click on the left arrows on the top right corner of the panel:

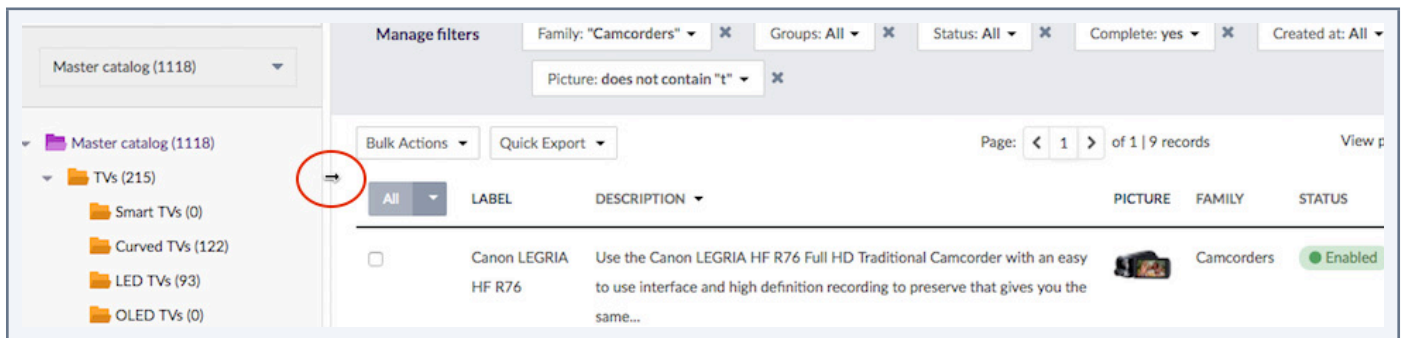


The category panel will be reduced automatically to the left side.

To expand the panel, click again on the arrows, the panel will be displayed.



If a category name is not fully displayed, you can enlarge the panel. Drag your mouse over the right side of the panel to expand it, release your mouse when you are satisfied.

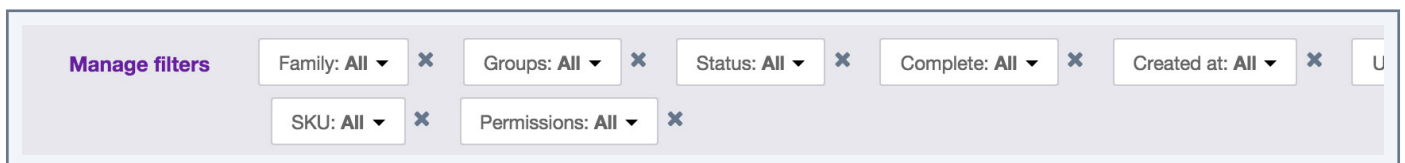


There is a minimum width for the fixed panel.

## Customise the grid

### Use filters

The product grid includes a filter bar. By default, the PIM displays System attributes (Family, Groups...):



You can use the filters displayed or add new filters: click on the "Manage filters" menu and select the new attributes you want to use as filters. The new filters will appear in the filter bar. You can now filter your products displayed in the grid.

If an attribute or an attribute option is not translated in the active locale, its code will be displayed into brackets like [name] and only the attributes having the property «usable as grid filter» enabled are available to be used as filters.

The filters can be applied on the following product information:

- Product information managed by the PIM: Family, Groups, Status, Complete, Creation date, Updated date, product identifier, Permissions.
- Product information managed via the attributes.

### Notes

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

2 - If no default filters are set in your user account, the PIM will use the system attributes as default product grid filters: family, groups, status, completeness, creation date, updated date, product identifier and permissions.

3 - If you are missing an attribute in the Manage filters menu check if it is well activated as «usable as grid filter».

### Note for the Enterprise Edition

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

## Configure grid columns

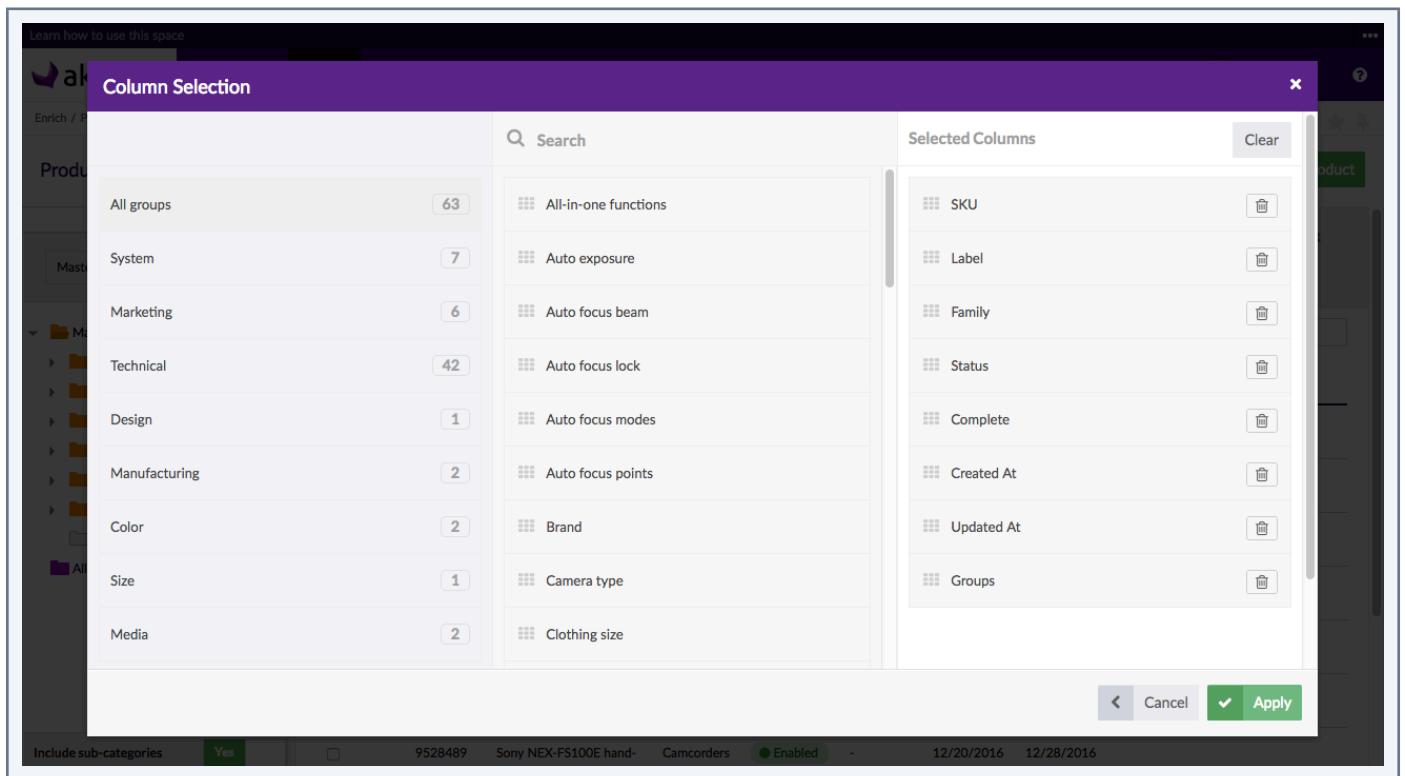
Now you're set up with your filters, you can select which columns you would like to see in the grid. By default, Akeneo displays the System attributes as columns.

By default, the grid displays the following columns:

- Sku (our product identifier),
- Label (the product's display name in Akeneo),
- Family,
- Status (Enabled/Disabled),
- Complete (the completeness percentage),
- Created at (the creation date of the product),
- Updated at (the product last updated date),
- Groups (if the product belongs to groups or variant groups)

### To configure the columns:

Click on «columns» on the right side of the grid to display the column selection window:



On the left side of the window, you will see your attribute groups.

Nearby each group, you will see the number of attributes belonging to this group that can be used as columns in the grid. Click on a group to display its attributes in the middle column.

If you want to display all attributes, click on «All groups». On the right side, you will see your current grid's columns.

### Notes

Like for filters, only attributes having the property «usable as grid filter» activated can be used as columns. And like for categories and locales, if you are an Enterprise Edition client and if you cannot see an attribute this is more likely that you do not have the permission to view it.

### Add attributes as columns

Select an attribute group on the left side or select «All groups». Drag your attribute in the mid-column and drop it in the right column. Use the search tool to look for a specific attribute. Move your attribute up and down to reorder them.

## Remove attributes as columns

Click on «Clear» top of the screen to remove all current grid's attributes, or use the “trash” icon to remove a specific attribute from the grid. You need to have at least one attribute as a column.

Click on «Apply» to save your changes. Your customised grid will be displayed.

## Sort values within the grid

You can also sort on some columns headers, for instance you can sort products on sku, family, status, complete, created and updated at and on some other attributes (text, text area, number, simple select attributes).

You can not sort values on price, media, asset, metric, multiselect attributes and on Label and Groups system attributes. To check if you can sort on a column simply hover your mouse over the column's header.

## Work with the views

What if, you could save all changes made on your grid (filters, columns, category selection...) and come back later to the exact same view so you can keep on working on your product's selection? Well, this is possible with the View feature!

Views are available for all users for all versions (Community and Enterprise).

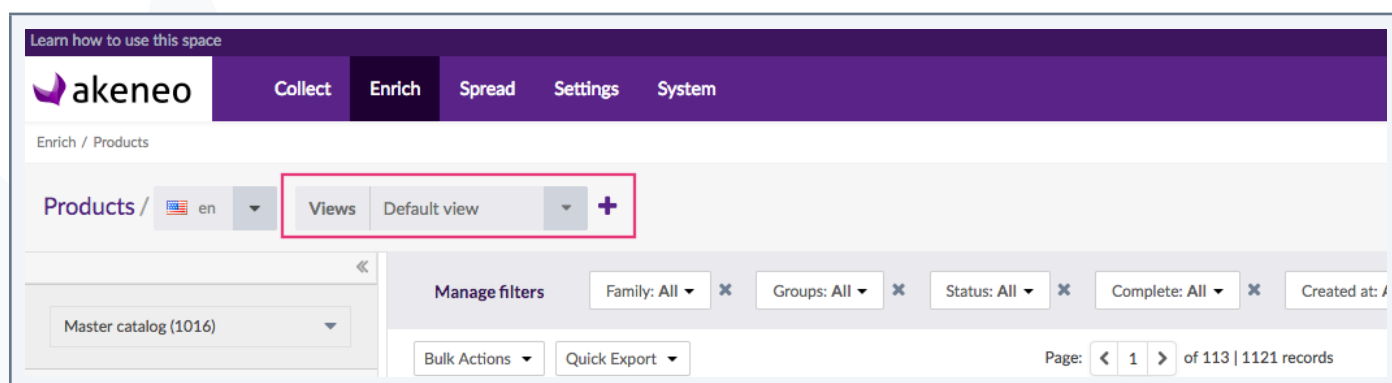
## Create a view

Before creating a view, first select a category or a category tree, add some filters and add/remove columns.

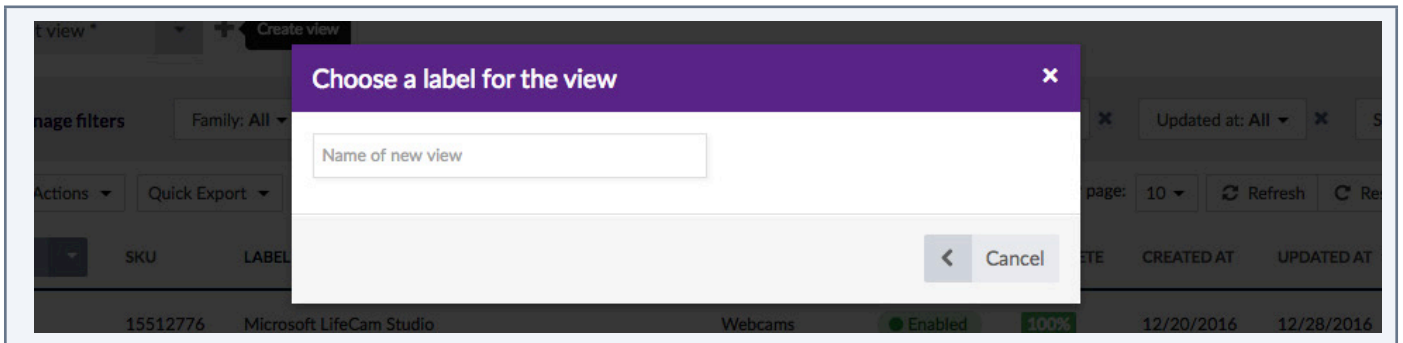
And once you are all set, you will see that the Default view name became Default view\*. Every time you will make a change on a view, a small asterisk (\*) will be added nearby its name.

To create your first view:

1. Click on the cross nearby the view selector menu:



2. A window will appear:



3. Enter a name for your view
4. Click on OK to save it.

This view will now be available under the Views dropdown menu.

#### Some rules about the views:

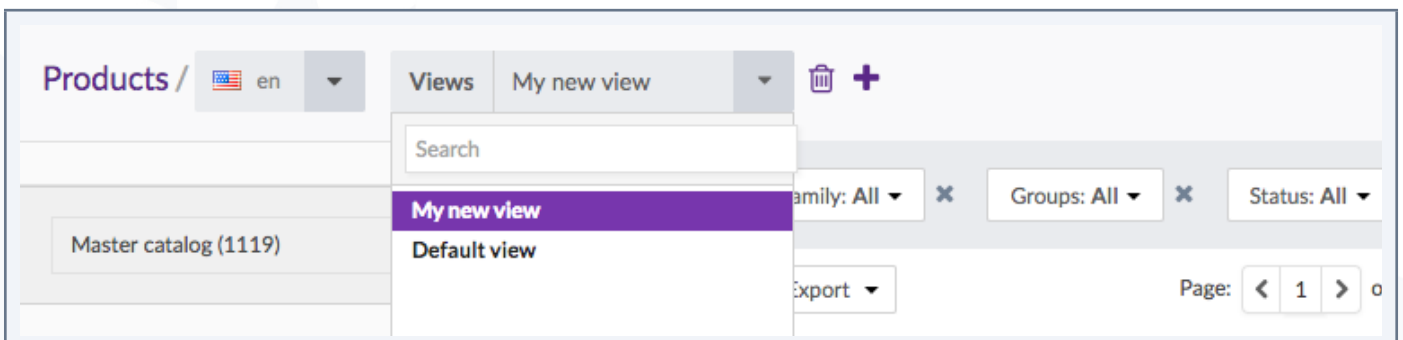
- All views created are **shared to all other users**.
- **Only the view's creator can delete or edit it.**
- If you need to edit someone's else view, select it, make your changes and save it again under a new name.
- Only **active filters** will be saved for your view. For instance, an attribute filtered on ALL will disappear when saving your view, because All is the default filter value.

[AKENEO TIP: Set one of your view as your own default view!](#)

[VIDEO TIP: Learn how to use the views!](#)

### Apply a view

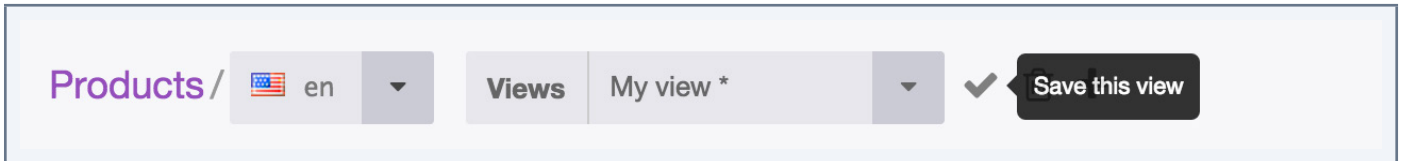
To apply a specific view, select it from the dropdown list or look for it using the search bar. The product grid will be updated.



## Update a view

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

1. Select the view that you want to edit.
2. Change the filter and/or the grid columns, when you make changes an asterisk "\*" is shown nearby your view name.

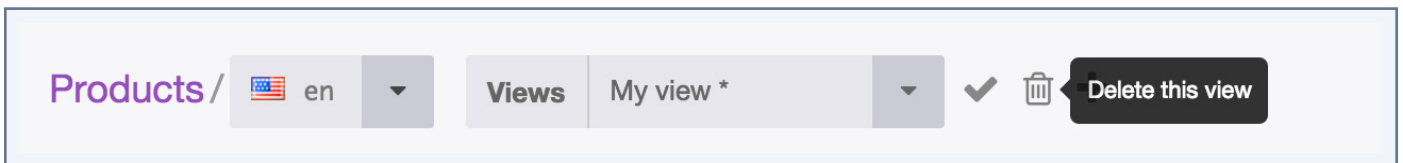


3. Click on the Check Mark icon to save your changes.

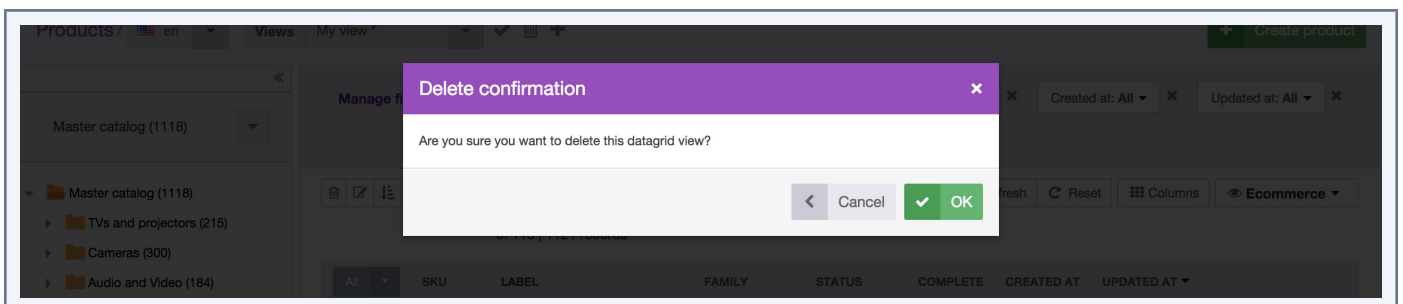
## Delete a view

To remove one or all the views you have created, follow the steps below:

1. Select the view you want to delete.
2. Click on the "trash" button nearby the views' list.



3. Confirm or cancel the suppression of the view.



### Note

You cannot edit or delete someone else's view.



## Actions on products

Last but not least, you can perform several actions on products from the products' grid.

### Action shortcuts on single products

There is a set of actions available for each product. They are available on the right side of the product grid when you mouse over the product's line:

Trust Urban Revolt	Webcams	● Enabled	100%	12/20/2016	12/28/2016	
Logitech C270	Webcams	● Enabled	100%	12/20/2016	12/28/2016	
HP Pro Webcam	Webcams	● Enabled	100%	12/20/2016	12/28/2016	

Depending on your Akeneo version (Enterprise or Community) and your rights, you might not see all these shortcut actions: edit the product information, edit its category/ies, delete it or change its status.

You will be then able to edit the product information by clicking on the small pencil icon, edit its categories by clicking on the small folder icon, delete it with the trash bin icon and change its status thanks to the 2 arrows icon.

#### 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

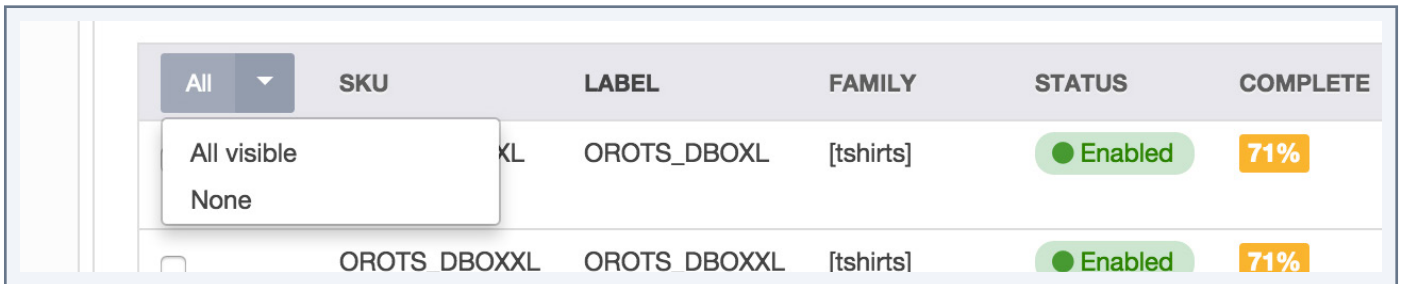
## Quick export feature

Akeneo allows you to export your search result or a selection of products from the PIM datagrid to a CSV file or a XLSX 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

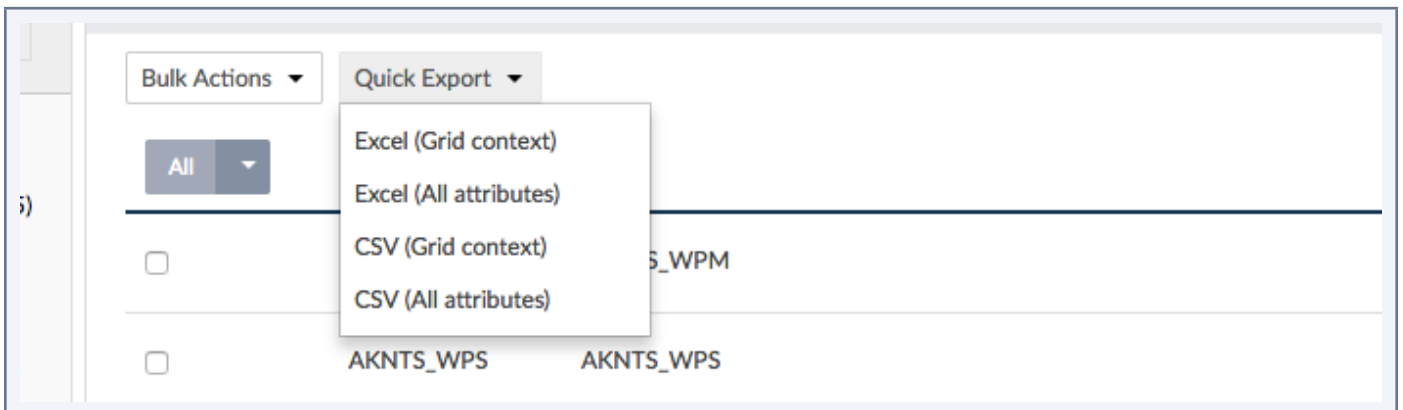
which you have ticked the 1st column.



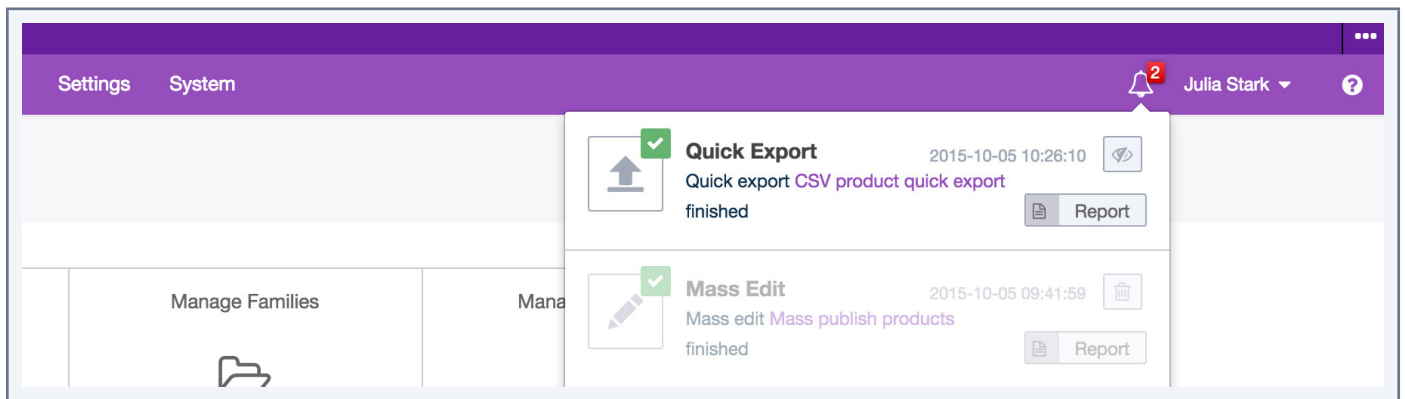
All	SKU	LABEL	FAMILY	STATUS	COMPLETE
All visible None	XL	OROTS_DBOXL	[tshirts]	Enabled	71%
<input type="checkbox"/>	OROTS_DBOXL	OROTS_DBOXL	[tshirts]	Enabled	71%

3. Click on the “Quick Export” button above the grid, and select:

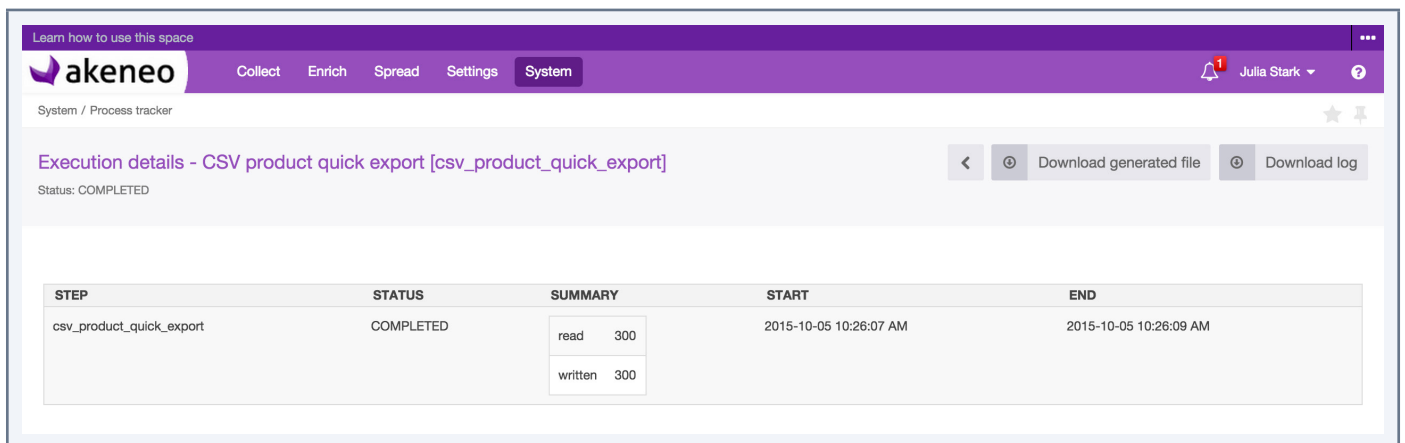
- «Excel (Grid context)» to generate an Excel file according to your current view
- «Excel (All attributes)» to generate an Excel file with all products’ attributes
- «CSV (Grid context)» to generate a CSV file according to your current view
- «CSV (All attributes)» to generate a CSV file with all products’ attributes



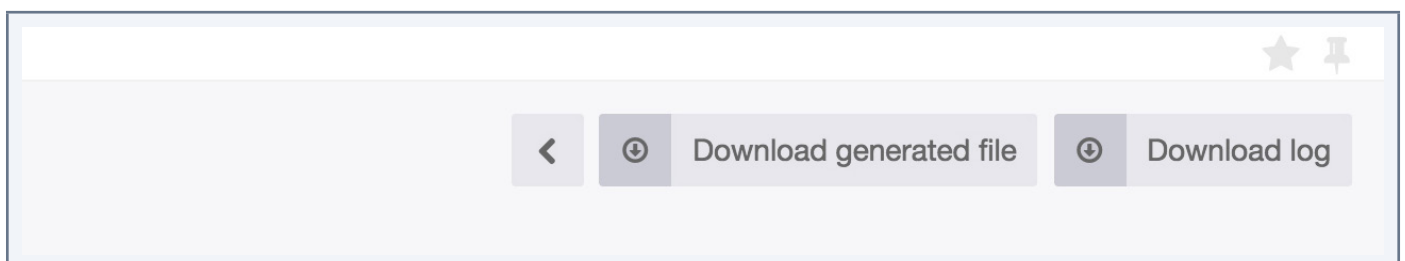
The action is processed as a back end task, so that you can continue to work on the PIM. When the process is done, you are the only user to be notified.



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 or Products\_export\_<Working Locale Code>\_<Working channel Code>\_Date\_Heure.xlsx 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 or XLSX 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-e-commerce	description-en_US-e-commerce	description-fr_FR-e-commerce	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 or XLSX file.

### Note for the Enterprise Edition

The quick export takes into account the user permissions on locales and attributes groups:

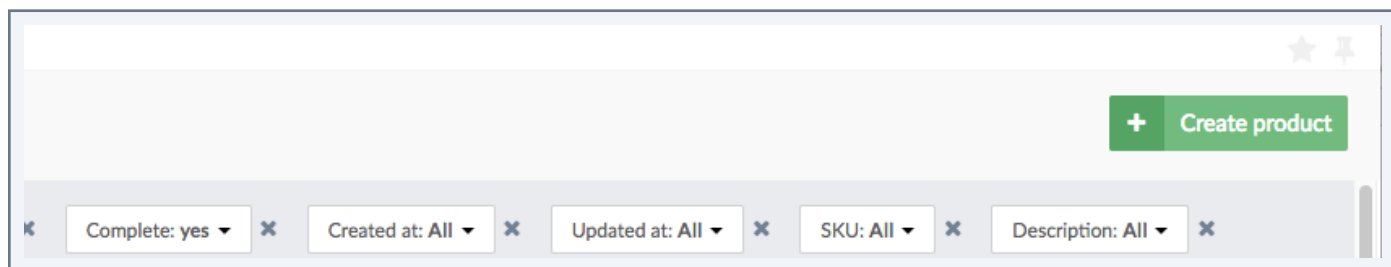
- If a user has no view right on a locale, the localizable values for this locale are not exported.
- If a user has no view right on an attribute group, the attributes for this attribute group are not exported.

## Create a product

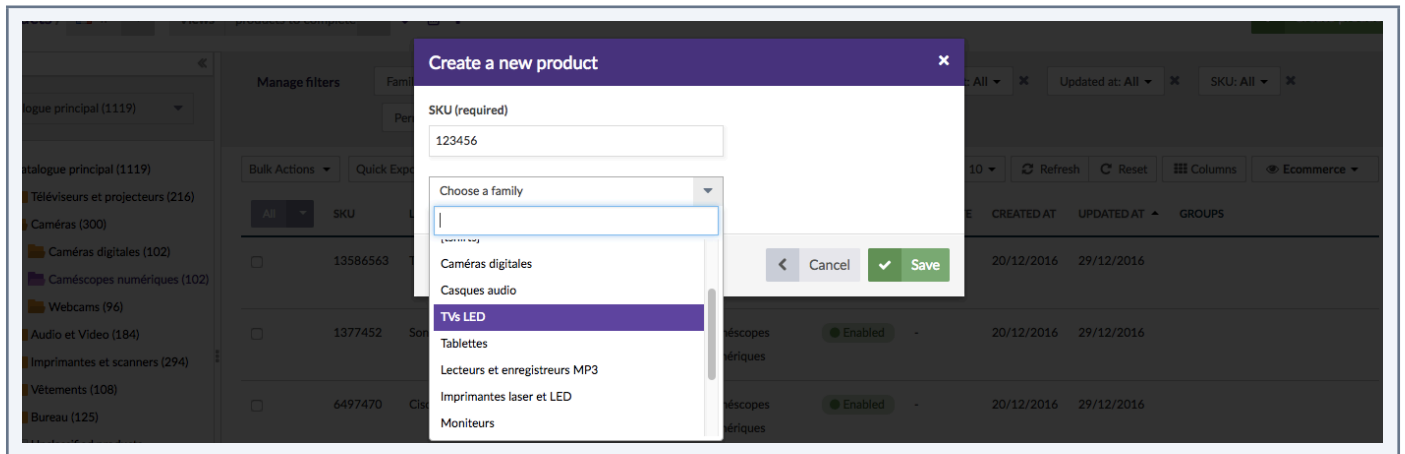
You can create products directly in the PIM or through imports. Product's creation is submitted to specific rights. **Please note that you first need an identifier attribute created prior to add a product from the user interface.**

### To create a product:

1. Click on "Create product" on the top right corner of the products' grid:



2. Specify a unique product identifier,
3. Select a family for the new product,
4. Click on «Save».



The product is created and its edit form is displayed, you can start filling its attributes. A product can be created without a family, but no attributes will be shown in the product edit form (a product automatically inherits from attributes set at the family level).

## WORK ON YOUR PRODUCT DATA

Click on a product on the grid or create a new product to display the product edit form.

