#Akeneo PIM in a nutshell

#What is a PIM?

A Product Information Management (PIM) solution is aimed to centralize all the marketing data, to enrich, translate and prepare it for exports to multiple channels. It is a productivity tool helping the contributors to serve the product information in different languages and for different purposes.

Akeneo is the first open source PIM made for non-technical users. Easy to use and very flexible, the solution can adapt to your product organization and processes, not the other way around. Available in two editions, Community, and Enterprise, you can choose the one that fits your needs.

#WHAT IS A PRODUCT?

Akeneo provides a powerful and very flexible way to structure your products using an Entity Attribute Value (i.e. Product - Attribute - ProductValue) model.

For instance, let’s say we want to store cars in Akeneo.

A Car has multiple properties (or attributes):

• A color

• A manufacturer

• A price (a value and a currency)

• …

We build the Car Family (or “product type”) using Attributes. Akeneo is shipped with common attribute types:

• text;

• price;

• picture;

• date…

Once a Family is created, you can create products organized in one or multiples Categories, for example “Tesla Model X” in “electrical motorization” category.

Most of the time, we export data to various destinations: an eCommerce website, a mobile application, or a paper catalog. You can use Channels to provide a different data for each product according to the selected destination.

When you start a PIM project, the first task to do is to build the structure of the data from a “functional” point of view.

Want to know more? Take a look at the Product Information reference.

#How does it work?

As a developer, you will mainly interact with Akeneo to import and export data. We create Import and Export tasks using Jobs put in Connectors.

#A JOB?

A Job defines a series of steps to execute to do a task.

To import data in Akeneo, we need:

• to read data and convert it into an understandable format;

• to map and validate this data into products;

• to save them into database.

To export data from Akeneo, we need:

• to read data from database;

• to process it into an understandable format (XML, JSON, CSV…);

• to export data into plain files or through a web service.

Because Akeneo PIM is open source, multiple connectors - or modules - already exist both for importing or exporting data.

Want to know more? Take a look at the Import and Export data reference.

That’s it! You now have the basic knowledge to start an Akeneo project.

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• Discover the dashboard in details

Discover the dashboard in details

Summary

OverviewDashboard widgetsTeamwork assistant projects (EE only)Completeness over channels and localesLast operationsProposals to review (EE only)

#Overview

The Akeneo PIM Dashboard allows you to easily track catalog enrichment progress, review how projects are advancing -- showing the number of products completed, in progress or to be done -- and supervise your team's activity with the Teamwork Assistant project widget.

It will also enable you to view the number of products that are complete and incomplete per channel and locale, check prior operations, and access the job reports in one click.

Finally, the dashboard shows the latest proposals for product changes that require your review. The Akeneo PIM Dashboard displays all the information you need at a glance to optimize your enrichment work!

Akeneo Dashboard is the default opening page once you've logged in.

It is composed of several widgets. Each one is presented below.

Wherever you are in the PIM, to go back to the dashboard, just click on the Akeneo logo on the top left corner.

#Dashboard widgets

#Teamwork assistant projects (EE only)

In the Enterprise Edition, the first widget on the dashboard is the widget gathering 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.»

If you want to dig deeper into this widget, there is an article for you 😉.

This widget is only available for Enterprise Edition users.

#Completeness over channels and locales

This widget will give you an overview of the completeness of your channels and locales.

In our example, we have 3 channels:

• Mobile

• Print

• Ecommerce

Each channel has 3 activated locales:

• German (de\_DE)

• English (en\_US)

• French (fr\_FR)

For each locale, there is a completeness bar, the number of products completed vs the total number of products.

In our example, our 3 channels have the same locales enabled, but each channel can have its own specific locales. To learn more about Akeneo locales, read the What is a locale? article.

All products are displayed on this widget, regardless of your permissions on product categories.

#Last operations

The next widget gathers the latest operations you've run in your PIM:

• your latest imports

• your latest exports

• your latest updates performed in the UI or that were automatically run

For each operation, you will have a status (Completed or Failed) and a shortcut to the operation details.

To bring you more visibility, the job status is displayed in green when successful (no warnings), yellow when successful but with warnings (total number of warnings is also displayed), and red when it failed.

#Proposals to review (EE only)

In the Enterprise Edition and depending 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 latest proposals for review. To see all pending reviews, click on the View all button.

This widget is only available for Enterprise Edition users.

Want to find out more? Take a look at these related articles

• Export your data >

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• What is a locale? >

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• What about assets?

What about assets?

Summary

Introduction to the new Asset ManagerA bit of vocabularyWhat is an asset family?What are the asset attributes?What is an asset?Use assets in your product sheetsLet's create your first assets!

#Introduction to the new Asset Manager

We truly believe that a product sheet has no real impact without any media. Most of the products sold on the Internet are described with several images, videos, pdf documents, etc.

The Asset Manager is a brand new and more efficient way to manage the assets linked to your products/product models inside the PIM. 🚀

This feature is only available in the Enterprise Edition.

The assets of the Asset Manager will be way more powerful than before. They will benefit from 3 major new features:

• the possibility to define a flexible structure, thanks to the asset families,

• the possibility to automatize the link with your products, thanks to the product link rules,

• the possibility to refer to both external and internal binaries, thanks to the media link and the media file attribute types.

Below, you'll find an illustration of this wonderful new feature.

#A bit of vocabulary

#What is an asset family?

An asset family gathers a number of assets that share a common attribute structure. In other words, an asset family can be considered as a template for its assets.

For example, you can create an asset family to manage your videos, images, user instructions... Or if you manage only images, you can define several asset families such as: packshots, details, atmosphere...

#What are the asset attributes?

An asset family is made of asset attributes. An asset attribute is a characteristic of an asset for this family. It helps to describe and qualify an asset. An asset attribute can have a value per channel and/or per locale. Unlike the product families, asset attributes are not shared between asset families.

Note that the Asset attribute resource is not the same as the Attribute resource, even though they have a lot in common. The first one is used to describe assets, the second one is used to describe products.

There are several types of asset attributes, that will allow you to handle different types of data:

• the text attribute,

• the single and multiple options attributes,

• the number attribute,

• the media file attribute,

• the media link attribute.

Below are some examples of asset families, along with their asset attributes.

#What is an asset?

An asset is a flexible object that makes it possible to enrich products with images, videos, documents…

An asset must be part of an asset family. That way, it will have its own attributes and lifecycle.

Below is an example of an asset.

An asset can hold one or several files. This comes in pretty handy if, for instance, you want to have one user instruction pdf file per language, aka per locale. It can also be useful if you use the asset transformations feature.

#Use assets in your product sheets

Assets can be linked to products and product models, in order to enrich them. To do so, just create a new Asset collection attribute, choose the asset family linked to this attribute, and add this attribute to your product family (more details here).

Thanks to our asset picker, you can easily pick assets of your family to add them in the product form!

You can also automate the link between assets and products thanks to the Product link rule feature. To know more about this automatic link, you can read this article.

#Let's create your first assets!

From a single place, in a dedicated Assets menu, you can list all the assets of your families. But the first step is to create at least one asset family and define its assets attributes. Then you will be able to add new assets, enrich them and link them to products. Let's go!

1. Create your 1st asset family

2. Add and enrich its 1st assets

3. Define a new product attribute to link this asset family to products

4. Link the products to the assets

Want to find out more? Take a look at these related articles

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• What is a category?

What is a category?

Summary

Definition of a categoryDifferences between families and categoriesCategoriesFamiliesHow to create a new category?From the user interfaceThrough importsSort categoriesHow to categorize a product?Learn more about Categories in this interactive course

#Definition of a category

In Akeneo, a category is used to classify products. A category is always part of a main category tree (or classification tree).

You can have one or more category trees in Akeneo with an unlimited number of levels (categories, subcategories, sub-subcategories...).

Learn more at Akeneo Akademy

#Differences between families and categories

#Categories

• Trees and categories are a way to classify your products

• A product can be in several or no categories

#Families

• A family is a set of attributes used to enrich a product

• A product can only belong to one family

#How to create a new category?

A category or a category tree only needs a code to be created. You can name your category or category tree and this name can be translated to any activated locale in the PIM.

#From the user interface

Go to Settings/Categories. To create a new category tree, click on Create button.

To add a new category or subcategory in this tree, select your tree in the list. Once the tree is selected, hover on the tree name to add a new category or on a category to add a new subcategory.

Please note that you should not create more than 30,000 categories. If you exceed this number, you might experience performance issues.

#Through imports

Akeneo comes with import jobs that allow you to create or update category trees and categories. You can use them to create a new tree, update a category tree or a category labels, or add new categories or subcategories for instance.

To do so, use the search bar to find the existing job from Imports or click on Create Import Profile to add a new import. You can choose to use a CSV or XLSX import profile.

If you do not know the file format to import, go to Exports, use an existing XLSX or CSV category export profile (or create a new one) and use the exported file as a template!

To learn how to create/update a category through the API, see the API documentation.

#Sort categories

From the UI, you can drag & drop categories to reorder them within the tree.

If you do not have the permission to see the categories (which is a permission defined for your user role in System/Roles), you will not be able to access the category panel displayed on the left side of the screen and access to the Settings/Categories menu.

You cannot sort category trees only categories. Trees are displayed by date of creation: new trees are displayed first.

In the Enterprise Edition, you can define specific user rights on categories, to give ownership on products. For more information about permissions on categories see the following page: Set rights on your catalog.

#How to categorize a product?

Learn more about product categorization on the following page: Categorize a product

A product can be categorized in none, one or several categories. An uncategorized product will not be exported.

category, categories, categoryId are used for internal purposes, you cannot use these words as "codes" in the PIM.

#Learn more about Categories in this interactive course

Want to find out more? Take a look at these related articles

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• What is an attribute?

What is an attribute?

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#Introduction

An attribute is a product’s characteristic. A product usually has several attributes: an identification number, a name, a description, a price, and a color... Depending on your Akeneo Edition version (Community or Enterprise), you can choose from 16 attribute types.

In Akeneo, attributes are gathered into families, so all products belonging to the same family share the same attributes. If you are unfamiliar with the concept of families, check out our What is a family? article.

You can easily create attribute groups to gather your attributes and ease their enrichment in the product form. Read the following article for more information about attribute groups: What is an attribute group?

Learn more at Akeneo Akademy

Additional Identifiers

We recently introduced the possibility of having up to 10 identifier attributes in the PIM. By default, the main identifier is the ‘SKU.’ You can also set any other identifier attribute as the main identifier for your catalog: the SKU will then act as an additional identifier in the PIM.

#Akeneo attribute types

Here are the attribute types available in Akeneo:

• Identifier attribute: a code to identify your product. There can be up to 10 identifier attributes in the PIM. You need to set one of them as the main identifier, which will be mandatory to create products and will not be removable. By default, this identifier attribute is the SKU, which can be changed in the settings of each identifier attribute. Please note that their code must be unique for each product.

• Text attribute: a single-line text field containing up to 255 characters; it is usually used for a product name.

• Text area attribute: a multi-line text field that can be used for a product description.

• Simple select attribute: a single-choice list coming with custom options. Only one value can be selected amongst the available options.

• Multi select attribute: a multi-choice list coming with custom options. More than one value can be selected amongst the available options.

• Yes/No attribute: a boolean attribute. You can define a Default value: this value is used at product/product model creation when no value is specified for this attribute.

• Date attribute: a date field, the PIM will display a calendar to choose the date, which includes day, month, and year.

• Number attribute: a single-line field that can only contain digits.

• Measurement attribute: a single-line field composed of a first field containing a value and a second field containing a measurement unit. It allows you to automatically convert measurement values to others to fit your export needs. You can check the What about measurements article for more information about this feature.

• Price attribute: a price attribute with values per currency. The displayed values will depend on the currencies enabled in the PIM. Learn here how to enable or disable a currency in Akeneo PIM.

