

# USER GUIDE

# CATALOG SETTINGS

Version 1.4

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## MANAGE ATTRIBUTES

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

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

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

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

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

## View Attributes

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

### Page numbering

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

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

A screenshot of the Akeneo PIM 'Attributes' datagrid interface. At the top right, there is a 'View per page:' dropdown menu with the value '10' selected. Below the dropdown are two buttons: 'Refresh' and 'Reset'. The main area shows a table with three columns: 'SCOPABLE', 'LOCALIZABLE', and 'GROUP'. There are two rows of data in the table. The first row has two checkboxes in the 'SCOPABLE' column, both unchecked. The second row has two checkboxes, both checked. In the 'LOCALIZABLE' column, the first row has an unchecked checkbox and the second row has a checked checkbox. In the 'GROUP' column, both rows have the value 'Technical'. To the right of the table, a vertical scroll bar is visible. The bottom right corner of the screen shows the Akeneo logo.

**Note**

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

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

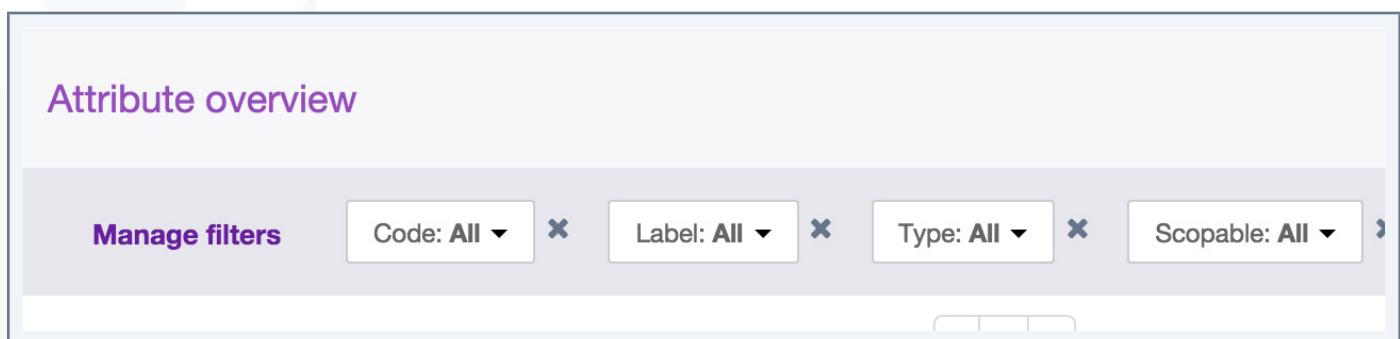
In order to navigate through the different pages of the attribute datagrid, the navigation buttons "next" and "previous" are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by amending the field of the ongoing page number.

**Note**

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

## The filters

The attribute datagrid comes with a filter bar.



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

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

### **Filters can be sorted out on the following attribute information:**

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

### **Screening product attributes**

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

#### **Note**

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

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

### **Shortcut actions on each attribute**

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Technical	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>

### Note

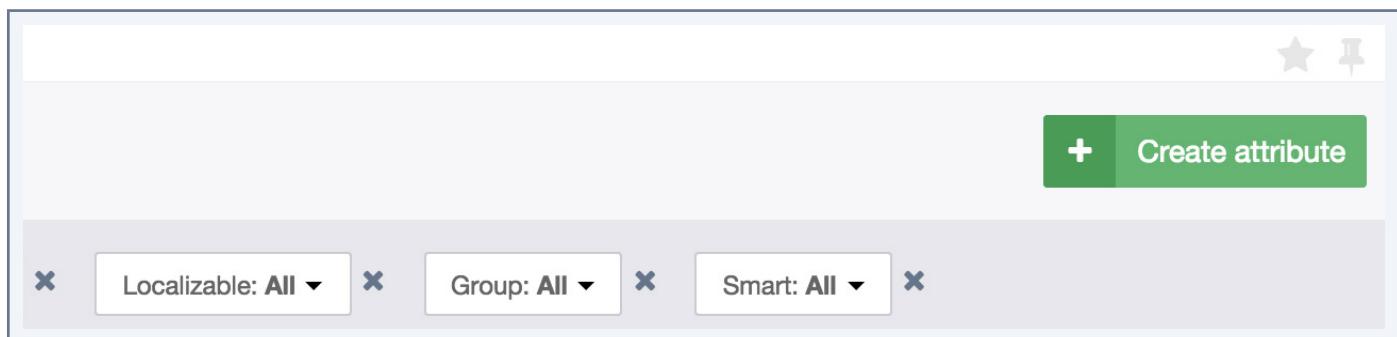
The shortcut actions are only displayed if you have been granted the appropriate rights

## Create an attribute

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

### To create an attribute in the PIM:

1. Click on the “Create attribute” button



2. Select the attribute type you want to create:

The screenshot shows the AKENEOPIM interface for managing attributes. On the left, there's a sidebar with a list of attribute codes: auto\_exposure, auto\_focus\_assist\_beam, auto\_focus\_lock, auto\_focus\_modes, auto\_focus\_points, camera\_brand, camera\_model\_name, camera\_type, clothing\_size, and color\_scanning. The main area is titled 'Attribute overview' and shows a list of attributes. A modal window titled 'Choose the attribute type' is open in the center, displaying a grid of 12 attribute types, each with an icon and a name. The 'Yes/No' type is highlighted with a blue border.