The screenshot shows the Akeneo product edit form for 'Sony SRS-BTV25'. The interface includes a top navigation bar with 'akeneo' logo and menu items: Collect, Enrich, Spread, Settings, System. The user 'Julia Stark' is logged in. The product name 'Sony SRS-BTV25' is displayed at the top, along with a toolbar containing buttons for back, download, PDF, publish, delete, status (Enabled), and save. Below the product name, there is a metadata line: 'Family: Loudspeakers | Created: 2015-10-01 18:44:47 By John Doe - admin@exam... | Last update: 2015-10-01 18:44:47 By John Doe - admin@exam... | Owner groups: IT support, Manager'. The main content area has tabs for 'Attributes', 'Categories', 'Associations', and 'Proposals'. The 'Attributes' tab is active, showing a grid of attributes for 'Ecommerce' and 'English' locale. The 'Marketing' section includes 'SKU' (10699783), 'Name' (Sony SRS-BTV25), 'Description' (with a note: 'This attribute can be updated by a rule: copy\_description\_print\_us\_to\_ecommerce\_us'), and 'Release date' (2011-08-21). The 'Price' attribute is also visible.

### Edit a product

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

This close-up view shows the 'Attributes' tab selected. The 'Ecommerce' and 'English' locale are currently selected. A dropdown menu is open for the 'English' locale, showing options for 'German', 'English', and 'French'. The 'Marketing' section is visible, showing the 'SKU' attribute with the value '1209128'.

3. Change or complete your product information.
4. Click on the “Save” button (top right hand corner).

The product is updated and a new product version is created. You can view the product versions on the “History” tab.

#### Note for the Enterprise Edition

- 1 - You can define specific rights on locales, if you have no access to a specific locale contact your administrator.
- 2 - You can define specific rights on users that can check the product's history.

## Select a working locale

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

- The Family label in the product header,
- The Attribute groups label,
- The Attributes label,
- The Categories label,
- The Association label.

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

If you are working on several locales, you can edit one locale then another one and save all changes at once.

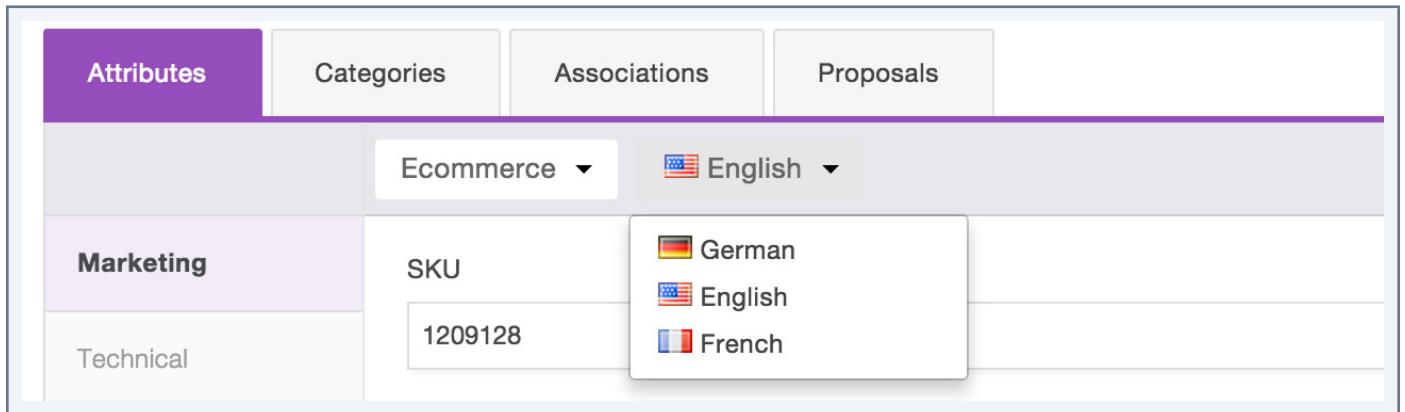
The localizable attributes for some locales exclusively (locale specific), are only displayed when they are concerned by the working locale.

#### 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.



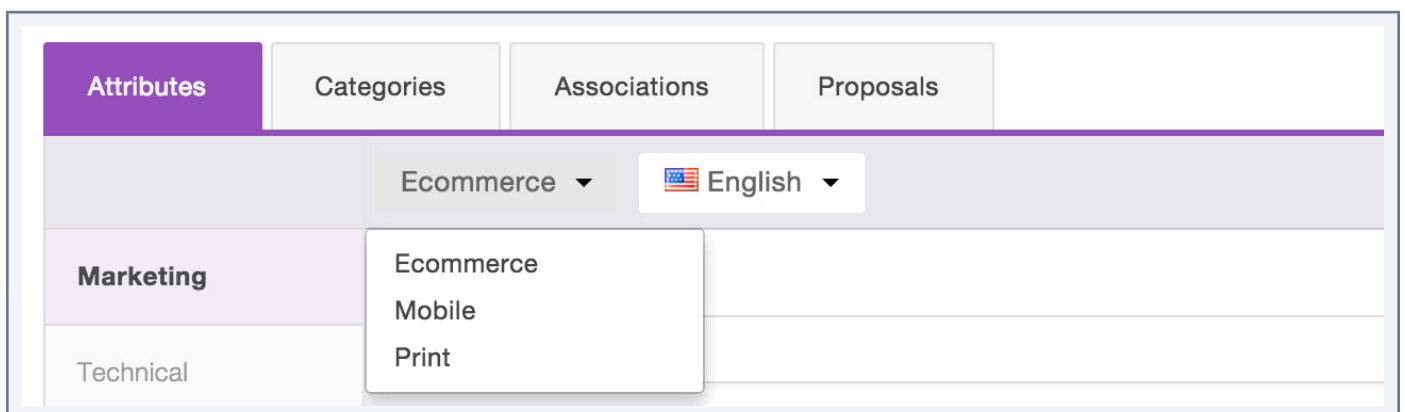
In the drop-down menu, you will find the locales (at least those that have been added to a channel). If you cannot find your working locale listed, you have two options:

- 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 of the 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 a working channel

To select the channel you want to edit:

1. Select your channel in the drop down list on the top of the Product Edit Form:



The suggested channels in the list will concern the relevant working channel (not locale ??) selected earlier.



## Edit several channels at once

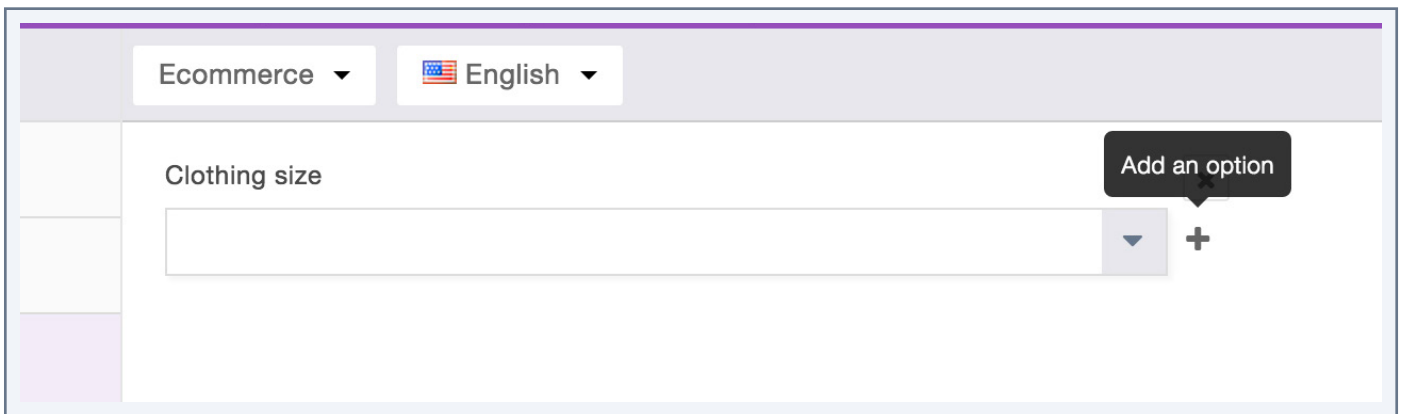
If you want to edit several channels at once, you can edit the product information for one channel then another one and save all changes at once.

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

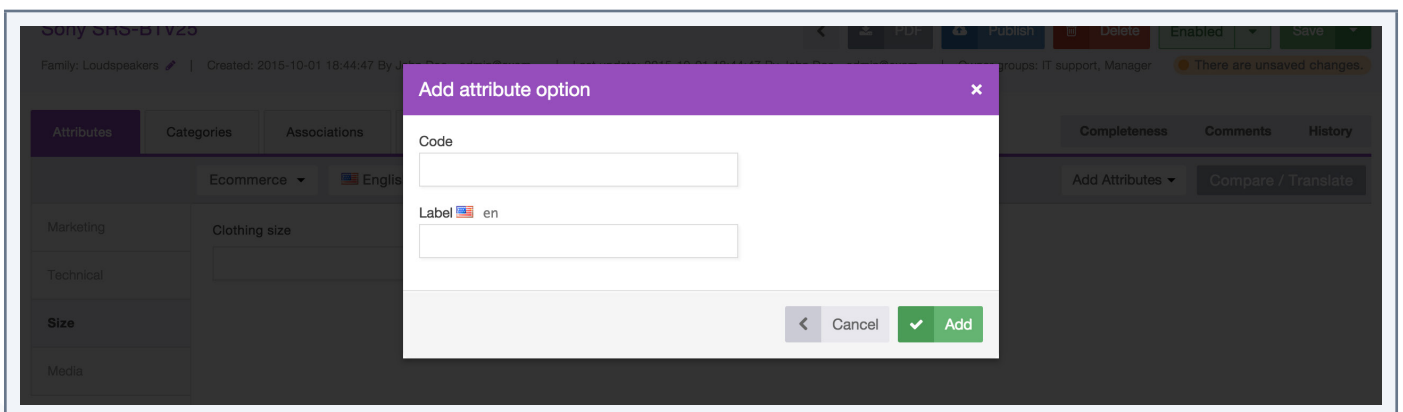
If an attribute option is missing for a select attribute type (simple or multiselect), you can directly add it within the Product Edit Form.

### From the Product Edit Form

1. Click on the “+” icon on the right side of the attribute.



2. A popin appears, add the attribute option code and its label for the working locale.



3. Click on the “Add” button to create the option, it will be automatically added to the product for this attribute.

If you do not see “+” icon, 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

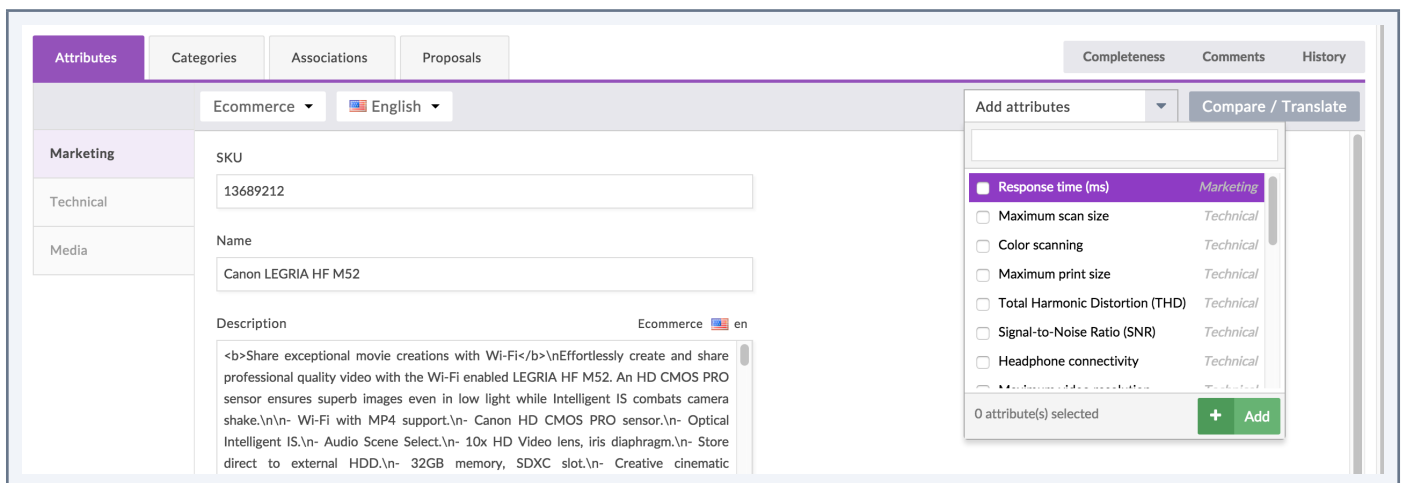
You can add attributes to a product, which are not part of the product's family.

### 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 Product Edit Form

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



5. Look for the attributes you want to add to your product form using their labels or codes

6. Check the attributes you want to add, you can add several attributes at the same time. The number of attributes selected is displayed at the bottom of the drop down.

7. Click on the “Add” button below the list.

The attributes are added to current the Product Form.

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

These attributes can also be removed from the product form by clicking on the cross icon nearby each attribute added.

Only attributes added manually in the Product Edit Form can be deleted, if you do not see a cross nearby an attribute, it either means that this attribute has been added at the family level, nor that you do not have the right to remove attributes manually added. In the last case, get in touch with your administrator.

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

In the Product Edit Form, it is possible to view the values of the product for another locale or channel, to assist capturing the data on an ongoing work, like for instance when translating the product information, or retrieving the product information coming from another team (you are in the e-commerce 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 the Product Edit Form that you need to translate.
2. Select the locale to be edited.
3. Click on the button “compare / translate” on the right side of the form («working copy» is selected by default).
4. Select the locale and channel to be displayed in the drop down menus on the right side of the form.

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

The values on the right side can only be viewed, no edition is possible.

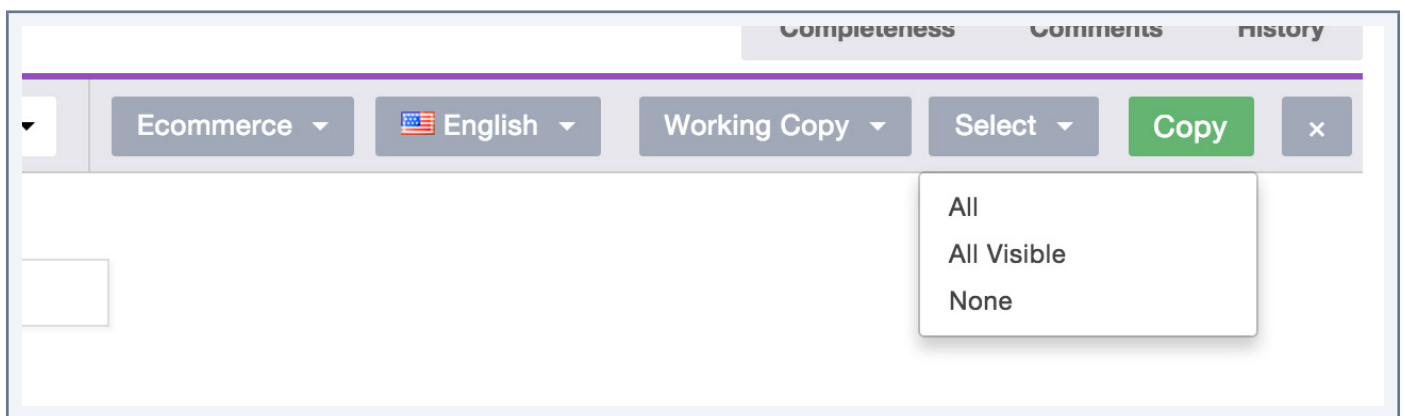
Additionally, it is possible to copy the values in the product form. For further details, see the next section.

## 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.

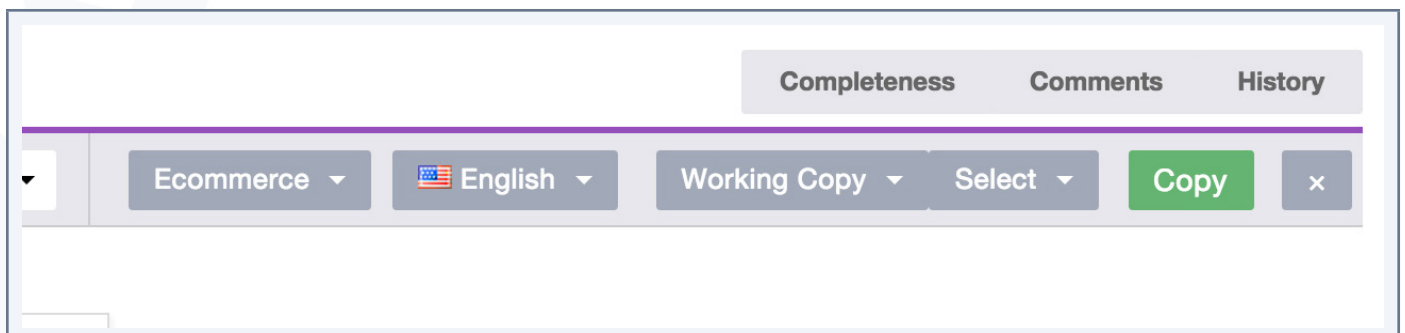


The “All” option enables you to select all localized values of the locale of reference.

The “All visible” option enables you to select all the attribute group values displayed.

The “None” option enables you to deselect all the localized values of the locale of reference.

3. Click on the “Copy” button. The selected values are copied to the Product Edit Form.



## View the product's versions

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

- Changes of Attribute values in the Product Edit Form,
- Changes on the product Status (enabled / disabled),
- Changes on Family,
- Changes on Association,
- 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 made 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 to see the whole list of versions.

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

### Note for Enterprise Edition

The Enterprise Edition comes with a feature that allows you to rollback to a previous product version.

## Product's completeness

In Akeneo PIM, a product is considered as complete if all its required values are filled in.

The completeness for a product is 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.

## Display the product's completeness

Click on the «Completeness» tab on the right side of the product edit form to display a panel summing up your product's completeness:

The screenshot shows the Akeneo PIM product edit form. The 'Completeness' tab is active on the right side. The main form area shows the following details:

- Marketing:** SKU: 13667551
- Technical:** Name: Toshiba Camileo Clip Snow Blue
- Media:** Description: Mini Sports and Adventure Cam. With its ultra portable size, clip on feature, splash proof and rugged design, the *Camileo CLIP* is perfect for taking HD video footage and still photos for sports, action and adventure.

The 'Completeness' panel on the right shows the following data:

Locale	Channels	Progress
English	3/3	100% (Green bar)
German	2/3	66% (Yellow bar)
French	2/3	66% (Yellow bar)

The panel sums up the product's completeness according to the activated locales.

Nearby each locale, a number and a progress bar:

- The figure indicates the number of channels having this locale activated.
- The color bar shows the enrichment's progress:
  - an empty bar means that no channel is completed for this locale,

- an orange bar means that at least one channel is complete
- a green one means that all channels are completed for this locale.

If a locale is not activated for a channel, its completeness progress bar will not be displayed.

Click on the arrow icon near a locale to expand the completeness panel for its scopes:

For each scope you will see a percentage of completeness, if the progress bar is not green it means that all your required attributes are not all filled in yet!

The list of missing attributes is displayed below the completeness progress bar. If you click on the label of the missing attribute, the Product Edit Form will be update accordingly to put the focus on missing attribute value so you can fill it in directly.

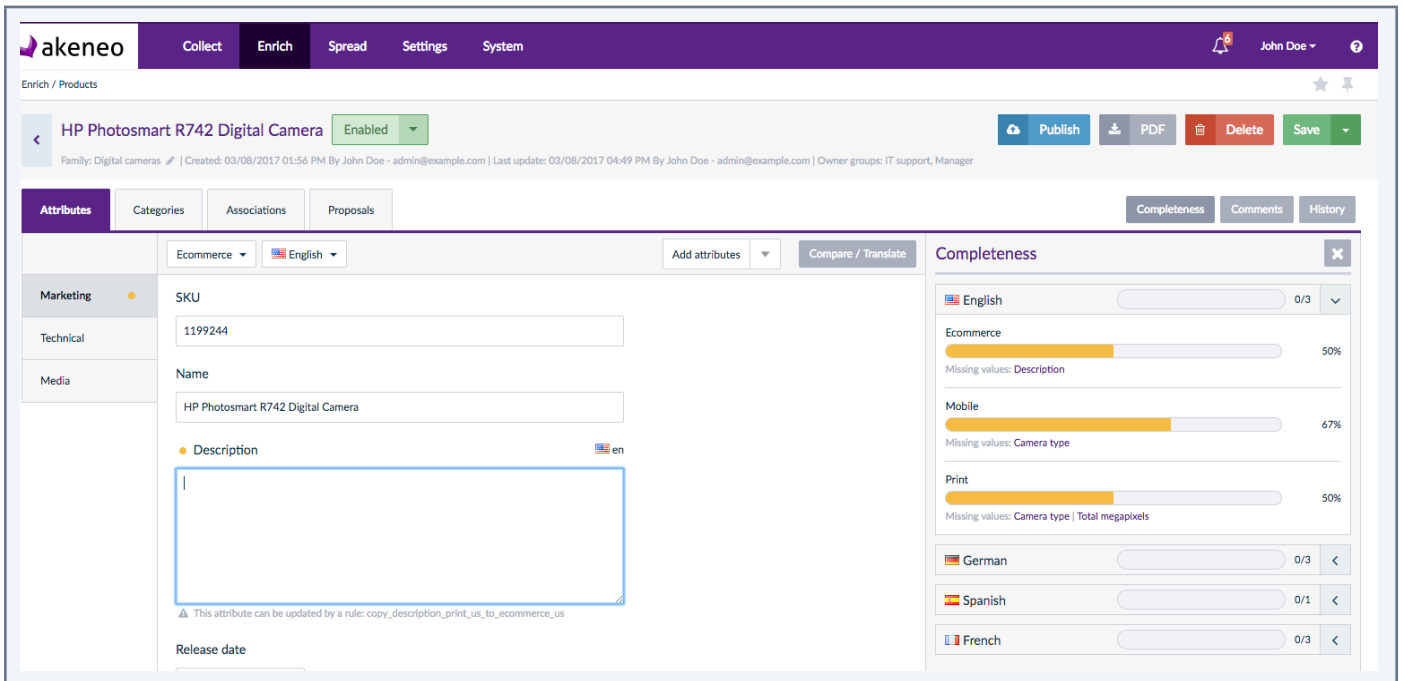
When a locale is not activated for a channel, the completeness progress bar is not displayed.

## Highlighted attributes

To help you focus on the prioritised attributes, we now highlight the empty required attributes in the product edit form. A required attributed is an attribute mandatory for the completeness.

On the left panel, the yellow bullet indicates you that one or more required attributes are missing in an attribute group. In addition to this information, a yellow bullet is displayed in front of the empty attribute.

Once a required attributes will be filled in, the bullet point disappears.

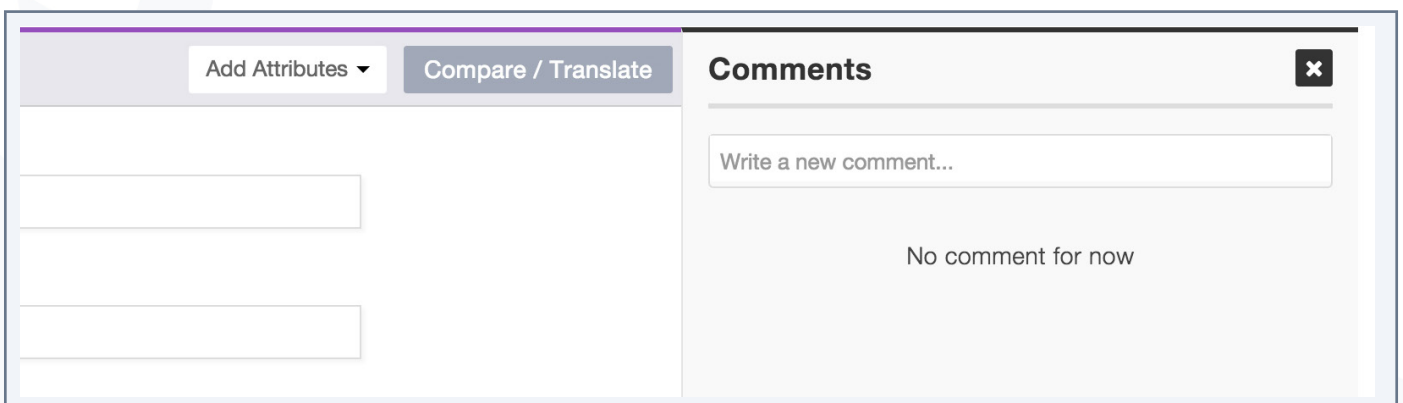


## Comment a product

Commenting a product is a convenient way to add additional product information and facilitate the collaboration between team members. Comments are available under the “Comments” tab in the Product Edit Form.

### Add comments

1. Open the Product Edit Form of the product you want to comment,
2. Click on the “Comments” tab:



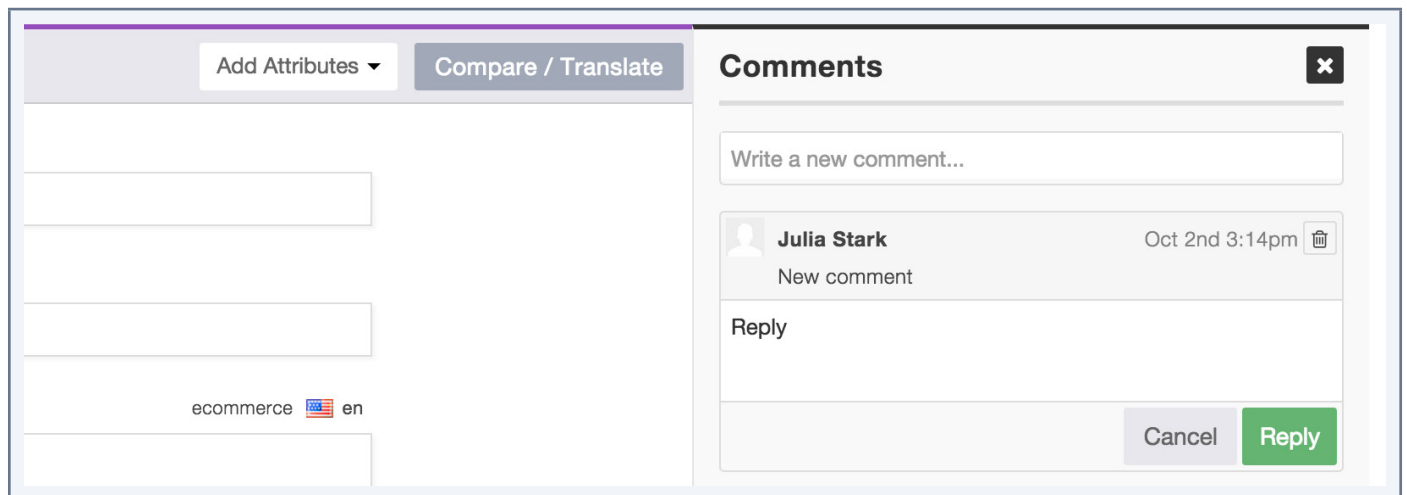


3. In the text field, type in your comment (there is no length restrictions),
4. Click on the “add a new comment” button.

## Reply to a comment

You can reply to all comments made on a product.

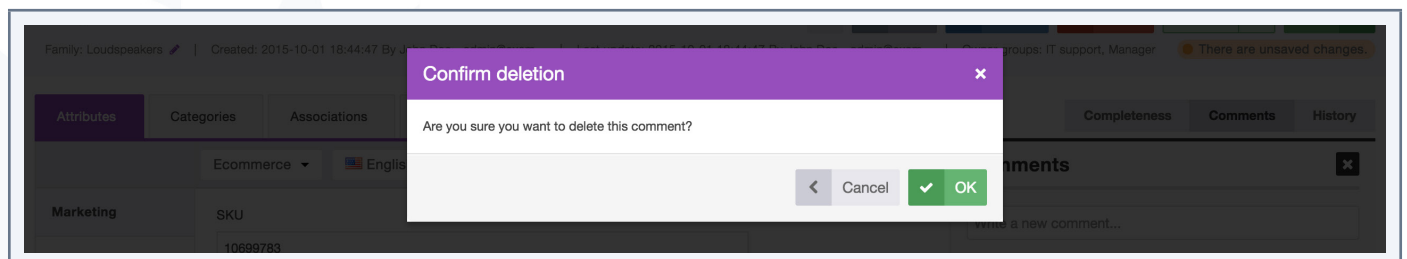
1. Mouse over the comment to reply to
2. Click on the reply icon (back arrow) which appears nearby the comment.
3. A new text field will appear. Click on “Reply” to have your new comment sent.



## Delete your comments

You can only delete your own comments.

1. Place your mouse over the comment to delete.
2. Click on the “trash” icon which is prompted.
3. 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 none, one or more categories. A product can be classified in one category tree or more.

### Check the categories a product is classified in

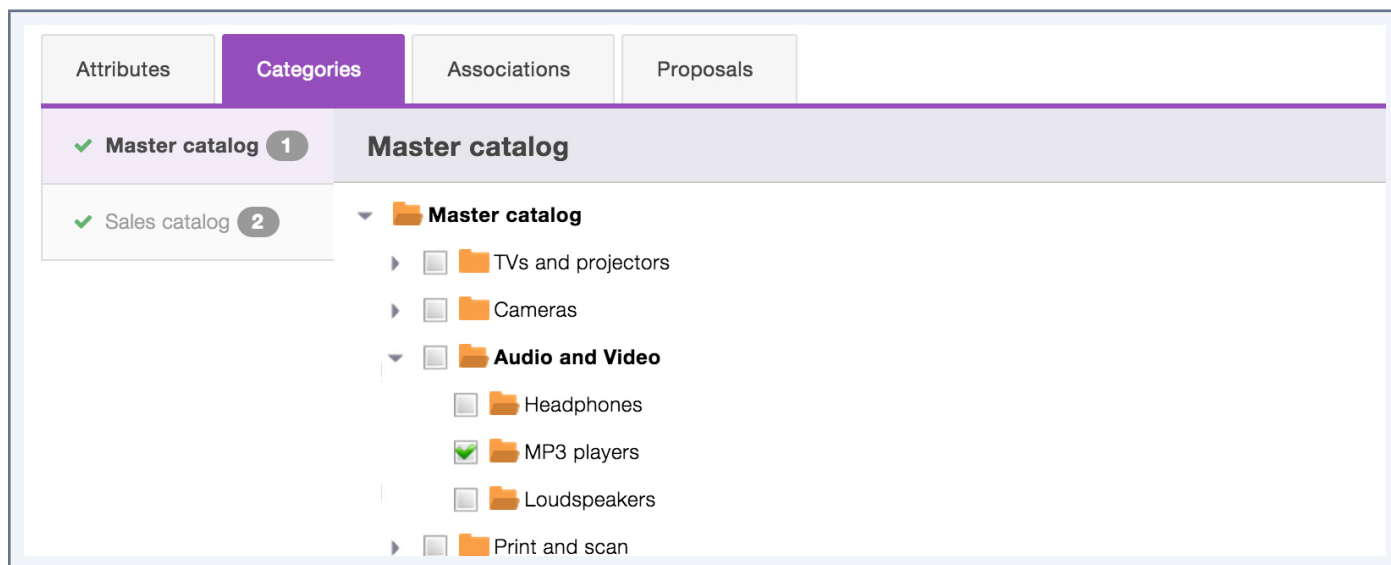
You have 2 ways to proceed:

- Through the Product Edit Form:
  1. Click on the “Categories” tab
  2. A green check mark nearby the Category tree indicates if the product is classified in this tree. Next to the category tree name, a number tells you in how many categories the product is added.
  3. Click on the name of a category tree to see the categories in which the products are classified.
- Through the shortcut in the grid:
  1. Select the product for which you want to see the classification in the grid.
  2. Hover your mouse over the product line in the grid, then the category button (a folder icon) will be displayed

ps A2.310 20W RMS high er	Loudspeakers	<span style="color: green;">●</span> Enabled	50%	Oct 1, 2015	Oct 1, 2015	
ps SA4VD408AF Video 4.3 player	MP3 players	<span style="color: green;">●</span> Enabled	50%	Oct 1, 2015	Oct 1, 2015	   
t Megapixel Pro	Webcams	<span style="color: green;">●</span> Enabled	67%	Oct 1, 2015	Oct 1, 2015	

3. Click on the “Classify the product” button. The product category tab will be displayed.
4. A green check mark nearby the Category tree indicates if the product is classified in this tree. Next to the category tree name, a number tells you in how many categories the product is added.
5. Click on the name of a category tree to see the categories in which the products are classified.

By default the first category tree is displayed and only shows the categories in which the product is classified are expanded. The categories in which the product is classified are ticked.



## Classify/unclassify a product in/from categories

### To classify a product:

1. Open the Product Edit Form you want to classify.
2. Click on the “Categories” tab
3. Click on category tree name.
4. Check the categories in which you want to classify the product
5. Uncheck the categories in which the product should no longer be listed.
6. Then click on the “Save” button.