• Image attribute: a drag and drop down zone to upload an image (extensions allowed: gif, jfif, jif, jpeg, jpg, pdf, png, PSD, tif, tiff)

• File attribute: a drag and drop down zone to upload a file (allowed extensions: CSV, doc, docx, mp3, pdf, ppt, pptx, rtf, svg, txt, wav)

• Asset collection attribute (Enterprise Edition only): an advanced attribute type to manage several digital resources like pictures, pdf files, and Youtube videos... Read the following article What about assets? to learn more about this attribute type

• Reference entity simple link attribute (Enterprise Edition only): allows enriching common data related to products with rich content (text, images...), more complex than just a code and labels. Check our dedicated article What is a reference entity? to learn more about this attribute type.

• Reference entity multiple links attribute (Enterprise Edition only): the same as above but allows you to manage multiple links.

• Table attribute (Enterprise and Growth Editions only): allows you to manage multidimensional data in a table. Check out our dedicated article Manage multidimensional data in a table for more information.

The only mandatory attribute is the Identifier attribute type. You first need to create an identifier attribute type before creating products.

Options for simple and multi select attributes can be translated in any enabled locale in the PIM.

To store GTIN, EAN, UPC… in your PIM, use the text attribute type and a regular expression to control the field input.

For instance, to store an EAN13 in Akeneo which does always contain 13 digits, add a validation rule based on the following regular expression: /^[0-9]{13}$/

#I was using reference data, can I transform them into reference entities?

Yes! If you were using Reference Data in a previous PIM version, you could migrate your Reference data thanks to the CSVToReferenceEntity tool.

CSVToReferenceEntity will allow you to migrate data from the Custom Entity Bundle and transform them into Reference Entities records.

This tool can also be used to initialize reference entities data from an ERP/MDM.

#I want to use reference data, can I still use them?

Yes, however, only for PaaS platforms (Flexibility Edition).

#Specific properties of attributes

An attribute can have several specific properties: it can have a value per channel, per locale, be locale specific, and be read-only (Enterprise Edition only).

You can mix and match attribute properties to achieve a powerful result.

#The value per channel property

This property should be enabled if the attribute's values differ for each channel. For instance, you might want to have the following:

• a short description of your e-commerce website

• an even shorter for your mobile app

• a long one for your print catalog

In this case, when creating your attribute, enable the value per channel property.

#The value per locale property

This property should be enabled if the attribute is meant to have different values per locale. This allows you to manage a product translations according to the activated PIM locales.

For instance, this feature will allow you to have one product name or a description for each locale activated in your PIM. It is mostly used for text or text area attributes.

In this case, when creating your attribute, enable the value per locale property.

#The Attribute guidelines property

Thanks to this property, it is possible to explain what the expectations are for each attribute in terms of enrichment. When an attribute guideline is defined, it is displayed under the attribute in the product edit form.

This property can be translated into all the UI locales.

#The Read-only property

If you enable this property, users will not be allowed to edit the attribute through the UI, and it will only be updated through imports, API or rules. The attribute will appear as greyed out in the interface. It is only available in our Entreprise Edition.

In the case of the Product proposal import job, you cannot import read-only attributes (only editable attributes). Values will be automatically skipped from the import.

#The Usable in Grid property

This property defines whether or not the attribute can be displayed as a column or used as a filter in the product grid or in the published products grid and proposals grid.

#The Locale specific property

Some attributes must be shown only for some locales. We will call them locale specific.

For instance, a cold resistance attribute for Russia, a Canadian tax only for Canada. In this case, when creating your attribute, enable the locale specific property.

#Learn more about Categories in this interactive course

Want to find out more? Take a look at these related articles

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• What about products with variants? >

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Understand data quality

Summary

About data quality insightsHow is the quality score calculated?What does the quality score mean?Where to see the quality score?On your data quality insights dashboardIn your product gridOn your product edit formIn your data quality insights panel (product edit form)When are the scores and recommendations updated?

#About data quality insights

What is this red, orange or green A, B, C, D, E displayed on my product edit form?

This is the quality score calculated thanks to the data quality insights feature!

Because rich, coherent and consistent product data is important in order to deliver great product experiences, we introduced the concept of "data quality" in our PIM.

This new capability helps you measure your data quality along two axes: enrichment and consistency.

Each of these two axes take into account several criteria to come up with an overall quality score for each product of your catalog.

The consistency axis is available in an Enterprise Edition feature.

#How is the quality score calculated?

The enrichment axis takes into account:

• The percentage of attributes with values in your product edit form (whether the attributes are required for completeness or not).

• Whether your product is illustrated by at least one image (an image is a must-have for a compelling product description).

The consistency axis (Enterprise Edition only) is a mix of the following criteria:

• Spell check: localizable text and text areas, attribute labels and attribute options are checked for spelling mistakes.

• Uppercases formatting: the PIM checks whether text area attributes are correctly formatted for upper cases.

• Lowercases formatting: the PIM checks whether text area attributes are correctly formatted for lower cases.

Spell check is available for the English, French, German, Spanish, Italian, Dutch, Danish, Swedish, Norwegian and Portuguese (Brazilian) locales. Spell check is usable with localizable text and text area attributes. If you use a single locale, then spell check is usable on text and text area attributes.

#What does the quality score mean?

The quality score calculates the achievement.

• A means "Excellent": 90 to 100% of the data quality criteria are fulfilled. You may still have little improvements to make to reach perfection but you have done a tremendous job already.

• B means "Good": 80 to 89% of the data quality criteria are fulfilled. This already is a good achievement, you can definitely go to the next level by following the PIM's recommendations and craft a first-class catalog.

• C means "Average": 70 to 79% of the data quality criteria are fulfilled. Follow our recommendations whether in the dashboard or in the data quality insights panel of the product edit form to improve your data quality.

• D means "Below average": 60 to 69% of the data quality criteria are fulfilled. Don't give up, we are here to help: check the key indicators to see where you should focus your efforts.

• E means "To improve": 0 to 59% of the data quality criteria are fulfilled. You may be at the beginning of a project with a lot of enrichment to do or have lots of new products to enrich. Another explanation might be irrelevant attribute groups activated, such as ERP data, which might downgrade your quality score.

By disabling specific attribute group, you can focus your effort and progress on the most relevant product data for your end-customer needs. Therefore, you will get insights on what’s truly important to improve your product experience.

#Where to see the quality score?

The quality score is displayed as badges on various PIM screens.

#On your data quality insights dashboard

Your data quality insights dashboard offers multiple ways of measuring your catalog's data quality. You can choose to view data quality on the whole catalog, on a family, or on a category.

#In your product grid

Your product grid displays the quality score for each product.

#On your product edit form

Your product edit form displays the quality score for each product.

If all the attribute groups of your family have been disabled, the quality score will not be calculated for your product.

#In your data quality insights panel (product edit form)

Clicking on data quality insights in the product edit form takes you to a dedicated panel where you'll find recommendations to understand your quality score and improve it if needed.

There are several types of recommendations:

• "Everything is good": all the checked attributes are correct.

• "Attribute label": attribute labels are clickable so you can improve them easily.

• "N/A": if the recommendation is "N/A" (Not Applicable) it means that the criteria is not relevant for the given product. For example, "N/A" will be displayed for spell-check if you haven't filled in any text or text area attributes or if the language is not supported by our spell-check feature.

• "In progress": the criteria is being checked.

#When are the scores and recommendations updated?

Scores and recommendations are updated in the following cases:

• after an import: all products are assessed,

• after an attribute or option is saved: the impact is calculated on all the products holding the attribute or option,

• after a product model is saved: the impact is calculated on all the product variants belonging to the model,

• after an attribute group activation or deactivation: the impact is calculated on all the products belonging to families with the updated attribute group.

Depending on the amount of data, it may take a few seconds to several hours to refresh the quality score.

Updates are close to real-time in the following examples:

• enriching attributes in the product edit form

• uploading an image in the product edit form

• correcting a spelling mistake in the product edit form

It requires several minutes to several hours to update the recommendations and quality score of all products impacted by a modification when:

• changing an attribute label or option used in tens of thousands of products

• disabling an attribute group used in several families

• ignoring a spellcheck suggestion or adding a word to the dictionary when used in multiple products

The quality score and recommendations are updated whenever there is a change in the product data:

• after an import,

• after an attribute or option is saved,

• after a product is saved.

To update the recommendation after ignoring a spell-check suggestion or adding a word to the dictionary, the attribute label or option must be saved in the product.

The dashboard is refreshed once a day. The quality score and indicators display the previous day data quality status.

Want to find out more? Take a look at these related articles

• What about products with variants? >

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• What is a reference entity?

What is a reference entity?

Summary

Introduction to reference entitiesA bit of vocabularyWhat is a reference entity?What is a record?Let's create your first reference entity!

#Introduction to reference entities

In order to present you quickly the reference entities, let's take an example of a product page.

As you can see above are many types of product information visible on this page: text, images...

Some information are shared between different products (such as care instructions, or colors or even brands). This data can be complex to manage because it has its own attributes (e.g. a label, a logo, a description or photos).

Those information may have dedicated pages on one's e-commerce website (e.g. a webpage describing a brand) or their information may be used to enrich product pages (e.g. the logo of a brand).

#A bit of vocabulary

#What is a reference entity?

A reference entity allows you to create and enrich natively in the PIM those common information that are shared and related to products.

A reference entity has its own attributes, its own life cycle and can be linked to products or to another reference entity.

It allows enriching common data related to products with a rich content (text, images...), more complex than just a code and labels.

For example, you can create a reference entity to manage your brands, designers, manufacturers, product collections or ranges, artists, cities, countries, colors, sizes, materials, care instructions, technologies, ingredients...

Let's take an example with a reference entity called Brand and a list of brands (Kartell, Alessi, Fatboy, Fermob...).

A brand is described by the following information:

• a code

• a label

• an image

• a description

• a photo

• a country

#What is a record?

For the Brand reference entity, a record contains all the information regarding a brand like Kartell or Fermob.

A record may be related to one or several products.

#Let's create your first reference entity!

From a single place, in a dedicated Entities menu, you can create your first reference entity, define its records attributes, enrich its first records and link them to products. Let's go!

1. Create your 1st reference entity

2. Add and enrich its 1st records

3. Define a new product attribute to link this reference entity to products

4. Link the products to the reference entity records

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• What is a locale?

What is a locale?

Summary

Definition of a locale#Do I need one locale enabled or more?Learn more about Locales in this interactive course

#Definition of a locale

A locale in Akeneo is a combination of a language like English, German, Spanish, Italian, etc. and a country like United States, Canada, United Kingdom, Sweden, etc. Thus American English is represented as en\_US and British English as en\_GB.

Enabling a locale in Akeneo allows you to translate your product information in this locale directly in Akeneo's interface. For instance, instead of having several description attributes: one in American English, another one in Spanish and another one in German, you can have one unique description attribute that will have a specific content for each enabled locale. We will say that this attribute is localizable.

A localizable attribute is an attribute whose values can differ according to each locale.

Akeneo offers more than 200 locales by default that you can enable depending on your needs.

Learn more at Akeneo Akademy

#

##Do I need one locale enabled or more?

You can have one or more locales enabled in your PIM, but a locale must be overall seen as an export language. If you are selling the same products in countries speaking the same language like French in France, Belgium, Canada and Switzerland, you do not necessarily need to enable 4 locales: fr\_FR, fr\_BE, fr\_CA, fr\_CH. Why? Because if your product information is the same for these 4 countries, then you can only use one locale for the content. But if the content differs depending on the targetted country, you can enable several French locales and have specific content for each country.

For similar content, use our Rules Engine to copy attributes values from a locale to another locale!

If you can't find happiness with our 200 locales, you can still add new ones 😃. Follow the steps described in the How to add a new locale article.

In Akeneo PIM Enterprise Edition, you can define specific user rights on locales: in other words, who can see or edit some product information for a specific locale.

Learn how to enable/disable locales in the Manage your locales article.