3. The page of Edit Attribute is displayed. The following properties are required to create an attribute:

- a code
- a scope (global or per channel)
- localization (global or local)
- unique value (will be required according to the attribute type)
- Specific locale

4. Click on the “Save” button changed.

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

## Edit the properties of an attribute

### You can change the following properties of an attribute

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

select

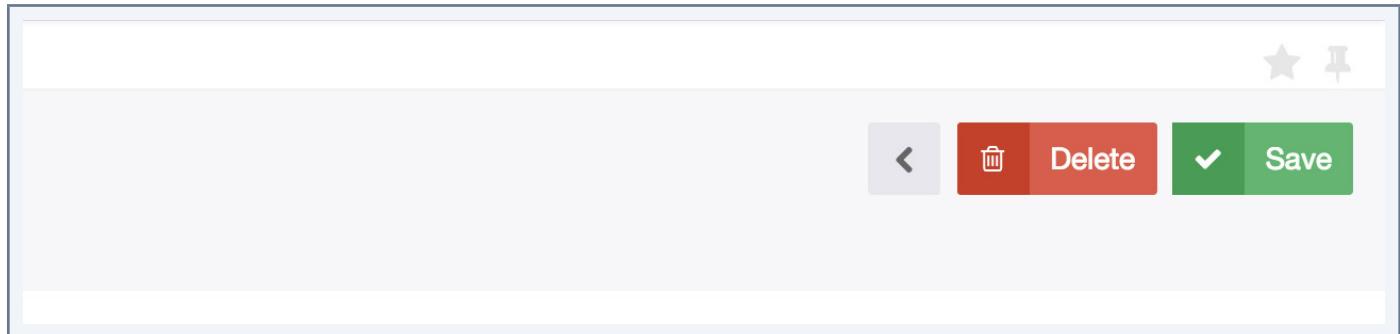
- The attribute group: the group in which the attribute belongs

### To edit an attribute:

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Technical	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>

3. Change the properties and click on the Save button



### Validation by settings properties for the different attribute types

#### Each attribute has specific properties to validate values:

- Date
  - min date : the earliest date that can be accepted
  - max date: the latest date that can be accepted
- A short text field: Text
  - Maximum number of characters: maximum number of characters that an attribute value can have.

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

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

## Manage the attribute options

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

deleted.

The screenshot shows the 'Values' tab of the catalog settings interface. At the top, there are tabs for 'Parameters', 'Values' (which is selected), 'Rules', and 'History'. Below the tabs, there are sections for 'Label translations' and 'Options'.

**Label translations:**

German (Germany)	English (United States)	French (France)
Hersteller	Brand	Marque

**Options:**

Automatic option sorting:  No (info icon)

Code	de_DE	en_US	fr_FR	Action
canon_brand	Canon	Canon	Canon	<span>(edit icon)</span> <span>(trash icon)</span>
nikon_brand	Nikon	Nikon	Nikon	<span>(edit icon)</span> <span>(trash icon)</span>

**Add an option**

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

## List attribute options

### To edit an attribute options

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

### Add an option

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

en_US	fr_FR	Action
	Canon	
	Nikon	
<a href="#">Add an option</a>		

The option is instantly created.

## Edit option labels

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

en_US	fr_FR	Action
	Canon	
	Nikon	
<a href="#">Add an option</a>		

## Sort out options

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

Code	Value
de_DE	
canon_brand	Canon
nikon_brand	Nikon

## Delete an option

1. Click on the button "delete" to remove an option.

Code	Value	Action
en_US	Canon	
fr_FR	Canon	
fr_FR	Nikon	

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

**Enterprise Edition Note**

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

## View the rules applied to the attribute (Enterprise Edition)

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

CODE	CONDITION	ACTION
CAMERA_SET_CANON_BRAND	<b>IF</b> family.code IN camcorders <b>IF</b> name CONTAINS Canon	<b>THEN</b> canon_brand is set into camera_brand

### The display screen is composed of 3 vertical columns

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

CODE	CONDITION	ACTION
CAMERA_SET_CANON_BRAND	<b>IF</b> family.code IN camcorders <b>IF</b> name CONTAINS Canon	<b>THEN</b> canon_brand is set into camera_brand

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

## Delete a rule applied to the attribute

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

A confirmation message validates the action of deleting the rule.