### Remove products from categories using rules (Enterprise Edition only)

This action can also be done by a rule, please contact your Administrator for further information.

## Associate products

A product may be associated with none or several other products or product groups. This type of link also called a relationship has a direction: e.g. Product “A” --> Product “B” and Product “A” --> Product Group “G”. The Product “B” and the product group “G” have no link or associations with the product “A”.

### Note

This type of relationship enables you to define relationships like an alternative product or a substitution between products for example.

## View the product's associations

To check the association types:

1. Open the relevant product edit form.
2. Click on the “Association” tab.
3. Click on the association type name on the left-hand side.
4. Click on the “Show groups” button on the right-hand side of the tab to display the product groups grid.
5. Click on the “Show products” button on the right-hand side of the tab to display the product grid.

The screenshot shows the 'Associations' tab for a 'Cross sell' association type. The interface includes a sidebar with 'Attributes', 'Categories', 'Associations', and 'Proposals'. The main area shows 'Cross sell 0 products and 0 groups' with a 'Show Groups' button. Below this are filter controls for 'Manage filters' including 'Is Associated: All', 'Family: All', 'Status: All', 'Complete: All', 'Created At: All', and 'Updated At: All'. The table below shows 7 records, all with 'No' in the 'IS ASSOCIATED' column and 'Enabled' status.

IS ASSOCIATED	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED	UPDATED
No	AKNTS_WPM	AKNTS_WPM	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_WPL	AKNTS_WPL	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPXL	AKNTS_BPXL	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_WPS	AKNTS_WPS	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPXXL	AKNTS_BPXXL	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPL	AKNTS_BPL	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPS	AKNTS_BPS	[tshirts]	Enabled	86%	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. The first type of association is displayed in the product grid, listing the products on which the type of association has been applied.

The screenshot shows the 'Associations' tab for a 'Cross sell' association type. The interface includes a sidebar with 'Attributes', 'Categories', 'Associations', and 'Proposals'. The main area shows 'Cross sell 5 products and 0 groups' with a 'Show Groups' button. Below this are filter controls for 'Manage filters' including 'Is Associated: All', 'Family: All', 'Status: All', 'Complete: All', 'Created At: All', 'Updated At: All', 'SKU: All', and 'Permissions: All'. The table below shows 6 records, all with 'Yes' in the 'IS ASSOCIATED' column and 'Enabled' status.

IS ASSOCIATED	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED	UPDATED
Yes	AKNTS_BPXS	AKNTS_BPXS	[tshirts]	Enabled	98%	Oct 1, 2015	Oct 1, 2015
Yes	AKNTS_BPS	AKNTS_BPS	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
Yes	AKNTS_BPM	AKNTS_BPM	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
Yes	AKNTS_BPL	AKNTS_BPL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
Yes	AKNTS_BPXL	AKNTS_BPXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
No	AKNTS_BPXXL	AKNTS_BPXXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015

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

## Add/remove associations to/from a product

To associate a product with another product or group of products

1. Open the Product Edit Form.
2. Click on the “Associations” tab.
3. Click on the association name on the left-hand side.
4. Find the products or the product groups and tick them.
5. Untick the products or the product groups that you no longer want to associate with the relevant product.
6. Click on the “Save” button.

## Restore a product version (Enterprise Edition Only)

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.

## Introduction to the Restore feature

Restoring a version means reverting the product to an earlier version. For example, if you have 15 product versions, it is possible to go back to the version #5, which will not take into account any changes done afterwards.

Sony HDR-GW66VE

Family: Camcorders | Created: 02/23/2016 10:57 AM By John Doe - admin@example.com | Last update: 03/02/2016 12:08 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
> 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 and dollars and the image for the attribute “picture”.

Restoring a version does not delete information, but 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

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/bdcc6335d1b4685fe8d311a7cf01c7e77ac58f4d_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/bdcc6335d1b4685fe8d311a7cf01c7e77ac58f4d_sony_hdr_gw66ve1.jpg		Price USD	\$240.00	
PROPERTY	OLD VALUES	NEW VALUES											
Picture	b/d/c/c/bdcc6335d1b4685fe8d311a7cf01c7e77ac58f4d_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. Click on the product to restore.
3. Go to the “History” tab,
4. Click on “More” to access the history’s page,
5. Click on the “Restore” button to revert to a previous version.

The screenshot shows the Akeneo PIM interface for a product named 'HP Scanjet 7800 Document Sheet-feed Scanner'. The product is currently 'Enabled'. The interface includes a navigation bar with 'Collect', 'Enrich', 'Spread', 'Settings', and 'System' tabs. Below the product name, there are tabs for 'Attributes', 'Categories', 'Associations', and 'Proposals'. A 'History' section is open, displaying a table with the following data:

VERSION	AUTHOR	LOGGED AT	MODIFIED	ACTIONS
> 2	John Doe - admin@example.com	03/13/2017 04:36 PM	description-en_US-ecommerce	Restore
> 1	John Doe - admin@example.com	03/06/2017 10:42 AM	sku, family, categories, color_scanning, description-de_DE-mobile, description-de_DE-print, description-en_US-mobile, description-en_US-print, description-fr_FR-mobile, description-fr_FR-print, name, release_date-ecommerce, release_date-mobile, enabled	Restore

The version is restored.

#### Note

Your Administrator may use the purge of entities, in this case you will only see the first and last version of your product.

## Change the status of a product

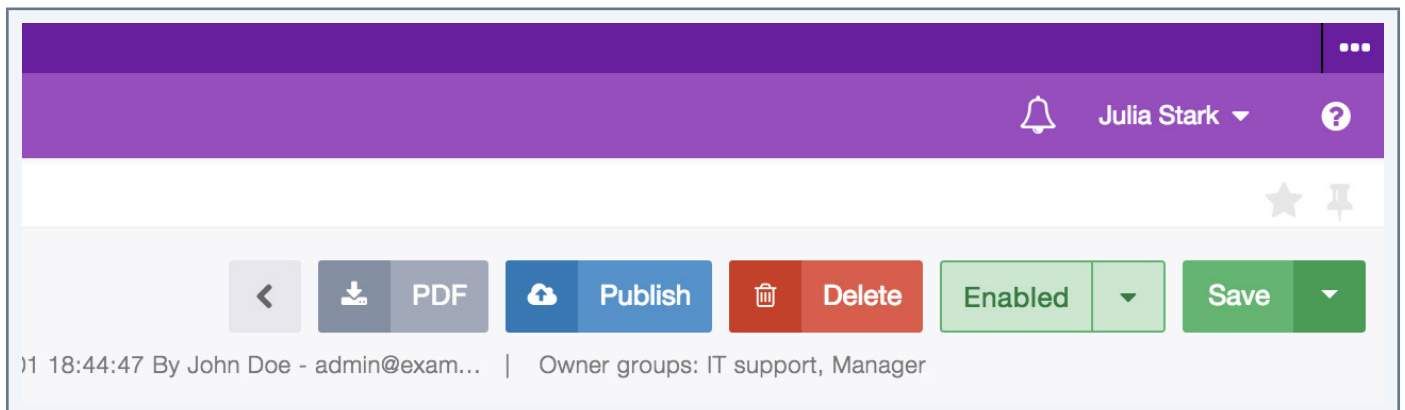
The status of a product enables it not to be taken into account for export, regardless of its status (complete and classified). Thus a product with the status “disabled” will no longer be exported to a channel.

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

You have two ways to change a product status:

### Through the Product Edit Form:

1. Open the Product Edit Form to change its status.
2. Click on “Disabled” or “Enabled” in the product header.



3. Click on the “Save” button.

### Through the shortcut on the product grid:

1. Select your product in the Product Grid.
2. Place your mouse over the product line in the grid, the change status (two arrows icon) 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 button to change its the product’s status.
4. The product’s status is changed.

## Generate a PDF from a product form

A PDF file can be generated on demand, it will includes all the product information

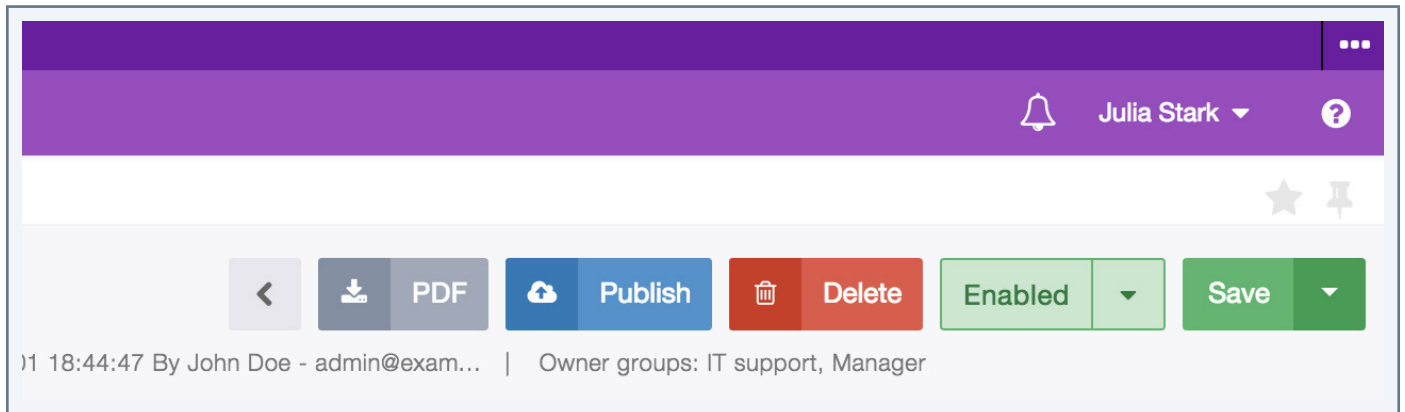
### Note for the Enterprise version

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 Edit Form.
2. Click on the “PDF” button in the product header.



3. The PDF file is automatically downloaded by your web browser.

#### Note

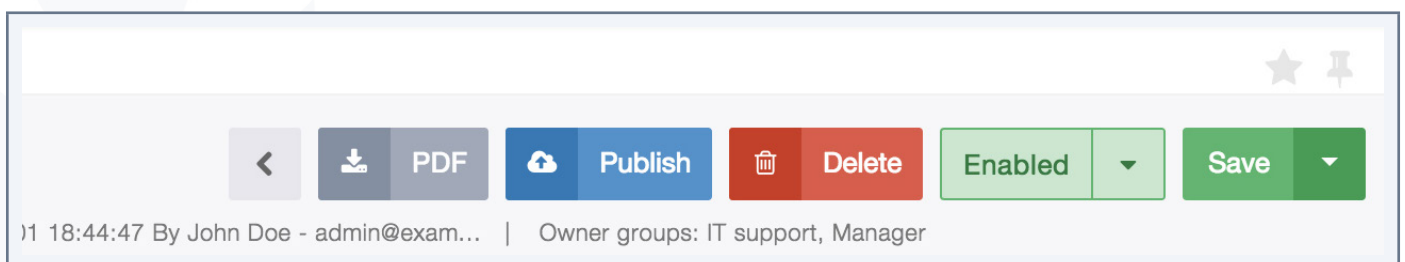
The PDF file has a default template that it can be easily customised.

## Delete a product

A product can be removed directly from the PIM. If you delete a product, all the product information will also be deleted from the PIM. This action cannot be reverted.

You have two ways to delete a product:

- Through the Product Edit Form:
  1. Open the Product Edit Form.



2. Click on the “Delete” button in the product’s header.

3. Confirm the action in the popin.

- Through the shortcut on the product grid:
  1. Select the product you want to delete.
  2. Place the mouse over the product line in the grid, a trash icon is displayed.

MP3 players	<span style="color: green;">● Enabled</span>	<span style="background-color: orange; color: white; padding: 2px;">50%</span>	Oct 1, 2015	Oct 1, 2015	   
Webcams	<span style="color: green;">● Enabled</span>	<span style="background-color: orange; color: white; padding: 2px;">67%</span>	Oct 1, 2015	Oct 1, 2015	


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

## Consult a product (Enterprise Edition only)

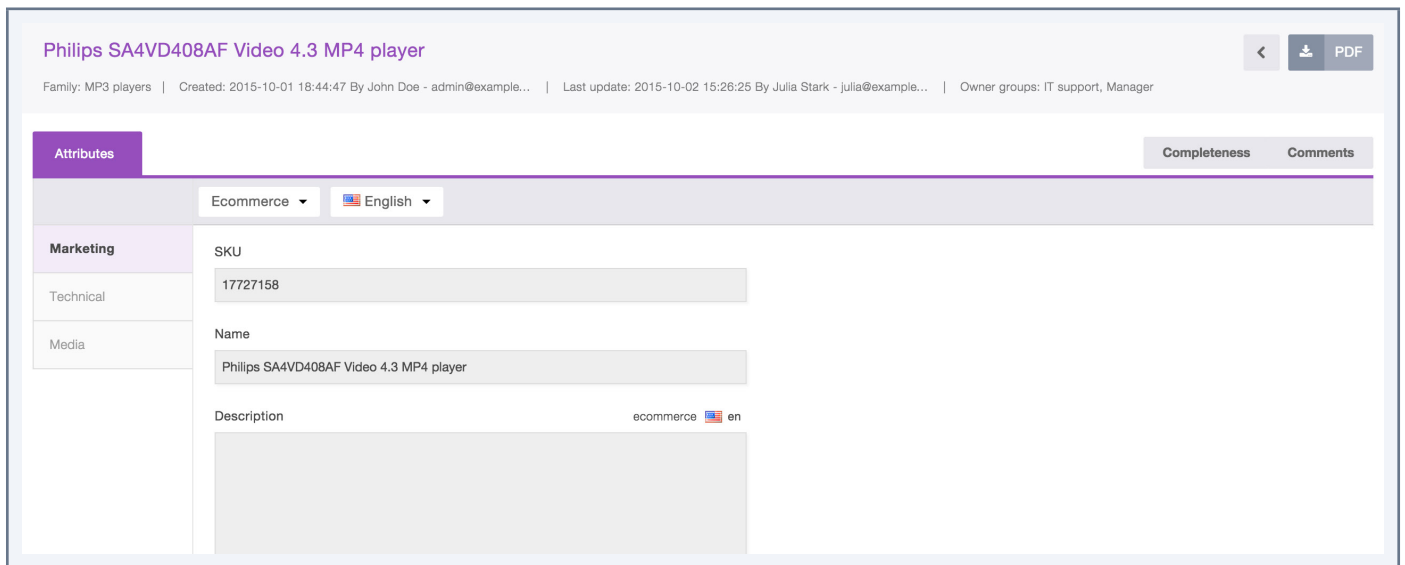
In the Enterprise Edition version, you can view a product page without having the possibility to edit it.

### View a product without editing it

From the Enrich/Products menu, you are able to consult a product through the shortcut available in the grid, in the last column.

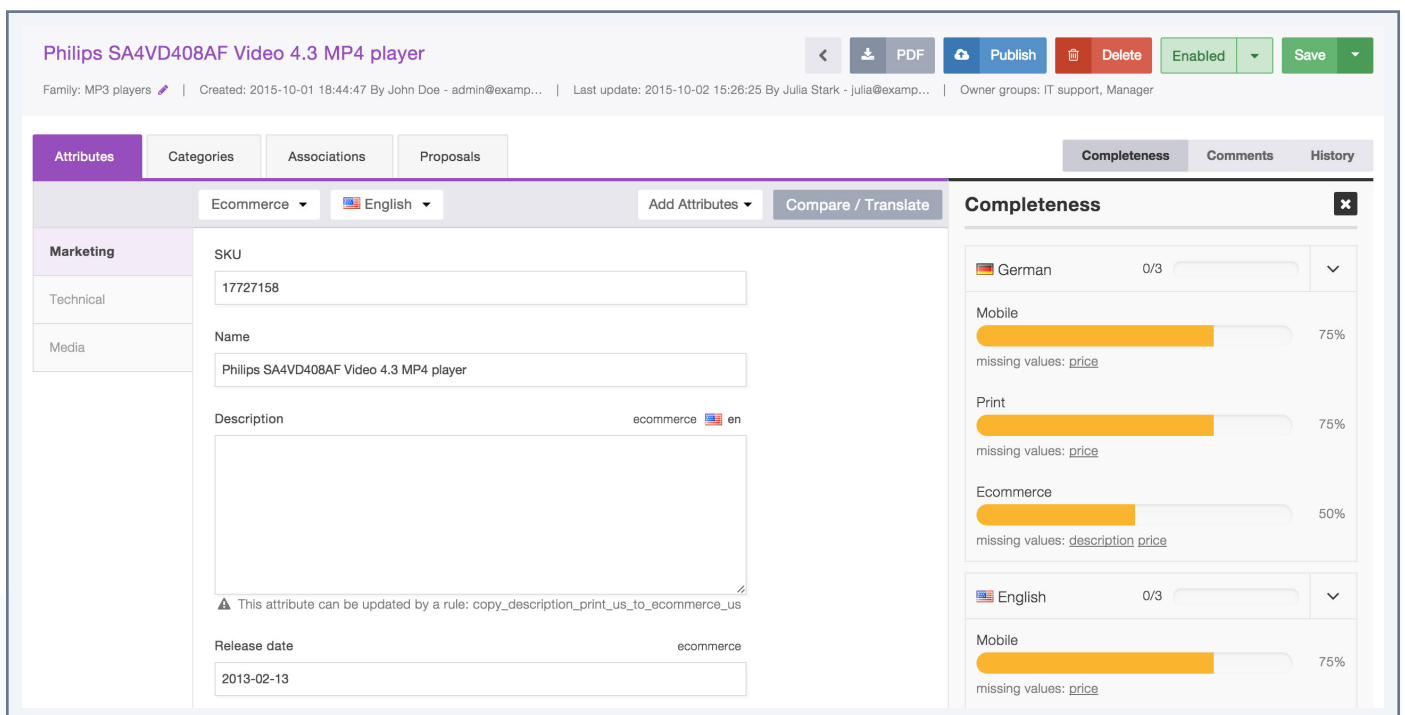
Loudspeakers	<span style="color: green;">● Enabled</span>	<span style="background-color: orange; color: white; padding: 2px;">50%</span>	Oct 1, 2015	Oct 1, 2015	
Camcorders	<span style="color: green;">● Enabled</span>	<span style="background-color: orange; color: white; padding: 2px;">33%</span>	Oct 1, 2015	Oct 1, 2015	
Loudspeakers	<span style="color: green;">● Enabled</span>	<span style="background-color: orange; color: white; padding: 2px;">50%</span>	Oct 1, 2015	Oct 1, 2015	

If you do not have the edit permission on a product, when you click on a product in the grid, you will have this page prompted:



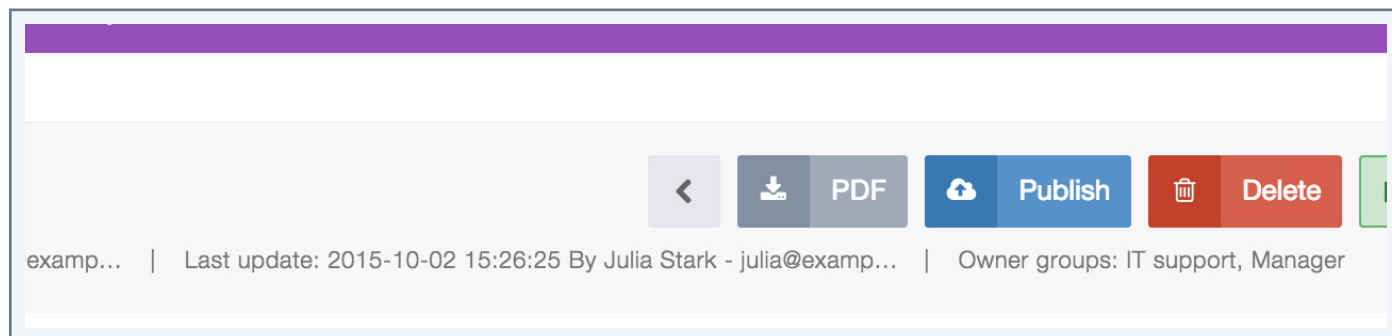
It will use the same header as you can find in the Product Edit Form: it is possible to change the locale of the viewing page. But only two tabs are shown: Attributes and Completeness.

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



## Go back to the product grid

The left arrow icon in the header enables you to go back to the product grid.



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

## Mass actions on 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.

To access the bulk actions, go on the Product's grid and click on Bulk actions button, on the top of the grid.

Here's the list of the bulk operations available in the PIM (Community and Enterprise Editions):

- **Change Product Information**
  - *Change status (enable/disable):* this action allows you to edit the status of one or several products, to enable or disable the products.
  - *Edit common attributes:* to edit the **common** attributes of your selection of products. For instance, set a new name or new value for an attribute. **This action does not add attribute to products.**
  - *Change the product family:* to choose/change the family of the selected products.
  - *Add to groups:* to add your selection of products in one or more groups (not variant groups).
  - *Add to variant groups:* to add your selection of products in a variant group.
  - *Publish products (EE Enterprise only):* to mass publish products.
  - *Unpublish products (EE Enterprise only - available from the Published product's grid):* to mass unpublish products
- **Edit products sequentially:** to edit product one after the other through their product edit forms.
- **Move products in categories:**
  - *Classify products in categories:* to add product into categories.

- *Move products to categories:* to change your product categorization
- *Remove products from categories:* to remove products from one or more categories at once.

**Note**

In order to perform a bulk operation on products, you need the rights to each possible action, and also the general permission to perform bulk actions on products.

### Mass edit products

1. Select the desired products in the datagrid with the appropriate filters.
2. Tick the products on which you want to perform the operation via the selection tool: «All» for all the products recorded, «All visible» for all visible products on the ongoing page, «none» for none of the products:

All	SKU	LABEL	FAMILY	STATUS	COMI
<input type="checkbox"/>	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	100
<input type="checkbox"/>	10699783	Sony SRS-BTV25	Loudspeakers	Enabled	100

3. Click on “Bulk Actions”,
4. Select “Change product information”,

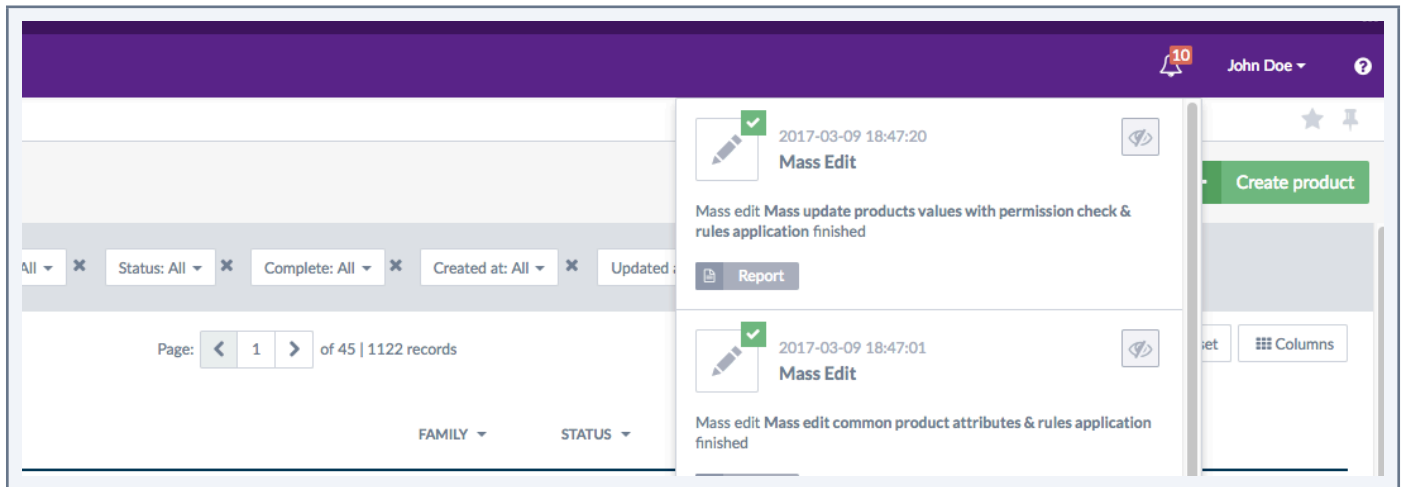
Bulk Actions	Quick Export	LABEL
Change product information		
Edit products sequentially		
Move products in categories		AKNTS_WPM
Delete products		

5. Select the operation to be performed from the screen menu (see the list of operations on the next page),
6. According to the selected operation, the next page of configuration changes.

<b>Operations</b>	<b>Step of configuration</b>
Change status	Select the status to be applied: enable or disable
Edit common attributes	Add attributes to the product form to set the values to be applied. The changes will be done for the scope and the locale selected in the product's grid. If you have several locales or scopes, you will have to do several mass actions.
Change the product family	Select the family to be applied on products.
Add to groups	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.
Classify products in categories Move products to categories Remove products from categories	Tick the categories in which the products will be classified, moved or removed.

7. 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.

Execution details - Mass edit common product attributes & rules application [edit\_common\_attributes\_with\_permission\_and\_rules] Download log

Status: Completed

STEP	STATUS	SUMMARY	START	END
Edit common attributes	Completed	read 25	03/09/2017 06:46 PM	03/09/2017 06:47 PM
		processed 25		
Clean temporary files	Completed		03/09/2017 06:47 PM	03/09/2017 06:47 PM
Rules execution	Completed	read 25	03/09/2017 06:47 PM	03/09/2017 06:47 PM

### Note for Enterprise Edition only

After some of the bulk actions the rules will be automatically applied.

## Edit products sequentially

Sequential edit enables 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.

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:

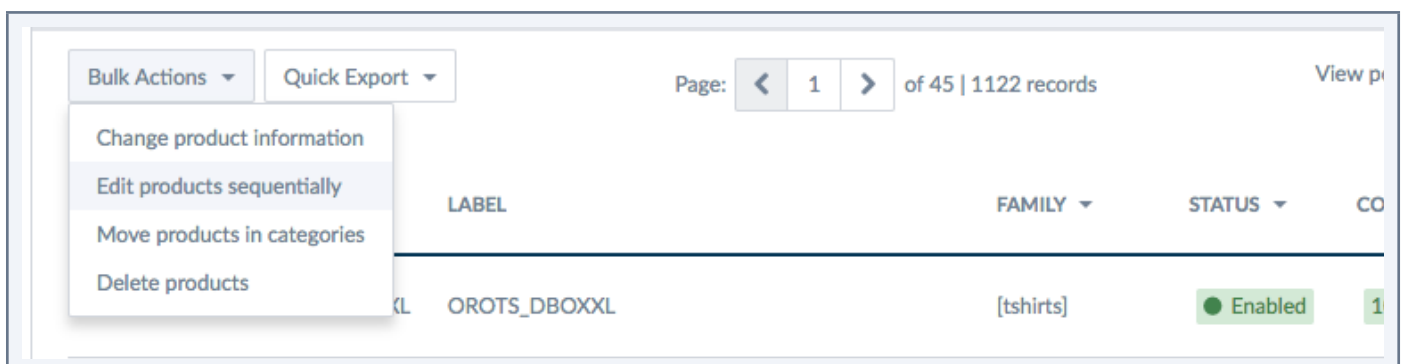
1. Search for products in the datagrid with the appropriate filters.
2. Select the products on which you want to perform the operation via the selection tool: all the products recorded, all visible products from the ongoing page, none of the products and the products for which you have ticked the 1st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



The screenshot shows a datagrid with columns: All (dropdown), SKU, LABEL, FAMILY, STATUS, and COMI. A dropdown menu is open over the 'All' column, showing options: 'All visible' and 'None'. The datagrid contains two rows of product data:

All	SKU	LABEL	FAMILY	STATUS	COMI
<input type="checkbox"/>	10699783	Sony SRS-BTV25	Loudspeakers	Enabled	100
<input type="checkbox"/>	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	100

3. Click on “Bulk Actions”,
4. Select “Edit products sequentially”,

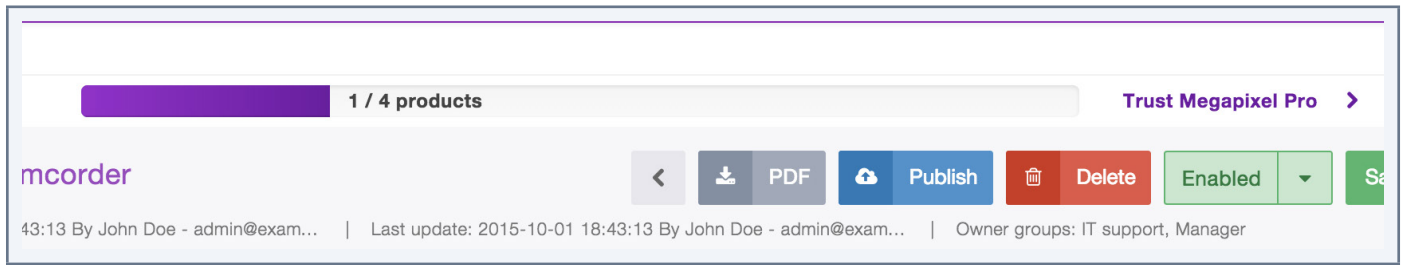


The screenshot shows the top of a datagrid with 'Bulk Actions' and 'Quick Export' dropdowns. The 'Bulk Actions' menu is open, showing options: 'Change product information', 'Edit products sequentially', 'Move products in categories', and 'Delete products'. The datagrid shows product data with columns: LABEL, FAMILY, STATUS, and CO:

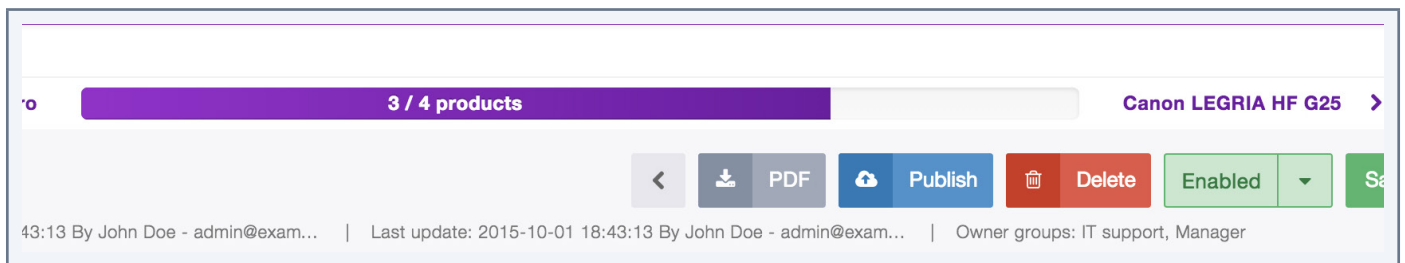
LABEL	FAMILY	STATUS	CO
OROTS_DBOXXL	[tshirts]	Enabled	1

5. 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.

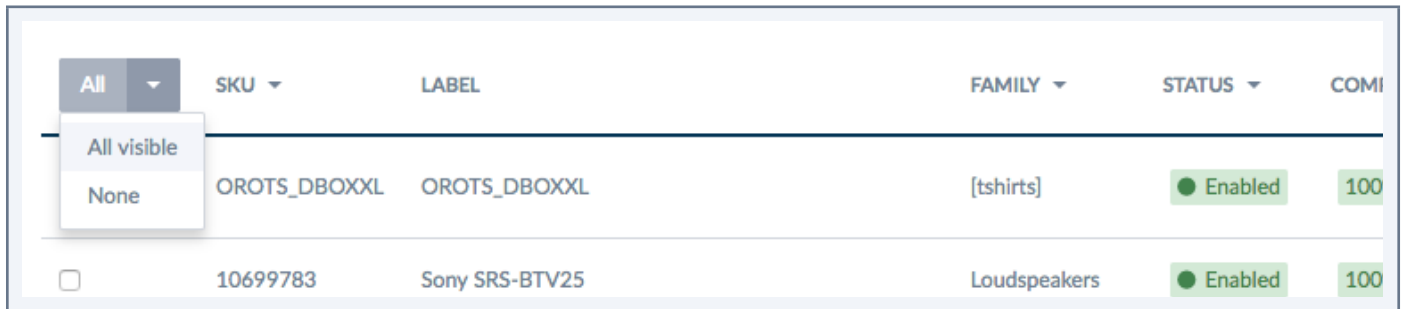
#### Note for the Enterprise Edition

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.

## Classify, move or remove products

In order to save you some time, you can now directly classify products in categories without an import / export thanks to a bulk action menu in the product grid.

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



3. Click on “Bulk Actions”,
4. Select “Move products in categories”,



5. Select the operation to be performed from the screen menu (see the list of operations on the next page),
6. According to the selected operation, the next page of configuration changes.

Operations	Step of configuration
Classify products in categories	The products will be positioned into the selected categories, the existing placement is kept.
Move products to categories	The products will be moved into the selected categories, the existing placement is lost.
Remove products from categories	The products will be removed from the selected categories.