The locale concept in Akeneo is different from your Akeneo PIM interface language. 😃

#Learn more about Locales in this interactive course

Want to find out more? Take a look at these related articles

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• Generate Product Identifiers

Generate Product Identifiers

Summary

Create an Identifier GeneratorDefine your Identifier StructureDefine your product selectionEdit your settingsManage permissionsWhen is my Identifier generated?How to delete or modify an Identifier Generator?Learn more about the Identifier Generator in this interactive course

Identifier Generator Overview

The Identifier Generator is the new way to automate the generation of your identifiers during the creation process of your products, allowing you to create and structure product identifiers matching your needs.

With our feature, you will have the ability to:

• create the structure of your identifiers with product attributes

• select your targeted products by families

• manage custom abbreviations for each property

Learn more at Akeneo Akademy

#

#Create an Identifier Generator

To create an identifier generator, click on Settings/Identifier Generator.

If you don’t see the Identifier Generator icon or don’t see the Create button, check with your Administrator that you have permission to create identifier generators.

Be aware that once you have created the identifier structure and saved the generator, your generator is enabled, meaning identifiers will be generated when creating or updating products with the identifier attribute you have selected as a target.

You can now generate identifiers for all your identifier attributes

For example, in the example below, you will be creating identifiers for your identifier attribute ‘EAN’. If you want to create identifiers for another identifier attribute, ‘SKU’, you can create another Identifier Generator profile and select ‘SKU’ as the identifier attribute.

If you have several Identifier Generators with the same ‘Product selection’, the first Identifier Generator in the list will be the one generating identifiers for your products matching the conditions.

#Define your Identifier Structure

Create the identifier structure of your choice by defining a template that will be applied for each product that matches your identifier selection.

Here are the type of properties that you can add to the structure when selecting Add new property:

Add free text properties:

• you can have one or more free text properties

• every ‘free text’ property should not exceed 100 characters. Leading or trailing spaces are not accepted in these properties.

Add a family, with the possibility to choose:

• either its full code

• its first characters

• or to define its nomenclature by selecting the number of characters but also the operator Is equal to or Lower than or equals to. For more information about the nomenclature, please refer to our dedicated paragraph below.

Add an auto number (or incremental number):

• Choose the minimum number of digits for the structure of your auto number

• Choose a minimum number that your auto number will start from

• The structure of your identifier must only contain one auto number

For example, if the number of digits is 4 and the minimum number is 1, then the first number generated will be 0001.

Please find below the different use cases for auto numbers and prefixes:

If the last identifier generated is and if then the next identifier generated is

AKN001 A new product is created AKN002

AKN001 a product is imported with AKN060 as the identifier AKN061

AKN232 AKN235 is created by a user in the UI AKN236

AKN999 A new product is created AKN1000

If you use an auto number in your identifier structure, we strongly suggest you to let the Identifier Generator create identifiers for new products. Importing new products with manually fulfilled identifiers might stop the effective operation of your Identifier Generator. If that happens, you will need to update the ‘minimum auto number’ to be generated in the settings of your generator with the following number to be added.

If you would like to have more tailored identifier generators, we can recommend you to:

Add the delimiter of your choice

The delimiter is not added by default in the structure.

If you tick the box, Use delimiters between each property, a - delimiter will be added between every property of your structure. This delimiter can be changed.

A delimiter must not be a comma, a semicolon, or a leading/trailing space.

It is only possible to create one delimiter for the entire structure of an identifier generator.

If you would like to create several delimiters within your structure (ex: AKN-PRODUCT/001), then we recommend creating free text properties:

- Free text: AKN

- Free Text: -

- Free Text: PRODUCT

- Free text: / - Auto number: 001

Nomenclature: add custom abbreviations of your choice for families, simple select attributes or the code of a record for a reference entity

A few things to know about the nomenclature:

- All abbreviations will be shared by all your Identifier Generators.

- By default, the nomenclature is empty. You will have the possibility to automatically generate a nomenclature when adding families or simple select attributes in your identifier structure. You can select Use your own nomenclature as the format and start editing your nomenclature.

To edit your nomenclature: select the operator that should trigger the generation of your abbreviations for each of your families codes or simple select attributes options:

- it can be either Is equal to. For example, if you select this operator and ‘3’ as your number of characters, abbreviations of ‘3’ characters will be generated automatically. Codes or options of fewer characters will be displayed as errors, and identifiers won’t be generated. You will have the possibility to manually modify them or to adjust the number of characters and/or operator from your nomenclature to be able to save. Filters are also available in the top right corner to help you identify them.

- or Lower than or equals to: it will accept codes that have fewer characters than the number you defined. For example, if you have ‘CD’ as a family code and you have set up your nomenclature to be generated with 3 characters for all other families, your Identifier Generator will be ready to be saved if you have selected the operator ‘Lower than or equals’.

To start over your nomenclature, untick the box Generate nomenclature automatically and fill in the nomenclature manually. You also have the possibility to select another format for this property by going back to the Identifier Structure properties and selecting Use first characters or Use the entire code.

The structure of your identifier should match the existing constraints of your identifier attribute (number of characters, regex, etc.), or an identifier won’t be generated.

Please note that you will be able to create a maximum of 20 properties (including one or several free texts and an auto number).

#Define your product selection

Add conditions to your product selection if you want to:

- automate the creation of identifiers for a targeted selection of products

- have multiple structures of identifiers for different selections of products

Here is the type of conditions that you can add to the structure:

• the Family of the product

• the categories of the product

• the status of the product (Enabled or Disabled)

• one or several options from Simple Select Attributes of the product

In our example below, an identifier will be generated for each newly created product (or updated and saved, only if the identifier is empty) that is in the Family/Accessories and has the status Enabled.

#Edit your settings

Start creating your generator by defining its name and label. The label should not exceed 255 characters. You can also add translations for your Identifier Generator in each of your available locales.

When creating your Identifier Generator, you will have the possibility to select Text transformation capabilities. For example, if you select No text transformation, the structure of your Identifier Generator will remain as it has been pre-filled (ex: Tshirt-AKN-001).

On the other hand, here are examples of how your structure will be modified:

- If you select Uppercase, your structure will be modified in uppercase (ex: TSHIRT-AKN-001)

- If you select Lowercase, your structure will be modified in lowercase (ex: tshirt-akn-001).

#Manage permissions

By default, all users will have the right to view the Identifier Generator section but also to view generators. Administrators will be able to remove this access to a user.

If an Administrator unticks all permissions for a user, this user will not be able to access the Identifier Generatorsection in the Settings of his interface.

Administrators will manage access rights to other users with the following permissions:

- View Generators: Users will see the list of generators and consult the settings of each one of them, but they won’t be able to create, edit, or delete generators.

- Manage Generators: Users will have the full rights to create and modify generators.

By default, new users added to the PIM will have the View Generatorsaccess.

When launching the feature, users will be assigned the same permissions level as the one they have for the Rule Engine. For example, if a user has the right to Edit Rules, he/she will have the right to create/edit anIdentifier Generator. Then, for new companies and users, they will have theView access by default (view theIdentifier Generatorbut also to view generators settings).

#When is my Identifier generated?

• When a product is created or updated: in the User Interface, via an import, or via the API.

• Only when a product has no existing SKU: we will never modify or delete an identifier that is already assigned to a product.

Existing products are not automatically updated after the creation of the generator. To assign a new identifier to an existing product matching your Identifier Generator settings, you will need to modify the concerned product and save it.

#How to delete or modify an Identifier Generator?

If you would like to delete or modify an existing Identifier Generator, it is important to note that all previously generated product identifiers will remain assigned to your products.

Only newly created or modified and saved products will be impacted.

If you want to modify or delete an identifier generator:

1. Access the list of generators

2. Move your mouse on the generator you want to modify or delete

3. Edit or delete the generator

#Learn more about the Identifier Generator in this interactive course

Want to find out more? Take a look at these related articles

• About product identifiers >

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• Manage your account

Manage your account

Summary

Access your account informationEdit your account informationYour general informationYour favorite catalog and product grid settingsYour groups and rolesYour passwordYour interface default languageYour interface default time zoneYour notifications preferences (EE only)The When new proposal to review notificationThe When proposal is approved or rejected notification

#Access your account information

To access your account information:

1. Click on your picture in the top right corner

2. In the dropdown, click on 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 workflow (feature only available on the EE version).

#Your general information

Under the General tab, you will be able to edit your personal information: username, first name, last name, add/remove your picture, and your email address.

You can even select What is your main mission in the PIM. This will help us improve Akeneo PIM and your user experience. By knowing your main mission, we will be able to enhance Akeneo PIM to help you improve your product data, your catalog structure or suggest third parties to connect with your PIM depending on your specific needs.

#Your favorite catalog and product grid settings

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

• Catalog locale: your default locale

• Catalog scope: your defaut channel

• Default tree: your default category tree

• Product grid filters: your default product grid filters. This setting will be used on the product grid and on the published product grid (EE only)

• Default product grid view: your default view used in the product grid.

• Default published product grid view (EE only): your default view used in the published products grid

You first need to create at least one view to be able to see this field and to set a default view in your account.

The search bar available on top of the product grid behaves like a filter, it can be added using the label or identifier filter in the Product grid filters field.

If no default filters are defined, the system attributes (family, groups, status, completeness, creation date, updated date, product identifier, permissions, label or identifier filter) will be used as default filters on the product grid.

#Your groups and roles

To edit your user groups and roles:

1. Click on the Groups and Roles tab

2. On the top of the page, you will see the user group(s) you belong to, and then your user role(s). Check/uncheck to change your groups/roles.

3. Click on Save to save your changes

#Your password

Still in edition mode in your profile account:

1. Click on the Password tab

2. Change your password

3. Click on Save to save your changes

#Your interface default language

You can choose in which language you want your PIM interface to be.

Still in edition mode in your profile account:

1. Click on the Interfaces tab

2. Select the default language for your account (UI locale field)

• Click on Save to save your changes

This UI locale is used all over the PIM interface: menus, screens labels, messages… Dates, numbers and currencies will be formatted according to the locale you chose. Below are some examples of formats.

User UI locale Date format Number format Currency format

French (France) 08/03/2019 12,5 90,50 $US

German (Germany) 08.03.19 12,5 90,50 $

English (United States) 03/08/2019 12.5 $90.50

#Your interface default time zone

You can choose on which time zone you want your PIM interface to be.

Still in edition mode in your profile account:

1. Click on Interfaces

2. Select the default timezone for your account (Timezone field)

3. Click on Save

This time zone is used all over the PIM interface: Product Form meta data and History panel, product grid, lastoperations widget of the dashboard, process tracker, published products grid (EE only).

#Your notifications preferences (EE only)

Still in edition mode in your profile account:

Click on the Notifications tab

1. Toggle the yes/no button to the right or left of the notification to edit

2. Click on Save to save your changes

If you wonder how to use these preferences, take a look below.

#The When new proposal to review notification

If you activate this preference, you will receive notifications everytime you will have a proposal to review.

You will only see this option in the case you own at least one product, meaning you have the Own products permission for at least one category. To learn more about this permission, it's here!

#The When proposal is approved or rejected notification

If you activate this preference, you will receive notifications when your proposals are approved or rejected by your reviewers.

You will only see this option in the case you have only edit rights on at least one product, meaning you only have the Edit products permission for at least one category. To learn more about this permission, it's here!

Want to find out more? Take a look at these related articles

• Discover the dashboard in details >

• Understand product completeness >

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• What about products with variants?

What about products with variants?

Summary

About products with variantsHow do we model products with variants in Akeneo?What is a product model?What is a variant product?What is a family variant?How many levels of enrichment are managed?How to create and enrich products with variants?Learn more about product models in this interactive course

#About products with variants

Products with variants are products that have similarities; they are based on the same model but differ in some aspects from one another.

They offer customers various purchase options for a product, such as different colors, sizes, dimensions, flavors, etc.