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

## Check the attribute history

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

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

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

**To view the attribute versions:**

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

## Delete Attribute

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

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

- via the “edit” attribute form:



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

- via the shortcut in the grid

		Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Technical	<input checked="" type="checkbox"/>

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

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

#### Note (Enterprise Only)

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

## MANAGE ATTRIBUTE GROUPS

### View attribute groups

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

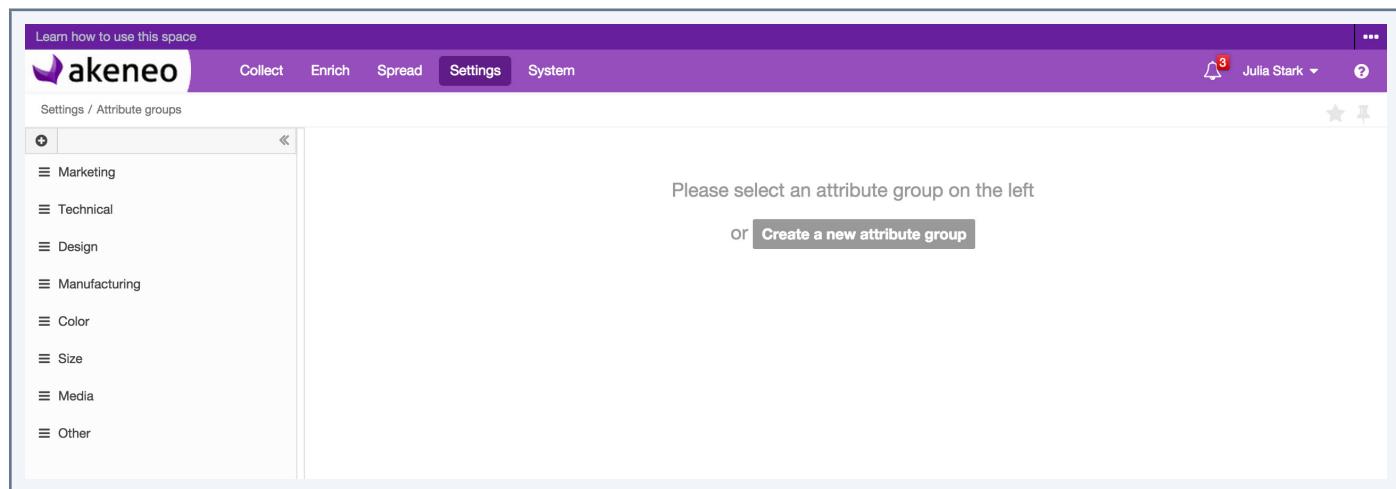
The screenshot shows the Akeneo PIM interface for editing a product named "Viewsonic 3DV5". At the top, there are tabs for "Attributes", "Categories", "Associations", and "Proposals". Below the tabs, there are dropdown menus for "Ecommerce" and "English". On the left, a sidebar lists attribute groups: "Marketing" (which is selected and highlighted in purple), "Technical", and "Media". The main content area displays product details: SKU (8538374), Name (Viewsonic 3DV5), and Description (ecommerce). The "Description" field has a small "ecommerce" label next to it.

You can select the most appropriate labels as required.

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

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

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



## Check the history list of an attribute group

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

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

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

**To view the versions of an attribute:**

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

## Create an attribute group

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

**To create an attribute group:**

1. Go to Settings > Attribute groups
2. Click on “Create a new attribute group”

Please select an attribute group on the left

or [Create a new attribute group](#)

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

The attribute group has been then created.

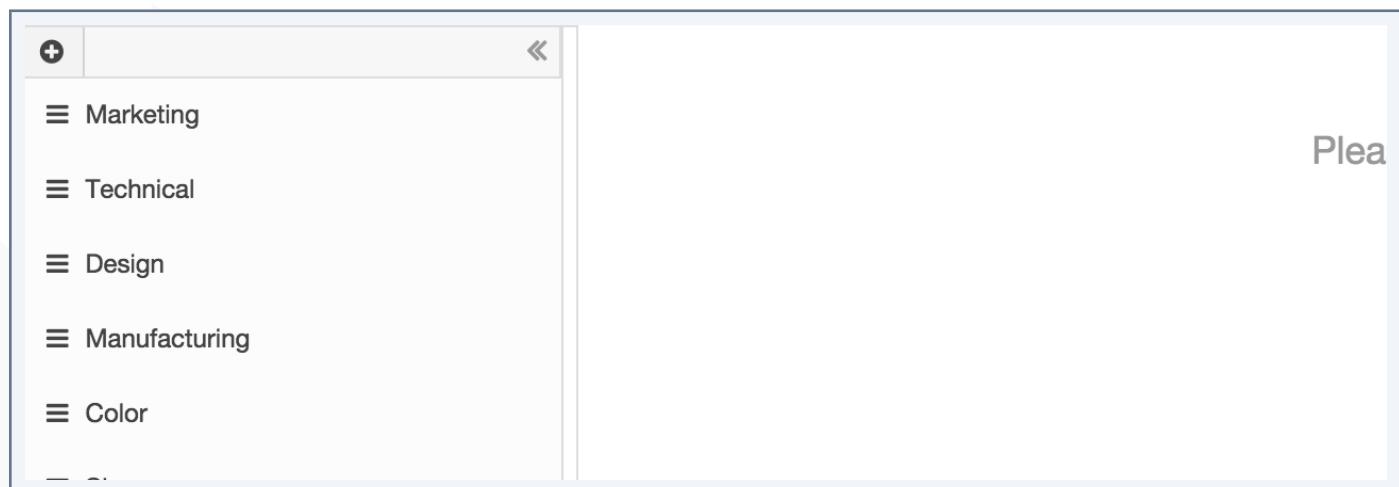
#### You can amend the attribute groups on the following items:

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

### Order the attribute groups

#### To order an attribute group

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



## Edit the labels of an attribute group

To edit an attribute group

Go to Settings > Attribute Groups

Identify the attribute group to be edited in the left panel and click on the label

The “edit” page is displayed. Change the labels, and click on the Save button

## Manage attributes in a group

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

To add attributes to a group

### Add Attribute

It is possible to add attributes to a attribute group.

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

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

The screenshot shows the 'Edit Attribute Group' interface. The left sidebar has a tree view with categories like Technical, Design, Manufacturing, Color, Size, Media, and Other. The 'Other' category is expanded, showing attributes: SKU (Identifier, Global), Name (Text, Global), and Response time (ms) (Number, Global). The main area has tabs: Properties, Attributes (which is selected and highlighted in purple), Permissions, and History. To the right of the table, there's a search bar labeled 'Search'. Below it is a section titled 'OTHER' with three checked checkboxes: 'Release date', 'Price', and 'Description'. At the bottom right is a large blue 'Add' button.

2. Select the attributes to be added and click on their labels.

- You can find an attribute by its label via the quick search box at the top of the list.
- You can select all the attributes and click on the label of the attribute group “Other”

3. Click on the “add” button below the list

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

Name	Type	Scope	Localizable
SKU	Identifier	Global	<input type="checkbox"/>
Name	Text	Global	<input type="checkbox"/>
Response time (ms)	Number	Global	<input type="checkbox"/>
Description	Text Area	Channel	<input checked="" type="checkbox"/>
Release date	Date	Channel	<input type="checkbox"/>
Price	Price	Global	<input type="checkbox"/>

### Note

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

## Remove an attribute

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

### To remove an attribute

- From the “Attributes” tab of an attribute group, click on the “icon to remove the relevant attribute.

Identifier	Global	<input type="checkbox"/>	
Text	Global	<input type="checkbox"/>	
Number	Global	<input type="checkbox"/>	

- Confirm the action via the validation popin.

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

## Sort out attributes

## To order the attributes

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

Name	Type	Scope
SKU	Identifier	Global
Name	Text	Global
Response time (ms)	Number	Global
Description	Text Area	Channel
Release date	Date	Channel
Price	Price	Global

## Delete an attribute group

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

### To delete an attribute group

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

## MANAGE FAMILIES

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

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

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

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

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

### View families

#### Check the family history

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

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

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

#### To view the family versions:

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

### Create a family

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

## To create a family

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

The family has now been created.

## You can amend the following family information :

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

## Edit a family label

### To edit the family properties

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

## Manage the attributes in a family

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

## Add an attribute

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

1. Click on “Add Attributes” in the top right of the “Attributes” tab of a family.

The screenshot shows the 'Attributes' tab in the catalog settings. It displays a grid of attributes grouped by category (Marketing and Technical) across three product types: Ecommerce, Mobile, and a new column. The grid includes columns for 'LABEL', 'ECOMMERCE', 'MOBILE', and a fourth column which appears to be 'PRINT'. A search bar and a sidebar with attribute group filters (Marketing, Technical) are also visible.

LABEL	ECOMMERCE	MOBILE	PRINT
SKU	✓	✓	
Name	✓	✓	
Description	✓	✓	
Release date	●	●	●
Price	✓	✓	
Weight	●	●	●

2. Select the attributes to be added and click on their respective labels.

- You can identify an attribute label via the quick search box above the list.
- You can select all the attributes without an attribute group via the attribute group label “Other”

3. Click on the “add” button below the list

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

The screenshot shows the 'Attributes' tab after adding attributes to the 'PRINT' column. The grid now includes a fourth column labeled 'PRINT'. All attributes (SKU, Name, Description, Price, Weight) now have checkmarks in the 'PRINT' column, indicating they are present in all three product types.