7. Confirm the action via the popin message.

## Delete multiple products

### To delete multiple products:

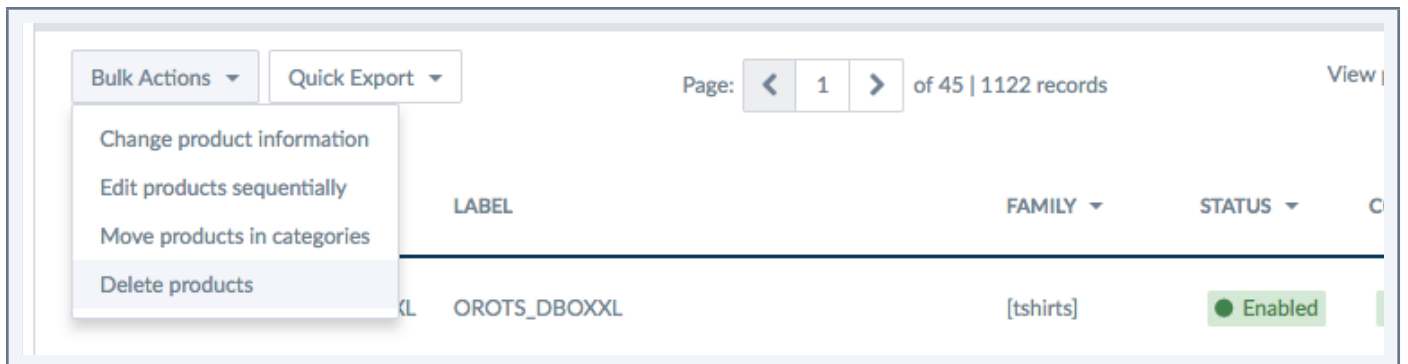
1. Search for products in the datagrid with the appropriate filters.
2. Select the products to be removed via the selection tool: all the products recorded, all visible products from the ongoing page, none of the products and the products for which you have ticked the 1st column



The screenshot shows a datagrid with a dropdown menu open over the first column. The dropdown menu has two options: "All visible" and "None". The datagrid has columns for "All", "SKU", "LABEL", "FAMILY", "STATUS", and "COMI". Two rows are visible: one for "OROTS\_DBOXXL" (tshirts) and one for "10699783" (Sony SRS-BTV25 Loudspeakers). Both rows have a green "Enabled" status and a "100" value in the "COMI" column.

All	SKU	LABEL	FAMILY	STATUS	COMI
All visible	OROTS_DBOXXL	OROTS_DBOXXL	[tshirts]	Enabled	100
None	10699783	Sony SRS-BTV25	Loudspeakers	Enabled	100

3. Click on "Bulk Actions",
4. Select "Delete Products",



The screenshot shows the "Bulk Actions" dropdown menu open. The menu options are: "Change product information", "Edit products sequentially", "Move products in categories", and "Delete products". The "Delete products" option is highlighted. The background shows the same datagrid as the previous screenshot, with the "Bulk Actions" and "Quick Export" buttons visible at the top. The page number is "Page: 1 of 45 | 1122 records".

Bulk Actions	Quick Export	Page: 1 of 45   1122 records	View
Change product information			
Edit products sequentially			
Move products in categories			
Delete products			

5. Confirm the action in the confirmation popin.

## COLLABORATIVE WORK ON PRODUCTS (ENTERPRISE EDITION ONLY)

### Teamwork Assistant

A Teamwork Assistant project is a new way of organizing your work around a specific activity. It will help you to plan your work alone or as a team.

For instance, you are launching a Summer brand product range and you must have it online on your website by the end of May. All your product information must be filled by this date. All users that need to contribute on this new product range will know what they have to do.

All users part of a project will be able to see at a glance their product's selection enrichment progress and they will be automatically notified when new information will have to be filled in and it will ease the working processes and communication between workers.

#### Scalability note

The Teamwork Assistant has been designed to support a Medium Catalog (see our Scalability guide), ie we do not recommend you to create a project with more than 50 000 products, 400 attributes, 15 attribute Groups.

### Information about a project

You can have only one project's creator but you can have several contributors. A contributor is an Akeneo PIM user that will work on the project.

Depending on his/her permissions, he will be more or less active and will get tasks notifications.

The project creator is the only one who can edit and/or delete the project he created.

You can see a project in the Views/Projects selector only if you are concerned by this project.

### How to create a project?

Any PIM user can create a project. You do not need any specific rights or permissions.

You can create as many projects as you want, but remember a project is a combination of a channel and a locale. For each combination, you will have to create a new project.

For instance, you are launching a new product range in France in April, in May for your UK market and in July for Germany. For each launch, you will need to create one project, one for each locale.

A project needs the following information:

- one locale,
- one channel,
- a product's category (or a subcategory),
- *Optional:* you can also customize your product's grid: add/remove attribute filters and/or customize the grid's columns.

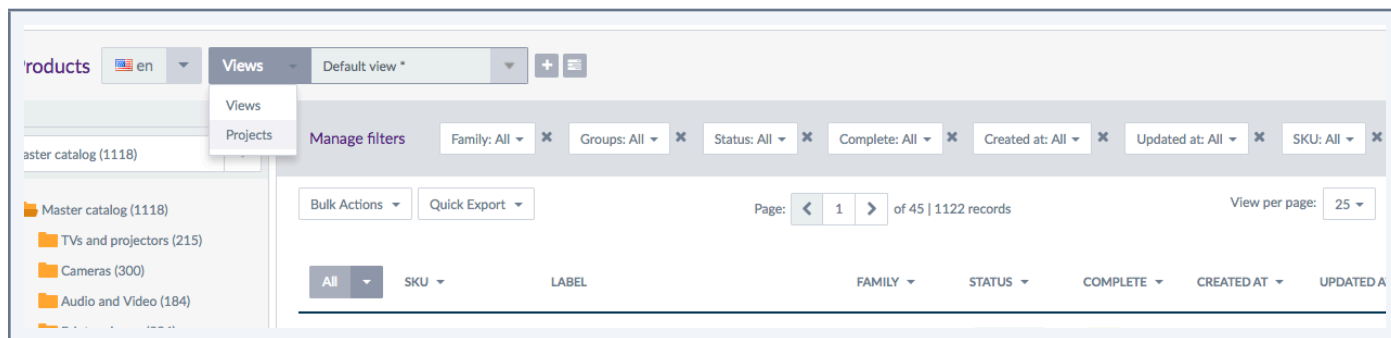
#### Notes

- 1- If you select a category, all its subcategories will also be added.
- 2- You only need the view permission on a category or subcategory to select it.

You first need to set up your project's environment: select a locale, a scope, products...

#### Prepare your project:

1. Go to Enrich/Products,
2. Click on the Views/Projects selector,
3. Select «Projects»,

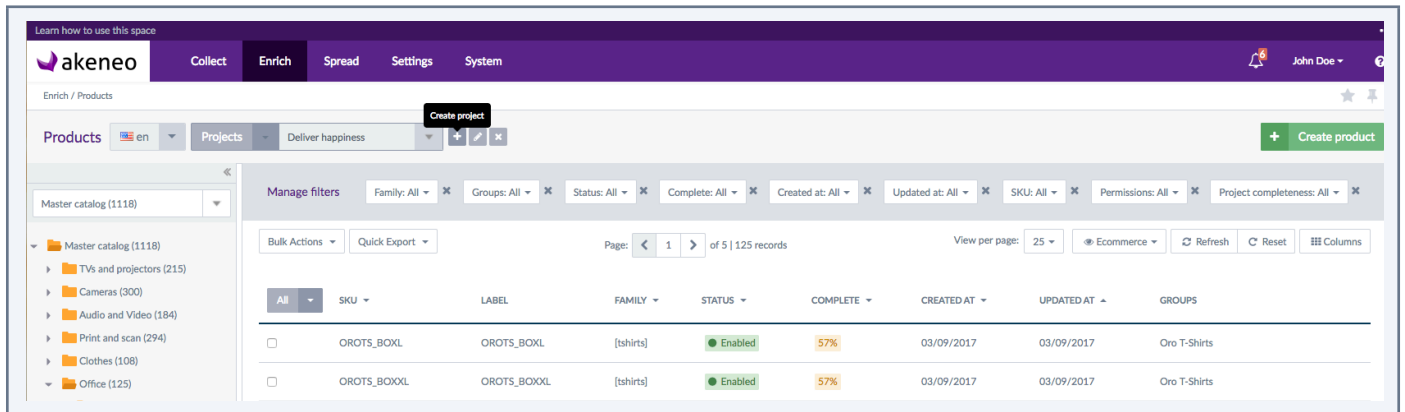


4. Select a locale on the product grid using the locale dropdown menu (remember you only see the locales you have permissions on),
5. Select a channel on the product grid using the channel dropdown menu,
6. Select your products' category/ies or subcategory/ies,
7. And if you'd like to, add some filters and change the columns' configuration,

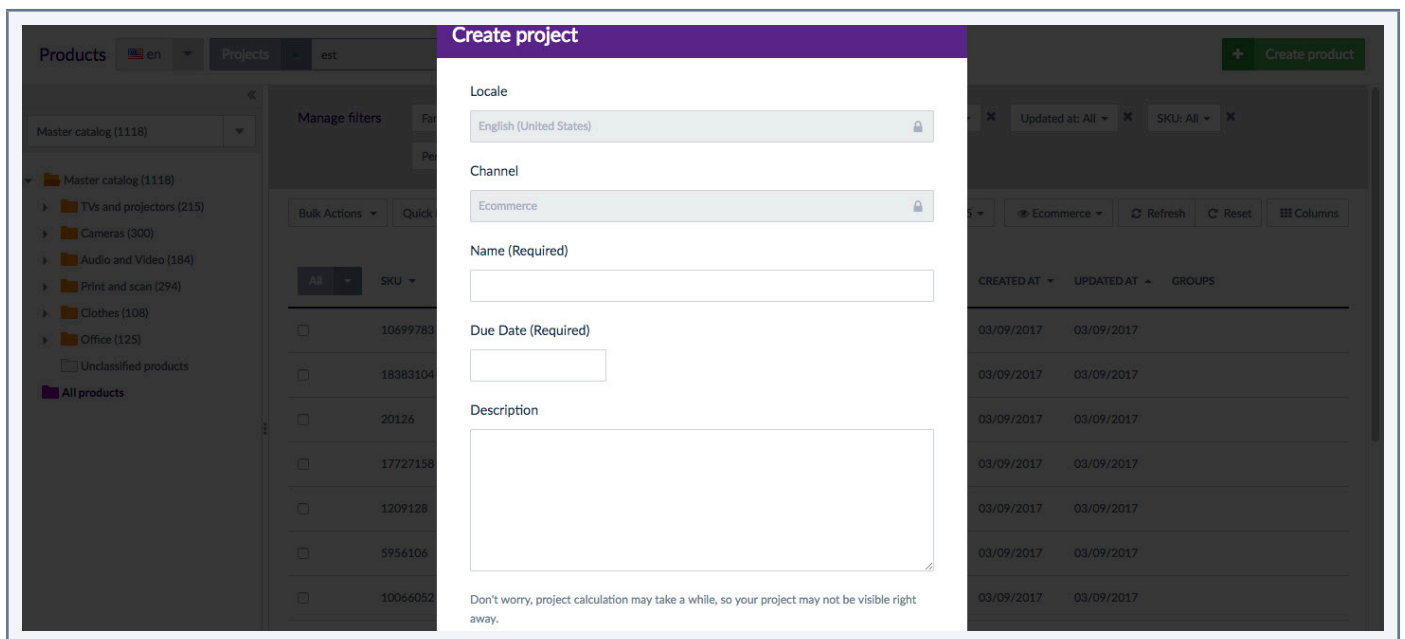
You are now ready to create a new project!

## Create a project:

1. Click on the “+” icon nearby the Views/Projects selector,



2. The project creation's window appears:



3. You can now add:

- a project's label: the name you want to give your project e.g. 'New Summer Collection Website'
- a project's due date: the date the project must be over at, for instance, 30/May/2017)
- a project's description: the project's description will appear on the dashboard.

4. Click on “Save” to finalize the project's creation.

Your project is now saved and it will be calculated. Calculation is a process that will check for each product:

- The family it belongs to,
- The required attributes of the family and if they are already filled in,
- The attribute groups of required attributes,
- The user groups having the edit permissions on attribute groups, selected categories and locale.

**Note**

Don't worry, project calculation may take a while, so your project may not be visible right away

The project follows the lifecycle of the catalog and evolves with it. It really reflects the status of the catalog and what each user has to do. For example, if a catalog gets some new products, the project will be impacted and the users will have new products to work on.

**Note**

A project is updated when you save a product in the Product Edit Form or in a sequential Edit and once per 24 hours to handle catalog structure updates.

## How to find a project?

All projects you can work on or projects you have created can be visible from the Views/Projects selector.

A search field is available above the list: start typing the first letters of the project's label and the list will be updated with the projects' labels matching your request:

The screenshot shows the Akeneo PIM interface. On the left, there is a 'Products' sidebar with a tree view of categories like 'Master catalog (1118)', 'TVs and projectors (215)', 'Cameras (300)', etc. The main area displays a table of projects for the 'Deliver happiness' catalog. A search filter is applied, showing two results: 'Deliver happiness' (0.81% complete) and 'New product range' (0% complete). The table below lists individual product projects with columns for Family, Status, Complete, Created At, Updated At, and Groups.

FAMILY	STATUS	COMPLETE	CREATED AT	UPDATED AT	GROUPS
[tshirts]	Enabled	100%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts
[tshirts]	Enabled	57%	03/09/2017	03/09/2017	Oro T-Shirts

Along with the project's label, you will find other information:

- A percentage: this is the percentage of products completed according to your permission(s) (see done products). You might not have rights on all products.
- A color (green: done, orange: in progress, red: to do),
- The project's due date,
- Its channel and locale.

Your project is also added in the dashboard through a new widget: See Dashboard widget's project section.

## How to edit a project?

If you have created the project, you can edit all project's information: label, due date and/or description but you cannot edit the project's settings like the product's category, locale, channel, active filter views. If you need to do so, then you will have to create a new project.

Select your project in the project's list.

Click on the pencil icon, a project window is prompted:

- You can edit label, due date and/or description
- Click on «Save» and the project will be updated accordingly

SKU	LABEL	FAMILY	PICTURE	STATUS	COMPLETE	CREATED AT	UPDATED AT	GROUPS
10699783	Sony SRS-BTV25	Loudspeakers		Enabled	100%	03/09/2017	03/09/2017	
1209128	Trust Megapixel Pro	Webcams		Enabled	67%	03/09/2017	03/09/2017	
10066052	Lexmark T652DN	Multifunctionals		Enabled	50%	03/09/2017	03/09/2017	
10643171	Philips 227E3QPHSU	PC Monitors		Enabled	60%	03/09/2017	03/09/2017	

## How to delete a project?

If you have created the project, you can delete it when:

- the project is completed and your products are ready to be exported,



- you do not need it anymore,
- some settings have changed: locale and/or channel so you need to create a new project.

Drag your mouse over the project's label, the project will be greyed out and two small icons will appear on the right side.

Click on the red cross icon to delete the project.

Once you click on the red cross icon, a confirmation window is prompted:

- Click on «Yes, delete project» to definitely remove the project.

Be aware this operation cannot be reverted.

## Project's notifications

With the Teamwork Assistant, you can follow up your product's enrichment progress and receive notifications.

A user will be notified when:

- a new project he/she needs to work on is created,
- his/her tasks are not 100% completed 7, 3 or 1 days before the due date,
- the project is completed,

Notifications are automatic. A contributor is notified when he/she has work to do: basically, attributes to fill in.

## Who is notified?

According to the project's channel, locale, category, the contributors having edit right on attribute group, category and locale will be notified in the PIM Notification center if they have empty required attributes to enrich.

Example of notifications:

A project «US Spring Bags Collection 2017» has been created for the en\_US locale, E-commerce channel and for the bags category.

Three users have edit permissions on the locale en\_US and on the Bags category, they all will work on this project.

- Mary is a marketing assistant, she has edit permission on Marketing and Design attribute groups
- Tony is an intern in the Purchasing department, he only has view permission on Purchase attribute group
- Bob is a quality assistant, he has edit permission on Quality attribute group.

Here is a small tab summing up in which cases all 3 users will be notified.

Attributes and users having permissions	Is the attribute filled in?	Is the attribute required for completeness?	Will the user be notified?
Marketing (Mary)			
Name	YES	YES	No, Mary will not be notified since the attribute is already filled in.
Release date	NO	YES	Yes, Mary will be notified since the attribute is not filled in.
Price	NO	NO	No, Mary will not be notified since the attribute is not required for completeness.
Design (Mary)			
Main color	YES	NO	No, Mary will not be notified since the attribute is not required for completeness.
Bag style	NO	YES	Yes, Mary will be notified since the attribute is not filled in.
Purchase (Tony)			
Brand	YES	YES	No, Tony will not be notified since the attribute is already filled in. Anyway Tony has only view permissions.
Supplier	YES	YES	No, Tony will not be notified since the attribute is already filled in. Anyway Tony has only view permissions.
Quality (Bob)			
Tests reports	NO	YES	Yes, Bob will be notified since the attribute is not filled in.
Material	NO	YES	Yes, Bob will be notified since the attribute is not filled in.

Mary will be notified once at the project creation to enrich Release date and Bag style, as these attributes are empty and required attributes.

Tony will not be notified as he only has view permissions on Purchase attribute Group - only users with edit permissions can actually work on the project and thus get notified.

Bob will be notified to enrich tests reports and material attributes belonging to the Quality attribute group.

The project's creator and the contributors will be notified when the project is calculated.

### Additional information about notifications

Project's contributors and creator are notified at different steps of a project:

1. At the project's creation,
2. On the due date reminder: when a project is not 100% complete, 7, 3 and 1 days before due date,
3. At the end of the project: when a project is 100% complete.

#### Note

Our developer guide (aka our cookbook) contains additional information about how to customize notifications and change the number of default days for the reminder (See Customize notification)

### Presentation of the dashboard's widget

A new widget will display you key information on your dashboard. You will see information like the remaining number of products that have none of the required attributes filled in the TODO section, the number of products with at least one required attribute in the IN PROGRESS section and finally the number of products that are complete in the DONE section.

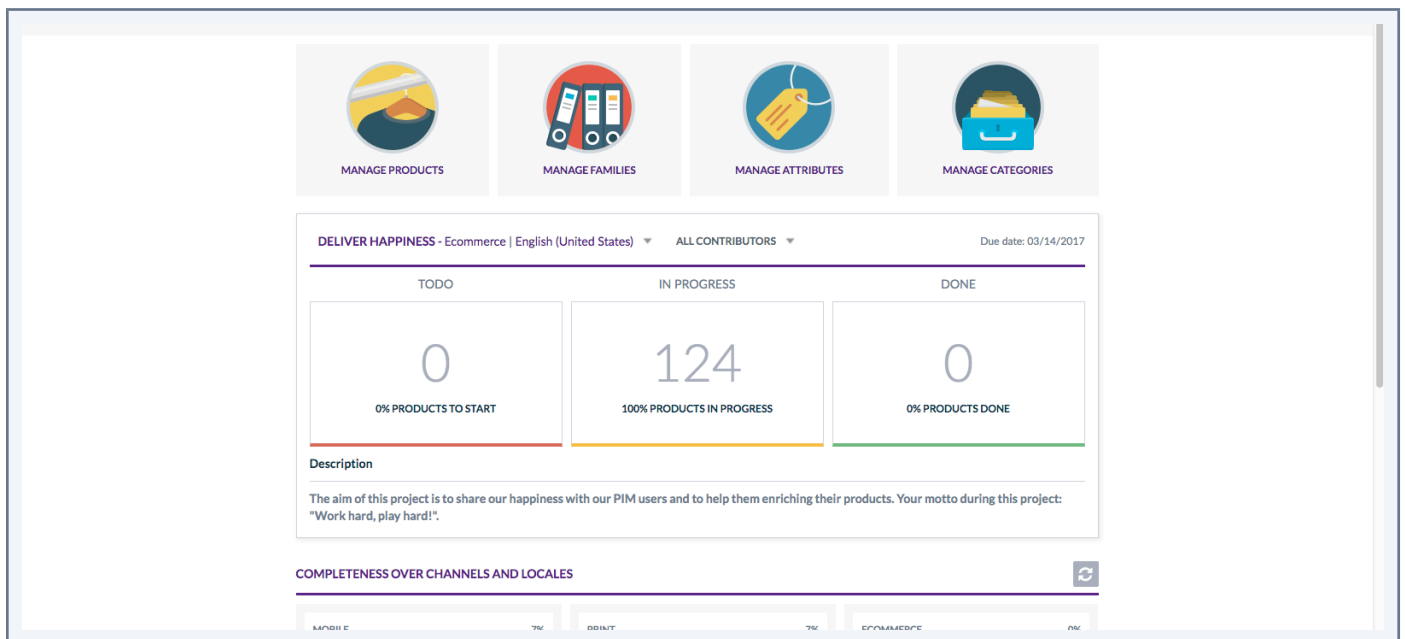
Under each figure, you will find a percentage. Each percentage will inform you about the 3 statuses' progress.

When you are working on a project it is also added to the widget with 3 key figures:

Labels	Definitions
TODO	Number of products with no required attributes filled in the user can edit
% TODO PRODUCTS	$(\text{Number of TODO products} * 100) / \text{number of products I have to enrich}$
IN PROGRESS	Number of products with at least one required attribute the user can edit
% IN PROGRESS PRODUCTS	$(\text{Number of IN PROGRESS products} * 100) / \text{number of products I have to enrich}$
DONE	Number of complete products with all required attributes the user can edit

Labels	Definitions
% DONE PRODUCTS	(Number of DONE products*100)/ number of products I have to enrich

These key figures are calculated according to the user's permissions on the relevant attribute groups.



### Note

Projects are sorted by the nearest Due Date

## Browse projects and users

In addition to figures, the widget also allows you to look for projects and users.

### Browse projects

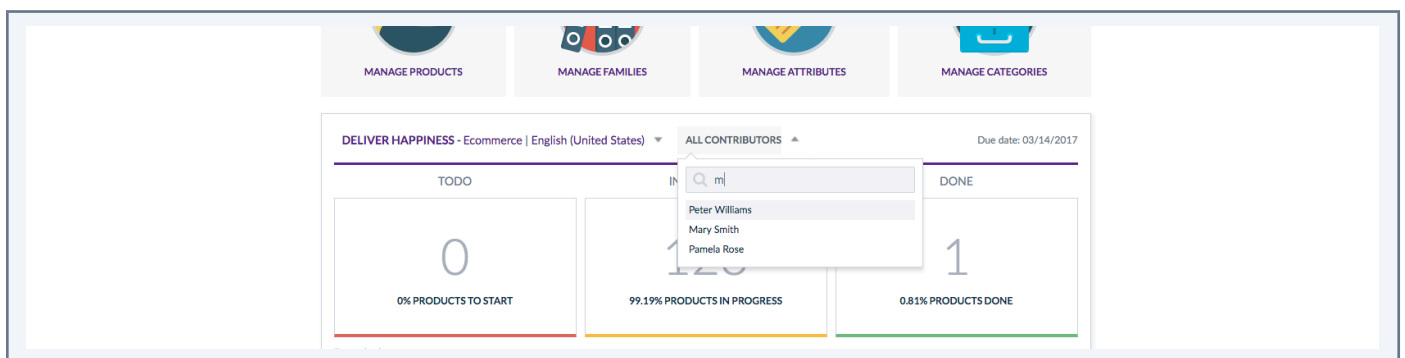
Click on the dropdown icon next to the project locale. Current projects will be displayed, sorted by nearest due date.

A search toolbar is available on the top of the list: start typing the first letters of your project's label, the list will be updated accordingly.



### Browse users

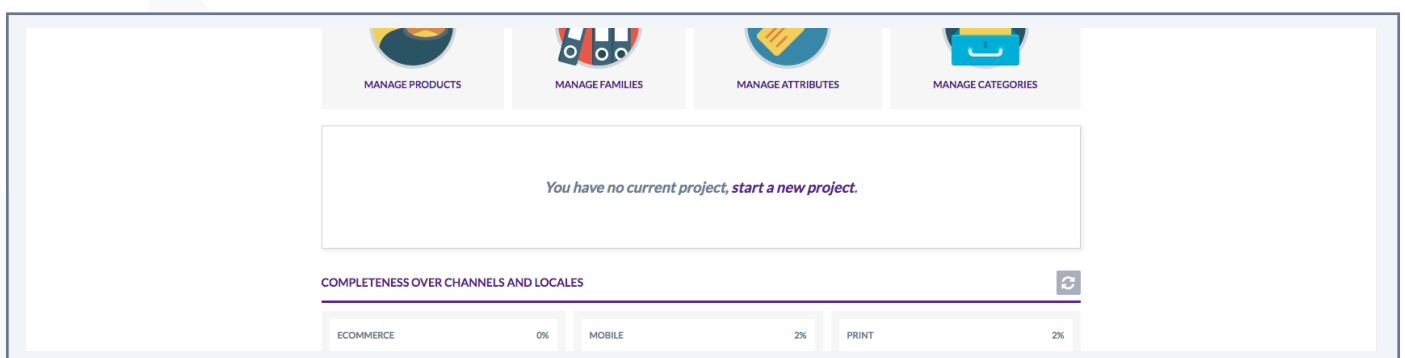
As a project creator, you can search for a user to know his progress on a project. Click on the dropdown icon next to the user and start typing the first letters of his name.



### Note

The project creator is the only one who can select «All contributor» or another contributor.

If you have no project, the widget will display users the message: You have no current project, start a new project.



## Workflow & Proposals

Thanks to the Enterprise Edition permissions on categories and attribute groups, you can elaborate workflows to enrich your products. Some users will have ownership of products, they will be able to approve or reject contributions sent from users having only the edit permissions on categories.

### Statuses of products

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

- The user group(s) owner of the product
- The status of the product form, see below for more information about product form's statuses.

For further details on the user group(s) in charge of the product, you can review the section "Send my product proposal for approval".

The statuses visible on the Product Edit 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 a draft for your product form.
- **Waiting for approval:** you are waiting for your draft to be approved by the product manager.

The screenshot displays the Akeneo Product Edit Form for a product named 'OROTS\_BOXXL'. The interface includes a top navigation bar with tabs for 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The user 'Mary Smith' is logged in. The product header shows the name 'OROTS\_BOXXL' and a status of 'Waiting for approval'. Below the header, there are tabs for 'Attributes', 'Completeness', 'Comments', and 'History'. The 'Attributes' tab is active, showing a list of attributes: Marketing (SKU), Design (OROTS\_BOXXL), Manufacturing (Name: My new name for this product), Color, Size (Description), and Media. The form is set to 'Ecommerce' and 'English'.

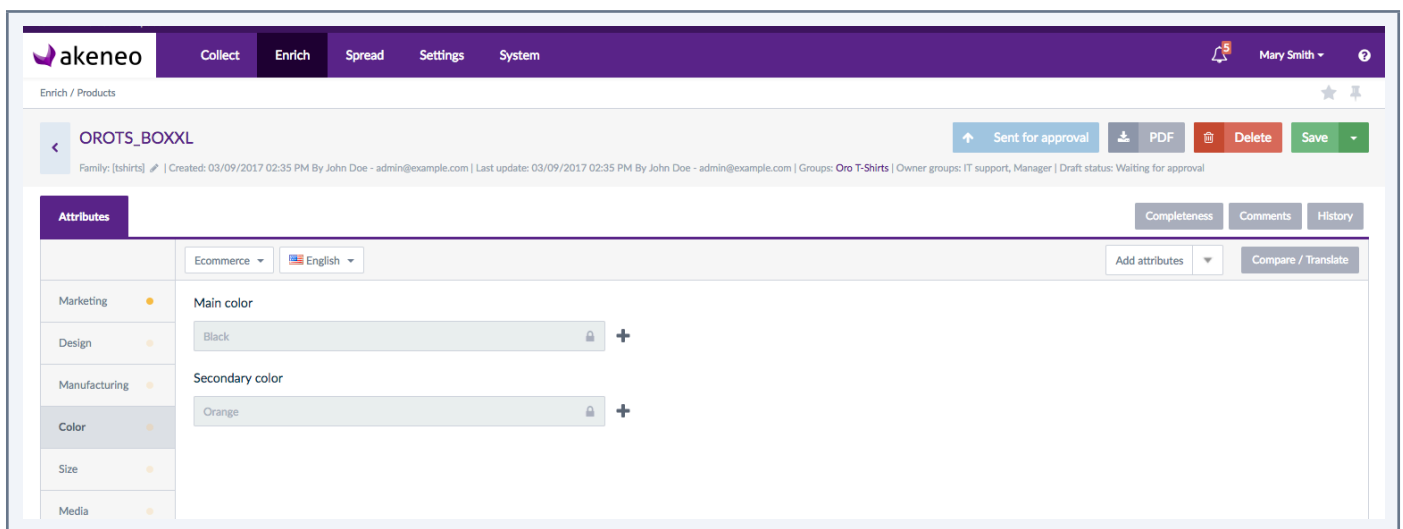
## Contribute to a working copy

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

If you have permissions to edit or view an attribute group, the group will appear in the attribute groups list on the left side of the product form.

If you have no permission, you will not see the groups.

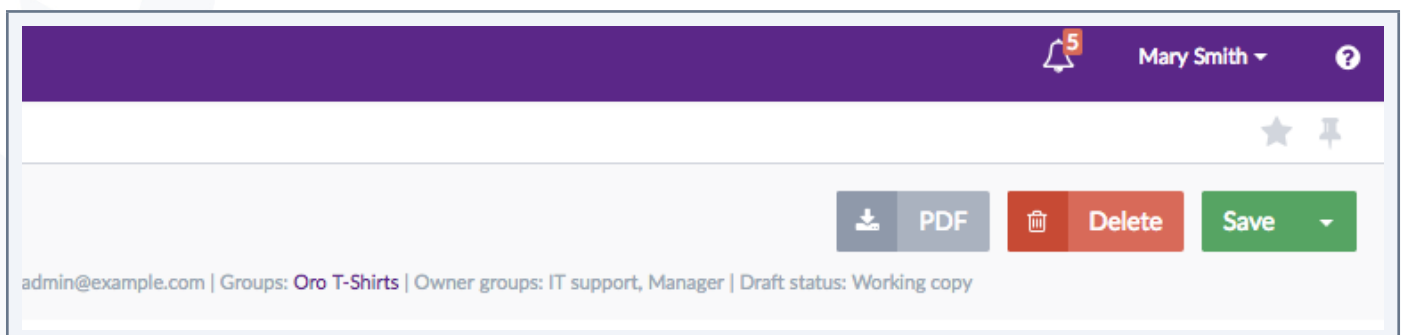
If you only have the view permission (only read access no edition possible), the attributes will be displayed but you will not be able to edit them. They will appear as grayed out.



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

**AKENEO TIP:** Easily find the product you have edit permissions on by using the Permission filter on the product's grid!

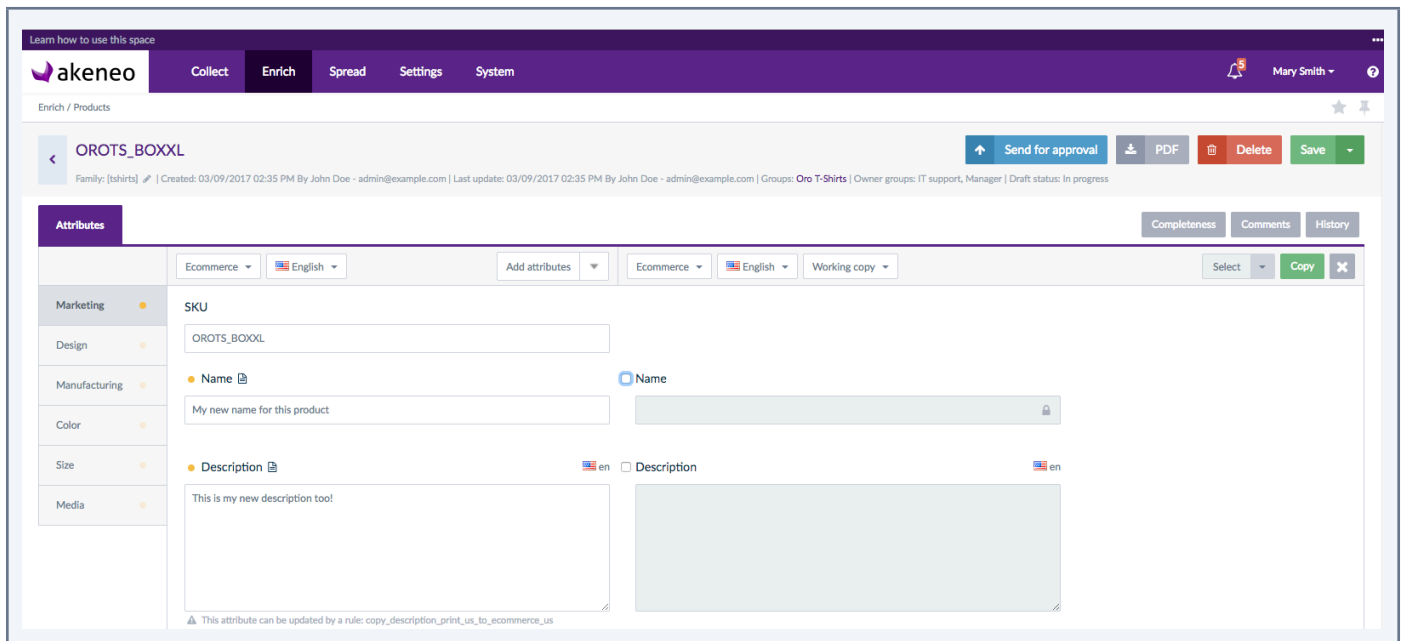
Make changes on your product and click on "Save":



Be aware, your proposal has not been sent yet for approval/refusal.