There are more and more products with variants in all businesses; here are some examples:

• T-shirts available in different colors and sizes

• Sofas varying in color and number of seats

• Mattresses with different dimensions (for one person or 2 people)

• Smartphones varying in color and screen size

• Screwdrivers available in different dimensions

• Teas by packaging

• Fruit compotes with different flavors

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#

#How do we model products with variants in Akeneo?

Let's take a well-known example of products with variants that are T-shirts. A T-shirt model is available in 3 colors (grey, blue, red) and different sizes (S, M, L).

For all the colors and sizes of the T-shirt, some attributes are common, such as the name « Cotton T-shirt with a round neck », the brand « DIVIDED », and the care instructions « machine wash at forty degrees ».

Each T-shirt color has different pictures and could have a different composition.

Each T-shirt color could be available in sizes: S, M, or L.

For each color/size, a specific product will be created with its own product identifier (ex: SKU), its own UUID, as well as technical specs like weight and sleeves length that could vary from one T-shirt to another.

#

#What is a product model?

A product model gathers similar products that differ in some aspects (size, color, price...). A product model is used to enrich these products' common properties. A product model has no product identifier (ex: SKU) but a dedicated code.

#What is a variant product?

A variant product is a product, and it is also a variant of a product model. It shares the common attributes of a product model but also has its own properties. A variant product has a product identifier (ex: SKU) and its own UUID. Please note that the SKU is now optional.

#What is a family variant?

The family variant will allow you to determine the structure of your products with variants.

You will define:

• the number of variant levels: 1 or 2

• the variant axes for each level

• the distribution of attributes between common attributes and variant attributes

For our T-shirt example, you will create a family variant "T-shirts by color/size" with:

• the number of variant levels: 2

• the variant axes: color for the 1st level, size for the 2nd one

• the common attributes: name, brand, care instructions

• the variant attributes by color: pictures, composition

• the variant attributes by color/size: EAN, SKU

A family can have several variants. For example, a family "Furniture" can vary on the number of seats for a sofa or on the material used for a table.

#How many levels of enrichment are managed?

With this new modeling, up to 3 levels of enrichment can be managed for products with variants (ex: T-shirt model, T-shirt color, T-shirt color/size):

• 2 levels of product model (we call the 1st one a "root product model" and the 2nd one a "sub-product model")

• 1 level of the variant product

#

#How to create and enrich products with variants?

Now you know almost everything about products with variants, and you would like to create your first products with variants, here are some articles that might interest you 😉

1. Create your first family variant

2. Create your first product model

3. Enrich your products with variants

#Learn more about product models in this interactive course

Want to find out more? Take a look at these related articles

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• What is a family?

What is a family?

Summary

Definition of a familyProperties of familiesLearn more about families in this interactive course

#Definition of a family

A family is a set of attributes that is shared by products belonging to the same family. In other words, a family can be considered to something similar as a product template.

When a product is added to a family, it automatically inherits from all attributes defined at the family level. A product can belong to only one family (but a product can be without family, in this case, it has no default attributes).

Finally, the family manages the product’s completeness.

Learn more at Akeneo Akademy

Here are some examples of families:

• a camcorders family,

• a mugs family,

• a sofas family,

• a fridges family,

• a hammers family…

All these types of products have their own characteristics, a camcorder will have for instance the following attributes in its family:

• a product identifier (a SKU, a GTIN, an EAN, an UPC or an ASIN code for example),

• a brand,

• a commercial name,

• a description,

• a sensor type,

• a lens type,

• an optical zoom,

• a screen type,

• exposure modes…

The family Camcorders will gather all these attributes, and they will be automatically added to any new product added to this family.

A hammer will also have a product identifier (a sku for instance), a GTIN/EAN code, a name, a description, but it will have its own attributes like a handle length, a handle material, a weight, a material...

So, a family can use all the attributes available in the PIM and a same attribute can be used in several families, most of your products will have a description, a name, an identifier…

#Properties of families

Each family has a code and a label. The label can be translated in any activated locale.

• A product can belong to only one family.

• A product without a family has no default attributes and no completeness.

• A family defines the completeness of products.

Each family also has a completeness. Learn how to set your product completeness in the Completeness article.

Find more information about how to create, update, edit the properties of your families in the Manage your families article.

#Learn more about families in this interactive course

Want to find out more? Take a look at these related articles

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• Login & password

Login & password

Summary

How to log in?Login using Single Sign-On (EE only)Recover your password

#How to log in?

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

#Login using Single Sign-On (EE only)

Your PIM administrator can activate the Single Sign-On feature (aka SSO). This feature will allow you to connect to your PIM using your corporate credentials. Once this feature is activated, you will no longer be prompted for your login and password in the PIM.

To learn more about Single Sign-On, it's here!

This feature is available only for EE customers.

#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! 😉

You can send a password reset request through Forgot your password link only one time in a 24-hour period.

Want to find out more? Take a look at these related articles

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• What about measurements?

What about measurements?

Summary

Introduction to the measurementsWhat about the measurement units?Let's create your first measurements!

#Introduction to the measurements

If you want to store your product information with measurement, e.g. weight, length or frequency inside your PIM, you will need measurement families.

The measurements will be really helpful when you are exporting products for a given channel and you want these measurement attributes to be converted to the units you set in the given channel.

A measurement attribute is a single-line field with a first field containing a value and a second one containing a measurement unit.

Below is an example of a Weight measurement attribute with a value of 533 for the Gram unit.

What is a measurement family?

A measurement family is used to gather the units concerning the same product measurement, e.g. a weight, a length, a frequency, etc.

For example, the Weight measurement family allows you to store the weight of products in grams, kilograms, ounces, pounds, etc.

#What about the measurement units?

For each measurement family, a unit is defined as standard and used to convert the other units.

For example, for the Weight measurement family, Kilogram is the standard unit to convert all the other weight units.

To convert a unit to the standard unit you have to define one or several conversion operations.

#Let's create your first measurements!

The PIM comes with basic measurement families and units but you can add your own measurement units easily from a single place.

In the Settings menu, there is a dedicated Measurements entry where you can see all the existing measurement families, create your own measurement families with their units or add units to the existing measurement families.

Then you will be able to add measurement attributes, enrich your products with measurement data and convert them during product exports.

Let's go!

1. See the existing measurement families with their units

2. Create your own measurement families with their units

3. Create a new measurement attribute

4. Set the conversion units for each measurement attribute by channel

Want to find out more? Take a look at these related articles

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• What is a channel?

What is a channel?

Summary

Definition of a channelWhat is the use of a channel?How many channels do I need?Learn more about Channels in this interactive course

#Definition of a channel

A channel in Akeneo defines a selection of products and information to export. A channel can be a website, a print catalog, or a mobile application...

Learn more at Akeneo Akademy

#What is the use of a channel?

A channel defines a selection of products and information to export.

It works like a filter on the product catalog and has the following properties:

• It is linked to a category tree (and only one!)

• It has one or more enabled locales

• It has one or several currencies

• It has a dedicated completeness

• It has its own measurement conversions.

A channel is also known as a scope in Akeneo PIM.

#How many channels do I need?

You might need a new channel if and only if you need different content for the same attribute (for example, a Description for the web and another Description for a Mobile application) or if you need different completeness (for example, a Web channel needs 50 Attributes but the Mobile application only 30).

#Learn more about Channels in this interactive course

Want to find out more? Take a look at these related articles

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• Understand product completeness

Understand product completeness

Summary

About completenessWhere to see completeness?On your dashboardIn your product gridOn your product edit formIn your completeness panel (product edit form)How do I set up my completeness?How is it calculated?How often is my completeness refreshed?Learn more about completeness in this interactive course

#About completeness

What is this red, orange, or green progress bar displayed on my dashboard? What does the percentage on my product grid mean?

This is completeness!

Because product information matters to us, we introduced the concept of "completeness" in our PIM. Akeneo's completeness provides information about your enrichment quality: it tells you how many attributes are filled in for your products.

Learn more at Akeneo Akademy

#

#Where to see completeness?

Completeness can be displayed as a progress bar or as a percentage in the PIM.

#On your dashboard

Your dashboard will display the overall completeness for each combination channel/locale.

#

#In your product grid

Your product grid will display the completeness of each product as a percentage.

#

#On your product edit form

Your product edit form will display the completeness of each product and each variant if it is a product model.

#

#In your completeness panel (product edit form)

Thanks to the completeness panel, get the list of empty attributes and fill them in!

#How do I set up my completeness?

Completeness is defined by a family, a locale, and a channel.

Then, once you know which attributes must be considered for each family, in other words, which attributes must be filled in to export your product, go to Settings/Family.

Select a family and under the tab Attributes, tick attributes to take them into account in the completeness calculation or untick them to remove them from the completeness calculation.

It's easy as pie!

To determine which attributes to set as required, try to answer the following question: which product information do I absolutely need to display on my website, or app...? Is it the same for all my channels?

#

#How is it calculated?

Calculation of completeness considers several parameters: the attributes defined as mandatory for the product family, the locales enabled for the channel... The PIM checks all the attributes filled in and all the attributes missing a value and displays a percentage.

A product is considered complete when it has a completeness of 100%, meaning when all its required attributes have a value.

#

#How often is my completeness refreshed?

Completeness is regenerated:

• after an import,

• after a mass action,

• after the rules are executed,

• after you edit your family,

• after a product is saved…

You can refresh your completeness using the command app/console pim:completeness:calculate (not available for Serenity edition)

#Learn more about completeness in this interactive course

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Heads up! This is our Akeneo Serenity Enterprise and Growth Editions documentation. Serenity clients benefit from exclusive access to our latest PIM features. If you're interested in other versions, click on the menu on the top right corner or check out everything you need to know about your version.

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• Take the power over your products

• Import and export your reference entity records

Import and export your reference entity records

Summary

Import recordsExport records

#Import records

As explained in this article, you can import a set of records using a xlsx or a csv file. To do so:

• Go to the Imports tab of your PIM

• Create a new import profile and define its code, label, and choose the Reference entity record import in CSV or Reference entity record import in XLSX job

#Export records

It is also possible to export a set of records belonging to the same reference entity. To do so:

• Go to the Exports tab of your PIM

• Create a new export profile and define its code, label, and choose the Reference entity record export in CSV or Reference entity record export in XLSX job

• Don't forget to select a reference entity in the Global settings tab.

Want to find out more? Take a look at these related articles

• Enrich your products with variants >

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• Sequentially edit your products >

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Duplicate products

Summary

OverviewDuplicate a product

#Overview

You can duplicate products directly in the PIM.

Product’s duplication is submitted to specific rights.

This feature is only available in the Enterprise Edition.

#Duplicate a product

1. To duplicate a product, select a product in the grid to open the product form

2. Click on ... in the top right corner of the screen

3. Select Duplicate in the dropdown

4. Specify the unique identifier for the duplicated product

5. Click on Save

The product is duplicated and the form of the duplicated product is displayed, you can start changing its copied attributes.

For more details about the product enrichment, you can read enrich your product.

All the product values are copied as well as categories, associations, assets and reference entities.

When the product to duplicate contains an attribute defined as unique, the value for this attribute is left empty and needs to be fulfilled on the duplicated product form.

This feature is available for simple products, not variant products or product models.

The user needs to have the "Owner right" on the product. To understand what it means, don't hesitate to read how the access rights on products work.

Want to find out more? Take a look at these related articles

• Categorize a product >

• Import and export your reference entity records >

• Enrich your products with variants >

• Quick export your products >

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• Get familiar with the product grid

Get familiar with the product grid

Summary

Where is the product grid?Locale & channel contextCategory panelCustomize the gridUse filtersConfigure grid columnsConfigure columnsAdd attributes as columnsRemove attributes as columns

#Where is the product grid?

To access your products: click on the Products menu. You will land on the product 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 following sections will show how to set up your work environment.

#Locale & channel context

Select a locale context

You will find all your products on the product grid page by default. 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 filters section in the left 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 product grid

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

1. The locales displayed have been 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 don't hesitate to get in touch with your administrator. Another possibility is that 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 left side of the grid, you have a drop-down menu to select your channel.