LABEL	ECOMMERCE	MOBILE	PRINT
SKU	✓	✓	✓
Name	✓	✓	✓
Description	✓	✓	✓
Release date	●	●	●
Price	✓	✓	✓
Weight	●	●	●

### Note

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

**Note**

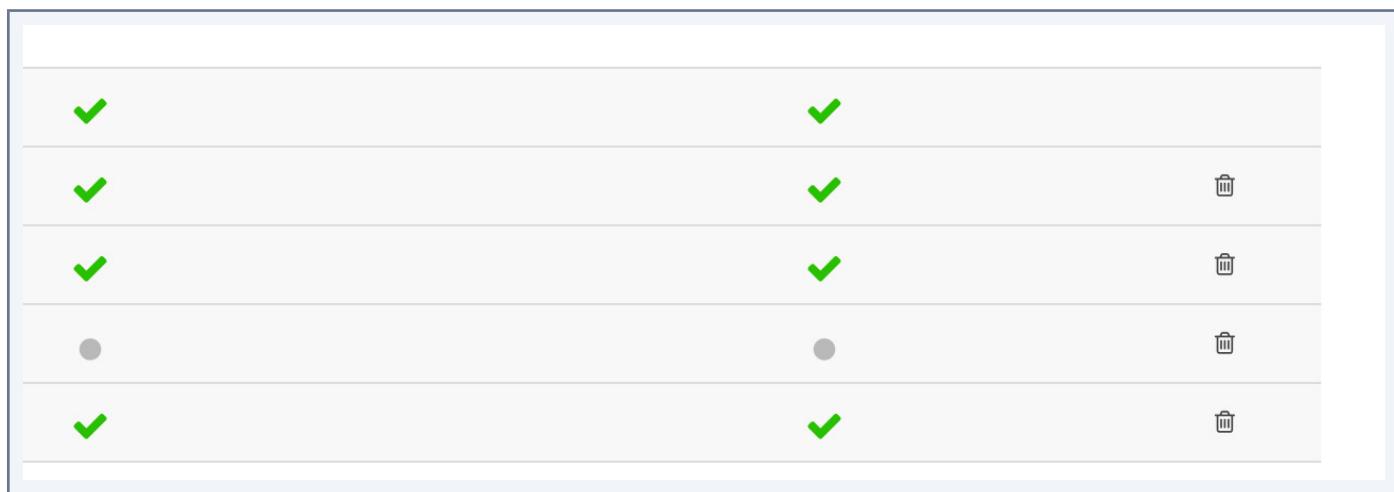
The attributes are ordered according to their order in their attribute group. They cannot be ordered by their inclusion in a family.

## Remove an attribute

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

### To remove an attribute from a family

1. From the “Attributes” tab in the family page, click on the “icon to remove the relevant attribute.



2. Confirm the action in the validation popin.

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

## Set a required attribute for a channel

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

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

✓	✓	
✓	✓	☒
✓	✓	☒
● Not required	●	☒
✓	✓	☒

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

## Remove an attribute required for a channel

### To set a non-required attribute for a channel

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

✓	✓	
✓	✓	☒
✓ Required	✓	☒
●	●	☒
✓	✓	☒

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

## Add the same attributes in several families

### To add the same attributes in several

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

	CODE ▲	LABEL
<input checked="" type="checkbox"/>	camcorders	Camcorders
<input checked="" type="checkbox"/>	digital_cameras	Digital cameras
<input checked="" type="checkbox"/>	headphones	Headphones
<input type="checkbox"/>	Laser and printers	Laser and LED printers

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

The screenshot shows the "Mass Edit" wizard with four steps:

- Step 1: Choose families (done)
- Step 2: Choose operation (Set attribute requirements selected)
- Step 3: Configure (not yet done)
- Step 4: Confirm (not yet done)

Below the steps, there is a section titled "Families" with the sub-section "Mass Edit (3 families)". Under "Mass Edit (3 families)", the radio button "Set attribute requirements" is selected. At the bottom, there are navigation buttons: a back arrow, "Cancel", "Next" (highlighted in green), and a forward arrow.

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

The attributes have now been added to families.

## Delete a family

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

### To remove a family

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

#### Note (Enterprise only)

When a family is used by a product that is published, the family cannot be deleted.

## MANAGE THE GROUP TYPES

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

CODE ▲	LABEL
RELATED	[RELATED]
VARIANT	[VARIANT]

You can select the most appropriate labels to your needs.

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

Create a new group

\* Code  
tshirt

\* Type  
[RELATED]

Save

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

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

## Check the type group

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

### Page numbering

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

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



#### Note

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

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



**Note**

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

## The filters

The group type datagrid comes with a filter bar.