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

- The status record has been changed into “In progress”
- All new changes applied are displayed. For each change an icon is visible nearby the attribute. Place 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.

## Contribute on my current version (aka a product’s draft)

A product edit form will have the “In progress” status after you propose new values for the product information (attributes), it also means it has not been yet sent for approval to product managers.

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 carry on working on the product’s proposal

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

Case 1: the description attribute, no value has been yet approved. The value you are saving = “example of description” is added to your draft. If you edit an information you have already saved, the new changes will



be saved in your draft. The old values will be deleted.

Case 2: the description attribute, no value has been yet approved. The saved value is “example of description” but you change it into “This product is awesome”.

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

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

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 drop down list on top of the right panel (see below).

3. You can change the channel and the locale in the two drop down 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.

## Contribute to my product proposal awaiting for approval

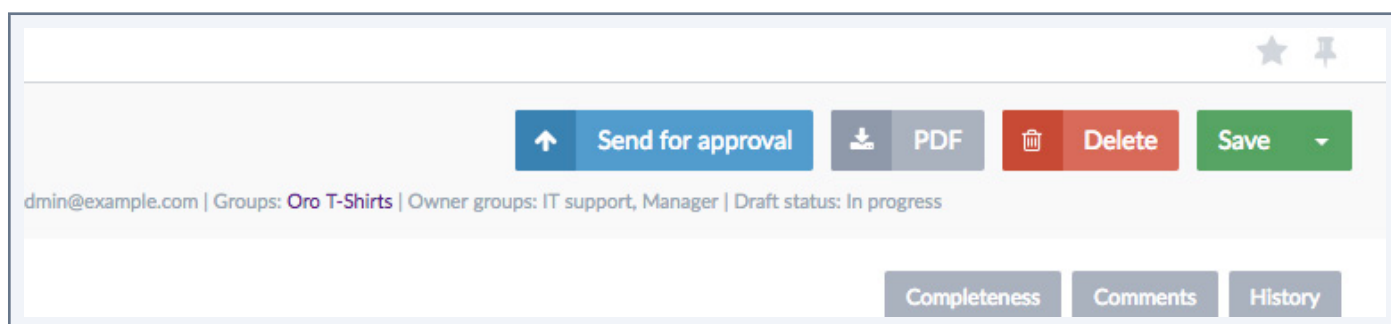
A product form will have the “Waiting for approval” status when you have entered new values for the product information (attributes), and that they have been sent to product managers for approval, but the new values have not been yet validated.

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

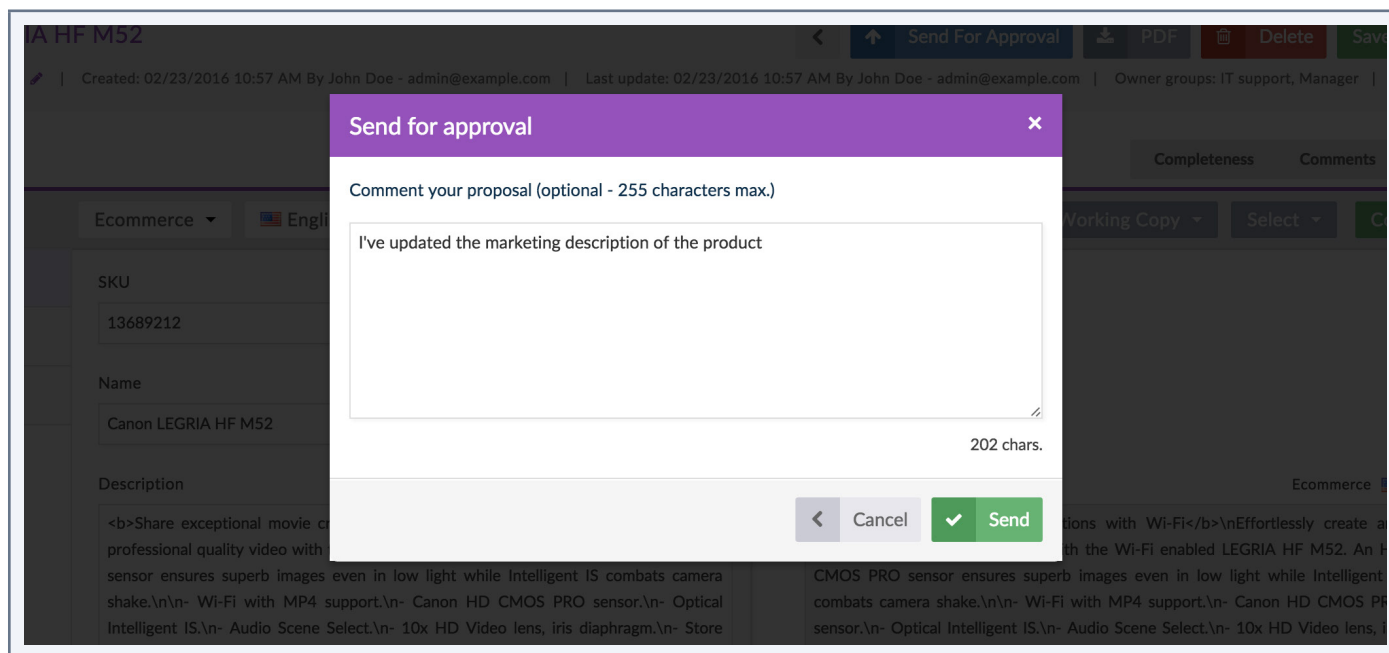
When you save your work, your draft will be updated and the product status will go back to “In progress” and it will be again sent for approval to the product managers who review your changes.

## Send my product proposal for approval

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.



## Proposal's review by product managers

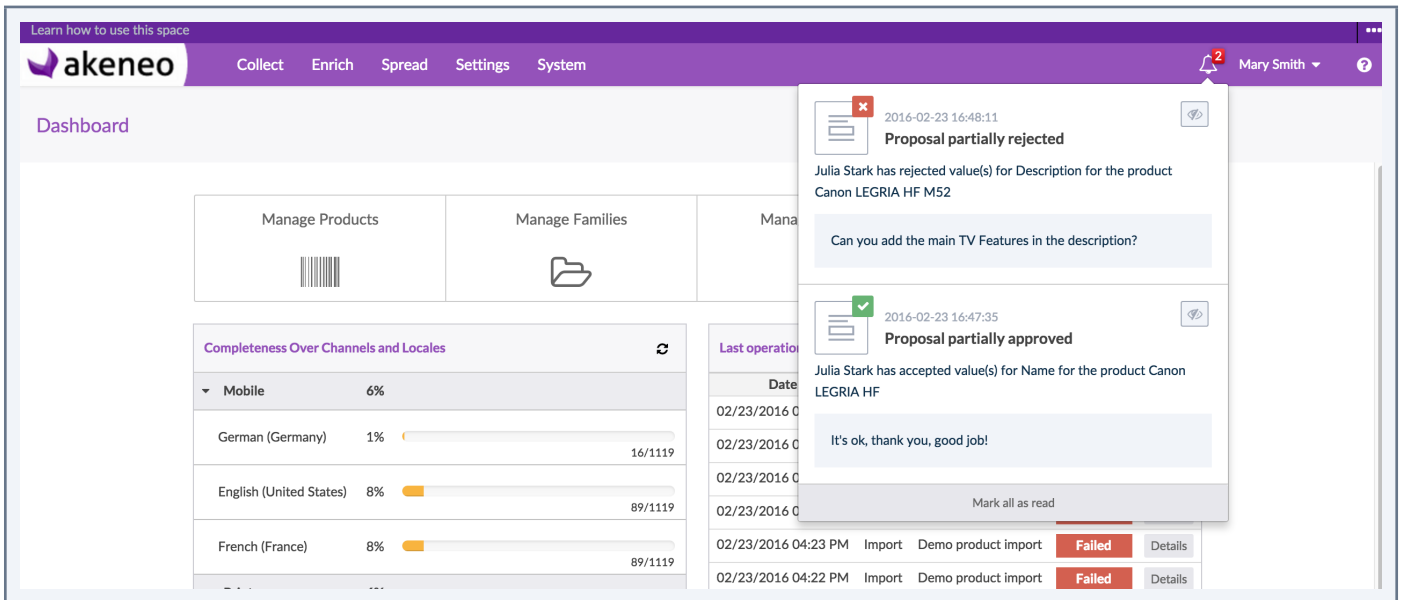
When the product managers review your proposal, they can:

- 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
Partially approve 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
Partially reject 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

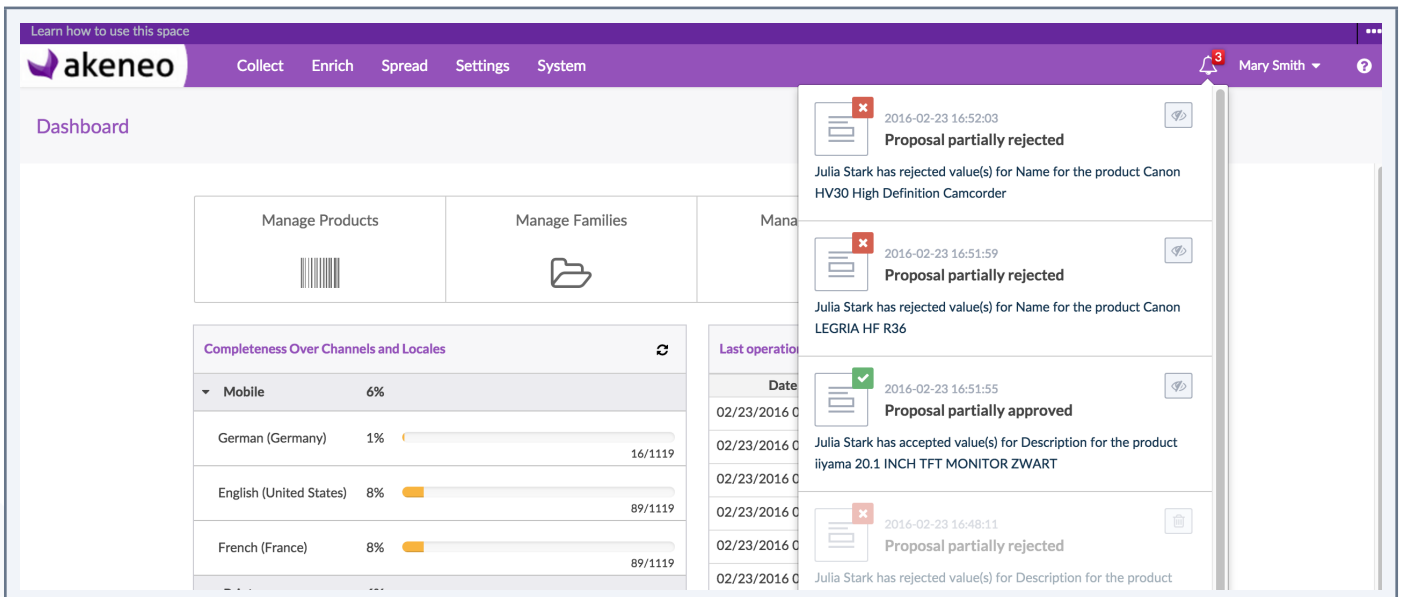
When the product managers validate, reject or delete your proposal, you receive a notification with an optional comment.

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.



If you didn't receive a notification after the products managers have validated or rejected your proposal, check your notifications preferences in your user account

## Manage product's proposals

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 01/05/2012		
sandra	Release date - ecommerce	02/23/2016	Waiting for approval
	Original 01/05/2012		
	New 01/05/2012		

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

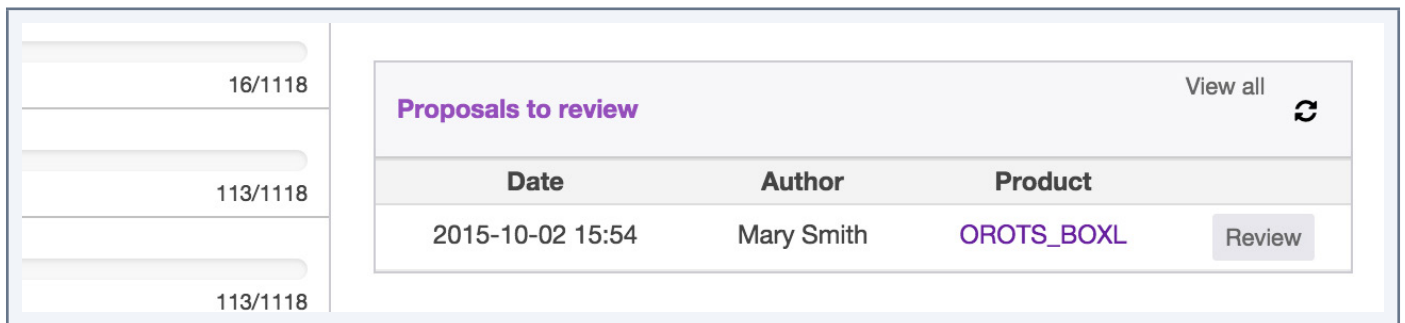
## List the proposals to review


You have 2 ways to list the product proposals:

- From the Akeneo dashboard, through the “Proposals” widget,
- From the menu in 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 widget line is a proposal (by product and by user).

Reminder: a contributor can only send one single proposal per product. A proposal can gather several changes on a product.

Each proposal has a shortcut button to be reviewed.

## Review the products' proposals

You have 4 ways to review products' proposals:

- From the Akeneo dashboard, click on the "Review" button in the "Proposals" widget.
- From the notifications bell, click on the proposal notification displayed.
- From the Product Edit Form, click on the "Proposal" tab.
- From the Proposals Grid, click on the menu Enrich/Proposals.

The two first actions and the last action take you straight to all product proposals, whereas the 3rd one will only display you the Product's proposals.

Proposals

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

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 <span style="float: right;">x ✓</span> Original <span style="color: red;">3.28</span> New <span style="color: green;">12</span>	02/23/2016	Waiting for approval
<input type="checkbox"/>	Canon HV30 High Definition Camcorder	mary	Total megapixels <span style="float: right;">x ✓</span> Original <span style="color: red;">2.96</span> New <span style="color: green;">8</span>	02/23/2016	Waiting for approval
<input type="checkbox"/>	Iiyama 20.1 INCH TFT MONITOR ZWART	mary	Price <span style="float: right;">x ✓</span>	02/23/2016	Waiting for approval

**Note**

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

The proposals have the following properties:

- An author (aka the contributor),
- The changes made on the attributes, whatever the locale or the channel is,
- A date and time sent for review,
- A status.

Some filters are available on the proposals' grid:

- 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 attribute concerned by the proposal

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

- You view only the changes you have the view permissions on.

- You can review (approve or reject) only the changes you have the edit permissions on.

### Statuses of the proposals

A proposal can have several 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, "Proposal" tab.
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 having 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 shows the 'Proposals' section of the application. At the top, there are filter buttons 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 rows 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 proposals (approve or reject a proposal) or can partially review a proposal (approve or reject a change or some changes) according to her/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.

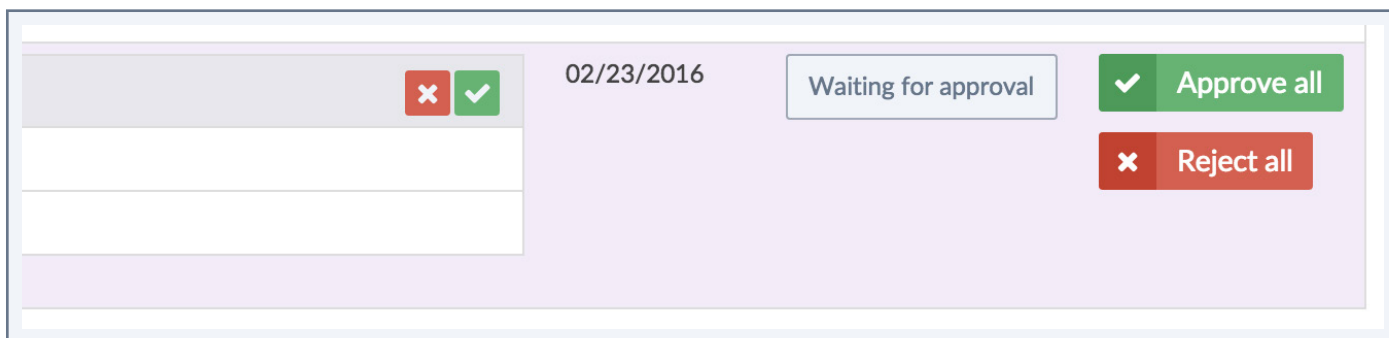
### Approve a proposal

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

#### To approve a proposal:

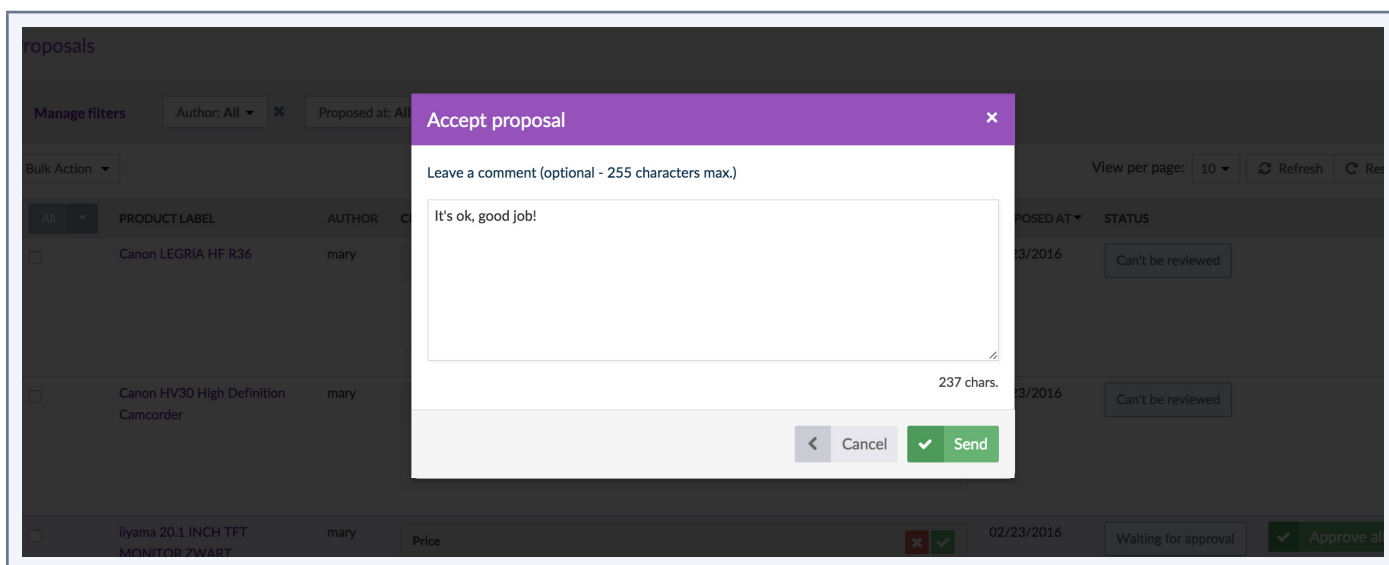
1. Go on the products' proposals list.
2. Drag your mouse over a proposal having the statuses "waiting for approval" or "can be partially

reviewed”. The proposal will be greyed out and the “Approve all” icon will appear.



3. Click on the check mark button to accept the proposal
4. A window appears displaying a comment text box, you can leave a note for the contributor.
5. Click on “Send” to validate the proposal (with or without a comment). A notification is sent to the contributor.

To partially approve a proposal, click on the green check mark  right above the suggestion.



The popin window is closed and a green flash message appears on your screen. 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 fully deleted. Otherwise 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.

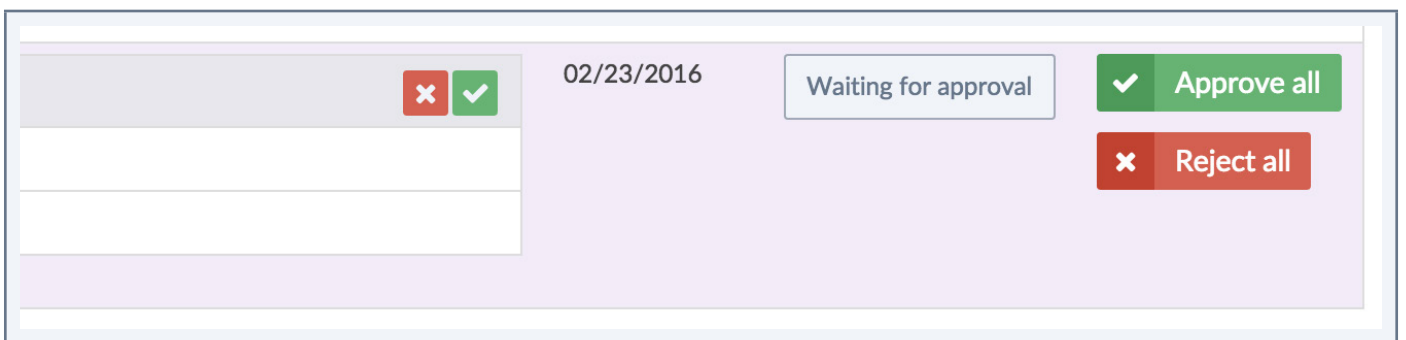
You can check that the product information has been well added to the product if you go to the Product’s “Attributes” tab. You can also check that a new product version has been well created in the “History” tab.

## Reject a proposal

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

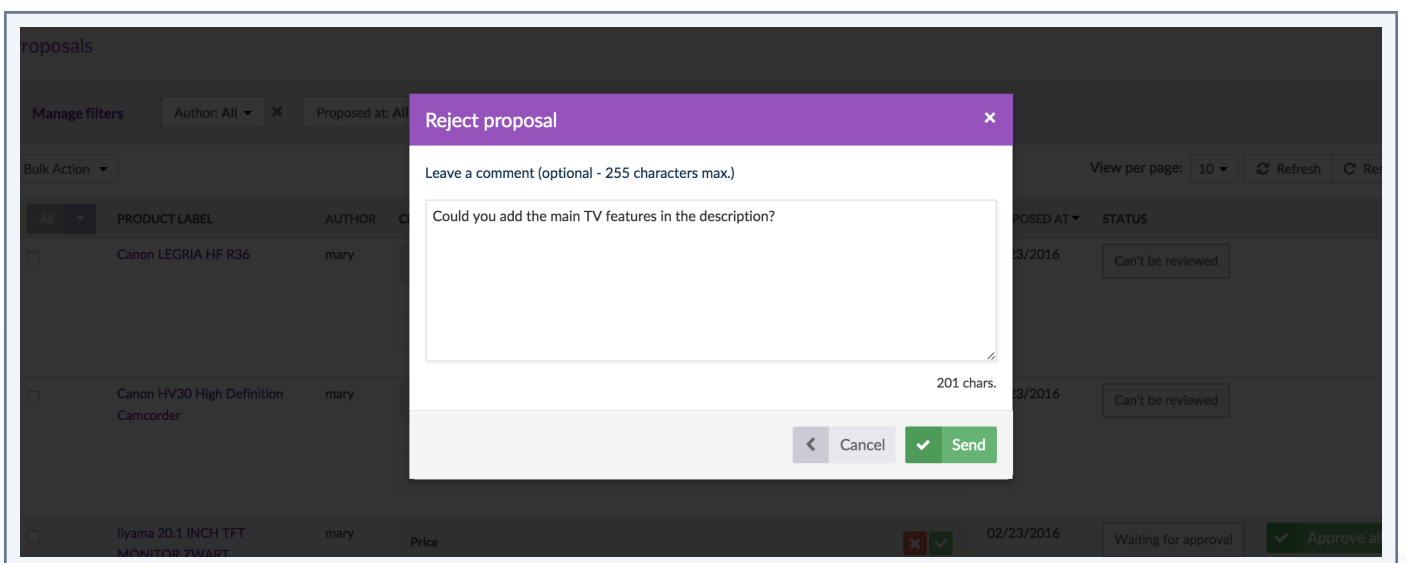
To reject a proposal:

1. Check the product proposals.
2. Drag your mouse over the proposal having the statuses “waiting for approval” or “can be partially reviewed”. The proposal will be greyed out and the “Reject all” icon will be displayed.



3. Click on the button red cross to reject the proposal.
4. A window appears displaying a comment text box, you can leave a note for the contributor.
5. Click on “Send” to reject the proposal (with or without a comment). A notification is sent to the contributor.

To partially reject a proposal, click on the green check mark  right above the suggestion.



The popin window is closed and a green flash message appears on your screen. The rejected values 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".

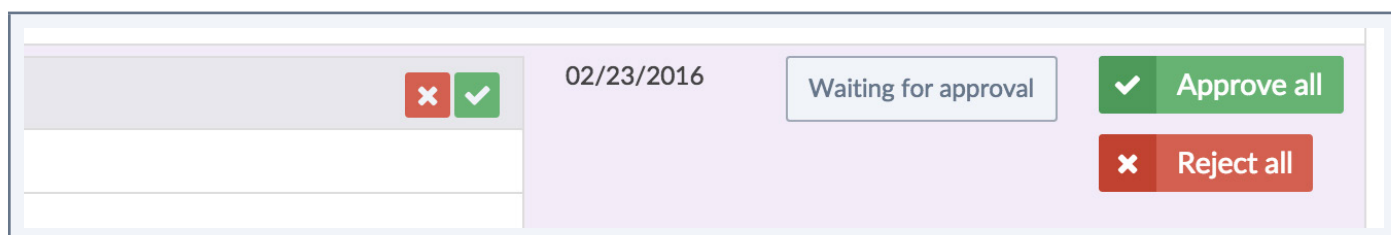
Otherwise the proposal is kept with the changes not yet rejected and the status "can't be reviewed". Another product manager will have to review these changes.

### Approve a change

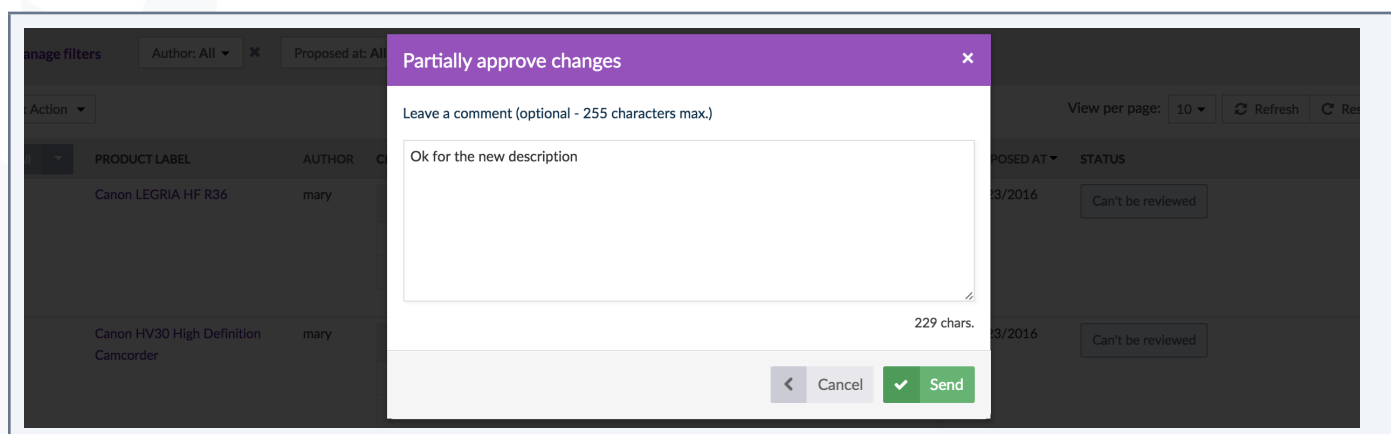
You can approve each change of the proposal one by one, according to your permissions. When a change is approved, the value is added to the product, which creates a new product version. The change approved is deleted from the proposal.

#### 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.

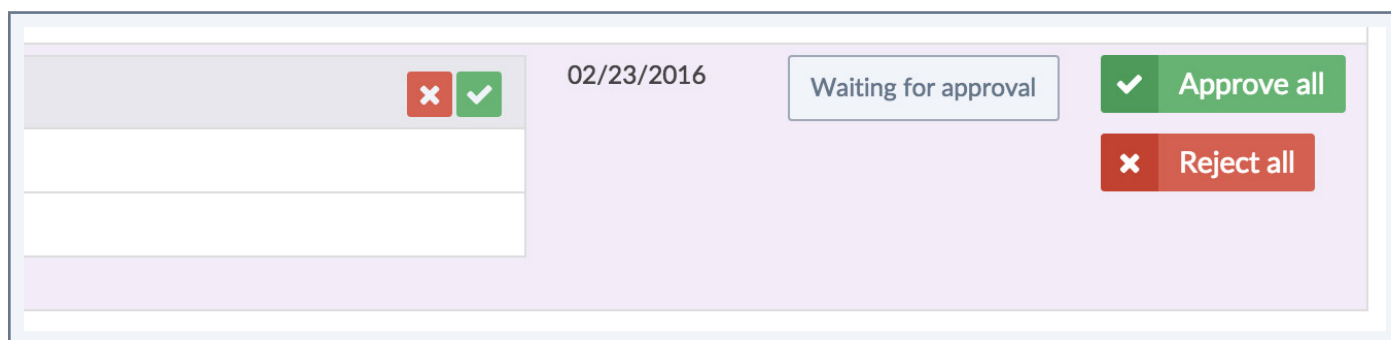
You can check that the product information is added to the product if you go to the “Attributes” tab. You can also check that a new product version has been created in the “History” tab.

### Reject a change

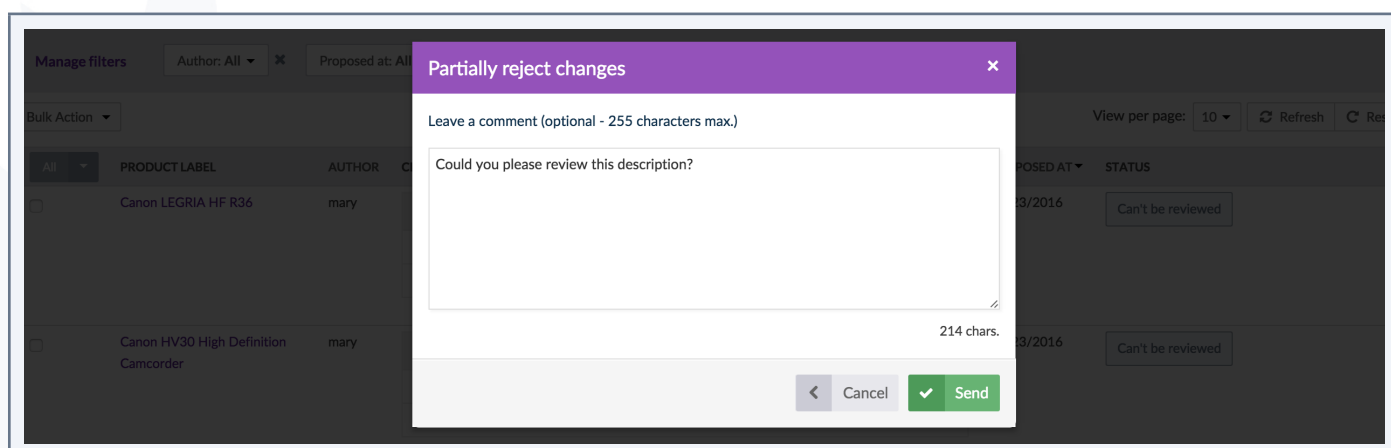
You can reject each change of a proposal one by one, according to your permissions. When a change is rejected, the value is added in the contributor’s draft. The change rejected is deleted from the proposal.