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

The available channels are those concerned with the locale selected higher up on the page. If you don’t find your channel, the locale selected is not required for the channel you want, so it is not proposed. To add a locale to a channel, refer to the “Manage channels” 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 grid display

A Gallery display of the product grid is available to highlight the products' images. This display can be used to find products by their images and update them quickly.

With the Gallery display, the following properties are displayed in the grid (you cannot choose them, there is no Columns button available):

• Identifier for a product (attribute defined as product identifier) or code for a product model

• Label: attribute used as "label" in the product family

• Image: attribute used as "main picture" in the product family.

• Completeness of a product

• Number of complete variant products out of the number of variant products for a product model (ex: "2/3" means that 2 variants out of 3 for the product model are complete)

For product models, if the attribute as the main image is set at the variant level, the main image of the product model will be the first image found in its variants, ordered by the creation date.

Other grid features also apply to this display (channel, locale, and categories selection, filters, pagination, product selection, etc.).

To use the Gallery display:

1. Click on List to change the display

2. Select the display Gallery

The context of the chosen display for the product grid is kept.

Product grid pagination

The product grid displays 25 products per page. To browse product pages, click on the number of the page you want to reach.

The grid can display up to 400 pages (10000 results). However, you can use the filters in the grid to optimize the results displayed.

#Category panel

Browse products’ categories

You will see the category panel on the left side of the page. This panel allows you to easily navigate between category trees or categories. It displays all categories you have access to.

In the Enterprise Edition, you can define specific rights on categories and category trees to define which user group can see, edit, or own products of these categories or category trees. You may not see some specific trees or categories. It's normal behavior: we hide the categories or category trees of products you don't have view permission on. Click on a category name to expand or display its products in the grid.

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

#

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 (categorized and uncategorized) of the selected category tree.

Product counter

Akeneo displays the number of products available in each category and category tree. You will see a number in brackets nearby each category; this figure represents the total number of products classified in this category or sub-category. In the Enterprise Edition, this figure represents the total number of products you are allowed to view and that are 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. Select No if you do not want to consider products classified in subcategories. The tree will then be updated accordingly.

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

Hide or expand the category panel

You can hide the category panel to allow you to display the product grid widely. To do so, click on the left arrow on the bottom right corner of the panel:

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

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

#Customize the grid

#Use filters

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

You can use the filters displayed or add new filters: click on the + icon and select the new attributes you want to use as filters. The new filters will appear in the left panel. 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 to the following product information:

• Product information managed by the PIM: Family, Groups, Status, Complete, Creation date, Updated date, product identifier, Permissions

• Product information is managed via the attributes

The ‘Not in list’ filter has been added

You can now filter in the grid with the ‘not in list' operator for families, simple select and multi-select attributes!

To define your default product grid filters in your user account, refer to the “Change your default preferences” section.

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, complete, complete product, creation date, updated date, product identifier, and permissions.

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

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

Search by label and identifier

A search bar is available in the product grid to quickly find products. The search is only on the identifier (product identifier or product model code) and the label (attribute used as "label" in the product family).

The behavior of the search is a "contains" filter. For example, if you type in "can", it will display all the products or product models with an identifier/code or a label that contains "can".

You don't need to press enter to search; enter a few characters, and it will automatically search.

If the label is localizable or scopable, the search considers the locale and the channel selected in the grid.

#Configure grid columns

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

By default, the grid displays the following columns:

• ID (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's last updated date)

• Groups (if the product belongs to groups)

• Complete product

#Configure columns

Click on Columns on the right side of the grid to display the column selection window:

You will see your attribute groups on the left side of the window.

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, select «All groups». On the right side, you will see your current grid’s columns.

Only attributes with the property «usable as grid filter» activated can be used as columns.

And as for categories and locales, if you are an Enterprise Edition client and you cannot see an attribute, it is likely that you do not have 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 the current grid’s attributes, or use the “bin” 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 customized grid will be displayed.

Sort values within the grid

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

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

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:

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 categories, delete it, or change its status.

You will then be 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 bin icon, and change its status thanks to the 2 arrows icon.

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

Want to find out more? Take a look at these related articles

• Categorize a product >

• Enrich your reference entity records >

• Import and export your reference entity records >

• Duplicate products >

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Bulk actions on products

Summary

OverviewAvailable bulk actionsHow to perform bulk actions?Edit attribute values or add new attribute valuesEdit attribute valuesAdd new values to attributesCategorize, move or remove productsAdd products to an existing product modelChange the parent product modelConvert variants to simple productsAssociate productsDelete multiple products

#Overview

Bulk operations enable you to perform actions on multiple products at once. These operations are performed on a selection of products from the grid.

To access the bulk actions, go on the Product grid, select at least one product and click on the Bulk actions button, at the bottom of the grid.

#Available bulk actions

Here’s the list of the bulk operations available in the PIM:

• Edit attributes values: Edit the attributes values of your selection of products. For instance, set a new release date or a new value for an attribute. The previous values will be replaced.

• Add attributes values: Add values for the multivalued attributes on your selection of products. For instance, add a collection or an asset. The Table attribute is not compatible with this action.

• Change family: Choose/change the family of the selected simple products.

• Change status (enable/disable): Edit the status of one or several products, enable or disable products.

• Add to groups: Add your selection of products to one or more groups.

• Add to categories: Add products or product models into categories.

• Move between categories: Change your products categorization

• Remove products from categories: Remove products from one or more categories at once. Selected products will be uncategorized.

• Add to an existing product model: Add a simple product as a variant to a product model if 2 levels of variants or to a sub product model if 3 levels of variants.

• Change the parent product model: Change the parent product model of variant products or sub product models.

• Convert to simple products: Convert the selected variant products to simple products (remove their parent).

• Associate to products: Add associations for your selection of products.

• Publish products (EE only): Mass publish products.

• Unpublish products (EE only)): Mass unpublish products. This action is available in the Published products grid.

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.

#How to perform bulk actions?

1. Select the desired products in the grid with the appropriate filters

2. Tick the products you want to mass edit via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action:

3. Click on Bulk Actions

4. Select the operation to be performed from the screen menu

5. According to the selected operation, the next screen of configuration changes

Operations Step of configuration

Edit attributes values Add attributes to the products to set the values to be applied

Add attributes values Add attributes to the products to add the values to be applied

Change family Select the family to be applied on products

Change status Select the status to be applied: enable or disable

Add to groups Check the groups in which the products will be brought together

Add to categories

Move between categories

Remove from categories Tick the categories in which the products will be categorized, moved or removed.

Add to an existing product model Select the product model or sub product model to gather the products

Change the parent product model Select the new parent product model to gather the products or sub product models selected

Associate to products Add associations to the selected products

Publish products Confirm the action

Unpublish products Confirm the action

Confirm the action with the Confirm button located in the middle of the screen.

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

To access the Execution details of the process, click on the notification icon.

The following operations Change status, Add to groups and Publish products are not available for the product models.

To ease these bulk actions, if you select some product models in the grid, their children variant products will be updated. For example, if you select some product models in the grid and the bulk action Change status, the variant products' statuses of the product models selected will be changed.

When the following bulk actions run, the rules are automatically executed as one of the final steps that are part of the job:

• Update product value (edit an existing value of a product selection)

• Add product value (add a new value to a product selection)

• Add to category (add the product selection to a category's selection)

• Move to category (change the category of a product selection)

• Remove from category (remove the product selection from a category's selection)

#Edit attribute values or add new attribute values

Changes will be applied on the scope and the locale selected in the product grid. If you have several locales or scopes to make changes on, you will have to do several bulk actions.

If you select some product models in the grid, the attributes will be updated on the product models and all their children variant products according to the family variant definition. For example, if the description (defined as common attributes) and the weight (defined for each variant product) are mass edited, the description will be updated on the product models and the weight on each child variant product of the selected product models.

These actions will not apply on products without families.

A check box Send for approval is displayed in the confirmation step. If you select it and have Edit rights on products, you will automatically send the drafts for approval. At the end of the process, you will receive a notification with the number of proposals generated.

If you have Edit rights on products and you use a bulk action to edit attributes values, then:

• all changes made before on attributes on the drafts will be lost after the mass action;

• a new draft will be created with the results of the mass action.

#Edit attribute values

To ease the mass enrichment of products attributes values, you can edit the attributes values of your products thanks to the Edit attributes values bulk action in the product grid. For example, you can set the brand of a selection of products to Akeneo.

1. Search for products in the grid with the appropriate filters

2. Select the products to edit: tick the products you want to add via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select Edit attributes values and then Next

5. Click on Select attributes to select the attributes you want to update (for example the brand)

6. Add values for the selected attributes

7. Click on Next

8. Confirm the action with the Confirm button located in the middle of the screen

9. The attributes values will be updated in the selected products

This action will not add new attribute to products, it will only update the attributes that already belong to the families of the selected products.

#Add new values to attributes

You can use the Add attributes values action to add new values to the attributes having multiple values:

• Multi-select attributes

• Reference data multi-select attributes

• Assets collection attributes (EE only)

• Reference entity multiple links attributes (EE only)

For example, you can now easily and massively add a new asset to several products or a new option value to a multi-select attribute used for several products. To do so, simply follow our steps:

1. Search for products in the grid with the appropriate filters

2. Select the products to edit in your product grid: tick the products you want to add via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select Add attributes values and then Next

Click on Select attributes to select the attributes you want to update (for example the collection)

5. Add values for the selected attributes

6. Click on Next

7. Confirm the action with the Confirm button located in the middle of the screen

8. The attributes values will be added in the selected products. The previous attributes values are kept.

Like the Edit attribute values, this action will not add new attribute to products, it will only update the attribute values that already belong to the families of the selected products.

#Categorize, move or remove products

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

1. Search for products in the grid with the appropriate filters

2. Select the products to be categorized via the selection tool: tick the products you want to update via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select the operation to be performed from the screen menu

5. According to the selected operation, the next page of configuration changes

Operations Step of configuration

Add to categories The products will be positioned into the selected categories, the existing placement is kept

Move between categories The products will be moved into the selected categories, the existing placement is lost

Remove from categories The products will be removed from the selected categories

Confirm the action with the Confirm button located in the middle of the screen.

These bulk actions also support product models.

#Add products to an existing product model

To ease the enrichment of products with variants, you can gather products in a product model to allow the enrichment of their common properties.

1. Search for products in the grid with the appropriate filters

2. Select the products to add to an existing product model: tick the products you want to add via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select Add products to an existing product model and then Next

5. Select a family, a family variant and a product model

6. Click on Next

7. Confirm the action with the Confirm button located in the middle of the screen

8. The products allowed will be added to the selected product model

The attributes defined as common attributes in the family variant will be now enriched at the product model level, the previous values for these attributes on the products are removed. For example, if you add 2 products with an existing description and you would like to gather them in a product model and manage a common description, their previous descriptions are removed.

This operation can only be performed for non variant products, so products not already linked to a product model:

• You cannot add product models to a product model, only products.

• You cannot change the parent product model of a variant product.

#Change the parent product model

To allow more flexibility on variant products (such as merging or splitting product models), you can now change the parent product model of a variant product or a sub product model.

The new parent product model should have the same family variant than the previous parent model, else the parent is not changed.

Hereafter 2 examples of use cases:

• In the ERP, there are 2 models of beers for the same beer that come in different sizes, one model that comes in 33cl and 75cl volume, one with 6L and 6L triple pack volume. The marketing team would like to keep only one model with all the available sizes.

• In the ERP, the buyers have created one t-shirt model with different colors – some in basic solid colors and some with colored flowers - but the marketing team would like to split the colors in 2 different models. Technically it's the same product but it's not the same target customer and not the same description or season. Marketing would prefer 2 different product models (one with the basic solid colors and one with the colored flowers).