The screenshot shows a light gray filter bar with a dark gray header. In the header, there is a button labeled "Manage filters". To its right are two dropdown menus: "Code: All" and "Label: All", each with a small "X" icon to close them. Below the header, the text "Page: 1 of 1 | 2 records" is displayed, with navigation arrows for previous and next pages.

1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.

2. The grid is automatically updated as a new filter is added.

### Filters can be applied on the following attribute information

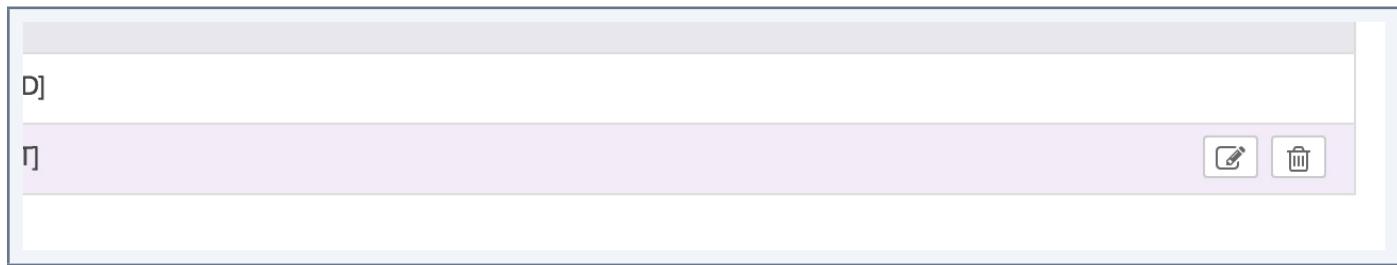
- The code
- The labels

## Screening the group types

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

## The shortcut actions on each group type

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



### Note

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

There is no versioning available for the group types.

## Create a group type

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

### To create a group in the

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

The group type has now been created and the edit page is displayed . Some properties can be changed or added.

## Edit a group type

### To edit a group

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

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

## Delete a group type

### To delete a group

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

The group type is deleted.

#### Note

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

## MANAGE ASSOCIATION TYPES

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

CODE ▲	LABEL
PACK	Pack
SUBSTITUTION	Substitution
UPSELL	Upsell
X_SELL	Cross sell

You can select the most appropriate labels for your needs.

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

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
No	AKNTS_BPXS	AKNTS_BPXS	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_BPM	AKNTS_BPM	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015
No	AKNTS_WPXS	AKNTS_WPXS	[tshirts]	Enabled	86%	Sep 24, 2015	Sep 24, 2015

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

## View the association types

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

### Page numbering

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

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

A screenshot of the AKENEOPIM Association Type datagrid interface. At the top right, there is a 'View per page:' dropdown menu set to '10' with options '10', '25', '50', and '100'. Next to it are 'Refresh' and 'Reset' buttons. Below this, the datagrid shows three rows of data with the column header 'LABEL'. The rows are 'Pack', 'Substitution', and 'Unsell'. The entire interface is enclosed in a light gray border.

#### Note

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

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

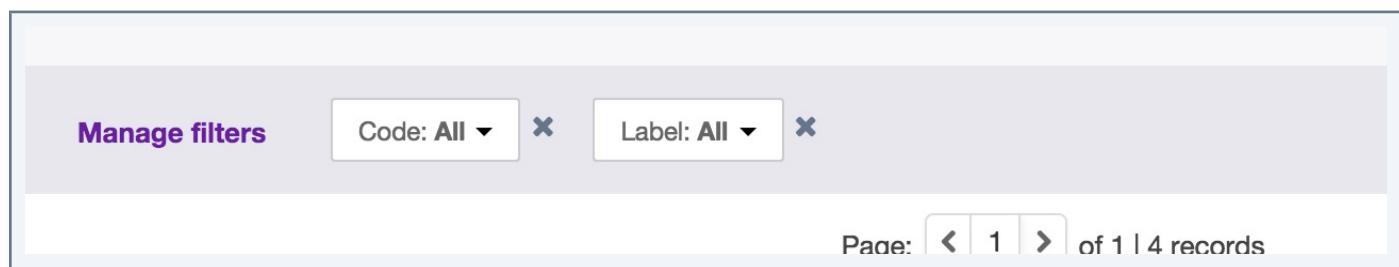
A screenshot of the AKENEOPIM Association Type datagrid interface, focusing on the bottom navigation area. It shows the text 'Page: 1 of 1 | 4 records' with a small navigation bar containing arrows and the page number '1'.

**Note**

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

## Filters

The association type datagrid comes with a filter bar.



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

### Filters can be applied on the following information

- The code,
- The labels

## Screening the association types

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

## The shortcut actions on each association type

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

LABEL
Pack
Substitution
Upsell
Cross sell

#### Note

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

## Create an association type

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

### To create an association type in the PIM

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

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

Some properties can be changed or supplemented

## Edit an association type

### To edit an association type

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

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

## Delete an association type

### To remove an association type

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

The association type is then deleted.