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

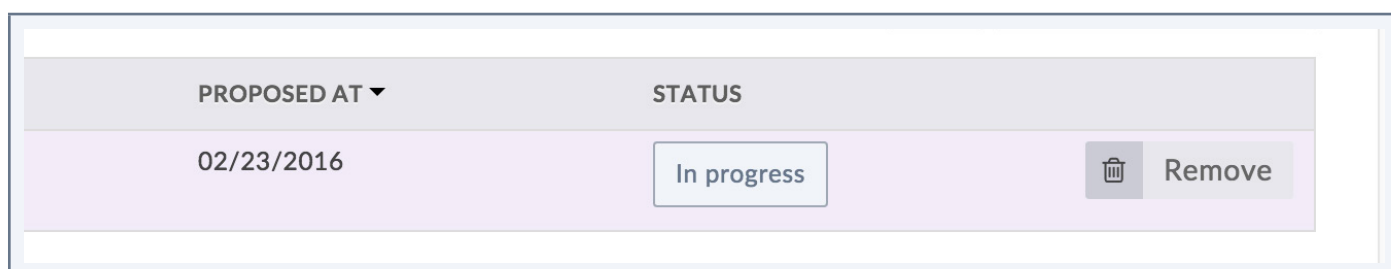
Only proposals having the "In progress" status can be deleted by the product manager, according to his permissions, in the Product Edit Form tab "Proposals".

Deleting a proposal updates the list of current proposals in order to make the contributor's work easier.

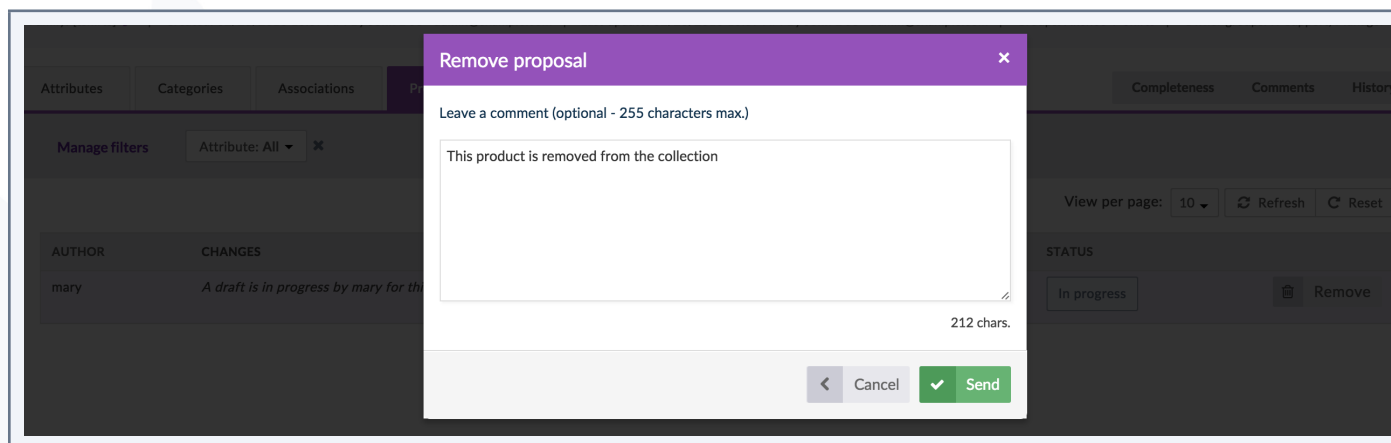
Deleting a proposal also deletes all suggested new values: the contributor will not be able to find her/his changes anymore on the relevant product.

### To delete a proposal:

1. Open the product and display the tab "Proposals".
2. When mousing over the proposal's line with the "In progress" status, the icon "Remove" will be 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 having the “Can’t be deleted” status, 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.

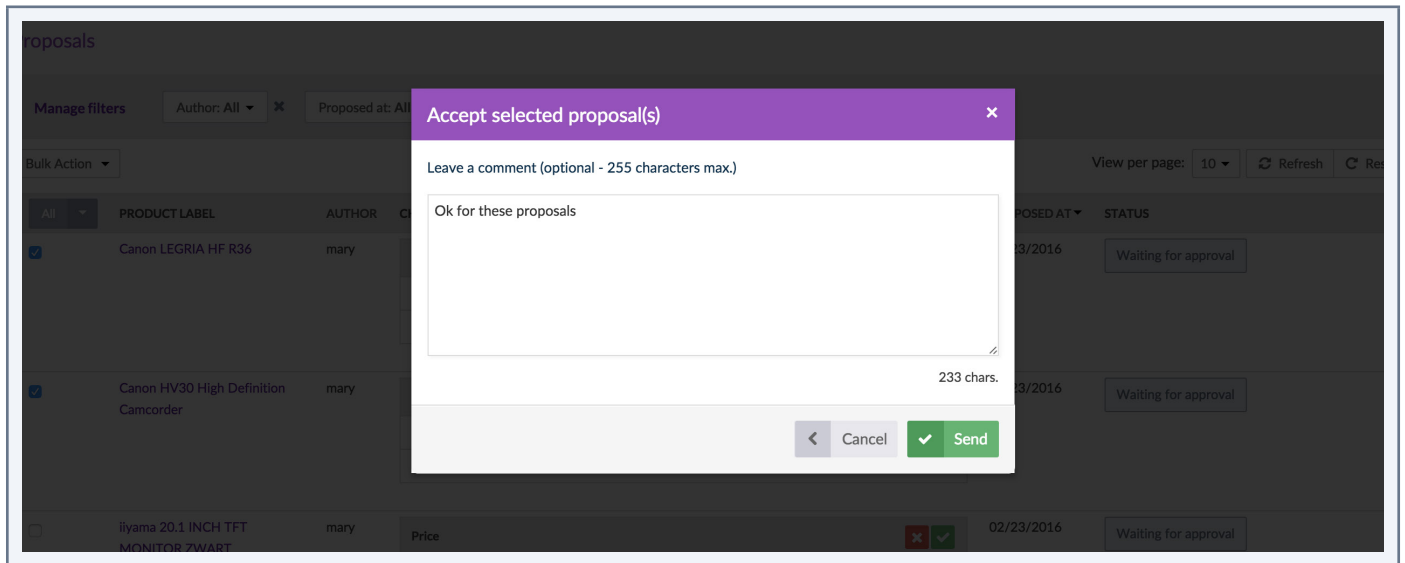
### Mass review products’ proposals

When you have a lot of proposals to review, you can see them all in the proposals grid accessible from Enrich > Proposals.

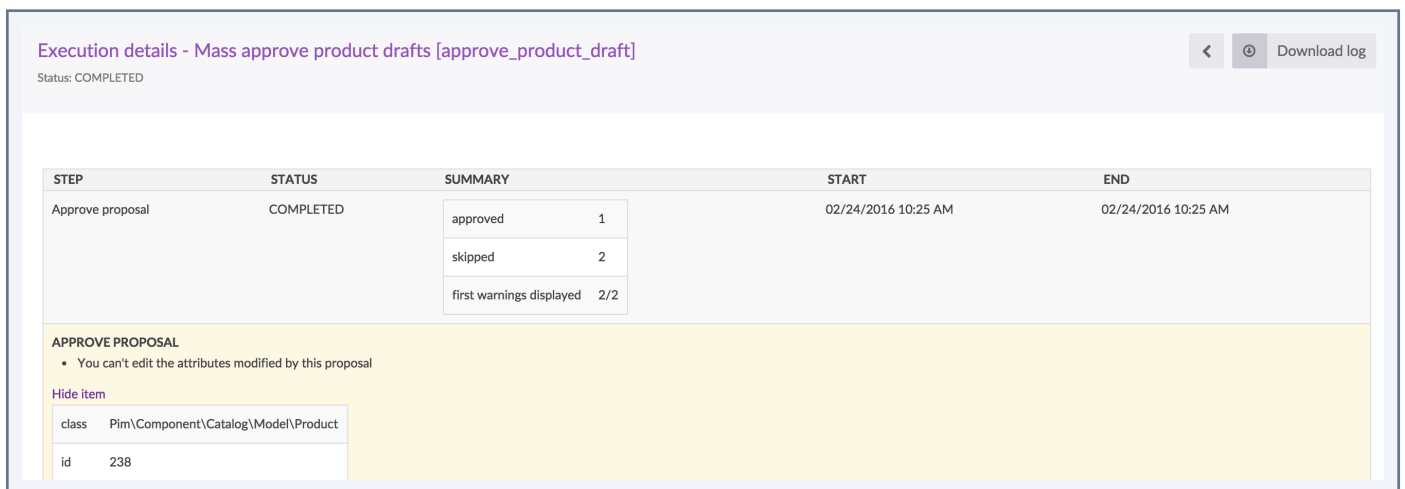
Bulk Action ▾		Page: < 1 > of 1   3 records							
All ▾	PRODUCT LABEL	AUTHOR	CHANGES						
<input type="checkbox"/>	Canon LEGRIA HF R36	mary	<table border="1"><tr><td colspan="2">Total megapixels</td></tr><tr><td>Original</td><td>3.28</td></tr><tr><td>New</td><td>12</td></tr></table>	Total megapixels		Original	3.28	New	12
Total megapixels									
Original	3.28								
New	12								

To mass review the products’ proposals:

1. Tick the proposals you want to approve or reject in the proposals grid.
2. Click on the “Approve” or “Reject” action.
3. Add an optional comment for the contributor.
4. Click on “Send” to approve/reject the proposals. A notification is sent to the contributor.



The action is performed as a back-end task. The report page is displayed so you can follow the execution of the action.



## Notes

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

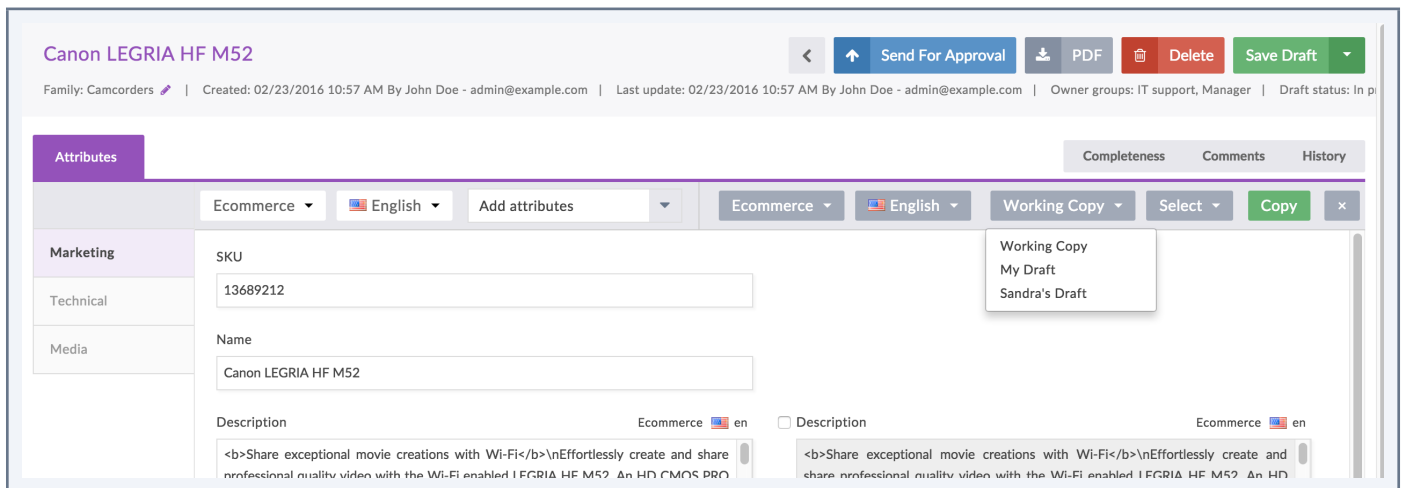
2 - For proposals having the “Can’t be reviewed” status, you cannot review the changes of this proposal because you have no edit right on the values, the proposal is skipped during the mass review. Please contact your administrator to update your permissions accordingly.



### View the contributors' drafts

You can view the inputs coming from the contributors in order to know what they have already enriched:

1. Click on the “Compare/Translate” button to display the right panel.
2. By default, the product’s values of working copy are displayed. However, you can change this using the drop down menu on top of the right panel (see below).



3. You can change the channel and the locale using the two drop down lists on top of the right panel.

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

## Manage the publication process

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

Publishing products defines which version of a product will be used for export. The export of attributes, categories, etc... does not take into account the notion of «publication».

### What kind of information is published?

For example, a product is complete for all locales activated for the «Web» channel, this complete version is the 5th. The product is enabled and classified in the Web channel category tree.

When you will «publish this version» of this product, all its information will be saved and the PIM will create a «published» version, this published version will be used for the export.

Once you have published a product, you can still edit all its information, for instance, change its name, its description, its price... Publishing a product allows you to start working on a new version of the product without changing the exported data.

New information will not be taken into account in the export until you click again on «Publish this version».

### Use case for associations between published products

Only associations between published products are exported. An association of a published product with a non-published product, will not be visible in the export.

To associate 2 published products, for instance, Product A to Product B: Product B must be published before you create the association between those 2 products.

### Use case for other product information

If you change other product information else than attributes or associations, such as category classification, product activation (enabled / disabled), group membership and family change, the information will be updated in the export, they are not kept for the published product.

## Publish a product

### How to publish a product?

To publish a product:

1. Open a product edit form,
2. Click on the “Publish this version” button.

The current version is published. In the “History” tab, the published version is indicated by a blue «P» label as shown below:



If you click on «More» to open the complete History page, the Published version will have the Published label, as shown below:

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 arr

### Publish several products at once

To publish several products simultaneously:

1. Tick the products in the product grid.
2. Click on the Bulk Actions button, select «mass edit» action.
3. Choose the “Publish products” operation:
  - If you are in charge of all the products you have selected, follow the steps and all selected products will be published.
  - If you are in charge of some of the products: a message will inform you that you will only be able to publish the relevant products on which you have the own right. Then, follow the steps and only the products you manage will be published. The other products will not be published.
  - If you are in charge of none of product you have selected, an error message will inform you that you do this action you do not have permission to publish these products. Click on the “Back” button to exit the mass edit process.

### Check the published products

To check which products are published:

1. Go to Enrich/Published products.
2. The published product grid is the same as the product grid.

The screenshot shows the Akeneo PIM interface for an end-user role. It features a sidebar with a product catalog tree, a top navigation bar with a 'Create product' button, and a main grid area. The grid area includes a 'Manage filters' section with various dropdown filters (Family, Groups, Status, Complete, Created at, Updated at, SKU, Permissions), a 'Bulk Actions' dropdown, a 'Quick Export' dropdown, and pagination information (Page 1 of 113 | 1121 records). Below this is a table with columns for checkboxes, SKU, LABEL, FAMILY, STATUS, COMPLETE, CREATED AT, UPDATED AT, and GROUPS. The table contains several rows of product data.

	SKU	LABEL	FAMILY	STATUS	COMPLETE	CREATED AT	UPDATED AT	GROUPS
<input type="checkbox"/>	AKNTS_BPS	AKNTS_BPS	[tshirts]	Enabled	86%	08/24/2016	08/26/2016	Akeneo T-Shirts
<input type="checkbox"/>	10699783	Sony SRS-BTV25	Loudspeakers	Enabled	50%	08/24/2016	08/26/2016	
<input type="checkbox"/>	18383104	Sony HDR-PJ380E hand-held camcorder	Camcorders	Enabled	93%	08/24/2016	08/24/2016	
<input type="checkbox"/>	20126	Philips A2.310 20W RMS high Power	Loudspeakers	Enabled	50%	08/24/2016	08/24/2016	
<input type="checkbox"/>	17727158	Philips SA4VD408AF Video 4.3 MP4 player	MP3 players	Enabled	50%	08/24/2016	08/24/2016	
<input type="checkbox"/>	1209128	Trust Megapixel Pro	Webcams	Enabled	67%	08/24/2016	08/24/2016	

But some features will not be available on this grid:

- You will not be able to create a new product from this page,
- You will not be able to delete any published products,
- You will not be able to modify any published products.

The views are specific to the published product grid. Hence, the views of unpublished products are not shared with the grid of published products.

### Notes

1 - Like for the product grid, you can define a default view when you open the published product grid in your user account, refer to Change your default preferences.

2 - This option is available in your account, only if you have already created a custom view in the published product grid, if not, the field will not appear.

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, you can only view them.

## View a published Product Edit Form

To view a published product form:

1. Go to Enrich/Published products.
2. Click on the product.
3. The Product Edit Form is displayed.

The screenshot shows the 'Product Edit Form' for a published product. The product name is 'OROTS\_DBOXXL'. The form is divided into several sections: 'Attributes', 'Marketing', 'Design', 'Manufacturing', 'Color', 'Size', and 'Media'. The 'Marketing' section is currently active, showing fields for 'SKU' (OROTS\_DBOXXL), 'Name' (Akeneo t-shirt), and 'Description'. The 'Description' field is a rich text editor. The form is displayed in the 'Ecommerce' channel and 'English' language. In the top right corner, there are two buttons: 'Edit Working Copy' and 'Unpublish'.

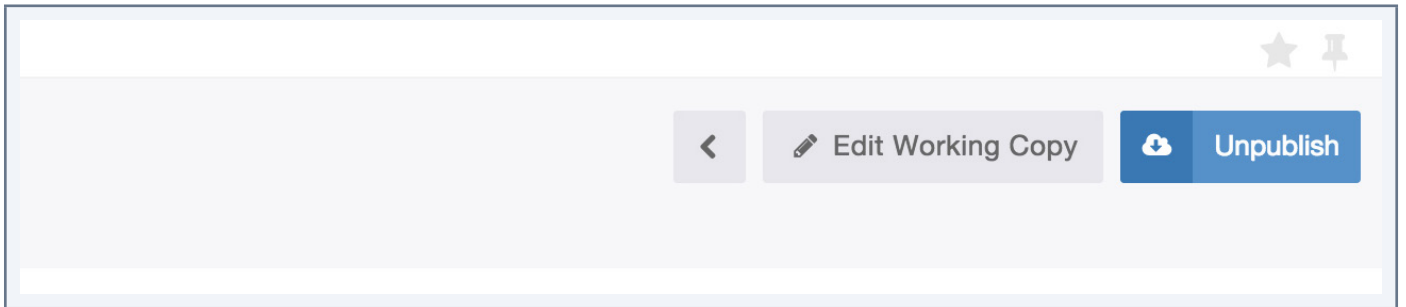
The display is the same as the unpublished product edit form. For more information, you can refer to the section, "Viewing a product form". Also, if you do not have the appropriate rights to see some attribute groups at least, these latter will not be displayed.

When you are in charge of 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): clicking on this button will redirect you to the Unpublished Product Edit Form.

This close-up screenshot shows the header area of the product edit form. It features a navigation bar with three buttons: a back arrow, 'Edit Working Copy', and 'Unpublish'. The 'Unpublish' button is highlighted in blue. There are also star and pin icons in the top right corner of the header area.

- Unpublish



## Unpublish products

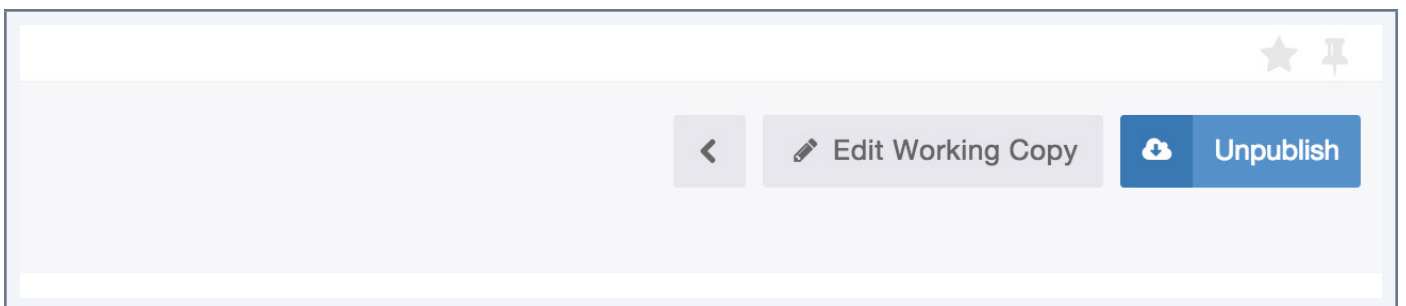
Unpublishing products remove the product's version from being used in the exports.

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

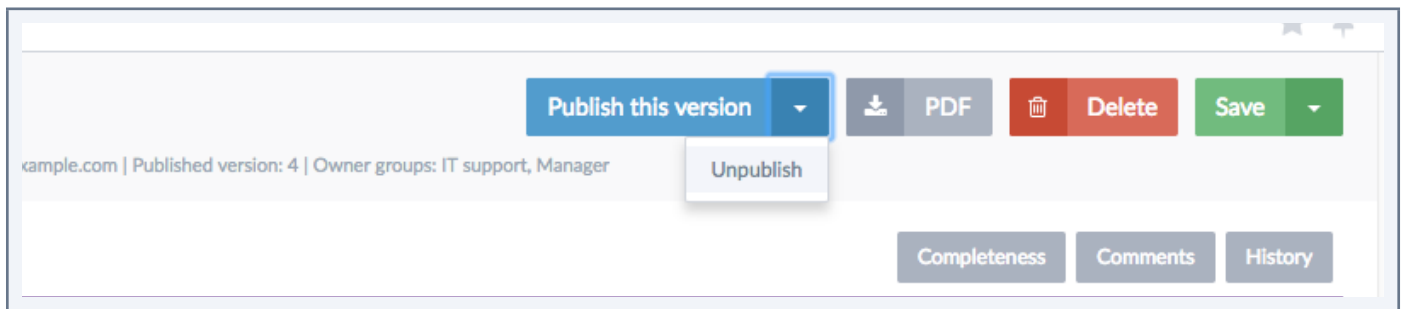
### Unpublish a single product

To unpublish one product:

1. Go to Enrich/Published Products or Enrich/Products.
2. Click on your product.
3. Click on the "Unpublish" button if you're on the published version (see screenshot below).



4. Click on small arrow nearby the Publish this version button and select Unpublish if you are on the unpublished product grid.



The product will be no longer published. The product will not be listed anymore in the published product grid.

### Unpublish several products at once

To unpublish several products at the same time:

1. Go to Enrich/Published products.
2. Tick the products in the grid.
3. Click on the Bulk Actions button, and select the Mass Edit action.

The screenshot shows a product grid with the following data:

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 “Unpublish Products” operation:

- If you are in charge of all selected products, follow the steps and all products will be unpublished.
- If you are in charge of only part of the selected products: a message will appear to inform you that you can only unpublish the products for on which you have own rights. Then follow the next steps and only the products you own will be unpublished. The other products will not be unpublished.

- If you are in charge of none of the selected products: an error message will appear to inform 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.



## WORK WITH VARIANT GROUPS

If you are not familiar with Variant groups, see the «Glossary» section.

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:



### Use the variant groups' grid

To start, go to Enrich/Variant Groups. The variant group grid works exactly the same as the product grid in terms of navigation and filters.

CODE	LABEL	AXIS
akeneo_long_sleeve_tshirt	Akeneo long sleeve T-Shirts	Main color, Secondary color, Clothing size
akeneo_mug	Akeneo Mugs	Main color, Secondary color
akeneo_tshirt	Akeneo T-Shirts	Main color, Secondary color, Clothing size
akeneo_vneck_tshirt	Akeneo vneck T-Shirts	Main color, Secondary color, Clothing size, T-Shirt material
oro_mug	Oro Mugs	Container material, Main color, Secondary color
oro_tshirt	Oro T-Shirts	Main color, Secondary color, Clothing size

Filters can be applied on the following variant groups information:  
Product information managed by the PIM:



- Code,
- Label,
- Axis of variation.

## Sort out variant groups

Like on the product grid, clicking on the header of a column allows you to sort out variant groups, you cannot order variant groups based on their variation axis though.

## Variant groups shortcut actions

Several actions are available on each variant group, they are visible at the end of the variant group line. The buttons are displayed when hover the line with your mouse cursor.

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

Note

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

## Create a variant group

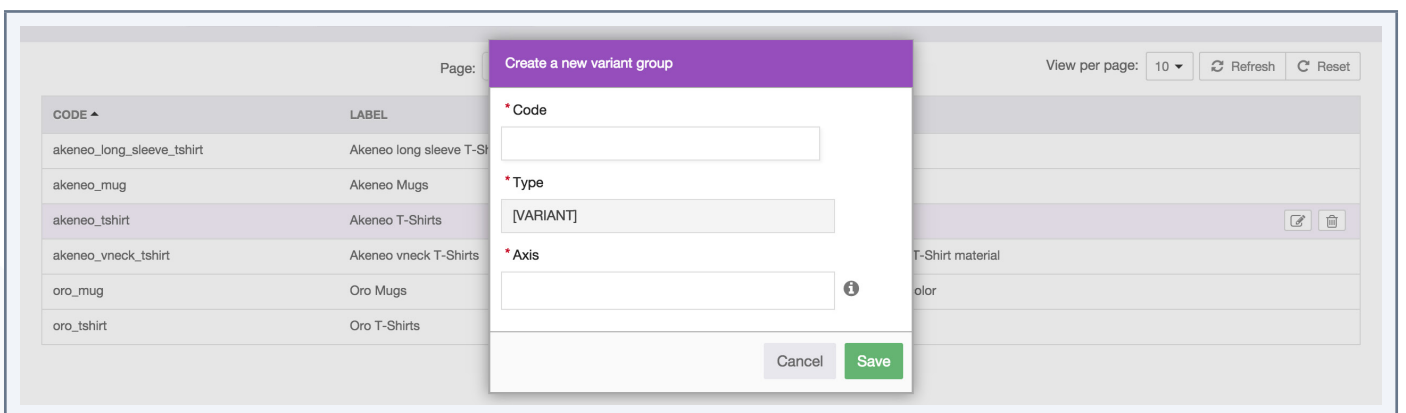
You must have a specific permission to create a variant group from the PIM user interface (without going through imports). If this is not the case, get in touch with your administrator.

To create a variant group:

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



2. Enter a new variant group code (this information must be unique) and choose one or more variation axes. The field Type is automatically filled in and cannot be changed.



3. Click on «Save».

The variant group is created and the Variant Group Edit Form appears.

#### Note

Only simple select attribute type not localizable nor scorable can be used as variation axes.  
There is no limitation on the number of variation axes for a variant group: you can have as many variation axes as needed.

## Edit a variant group

Click on the variant group line you want to edit.

The screenshot shows the 'Properties' tab of the Variant Group Edit Form. At the top, there are four tabs: 'Products', 'Attributes', 'Properties' (which is active and highlighted in purple), and 'History'. Below the tabs, there is a section titled 'General properties' with a dropdown arrow. It contains 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, there is another section titled 'pane.accordion.label' with a dropdown arrow. It contains three columns representing different languages: 'German (Germany)', 'English (United States)', and 'French (France)'. Each column has a text input field with the following values: 'T-Shirts Akeneo', 'Akeneo T-Shirts', and 'T-Shirts Akeneo' respectively.

Several tabs are displayed:

- **Products:** this page allows you to add/remove products from your variant group, see the «Managing Products in a variant group» section
- **Attributes:** to add/remove attributes for the variant group
- **Properties:** to change the labels of your variant group (other information like the code, type and variation axes are not editable afterwards)
- **History:** to check your variant group's history, see the «Checking versions of a variant group» section
- **Change or complete the information and click on "Save".** The variant group is updated with your changes, and a new variant group version is created.

## View/change a variant group label

Only the labels of a variant group are editable:

1. Click on the “Properties” tab.
2. Make your changes on the variant group’s labels.
3. Click on the «Save» button.

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

## Add/remove attributes from variant a group

If you have the appropriate permissions, you can add attributes to a variant group.

### Note

Any existing attributes in the PIM can be added to a variant group exception made of:

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

From the variant group edit form:

4. Click the “Add Attributes” in the top right of the tab “Attributes” button.
5. Select the attributes to be added by clicking on their labels
6. You can search an attribute using its label/code in the search field
7. Click on the “Add attributes” 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

How to add/remove products in/from a variant group?

1. Open via the variant group edit form.
2. Go under the “Products” tab.
3. Check / Uncheck products in the grid to add/remove them from the variant group
4. Click on the “Save” button.

The product grid is updated accordingly. The products added 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:

**Note**

To prevent any data inconsistency, it is not possible to restore a version of a product belonging to a variant group.

<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	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPS	Black	Purple	S	AKNTS_BPS	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPM	Black	Purple	M	AKNTS_BPM	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPL	Black	Purple	L	AKNTS_BPL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPXL	Black	Purple	XL	AKNTS_BPXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_BPXXL	Black	Purple	XXL	AKNTS_BPXXL	[tshirts]	Enabled	86%	Oct 1, 2015	Oct 1, 2015
<input checked="" type="checkbox"/>	Yes	AKNTS_WPXS	White	Purple	XS	AKNTS_WPXS	[tshirts]	Enabled	86%	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:

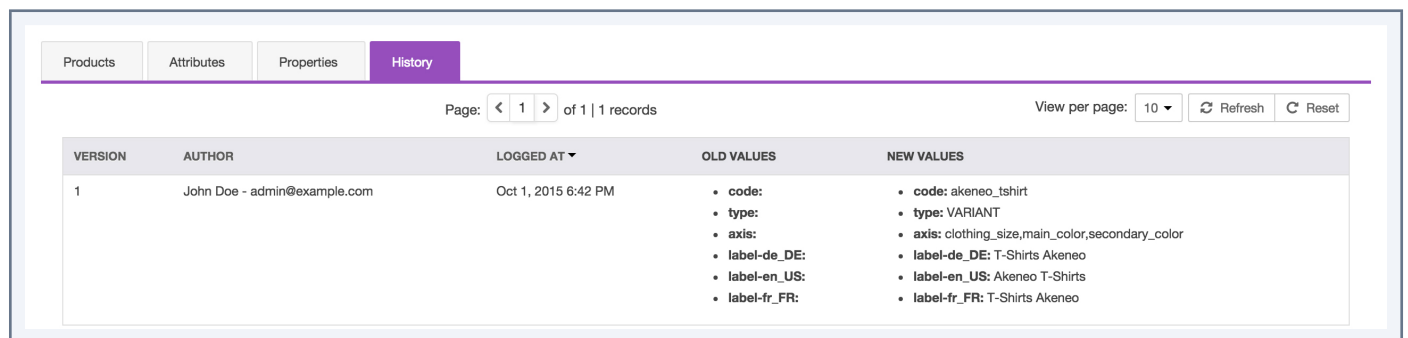
- Change on attribute values in the variant group edit form.
- Changes on properties.

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 (through an import for instance) that generated the changes.
- The date and time at which the changes have been applied.
- The old and the new value for each change.

To view the variant group versions:

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>• <b>code:</b></li> <li>• <b>type:</b></li> <li>• <b>axis:</b></li> <li>• <b>label-de_DE:</b></li> <li>• <b>label-en_US:</b></li> <li>• <b>label-fr_FR:</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>code:</b> akeneo_tshirt</li> <li>• <b>type:</b> VARIANT</li> <li>• <b>axis:</b> clothing_size,main_color,secondary_color</li> <li>• <b>label-de_DE:</b> T-Shirts Akeneo</li> <li>• <b>label-en_US:</b> Akeneo T-Shirts</li> <li>• <b>label-fr_FR:</b> T-Shirts Akeneo</li> </ul>

## Delete 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:

- Through the edition form of the group:
  1. Open the variant group edit form to delete.
  2. Click on the “Delete” button in the header of the page.
  3. Confirm the action in the popin.
- Through the shortcut in the grid:

1. Select the group to remove in the variant group grid.
2. Drag your mouse cursor over the variant group line 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. It's not possible to revert this action.

**Note**

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



## WORK WITH ASSETS (ENTERPRISE EDITION ONLY)

### Access the asset's grid

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 interface. At the top, there is a navigation bar with 'akeneo' logo and tabs for 'Collect', 'Enrich', 'Spread', 'Settings', and 'System'. The user 'Julia Stark' is logged in. Below the navigation bar, the page title is 'Enrich / Assets'. A sidebar on the left shows a tree view of asset categories: 'Asset main catalog (0)', 'images (0)', 'Other picture (0)', 'In situ picture (0)', 'PRIORITISED IMAGES (0)', 'PRINT IMAGES (0)', 'VIDEOS (0)', 'AUDIO (0)', 'CLIENT DOCUMENTS (0)', 'STORE DOCUMENTS (0)', 'SALES DOCUMENTS (0)', 'Unclassified assets', and 'All assets'. A 'Create an asset' button is visible in the top right. The main area contains a 'Manage filters' section with dropdowns for 'Code: All', 'Description: All', 'Tags: All', 'End of use: All', 'Created at: All', and 'Last updated at: All'. Below the filters, there is a pagination bar showing 'Page: 1 of 1 | 8 records' and 'View per page: 10'. The asset grid has columns for 'THUMBNAIL', 'CODE', 'DESCRIPTION', 'TAGS', 'END OF USE', 'CREATED AT', and 'LAST UPDATED AT'. The grid contains 8 rows of asset data.