1. Search for products or sub product models in the grid with the appropriate filters

2. Select the products or sub product models to change the parent product model: tick the products or sub product models you want to add via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select Change the parent product model and then Next

5. Select a family, a family variant and a product model

6. Click on Next

7. Confirm the action with the Confirm button located in the middle of the screen

8. The variant products or product models allowed will be moved to the selected product model

The attributes defined as common attributes in the family variant will have now the values of the new parent product model.

This operation can only be performed for variant products or sub product models, already linked to a parent product model.

#Convert variants to simple products

When selecting one or several product models or variant products, you can launch a bulk action in order to convert all these variants to simple products.

1. Select one or several product models or variant products in the grid

2. Click on Bulk actions

3. Then select Convert to simple products

4. Confirm your action

5. All the variants of your selection will be then converted to simple products, meaning that they won't be attached to a parent anymore.

#Associate products

To ease the add of associations, you can mass associate products.

1. Search for products in the grid with the appropriate filters

2. Select the products to add associations: tick the products you want to add via the down arrow of the toolbar: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Bulk Actions

4. Select Associate to products and then Next

5. Select the association type

6. Click on the Add associations button

7. The picker to select products or product models opens

8. Filter on the categories, on the label or identifier or add filters to find the products or product models to associate

9. Tick in the grid the products or product models to associate, they are displayed in the basket

10. Click on the Confirm button

11. Confirm the bulk action with the Confirm button located in the middle of the screen

12. The products selected will be associated to the products and product models

You can define associations on Product models. So if you select product models in the grid and mass associate, the product models and their children (variant products and product models) will be associated.

You can view the associations for a product in its product form, in the Associations tab, refer to this article for more details.

#Delete multiple products

To delete multiple products:

1. Search for products in the grid with the appropriate filters

2. Select the products to be removed via the selection tool: select All to apply changes on all your products, All visible for all visible products (ongoing page) or click on None to cancel the action

3. Click on Delete in the toolbar located at the bottom of the screen

4. Confirm the action with the Confirm button

You can also mass delete product models. If you delete product models, all their children (product models and variant products) are also deleted.

Like all bulk actions mass delete action is a back-end task, so you can continue to work on the PIM without experiencing slowdowns. When the process is done, you are the only user to be notified and when you click on the notification, you can access the report page.

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What about products with variants?

Summary

About products with variantsHow do we model products with variants in Akeneo?What is a product model?What is a variant product?What is a family variant?How many levels of enrichment are managed?How to create and enrich products with variants?

#About products with variants

Products with variants are products that have similarities, they are based on the same model, but differ in some aspects from one another.

They offer customers various purchase options for a product such as different colors, sizes, dimensions, flavors, etc.

There are more and more products with variants in all businesses, here are some examples:

• T-shirts available in different colors and sizes

• Sofas varying in colors and number of seats

• Mattresses with different dimensions (for one person or 2 people)

• Smartphones varying in color and screen size

• Screwdrivers available in different dimensions

• Teas by packaging

• Fruit compotes with different flavors

#How do we model products with variants in Akeneo?

Let's take a well-known example of products with variants that are T-shirts. A T-shirt model is available in 3 colors (grey, blue, red) and different sizes (S, M, L).

For all the colors and sizes of the T-shirt, some attributes are common, such as the name « Cotton T-shirt with a round neck », the brand « DIVIDED », and the care instructions « machine wash at fourty degrees ».

Each T-shirt color has different pictures and could have a different composition.

Each T-shirt color could be available in different sizes: S, M or L.

For each color/size, a specific product will be created with its own product identifier (ex: SKU), its own UUID, as well as technical specs like weight, sleeves length that could vary from a T-shirt from another.

#What is a product model?

A product model gathers similar products, that differ in some aspects (size, color, price...). A product model is used to enrich these products' common properties. A product model has no product identifier (ex: SKU) but a dedicated code.

#What is a variant product?

A variant product is a product and it is also a variant of a product model. It shares the common attributes of a product model but also has its own properties. A variant product has a product identifier (ex: SKU) and its own UUID. Please note that the SKU is now optional.

#What is a family variant?

The family variant will allow you to determine the structure of your products with variants.

You will define:

• the number of variant levels: 1 or 2

• the variant axes for each level

• the distribution of attributes between common attributes and variant attributes

For our T-shirt example, you will create a family variant "T-shirts by color/size" with:

• the number of variant levels: 2

• the variant axes: color for the 1st level, size for the 2nd one

• the common attributes: name, brand, care instructions

• the variant attributes by color: pictures, composition

• the variant attributes by color/size: EAN, SKU

A family can have several variants. For example, a family "furnitures" can vary on the number of seats for a sofa or on the material used for a table.

#How many levels of enrichment are managed?

With this new modeling, up to 3 levels of enrichment can be managed for products with variants (ex: T-shirt model, T-shirt color, T-shirt color/size):

• 2 levels of product model (we call the 1st one a "root product model" and the 2nd one a "sub product model")

• 1 level of variant product

#How to create and enrich products with variants?

Now you know almost everything about products with variants and you would like to create your first products with variants, here are some articles that might interest you 😉

1. Create your first family variant

2. Create your first product model

3. Enrich your products with variants

Want to find out more? Take a look at these related articles

• Duplicate products >

• Get familiar with the product grid >

• Restore a previous product version >

• Categorize a product >

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• Sequentially edit your products

Sequentially edit your products

Summary

OverviewHow to?

#Overview

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.

#How to?

To start the product sequential edit:

1. Search for products in the datagrid with the appropriate filters

1. Select the products on which you want to perform the operation via the selection tool:

1. All for all the products recorded

2. All visible for all visible products on the ongoing page

3. None for none of the products

1. Click on the Sequential edit button

2. The product form of the first product of your selection is prompted with a progress bar at the bottom of the page

3. Enrich your first product and click on the button Save and next to display and enrich the next product in your selection

4. When all the products of your selection are enriched, click on the button Save and finish to come back to the product grid

The progress bar tracks 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.

Only the products with the read-only access rights will be displayed.

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. For more details, you can read Set rights on your catalog

Want to find out more? Take a look at these related articles

• Understand data quality >

• What is a family? >

• What about measurements? >

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Enrich your products with variants

Summary

Display products with variantsSearch for products with variantsFilter on product typologyFilter on the identifierFilter on your attributesFilter on the categoriesFilter on the completenessFilter on the parent product modelEdit products with variantsHeader and infosNavigate among your products with variantsEnrich their attributesCategorizeAssociateAssociate with quantitiesAdd a variantView their historyConvert a variant product to a simple oneConvert a variant product to a simple one via a unitary actionConvert variant products to a simple ones via a bulk actionConvert variant products to simple ones via an importConvert variant products to simple ones via the APIDelete a product modelFrom the product gridFrom the product form

#Display products with variants

Products with variants are displayed in the grid, they can be managed and enriched in the same way as other products.

Thanks to the variant display option, you can choose how your product models/variant products appear in the product grid. You have two options: variant: grouped and variant: ungrouped.

When selecting grouped, product models and simple products are displayed in the grid.

When selecting ungrouped, variant products and simple products are displayed in the grid. This view can be very useful to mass edit products, as you can directly select the variant products you need to work on.

To recognize a product model in the grid, it's displayed with a pile of pictures which means that some variant products are behind this model.

A product model has no completeness, but you can follow the completeness of its variant products in the Variant products column in the grid, with:

• 1st number: the number of complete variant products for this product model

• 2nd number: the total number of variant products behind this product model

For example, on the 1st product model, 2 variant products are complete out of the 6 variant products.

If the background of the Variant products is:

• Red: all products of the product model are incomplete

• Yellow: at least one product of the product model is complete

• Green: all products of the product model are complete

#Search for products with variants

#Filter on product typology

You can filter on product typology in order to display only the simple products or only the variant products in the grid.

It can be very useful if you have to mass edit different variant products in different product models, for instance.

You can combine this product typology filter with the Variant: Grouped display option of the grid.

Let's take an example: you need to work on variant products only (not simple products, not product models). You can easily display them by using the product typology filter (filtering on Variant) plus by setting the Variant display option to Ungrouped.

#Filter on the identifier

You can filter your products/product models on their identifier. This filter enables you to easily and quickly search for several product models for instance.

#Filter on your attributes

To easily manage up to 3 levels of enrichment for the products with variants, we added a smart search in the grid to automatically display what you are looking for. Either a product model, or a product.

By default, if no filter in the grid, the products are grouped by product models, so the product models are displayed in the grid.

Let's take an example with a t-shirt model model-tshirt-divided with 2 variant levels, available in 3 colors (blue, red, grey) and each color is available in 4 different sizes (S, M, L, XL). When you open the grid, one line for this t-shirt model is displayed (12 variant products are grouped in this product model).

As done on e-commerce websites, if you are looking for clothes with the color "red", red clothes will be automatically displayed in the grid.

So in our example, you add the filter on the color attribute and select the red option, the model-tshirt-divided-red sub product model is displayed in the grid (with 4 red variant products in S, M, L, XL sizes).

If you are looking for clothes with the red color and the S size, red clothes with the S size will be displayed in the grid.

So in our example, you keep the filter on the color attribute with the red option and you add a filter on the attribute size and select the S option. For this t-shirt model, only one product has the color red and the size S, so the tshirt-divided-red-s variant product is displayed in the grid with its completeness.

#Filter on the categories

If you search by categories, the grid will automatically display the product models or the products classified according to the category selected in the grid.

If a product model is not classified in the selected category but its children products are, the products will be displayed in the grid. So all the filters, attributes and categories selected in the grid, will be taken into account to display the level you would like to enrich. Either a product model, or a product.

For more details about the classification of products with variants, please read this paragraph in the article.

Let's take again our previous example, the t-shirt model "Model-tshirt-divided" is classified in the T-shirts category, its color red is classified in the Christmas category and the products with the sizes S (red S, blue S, grey S) are classified in the Small category.

If you click on the T-shirts category, the Model-tshirt-divided product model is displayed in the grid.

If you click on the Christmas category, the sub product model "model-tshirt-divided-red" is displayed in the grid (same result for this t-shirt model than if you click on the T-shirts category and filter on the attribute color and the option red).

If you click on the Small category, the products of this product model with the sizes S are displayed in the grid (same results for this t-shirt model than if you click on the T-shirts category and filter on the attribute size and the option S).

#Filter on the completeness

A product model has no completeness but its variant products have a completeness.

For the completeness filter Complete:

• If you select Yes, the product models with at least one variant product complete are displayed in the grid

• If you select No, the product models with at least one variant product incomplete are displayed in the grid

• If you select All, there is no filter on the completeness

#Filter on the parent product model

To display the children of a product model, you can filter on the parent attribute in the product grid with the product model code.

You can also add a parent column in the grid to display the parent product model code. This column is not displayed by default, you can add it by clicking on Columns.

#Edit products with variants

Click on a product model on the grid or create a new product model to display the product form for products with variants.

The products with variants are enriched in the same product form than products without any variant.

For more details about the product form, you can read Enrich your product.

#Header and infos

For product models, the following properties are displayed in the product form header:

• The number of complete variant products out of the number of variant products for a product model in Variant products (ex: 2/6 means that 2 variants out of 6 for the product model are complete)

• The total missing required attributes for a product model. If you click on it, it displays only the attributes that are required for the completeness but that are still incomplete (it filters on display All missing required attributes).

For product models, the following properties are displayed in the Product infos:

• Family: All the products of a product model belong to the same family

• Variant: A family variant defines how the products with variants are structured

• Created: Creation date and user who create the product model

• Last update: Updated date and user who last update the product model

#Navigate among your products with variants

The product form for products with variants has a navigation component to navigate among your products with variants structure and display the different variant levels.

You can enrich easily the common properties or the specific properties for a variant level.