#### Note

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

## Check the association type history

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

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

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

### To view the versions of an association type:

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

## MANAGE CURRENCIES

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

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

Only activated currencies are used in the catalog

### View currencies

#### To view currency

- Go to “Settings > Currencies”

The currency datagrid supported in Akeneo PIM is displayed.

Currency overview	
Manage filters	
Code	Activated
EUR (Euro)	Active
USD (US Dollar)	Active
PAB (Panamanian Balboa)	Inactive
PKR (Pakistani Rupee)	Inactive
OMR (Omani Rial)	Inactive
NOK (Norwegian Krone)	Inactive
KPW (North Korean Won)	Inactive
NGN (Nigerian Naira)	Inactive
NIO (Nicaraguan Córdoba)	Inactive
NZD (New Zealand Dollar)	Inactive

#### Page numbering

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

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

A screenshot of a currency datagrid interface. At the top right, there is a 'View per page:' dropdown menu set to '10'. To its right are two buttons: 'Refresh' with a circular arrow icon and 'Reset' with a circular arrow and a 'C' icon. Below this, the grid header shows 'ACTIVATED ▾' and a 'Active' button. The grid contains three rows: the first row has 'Active' in green, the second row has 'Active' in green, and the third row has 'Inactive' in red. A small 'x' icon is located at the bottom right of the grid area.

### Note

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

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

A screenshot of the currency datagrid showing the page navigation controls. At the top, there are two dropdown menus for 'Code' and 'Activated', both set to 'All'. Below them is a page navigation bar with the text 'Page: 1 of 20 | 197 records'. The page number '1' is highlighted in a blue box. Navigation arrows are available to the left and right of the page number.

### Note

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

## Filters

The currency datagrid comes with a filter bar.

The screenshot shows a user interface for managing currency filters. At the top, there are two dropdown menus: 'Code: All' and 'Activated: All', each with a clear button ('X'). Below these is a 'Manage filters' button. At the bottom right, there is a 'Page:' navigation bar showing '1' of 20 pages with 197 records.

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

#### Filters can be applied on the following currency information:

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

#### Screening currencies

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

#### Enable / disable a currency

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

**Note**

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

The screenshot shows a list of currencies in a datagrid. The first two rows are green and labeled 'Active'. The third row is red and labeled 'Inactive'. A small status button with a double arrow icon is visible in the last column of the 'Inactive' row.

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

## MANAGE CHANNELS

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

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

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

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

### "List channels

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

### Page numbering

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

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

A screenshot of the Akeneo PIM 'List channels' interface. At the top right, there is a 'View per page:' dropdown menu set to '10'. To the right of the dropdown are 'Refresh' and 'Reset' buttons. Below the header, there is a 'CATEGORY TREE' section with two entries: 'Master catalog' and 'Master catalog'. At the bottom right of the grid area, there are edit and delete icons.

**Note**

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

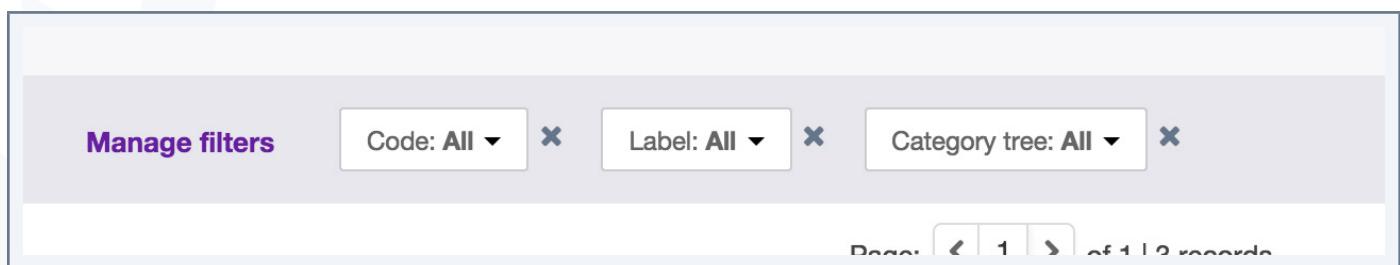
In order to navigate through the different pages of the channel datagrid, the navigation buttons "next" and "previous" are available above the grid. Eventually, the page number is displayed at the center. You can directly go to a specific page by changing the field of the ongoing page number.

**Note**

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

## The filters

The channel datagrid comes with a filter bar.



1. Enter your criteria. If the displayed criteria are not sufficient or relevant you can add additional criteria by selecting from the list that appears via the "Manage filters" button.