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_1429000263672_1b8b4008d2f7				Oct 5, 2015	Oct 5, 2015

### Set up your work environment

Like for the product's grid, you can set up a locale and a channel context, you can reduce and expand the category panel's, and work with filters.

For more information about the grid, please refer to the presentation of the product's grid in the section (Work with the grid/Set up your work environment)

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

The following information cannot be sorted out in the asset's grid:

- Thumbnail
- Tags

### Shortcut actions for each asset

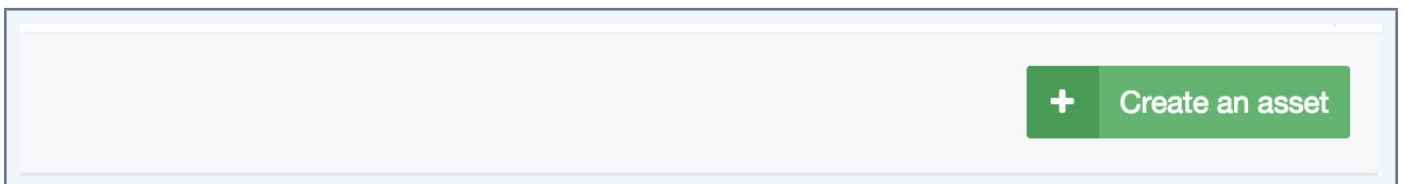
There is a set of actions available for each asset that you can find in the last column in the asset grid. The buttons are displayed when you hover your mouse over the line.

## Create an asset

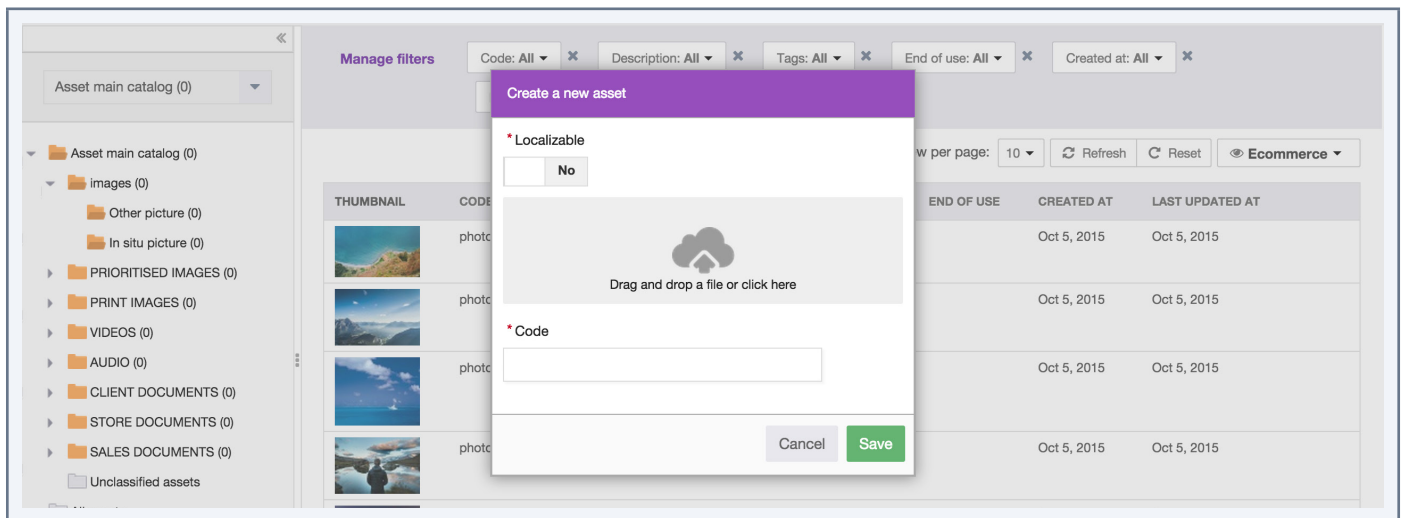
To create an asset from the PIM user interface (without going through imports), you must have a special permission to do so. If this is not the case, please contact your administrator.

To create an asset in the PIM:

1. Click on the "Create asset" at the top right hand side of the page Enrich/Assets.

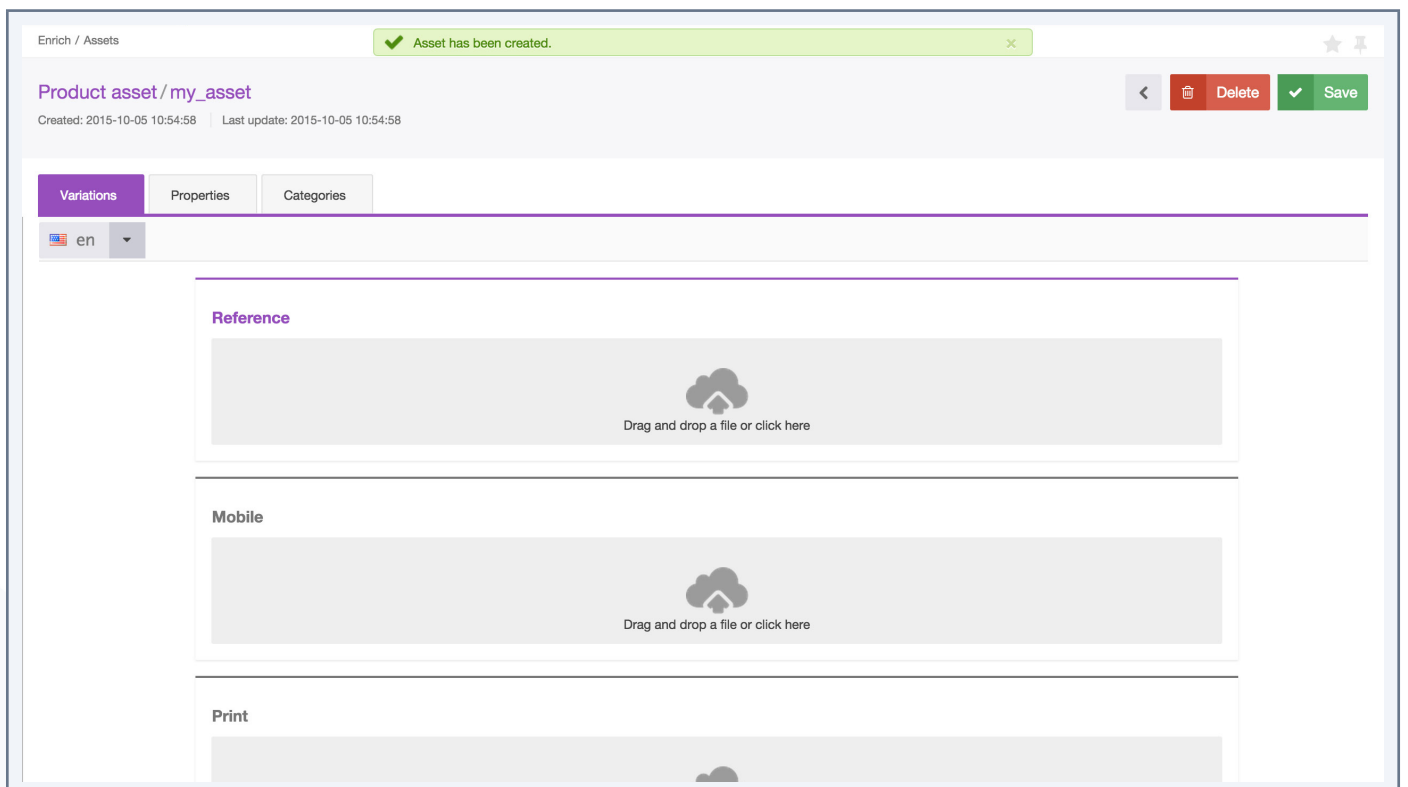


2. Select if the asset you want to create is localized or not. Note: If it will be localized, the area to upload a reference file is hidden. If not, you can upload a reference file.



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.

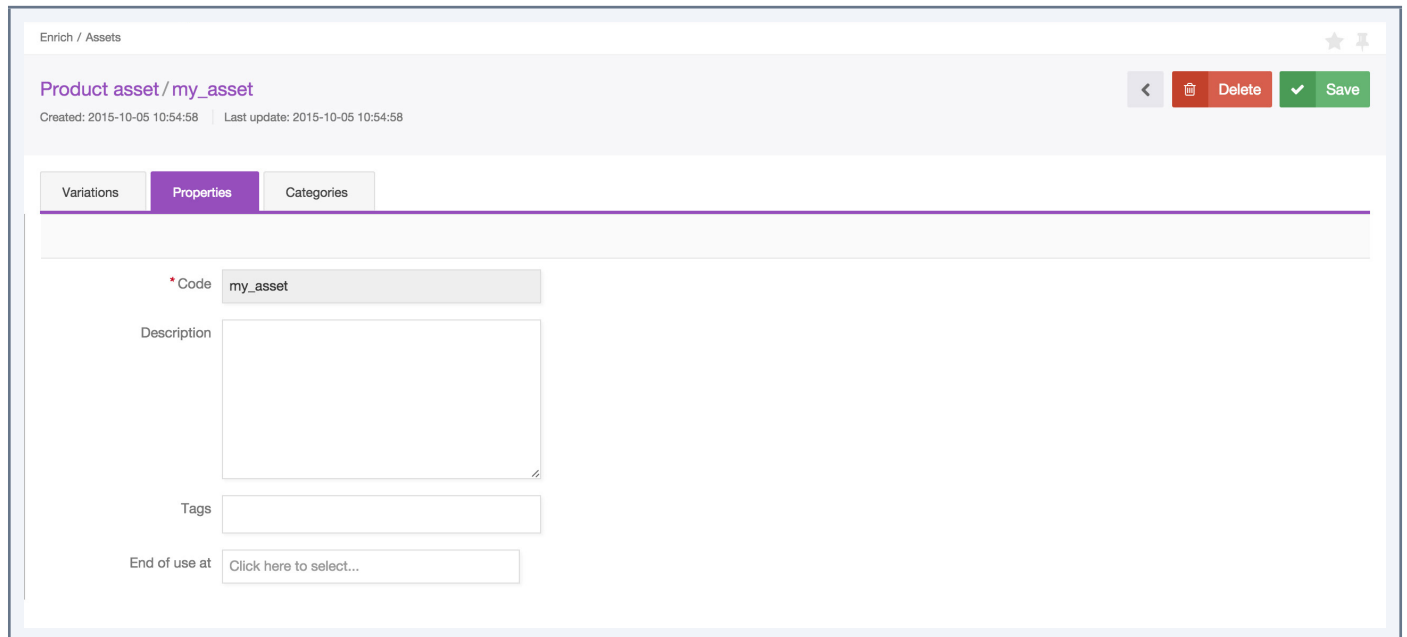


## Edit an asset

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

### Edit the asset's properties

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 'Delete' and 'Save' buttons. The 'Properties' tab is active, showing a 'Code' field with 'my\_asset', a 'Description' text area, a 'Tags' text input, and an 'End of use at' dropdown menu with the text '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.

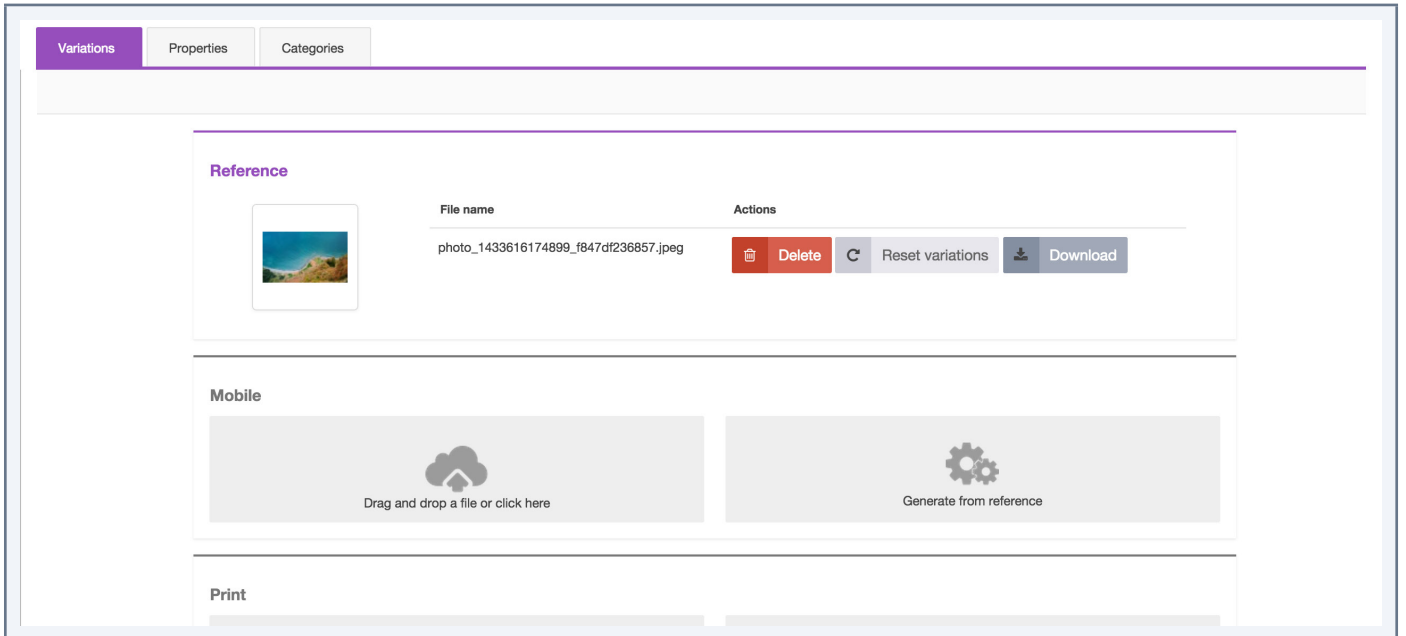
You can add a description, tags and a end-of-use date for each assets.

### 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

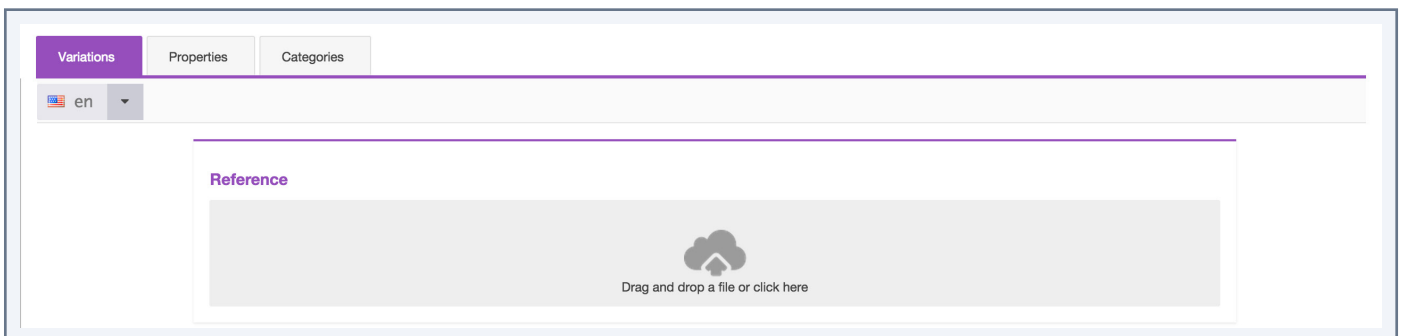
1. Click on the “Variations” tab.



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.

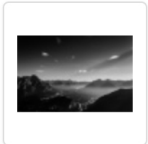


**Reference**

	<b>File name</b> photo_1439694458393_78ecf14da7f9.jpeg	<b>Actions</b>  <b>Delete</b>  Reset variations  <b>Download</b>
---	---	--

### 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

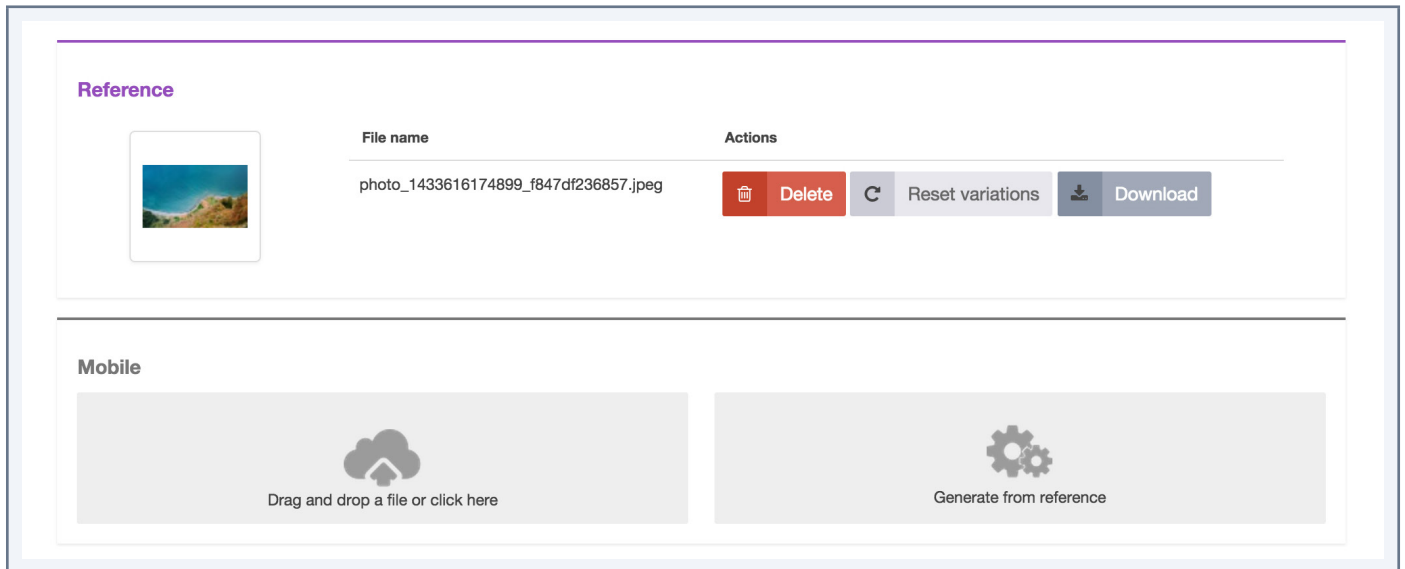
If you delete the reference file, the variation files will not be updated.

#### 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.

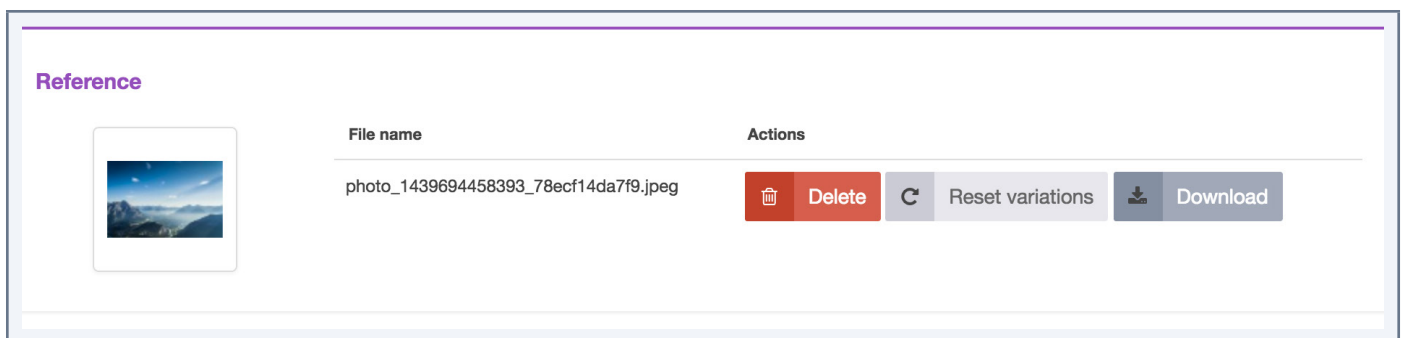


### Note

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

## Generate variation files from the reference file automatically

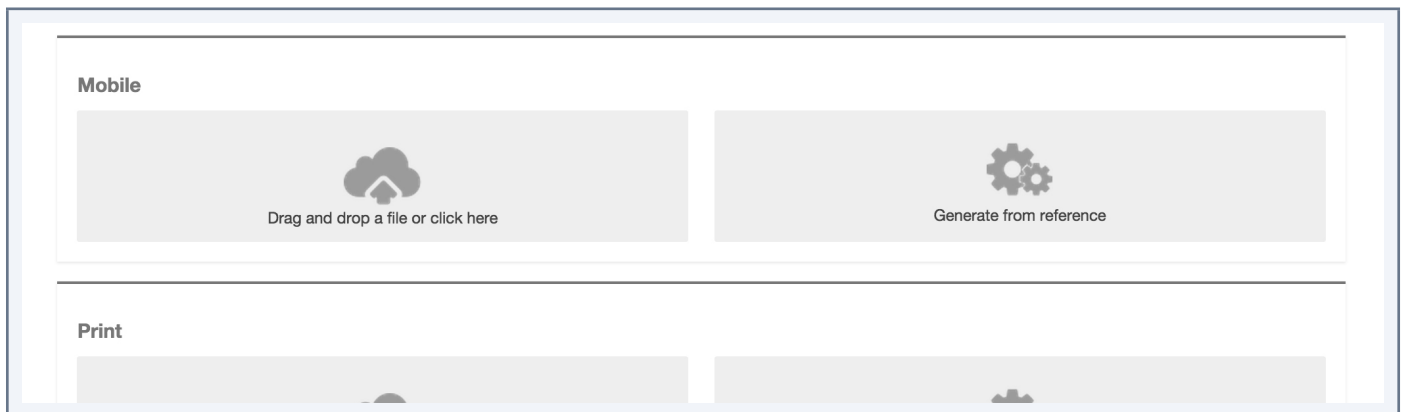
1. Click on the “Reset variations” button.



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.



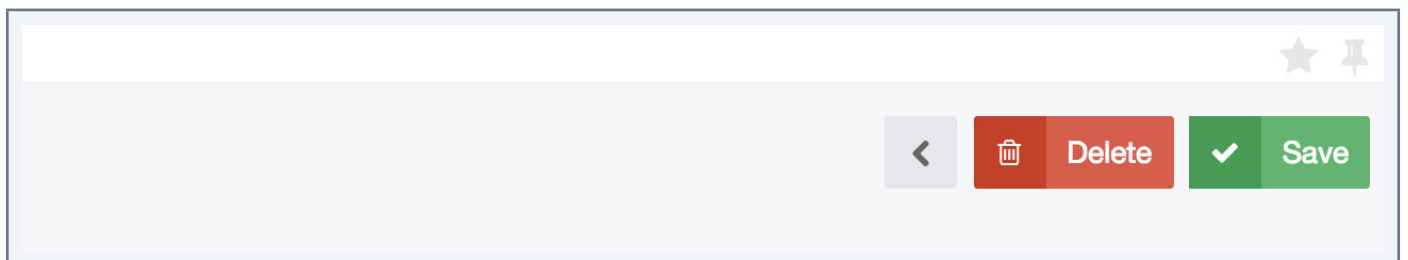
2. Click on the “Save” button.

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

## 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.

## Actions on asset

### Mass add tag to a selection of assets

To save time you can mass add tag to an asset

1. Select the assets
2. Click on the bulk action menu
3. Select Add tag



4. Write your tag
5. Click on Next
6. Confirm

A notification message is displayed «The bulk action «add tags to assets» has been launched. You will be notified when it is done.»

The notification centre displays a notification.

### Note

If some tags do not exist, they will be created.

The screenshot shows the Akeneo PIM interface. On the left, there is a navigation tree under 'Asset main catalog (4)' with sub-items: 'images (1)', 'PRIORITISED IMAGES (1)', 'PRINT IMAGES (2)', 'VIDEOS (0)', and 'AUDIO (0)'. The main area displays a table of assets. The table has columns: ID, CODE, DESCRIPTION, TAGS, END OF USE, CREATED AT, and LAST UPDATED AT. One asset is visible with CODE 'paint' and DESCRIPTION 'Photo of a paint.'. Above the table, there is a 'Bulk Actions' dropdown menu with options: 'Classify', 'Add tags', and 'Delete'. The 'Add tags' option is highlighted. The table also shows pagination: 'Page: < 1 > of 1 | 6 records' and 'View per page: 10'. There are also 'Refresh', 'Reset', and 'Ecommerce' buttons.

ID	CODE	DESCRIPTION	TAGS	END OF USE	CREATED AT	LAST UPDATED AT
	paint	Photo of a paint.		05/12/2006	08/24/2016	08/24/2016

## Classify assets into 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.

## Mass remove assets from categories

You can remove a selection of assets at once to earn time.

1. Select the assets
2. Click on the bulk action menu
3. Select classify
4. Select the category you want to remove
5. Click on next
6. Confirm

A notification message is displayed «The bulk action «move to categories» has been launched. You will be notified when it is done.»

The notification centre displays a notification.

## Mass delete assets

You can delete a selection of assets at once to earn time.

1. Select the assets
2. Click on the bulk action menu
3. Select delete
4. Click on OK in the confirmation pop in

### Note

**Like a delete of a single asset, this action does not delete asset from the server.**

## 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:

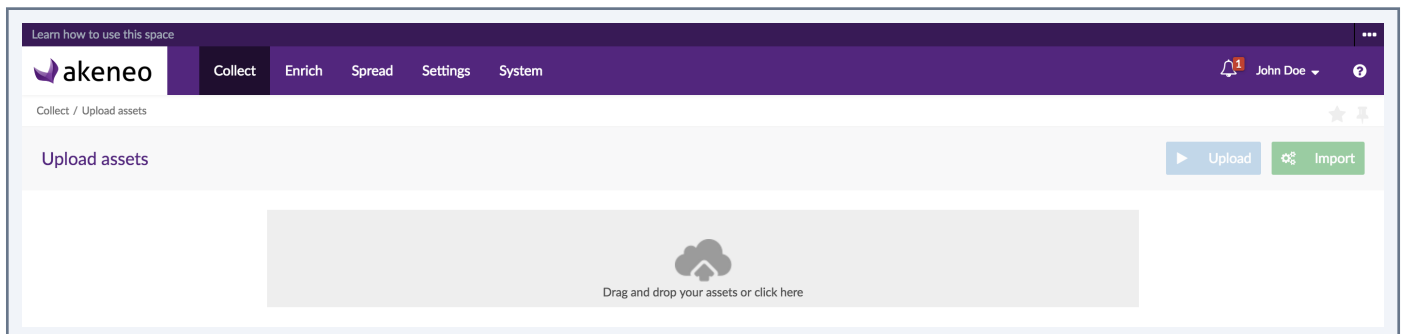
- If the asset with the code “demo\_video” already exists
  - If the asset exists, the PIM will update the asset with the code “demo\_video” by importing the file “demo\_video.wmv” as its reference file (and generate the variation files accordingly).
  - If the asset doesn’t exist, the PIM will create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

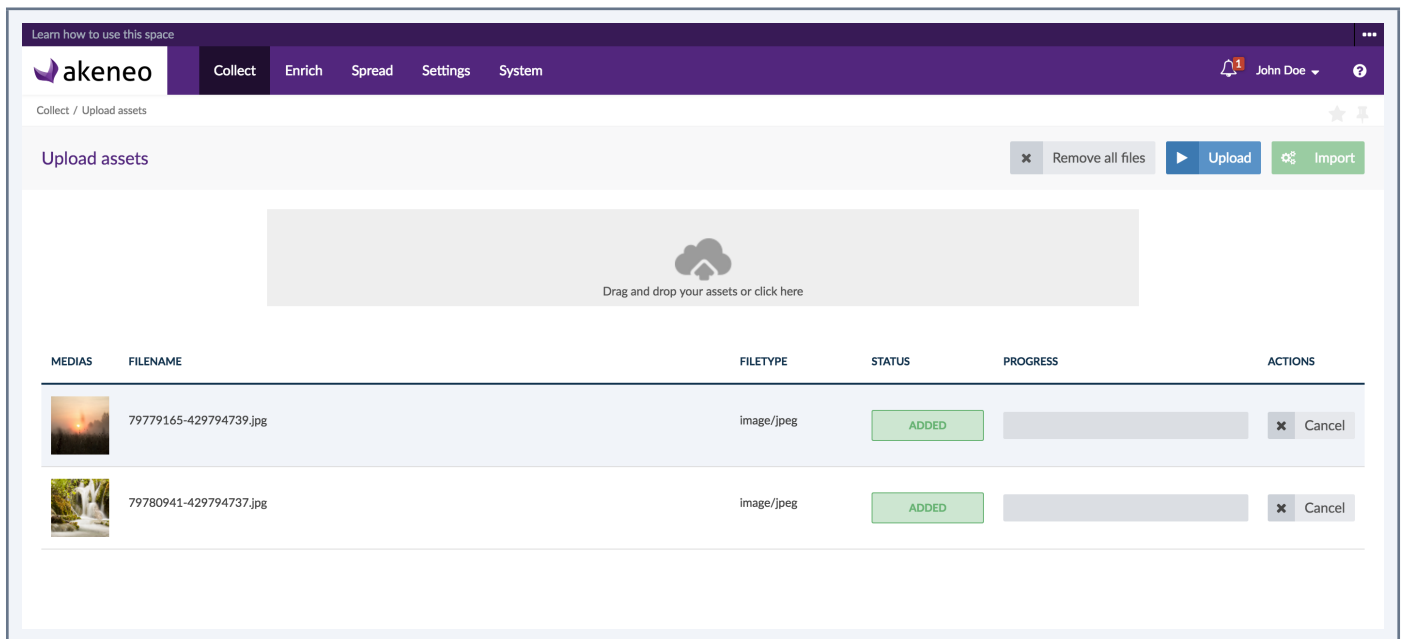
- If the asset with the code “PIM\_userguide” exists
  - If the asset already exists, if the asset is localized
    - If the asset is localized, the PIM will import the file as the reference for the given locale code at the end of the filename (“en\_US”).
    - If the asset is not localized, the PIM 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:

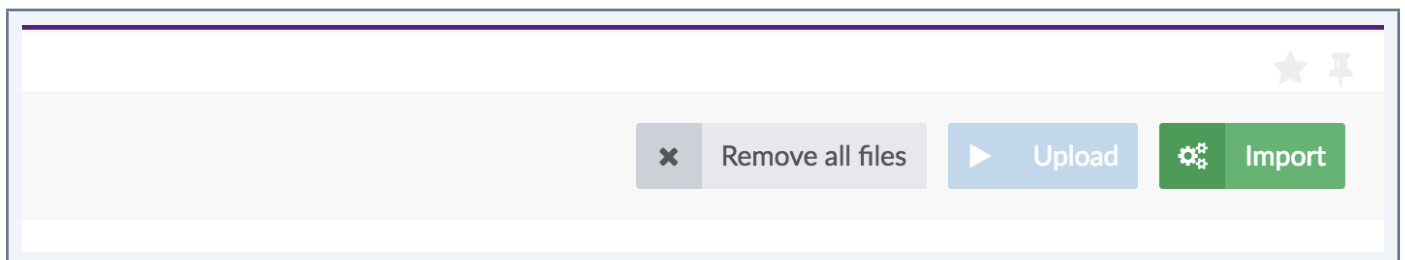
1. Go to Collect > Upload assets.



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 “Upload” button to upload assets.
4. Click on the “Import” button to create the assets.



The report of the import is displayed.

There are some available options during the scenario.

### Cancel the mass upload of files

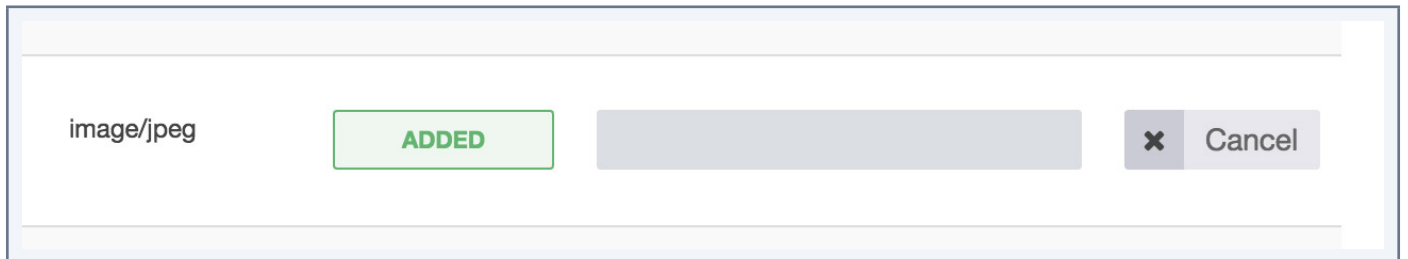
When files are added to the list with the “SUCCESS” status, they are still available even if you logout or move to another page.