This navigation component is composed of:

• COMMON: you can enrich the common properties for all the products of this model

• Variant axes labels level 1: you can enrich the properties which vary according to the variant axes level 1 of this model (COLOR in our example)

• Variant axes labels level 2: if your family variant has 2 variant levels, you can enrich the properties which vary for each product of this model (SIZE in our example)

1. Click on the small arrow next to the Variant axes labels level 1 to display the values available for this product model (COLOR in our example)

2. Click on a line to reload the product form with the properties of the variant axes values selected

3. Click on the small arrow next to the Variant axes labels level 2 to display the values available for this sub product model (SIZE in our example)

4. Click on a line to reload the product form with the properties of the variant axes values selected

In the navigation component, you can also view the number of variant products complete for a product model or the completeness of the product if it's the last variant level (product level).

We manage the following common properties for products with variants:

• Attributes

• Categories

#Enrich their attributes

In COMMON, in the Attributes tab, you can enrich the common attributes for the products of this product model (the common attributes are defined in the family variant).

In a variant level, you can view the common attributes but you can not update them. If you would like to update them, go in COMMON (message This attribute can be updated on the common attributes) or in the dedicated level (message example This attribute can be updated on the attributes by Color).

In the product form there is a filter called Display all level specific attributes to display only the attributes managed at the current level that can be enriched. This is very easy: just click on the drop down Display all attributes and select Display all level specific attributes. That's it! This filter is available only for variant products and sub product models (if family variant with 2 variant levels).

#Categorize

In COMMON, in the Categories tab, you can classify the model and all its children products in categories.

You can then add categories for a specific variant level. For example, your model is categorized in T-shirts and for the color blue, you can add them to a dedicated category Marine.

You can add categories on the products for this product model but on a product you can not remove a category of its parent, the category is disabled in the tree. If you would like to remove it, go in COMMON or in the dedicated level.

#Associate

In COMMON, in the Associations tab, you can define associations for the whole product model and all its children products will be also associated.

For example, you can define associations for this t-shirt model.

You can also add associations for a specific variant level. For example, you define an association only for the Red color.

The products will have all the associations of their parents. Hereafter the associations for the Red S t-shirt.

You can add associations on the products for this product model but on a product you can not remove an association of its parent. If you would like to remove it, go in COMMON or in the dedicated level.

#Associate with quantities

If you created an association type with quantities, it is possible to create a product set based on a product model with different quantities between the product model and its product variants. In that case, a message in the helper section will give you a synchronization warning.

Please read our Association types documentation for more information.

#Add a variant

You can add a variant to a product model from the product form via the navigation component. In our example, click on the EU Shoes Size tab nearby Common.

1. In the navigation component EU Shoes Size, click on the Add new button, a pop-in is displayed

2. Select or enter the values for the variant axes

3. Specify a product model code or a product identifier depending on the variant level

4. Click on Confirm

The variant is added to the product model and its form is displayed, you can start filling its attributes.

If the family variant has 2 variant levels (for example by color then by size), you can add a variant COLOR at the 1st variant level as a product model (with a code) or you can also add a variant SIZE to a COLOR at the 2nd variant level as a variant product (with a product identifier).

In the Enterprise Edition, the ADD NEW button will not be displayed, if the user has no edit permissions on the attribute group of the product identifier attribute.

#View their history

For each change, a new 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

The list of versions are displayed in the History tab.

In COMMON, only the common properties (attributes and categories) will be versioned. You can use the navigation component to display the versions of each variant level.

#Convert a variant product to a simple one

Sometimes, you may need to convert a variant product to a simple product, for instance when there is a reduction of your product range. To do so, several choices:

• directly in a variant product sheet

• via a bulk action

• via a product import

• via the API

Let's see how each of these solutions works!

No matter the way you do the conversion, your variant product becomes a simple product but don't worry, all of its former values, categories and associations will be saved.

#Convert a variant product to a simple one via a unitary action

When you are on a product page, at the variant level, you can decide to convert it to a simple product very easily.

1. Click on …

2. Then Convert to a simple product

3. Confirm

#Convert variant products to a simple ones via a bulk action

When selecting one or several product models or variant products, you can launch a bulk action in order to convert all these variants to simple products.

1. Select one or several product models or variant products in the grid

2. Click on Bulk actions

3. Then select Convert to simple products

4. Confirm your action

All the variants of your selection will be then converted to simple products, meaning that they won't be attached to a parent anymore.

#Convert variant products to simple ones via an import

It is also possible to convert a variant product to a simple one by import, by removing its parent.

1. Go to the Global settings tab of your product import job profile

2. Scroll down until the Convert variant products to simple products parameter. By default, it is set to No. It means that the PIM won't convert your variant products if the parent column is empty in your xlsx/csv file. If this option is set to Yes, then the PIM will convert all the variant products with an empty parent column.

#Convert variant products to simple ones via the API

Please refer to our API documentation to discover how to convert variant products to simple ones via the API.

#Delete a product model

You can delete a product model from the product grid or the product form.

#From the product grid

1. Hover your mouse over the product model line in the grid, then the delete button (a trash icon) will be displayed

2. Click on the Delete button

3. A confirmation pop-in opens

4. Then click on Delete to confirm you want to delete the product model and its children

The product model and all its children (product models and variant products) are deleted.

You can also mass delete product models. If you delete product models, all their children (sub product models if any and their variant products) will also be deleted.

#From the product form

1. Open the product form for a product model

2. Click on the ... in the top right corner of the screen

3. Select Delete in the dropdown

4. A confirmation pop-in opens

5. Then click on Delete to confirm you want to delete the product model and its children

The product model and all its children (product models and variant products) are deleted.

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• What is a channel? >

• Discover the dashboard in details >

• What about products with variants? >

• Manage your account >

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Improve data quality

Summary

Improving data qualityKnow your data qualityFollow data quality improvementsQUALITY SCORE EVOLUTIONQUALITY SCORE DISTRIBUTIONMeasure data qualityKEY INDICATORSCATEGORIES AND FAMILIESImprove data qualityImprove data quality on variant products and product models#Improve data quality on attribute labels and options (Enterprise Edition only)

#Improving data quality

Data quality is key in offering a compelling product experience to your customers. In Akeneo PIM you can measure and follow your data quality thanks to the quality score.

To get a glimpse of your catalog’s overall data quality we introduced a data quality insights dashboard.

#Know your data quality

#Follow data quality improvements

The dashboard allows you to follow the evolution of your data quality for:

• your entire catalog

• a chosen category

• a chosen family

• for a given locale and a specific channel

#QUALITY SCORE EVOLUTION

You can see at a glance the current quality score (for your selection of locale and channel and catalog or category or family) and its evolution up to 6 months behind.

#QUALITY SCORE DISTRIBUTION

You can also follow the evolution of the distribution of the different quality scores (A, B, C, D, and E).

To see the distribution of the quality score, simply hover over the chart bar.

In this view, you can see the evolution of your grades for the past 7 days, 4 weeks or 6 months.

#Measure data quality

#KEY INDICATORS

Each key indicator deep-dive into one particular criteria that needs to be fulfilled to reach a perfect quality score.

• Products with an image: enables you to know the percentage of products with at least 1 image and also how many products need an image to fulfill the criteria.

• Products with a good enrichment ratio: highlights the percentage of products with at least 80% of enriched attributes and the number of products that still need to be enriched further.

• Products with perfect spelling in text product values (Enterprise Edition only): allows you to know the percentage of products without spelling mistakes in the product data as well as the number of products with correction suggestions for spell-check.

• Products properly labelled (Enterprise Edition only): displays the percentage of attributes and options without spelling mistakes and the number of correction suggestions for spell-check per product.

By clicking on the number of products that can still be improved, you land on a product grid with all products for this specific criteria.

#CATEGORIES AND FAMILIES

From the dashboard, you can see at a glance the current quality score for your favorite categories and families.

To do so, it’s very easy:

1. Click on Select a category or Select a family from the widgets

2. Choose the categories and families you want to add to your dashboard

3. See their quality score

The cherry on the cake: click on See on the grid to access a filtered view of your catalog to focus your work on what needs most improvements!

#Improve data quality

Now that you know how to measure and follow improvements on your catalog’s data quality, it’s easier to know which families and products still need to be pampered. To help you improve your products quality score, simply follow the recommendations that can be found in the data quality insights panel in your product edit form.

From the data quality panel, you will know which attributes need to be improved and how to improve them.

From the data quality panel, links on attribute names can take you to a specific attribute. By clicking on the Display all improvable attributes, you can easily access a product edit form filtered on all the attributes that need to be checked for consistency.

To help you even further, in the Attributes panel, you can select spelling corrections (Enterprise Edition only).

Spell check is available for the English, French, German, Spanish, Italian, Dutch, Danish, Swedish, Norwegian and Portuguese (Brazilian) locales. Spell check is usable with localizable text and text area attributes. If you use a single locale, then spell check is usable on text and text area attributes.

Even if they don't have permission to edit, all PIM users will be able to read data quality insights on all attributes.

From the data quality panel, you can view attribute labels and options with spelling mistakes. By clicking on the link, you land on the settings screen from which you can correct these mistakes hence improving your consistency grade. (Enterprise Edition only)

#Improve data quality on variant products and product models

There are a few differences in quality score displays and calculation between simple products, product models and variant products.

The quality score aims at helping you improve the data quality of your end-customer facing product data. The product your customer will buy is the product variant. Therefore, the quality score calculated at the variant level is the score taken into account to monitor your catalog data quality on the dashboard.

For product models:

• The quality score is calculated on the attributes at the product model level only.

• The quality score representation is different to help you understand at a glance which level you are viewing and improving.

• Recommendations are given for attributes at the product model level.

For sub-product models:

• The quality score is calculated on the attributes at the product sub-product model level only.

• The quality score representation is the same for sub-product and product models.

• Recommendations are given for attributes at the product model and sub-product model levels. By clicking on an attribute name, you can go and improve an attribute in the product model or sub-product model.

For variant products:

• The quality score is calculated on the attributes that can be improved at all levels, therefore, it reflects the data quality of the product that will be published.

• The quality score representation is the same for variant and simple products.

• Recommendations are given for all attributes by clicking on an attribute name, you can go and improve an attribute in the product model, the sub-product model or the variant product.

##Improve data quality on attribute labels and options (Enterprise Edition only)

From the Settings you can check and improve the data quality of your attribute labels and options.

In the 'quality' column, you can view whether the data quality for your attribute is "Good" or "To improve". If the status is "To improve", you may need to correct either attribute labels for one or several locales and/or attribute options for one or several locales.

To do so, it’s very easy:

1. Click on the attribute with the To improve status

2. View the number of errors you need to correct in the options and labels tabs of the attribute screen

3. Use the spell-check suggestions to correct them

4. Save your changes

A helper indicates you how many products are impacted by the errors you are about to correct.

Want to find out more? Take a look at these related articles

• What is a channel? >

• Quick export your products >

• Manage publishing >

• What is an attribute? >

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• Product publication, the "2 versions/1 product" feature

Product publication, the "2 versions/1 product" feature

Summary

OverviewA publication exampleWhat's happening?What happens next?Which information is published?Published products & associationsAdd an association between multiple published products

The published products feature is deprecated.

After careful consideration and in alignment with our long-term product vision, we have made the decision to remove the ‘Published Products’ feature on February 28, 2024.

More information here

#Overview

In the PIM, you can manage two different versions of a very same product: one published version that can be exported (using a published product export profile) and another version that is used to prepare the next collection or season of products, for instance.

This is handle by what we call the Publication feature.

#A publication example

This is really simple. Imagine one of your product is complete for all locales activated for the E-commerce channel. The product is enabled and classified in the E-commerce channel category tree.

You are satisfied by your product information for this product, so you hit the Publish button

#What's happening?

In fact, this takes a snapshot of your product information at this very moment. This snapshot represents the published version of your product.

#What happens next?

You can still edit all your product information, for instance, change its description or composition for the next season...

But it won't impact the published version of your product you created earlier and it won't be exported to your E-commerce channel.

This way, you end up with two versions of your dear product at the same time:

• one is frozen: this is your published version, exported to your channel

• one can still be modified: this is your product current version

It allows you to start working on a new version of the product without changing the version that is used as exported data to your channels.