2. The datagrid is automatically updated as a new filter is added.

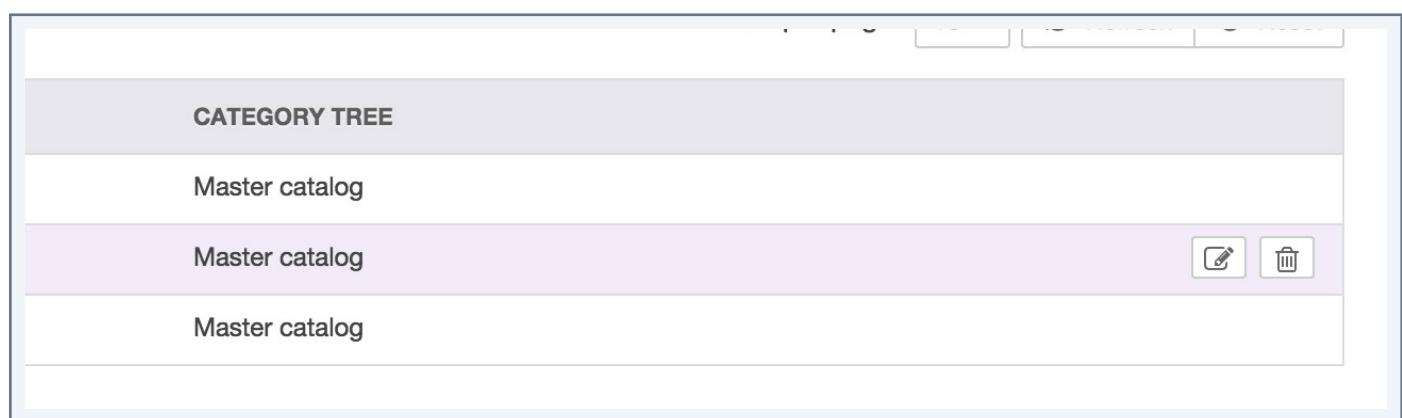
Labels filters are located: if a category tree has a label in the prefered locale, then the label is used. If there is no available label, then the tree code will be displayed into brackets. For example: [TOYS]

## Screening channels

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

## Shortcut actions on each channel

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



### Note

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

## Check the channel history

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

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

- The person or system that generated changes
- The date and time (down to seconds) at which the changes took place

- The old value and the new value of each modified field .

### To view the versions of a channel:

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

## Create a channel

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

### To create a channel in the PIM:

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

#### Note

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

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

The screenshot shows the 'Create channel' configuration page in the Akeneo PIM UI. At the top, there's a purple header bar with the Akeneo logo and navigation links: Collect, Enrich, Spread, Settings (selected), System, and a user profile for Julia Stark. Below the header, the main content area has a title 'Create channel' and a 'Save' button. There are two tabs: 'Properties' (selected) and 'Asset transformations'. Under 'Properties', there are several sections: 'General properties' (Code, Default label, Color, Currencies, Locales, Category tree), 'Pick a conversion unit for each metric attribute that will be used during product export' (Weight, Maximum scan size, Display diagonal), and a section for 'Asset transformations' which is currently empty.

Some properties can be changed or added

## Edit a Channel

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

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

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

## View the channel information (not editable from the UI)

## Assets Transformation

To consult the assets transformation for a channel :

1. Click on the channel to consult from the channel grid
2. The page is displayed. Click on “Assets Transformation” tab.

The screenshot shows a user interface for editing a channel named "Ecommerce". At the top, there are buttons for back, forward, delete, and save. Below this, a navigation bar has three tabs: "Properties" (disabled), "Asset transformations" (selected and highlighted in purple), and "History". A table below the tabs shows asset transformations. The first row contains the header "TRANSFORMATION" and "OPTIONS". The second row contains the value "Scale" under "TRANSFORMATION" and "50% ratio" under "OPTIONS".

## Delete a channel

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

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

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

## MANAGE LOCALES

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

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

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

Only activated locales are used in the catalog.

The currencies are not based on locales.

## View locales

To view locales

- Go to the “Settings > Locales” menu.

The locale datagrid supported in Akeneo PIM is displayed.

Locale overview	
Manage filters	
Code	Activated
de_DE	Active
fr_FR	Active
en_US	Active
oc_FR	Inactive
nso_ZA	Inactive
nn_NO	Inactive
nl_NL	Inactive
nl_BE	Inactive
ne_NP	Inactive
nb_NO	Inactive

## Page numbering

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

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



### Note

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

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



### Note

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

## Filters

The locale datagrid comes with a filter bar.

The screenshot shows a locale datagrid interface. At the top, there is a filter bar with a 'Manage filters' button, two dropdown filters labeled 'Code: All' and 'Activated: All' each with a delete icon, and a page navigation bar showing 'Page: 1 of 21 | 210 records'. Below the filter bar is a header row containing two columns: 'CODE' and 'ACTIVATED' with a dropdown arrow. The main grid area is currently empty.

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

### Filters can be applied on the following locale information

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

## Screening locales

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



# THANK YOU.