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.



## IMPORTS & EXPORTS

### Imports

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 or XLSX 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 or XLSX 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 connector to import CSV files or XLSX files.

#### Note

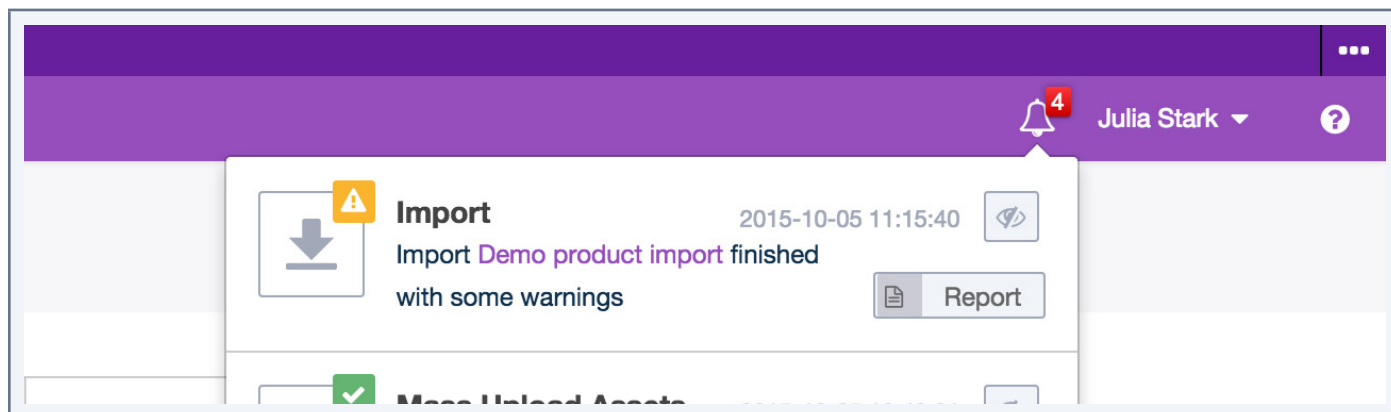
A connector can import product information in any required data format: File, Web API, etc.

## Run 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 PIM technical documentation.

## Exports

This feature allows you to provide your product information to third-parties like e-commerce platforms, mobile applications, suppliers... or for other needs.

You have several ways to export your product information:

- You can manually download the export file: you execute the job from the PIM user interface and you download the generated file.
- You automatically send the export file to the third-party, by setting a path in the export profile configuration enabling the PIM to automatically 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 ).

To export product information, you need to:

1. Have an existing export profile or create a new export profile, please refer to the administration guide for this step.
2. Start the export (the exported file will be in CSV or XLSX format).

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

To learn more about connectors and how they work, please refer to the relevant documentation. For instance, for more information about the CSV connector, refer to the documentation of the Akeneo connector Akeneo to export CSV files or XLSX files.

#### Note

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

## Export products with Product Export Builder

You can now configure your product export profile to only export the data you need thanks to the Product Export Builder. This feature allows you to filter your export data on several product and system information.

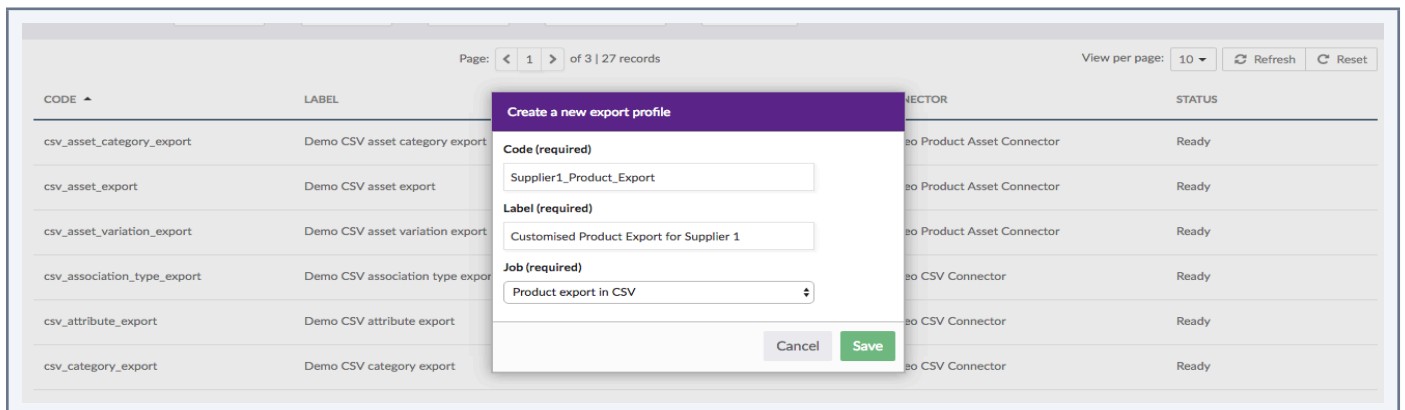
If you are granted with the permissions, you can either create your own product export using the Product Export Builder or edit an existing product export profile.

### Create a new product export profile

To create a product export:

1. Go to Spread/Export Profiles,
2. Click on the «Create export profile» button,
3. Indicate a unique export code, an export label and select the job: csv\_product\_export or xlsx\_product\_export (all fields are required)





#### 4. Save your new export profile.

The PIM opens the Export Profile in Edition mode so you can customise it and select the information you want to export. You can start customising your own export profile to only export the data you need.

### Edit a product export profile

From an existing product export profile:

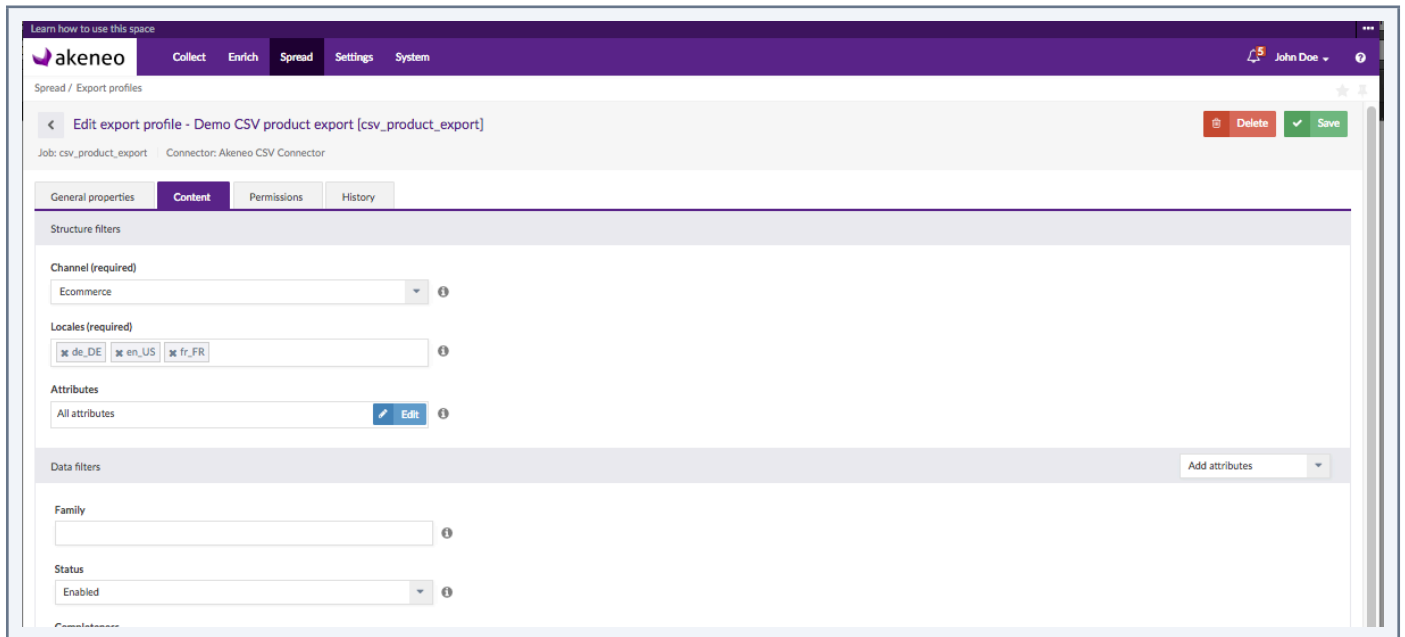
1. Go to Spread/Export Profiles,
2. Click on the product export profile line to edit.
3. Once the export profile is displayed, click on the «Content» tab.
4. Click on the «Edit» button on the top right hand corner to edit the exported product information

From a newly created product export profile:

Click on the «Content» tab.

To edit the product information:

You land on a page divided in two sections:



**Structure Filters:** this part allows you to define the structure of the exported file, namely its columns: you will have to specify a Channel and one or more locales to export (required fields). The last field «Attributes» will allow you to select the attributes to be used as file columns.

**Data Filters:** this part allows you to filter your data on several product and system information such as the family, category, status, completeness or even insert a list of SKUs, you can also add new attributes to use them to filter your data.

## Use the structure filters

To select a channel:

Each export can only be linked to one channel, please select the relevant channel of products to export.

To select one or more locales:

By default, all activated locales for the channel previously selected are exported. You can export product information for one or more locales depending on your needs.

For instance: Peter needs an export for his Spanish translator: he selects French and Spanish locales, the exported file the translator can enrich the product information for the Spanish locale based on the French product information.

To remove a locale:

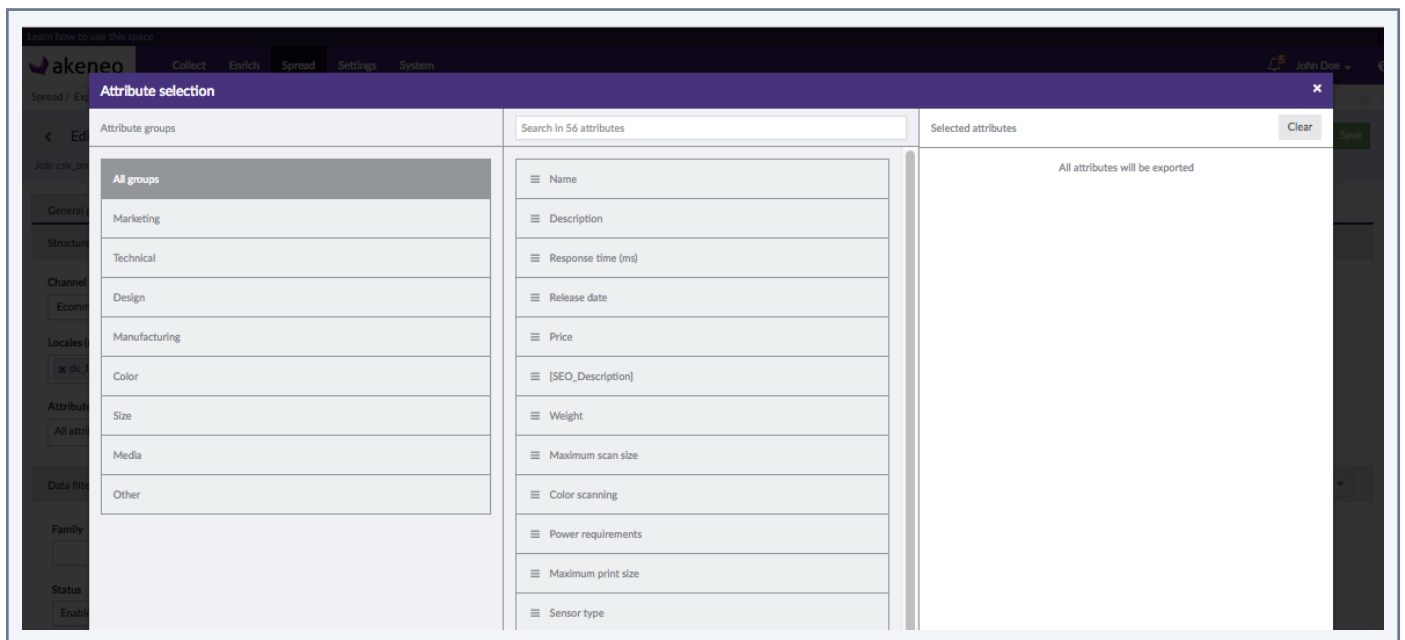
Click on the small cross nearby the locale code.

To add a locale:

Start typing your locale code in the field, the PIM will automatically propose you the matching locales. Click on the locale to add it to the field.

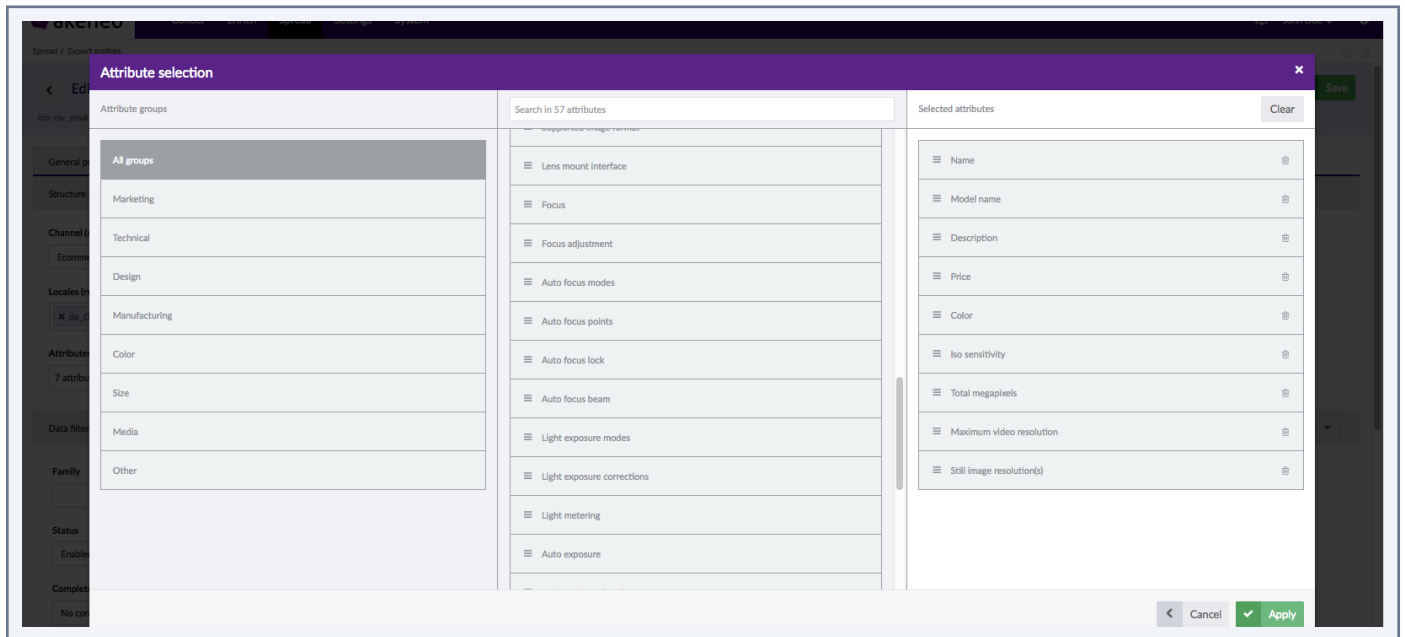
### Select attributes as file columns

Click on the «Edit» button in the field to open the Attribute Selection popin:



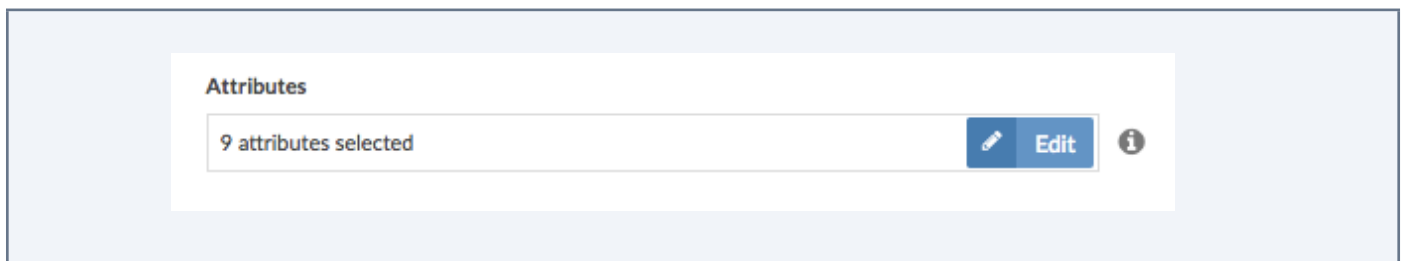
The popin is divided in three parts: the left part shows the attribute groups, the middle part displays the attributes belonging to the selected group, and on the right side, you will find your attribute selection. By default, note that all attributes are exported.

To make your own attribute selection, click on left side to select a specific attribute group (or All groups to display all attributes). Place your mouse on your attribute and drag and drop it into the right-most column. The selected attributes will be displayed as columns in your export file.



You can reorder your attributes by dragging them up and down. To clear your selection, click on the «Clear» button. To save your attribute selection, click on «Apply».

The Attributes field will display you the number of attributes selected for the export.



### Note

By default, the SKU field is exported in the product export.

## Use the data filters

### To filter on families:

By default, this filter is empty meaning that **all products will be exported regardless of the family they belong to**, products without families will also be exported.

#### To add a family:

If you want to export products belonging to specific families, click on the drop down list and click on the families to add in the field.

#### To remove a family:

Click on the cross nearby the family label to remove it from the field. Products belonging to this family will not be exported anymore.

#### To filter on products' statuses:

You can also filter on the status of your products, three options available:

- *All*: to export all products whatever their status is
- *Enabled* (default option): to only export enabled products
- *Disabled*: to only export disabled products

#### To use the completeness filter:

The following drop down enables you to filter on completeness of selected locales. Four options on completeness are proposed:

- *No condition on completeness*: all products will be exported whatever their completeness is.
- *Complete on at least one selected locale* (default option): products must be complete on at least one locale
- *Complete on all selected locales*: products must be complete on all locales (if you have selected more than one locale).
- *Not complete on all selected locales*: products must not be complete on all locales (if you have selected more than one locale).

#### *For instance, with 4 products and 2 exported locales fr\_FR and en\_US:*

Product A: complete on fr\_FR, uncomplete on en\_US

Product B: uncomplete on fr\_FR, complete on en\_US

Product C: complete on fr\_FR, complete on en\_US

Product D: uncomplete on fr\_FR, uncomplete on en\_US

#### *Exported products according to each completeness option for the locales fr\_FR and en\_US:*

Option 1: All products (A, B, C, D) will be exported.

Option 2: Only products A, B, C will be exported.

Option 3: Only product C will be exported

Option 4: Only product D will be exported.

### To filter on date:

You can now export your product on a specific time condition:

- *No date condition* (default option)
- *Updated products over the last n days (e.g. 6)*: you want to export products updated since the last 'n' days:
- *Updated products since this date*: you want to export products updated since a specific date
- *Updated products since last export*: you want to export products updated since the last export

If you select «Updated products over the last n days (e.g. 6)», a field will be displayed nearby the drop down menu. Indicate a number of days (**please only use numbers**) in this field.

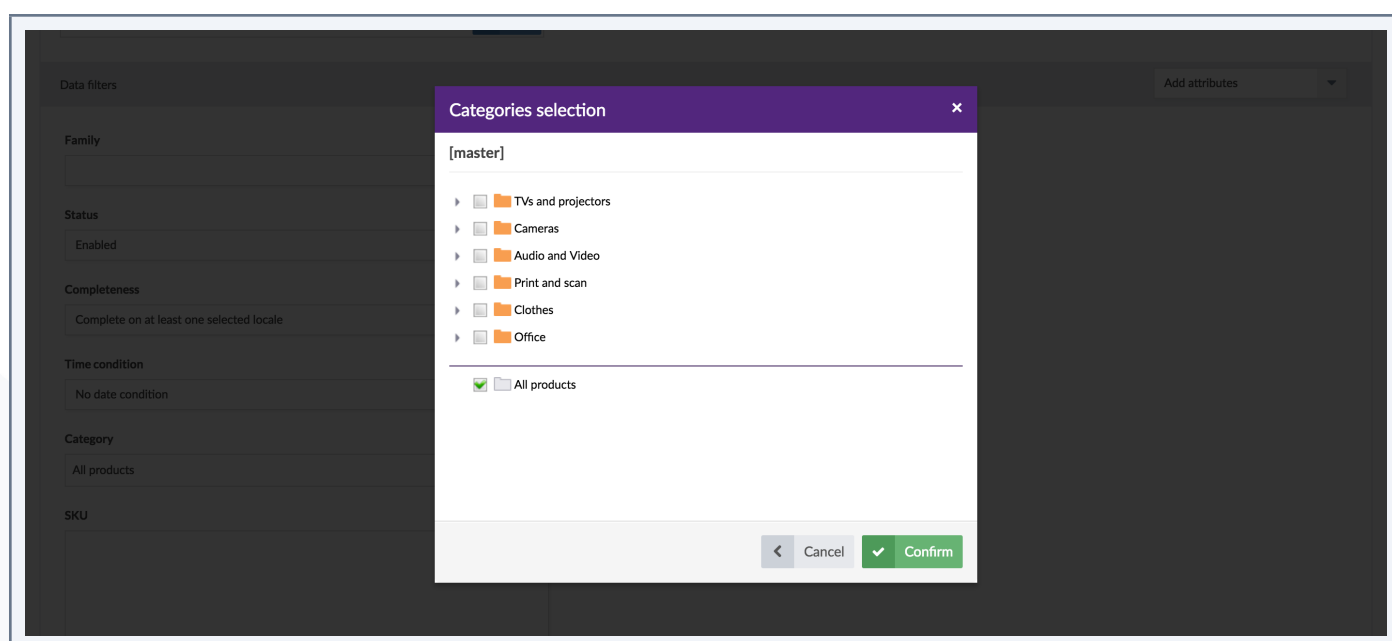
If you select «Updated products since this date», the date picker will be displayed to choose a date. To change the date, click again on the date picker. To completely remove a date, select another time condition.

### To filter on categories:

In the export builder, you can also configure the category (ies) of the channel tree you want to export.

For example, you want to export the clothing products (categories «Clothing» in the tree) to update in mass the families because the families have been refined and new families have been created for clothing.

By default all categories are exported. To select a category, click n the «Edit» button The categories of the channel tree are displayed:



You can expand a category and see its subcategory by clicking on the arrow:

This arrow also enables to collapse a category.

You can select a category and its subcategories:

Or only the subcategories:

Clicking on «All products» allow you to export all categories by erasing the above selection

### To filter on SKU (or product identifiers)

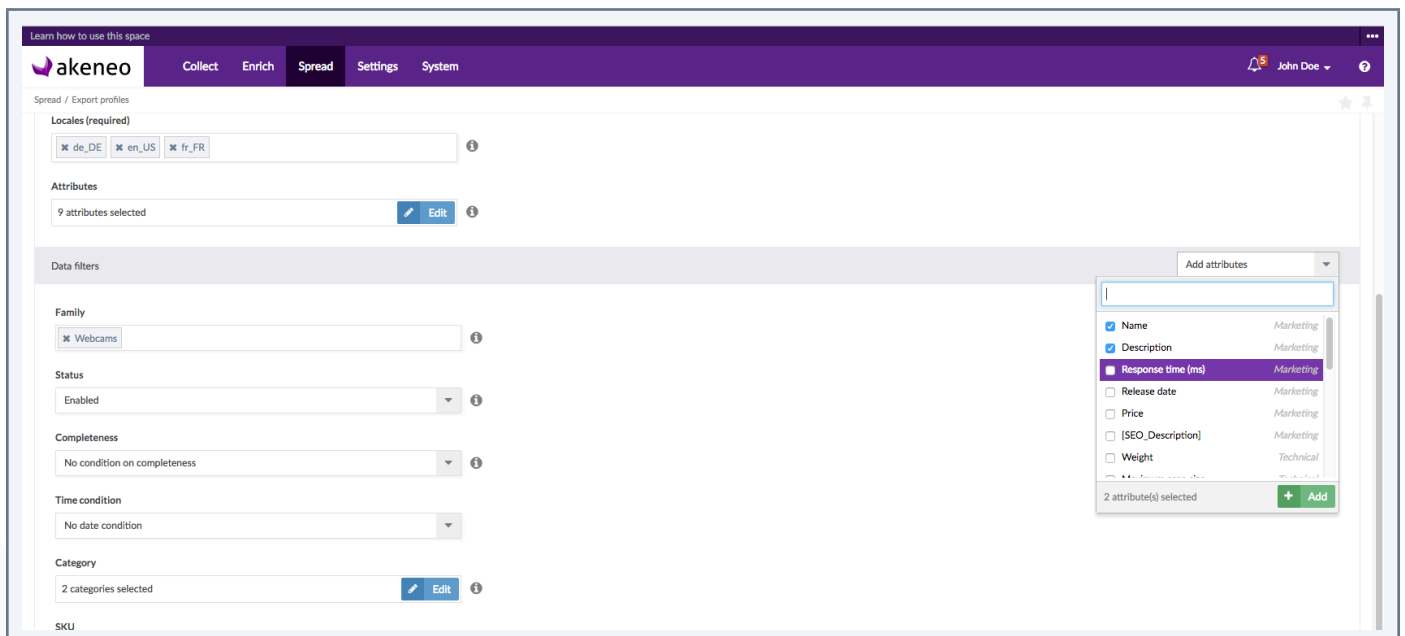
You can make a selection of identifiers to export by adding them in the SKU field. You can copy and paste a list of identifiers, they must separated by comma, space or line breaks.

#### Note

You can easily copy an identifier list from a csv or xlsx file and paste it in the SKU text area.

### To filter on attributes

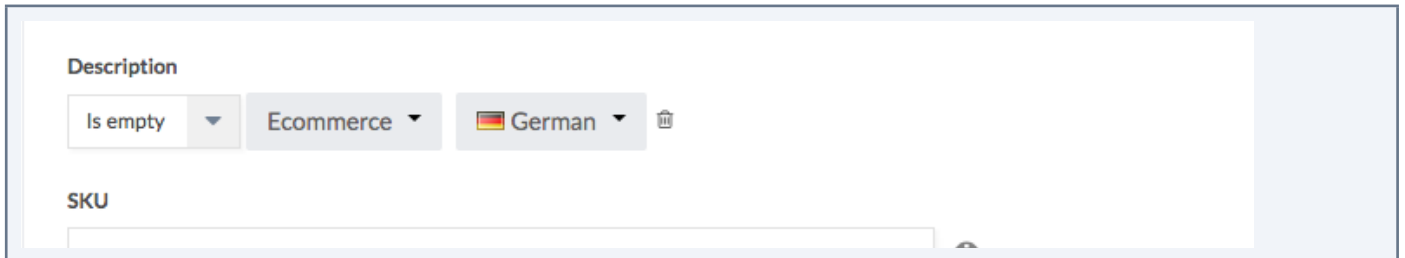
An additional filter «Add attributes» is available on the right side of the page. This drop down menu allows you to add attributes as filters for the export.



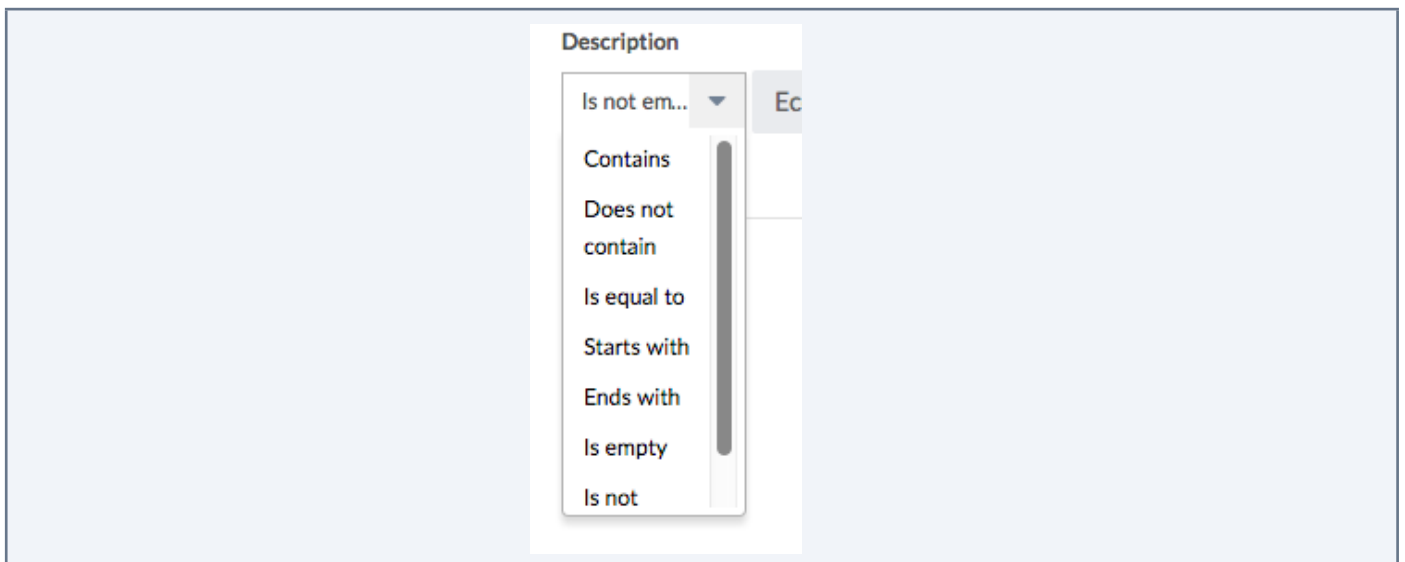
Select the attributes you'd like to use as filters. Once selected, they will be displayed in the Data filters area, above the SKU field.

For instance, you are working with a German translator, he needs to only work on products that are missing their German descriptions. You can make a filter on the description field saying:

Only export the products having no description for German locale and e-commerce channel.



Each attribute comes with a list of operators, for instance for text area fields, you will have the following operators available:



#### Notes

1. To create a filter on an attribute, you do not need to have it as a column in your export file.
2. All attributes created in the PIM can be used in the Product Export Builder.
3. Any attribute can only be used once as a filter.

#### Note on the Product Export Builder

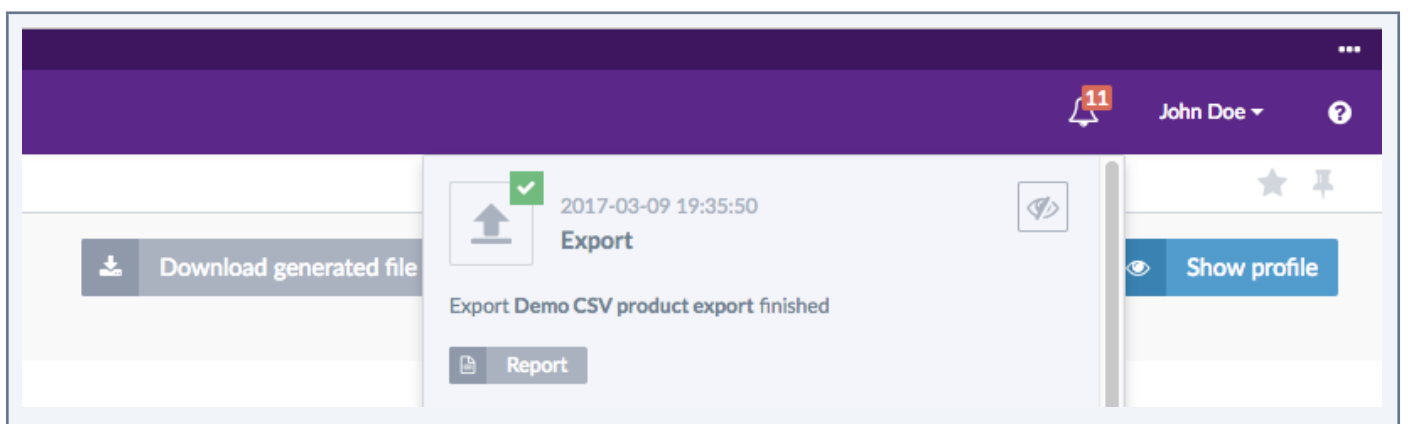
The Product Export Builder feature is available for the product and published product export profiles (for the CSV and XLSX connectors)



## Run an export

1. Go to Collect/Export Profiles to see the list of available export profiles.
2. Select the job profile to execute, and click on the relevant line.
3. The export profile page 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 online documentation of the PIM.



THANK YOU!