#Which information is published?

Only your attribute values, associations and category classifications are frozen in your published product. If you change them later, in the working copy of your product, the changes won't be applied to your published product.

This is not the case if you change other product information such as product activation (enabled/disabled), group membership and family. The information will also be updated in your published product.

#Published products & associations

#Add an association between multiple published products

Products associated to a published product should also be published, if you want to see the associations between those products in your published product. Learn more about associations in the Associations of products article. In other words, an association of a published product A with a non-published product B, will not be visible in your published product A.

To associate 2 published products, for instance, Product A to Product B:

1. Publish your Product B

2. Create the association in the Product A, with your Product B

3. Publish the Product A

If you edited the values of products B & C associated with product A, and if product A has been published, you need to unpublish and republish product A to consider the changes.

Associations for published products will only be visible via the API and XLSX or CSV exports. That means you won’t see the Associations tab on the product edit form of published products. Please note that associations with quantities aren’t compatible with published products.

Published products are not compatible with the associations inherited from product models. Please also note that associations with quantities and 2-way associations are not compatible with published products.

Compatibility with additional identifiers

Please note that changing the main identifier in your PIM or adding additional identifiers will not be possible if you have published products. If you would like to proceed with this change, you will need to depublish your products first, and then republish them once the action is done.

Want to find out more? Take a look at these related articles

• Manage your account >

• Understand data quality >

• Follow your product's completeness >

• Discover the dashboard in details >

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Enrich your category

Summary

Why enrich a category?How to enrich a category?Create a category template per category treeAdd attributesEdit attributesSort attributesRemove attributesEdit category template's labelTo enrich a category, first, select your working context (channel/locale)Select your working channelSelect your working localeEnrich category attributes Delete a category templateLearn more about Enriched Categories in this interactive course

#Why enrich a category?

To champion your industry, you need to offer the best product experience to your customers. Defining the relevant and appealing product information for a range or category of products, adapted to each of your sales channels, will help create more impactful showcases for product lines, hence reaching your omnichannel goals.

Enriched Categories offer an easy and efficient way to showcase a product range with contextualized information, through the ability to value categories with content such as images, descriptions, or SEO data.

Learn more at Akeneo Akademy

#

#How to enrich a category?

To enrich a category, simply start by creating a category template. It will gather and display the attributes that will help you describe and qualify your categories.

The category template is created by category tree, then applies to all categories, subcategories, and sub-subcategories of this tree. Once the template is ready, the category attributes can be edited with values that are all scopable and localizable.

At any time, if you want to come back to simple category properties, you can delete the category template per tree, which will impact all associated categories.

From the user interface, Go to Settings/Categories.

#Create a category template per category tree

To create a new category template, hover on the tree name and click on the Create template button, then add a label (optional) and a code (required).

To add attributes to your category template and define the content to be enriched among Text, Text Area, Yes/No and Images attribute types, you can choose either to load a set of suggested attributes for some guidance or start by creating a first attribute so that the template can perfectly meet your needs.

If you select Load a set of attributes, you will activate a pre-defined template with 13 suggested attributes, that you can edit to adapt to your specific needs.

If you select Create 1st attribute, you will create your own template from the 1st attribute and add as many attributes as needed (up to 50 attributes).

If you cannot create the category template, you may not have the appropriate rights to manage category templates, then please refer to the Manage the interface and actions accesses > Rights on settings > Permissions on categories article.

In order to offer the best Product Experience for your customers, once created, you can customize the category template in the Attributes tab simply by defining the attributes that make sense for your strategy (1 category template per category tree).

#Add attributes

From the user interface, go to Settings/Categories, hover on any category tree name for which a template has been created, and click on the Edit template button so that you can access the category template.

For any category template, simply click on the Add attribute button. You can create as many attributes as you wish, within the limit of 50 attributes per category template.

To create any new category attribute:

1. Choose a label (optional),

2. Choose a unique code (required),

3. Select the attribute type (text, text area, Yes/No and image attribute types),

4. Specify if the attribute value needs to be specific per channel and/or locale,

5. Click on Create to save.

The newly created attribute will be added to your category template, at the end of the list of existing attributes.

#Edit attributes

From the user interface, go to Settings/Categories, hover on any category tree name for which a template has been created, and click on the Edit template button so that you can access the category template.

For any category template, you can edit its attribute's setting through the right panel. For every selected attribute, you can edit its options Rich text editor and add or edit label translations so that every category attribute's details are specific to the need of the associated category enrichment (1 category template per category tree).

Every attribute detail edited is automatically saved to facilitate your journey and limit the risk for any unsaved change.

By default, every attribute inherited from the suggested list of attributes is both scopable and localizable. As Value per locale & Value per channel options are not editable, if you need to change them, we advise you to delete the attribute and re-create it with the options of your choice.

#Sort attributes

From the user interface, go to Settings/Categories, hover on any category tree name for which a template has been created, and click on the Edit template button so that you can access the category template.

To change any attribute's position in the category template, you can simply drag & drop attributes.

#Remove attributes

From the user interface, go to Settings/Categories, hover on any category tree name for which a template has been created, and click on the Edit template button so that you can access the category template.

For any category template, to remove any category attribute, click on the Delete attribute button.

The selected attribute will be removed from the category template, and the values of all the associated categories will be automatically removed.

You can delete as many attributes as you wish, up to emptying the category template and starting again from the initial choice between the 13 suggested attributes or the 1st attribute.

#Edit category template's label

From the user interface, go to Settings/Categories, hover on any category tree name for which a template has been created, and click on the Edit template button so that you can access the category template.

For any category template, to add or edit its label translations, click on the Properties tab.

#To enrich a category, first, select your working context (channel/locale)

Go to Settings/Categories in the Akeneo PIM. To enrich the new category template’s attributes, click on the tree of your choice in the list and click on the category, subcategory or sub-subcategory you want to enrich.

In the Attributes tab, you can view your template ready with category attributes to edit with values.

Your template will allow you to add or edit category attributes' values, hence enriching your categories with content such as description, images or SEO data. To do so, first, select your working context (channel and locale).

If you cannot find your working channel and/or locale listed, perhaps the channel and/or locale is not associated with the category tree you have selected: therefore it is not enabled. To manage the category tree linked to the working channel, please refer to Manage your channels and/or Manage your locales.

#Select your working channel

To select the channel on which you want to edit values, select your channel in the drop-down list on the header of the Attributes tab.

If you want to edit several values at once, you can edit the category attributes for one channel, then another, and save all changes at once.

#Select your working locale

To select the locale on which you want to edit values, select your locale in the drop-down list on the header of the Attributes tab.

In the drop-down list, you will find the locales (that have been associated with the working channel in the Settings).

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

If you want to edit several values at once, you can edit the category attributes for one locale, then another, and save all changes at once.

By default and to allow flexibility, you can edit any of the attributes on the category template specifically by channel and by locale, locales being dependent on the channel. None of the attributes are mandatory so you can edit and enrich only part of the attributes with values.

#Enrich category attributes

Go to Settings/Categories and once a category template has been created per tree, you can edit attributes and enrich any of your categories.

1. Click on the Attributes tab

2. Select the channel and locale you want to enrich

3. Complete or change your category values

4. Click on the Save button (top right-hand corner).

If you cannot add category content to enrich a category, you may not have the appropriate rights to Edit category attributes, please refer to the Manage the interface and actions accesses > Rights on settings > Permissions on categories article.

#Delete a category template

You can delete a category template and thus delete the category’s attributes' content from the entire category tree, including all related categories, subcategories, and sub-subcategories.

From the user interface, go to Settings/Categories, hover on the tree name, and click on the Edit template button so that you can access Other actions in the Attribute tab and Delete template.

If you cannot delete the category template, you do not have the appropriate rights to Manage category templates (create, edit and delete), please refer to the Manage the interface and actions accesses > Rights on settings > Permissions on categories article.

#Learn more about Enriched Categories in this interactive course

Want to find out more? Take a look at these related articles

• Categorize a product >

• What is a category? >

• Manage the interface and actions accesses >

• What is a user role? >

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Categorize a product

Summary

OverviewCheck the categories a product is classified inThrough the Product FormThrough the shortcut in the gridClassify/unclassify a product in/from categories from the user inteface#Classify products in categories using importsUnclassify products from categories using importsRemove products from categories using rules (EE only)

#Overview

A product can be classified in none, one, or multiple 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 Form

1. Click on the Categories menu

2. A green point 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 has been added

3. Click on the category tree name to see the categories the products belong to

#Through the shortcut in the grid

1. Select a product in the product grid

2. Hover your mouse over the product line in the grid, then the category button (a folder icon) will be displayed

3. Click on the Classify the product button. The product category tab will be displayed

4. A green point 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 category tree name to see the categories the products belong to

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.

Category trees are sorted by order of creation.

#Classify/unclassify a product in/from categories from the user inteface

To classify/unclassify a product:

1. Select your product in the product grid Product

2. Click on the Categories menu on the left side of the screen

3. Select the relevant category tree if you have more than one category tree

4. Tick the categories in which you want to classify the product

5. And/or untick the categories in which the product should no longer be listed

6. Then click on the “Save” button

##Classify products in categories using imports

You can also update your products' categories using product imports. To do so, add the category code in the Categories column used to import categories Update an import profile.

Product import jobs overwrite current product data, so if you want to add new categories, make sure you have the existing ones in your imported file.

#Unclassify products from categories using imports

If you want to remove a product from a category through imports, simply remove the category code from the category column and import your file.

#Remove products from categories using rules (EE only)

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

Want to find out more? Take a look at these related articles

• Import and export your reference entity records >

• Enrich your reference entity records >

• Restore a previous product version >

• Enrich your products with variants >

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Enrich your reference entity records

Summary

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#Create records

#Create a record

Once you have created a reference entity, you can add records. Let’s say that you just have created the Brand reference entity, you have defined its records attributes and now it is time to add new records. For example: Fermob, Kartell, Muuto, Fatboy…

To add a new brand to the Brand reference entity:

1. Go to your Brand entity (you will automatically land on the records grid)

2. Then click Add new, choose a label for the record (the PIM will automatically take its label to generate your record's code, but you can change it if needed).

#Create several records

#VIA THE UI

If you have several records to add to your reference entity, you can stay in the creation pop-in to quickly add as many records as needed:

1. Input the first record label

2. Tick Create another record

3. Press Enter

4. Add the label for each record

5. Once you've done, press Esc or Echap

#VIA THE RECORD IMPORT PROFILE

It is also possible to create and edit a list of records in an excel or csv file, and then import it in the PIM. To do so, you have to create a new import profile in the Imports menu, and select the Reference entity record import in CSV or Reference entity record import in XLSX job. As for your product imports, you can import record images as well, using an archive.

But mind you! Even though you can create as many export profiles as you want, you may only export records from a single reference entity at a time.

#VIA THE API

Check out our dedicated documentation to learn how to create several records via the API 😉.

Note that we have defined a limitation of 1 million records per reference entity to guarantee that the PIM is functional and runs smoothly.

#Display records

To see the records of the reference entity, click on the Records tab in the left menu. You will see the records grid, where all the records of the entity are listed.

#The records grid

The records grid is quite different than the products' one. Thereafter are the specific features of this grid:

• The line with the attributes names is frozen: it allows you to scroll down the page, while continuing to see the name of the attributes

• The first 4 columns with image, label, code and completeness are also frozen. We added an horizontal scroll in order to see the content of all the columns

• We also added a tooltip to preview the content of a text attribute directly in the grid when you hover over the text

• Finally, the grid comes with an infinite scroll that allows you to display up to 500 results. If you reach this limit, the grid will show the following message "You just scrolled through the first 500 results out of 1450 records. To see more, try with more specific search criteria."

Only the following types of attributes can be displayed in the grid: code, text and image.

The values of the attributes types single/multiple options and reference entity single/multiple links can also be displayed in the records grid.

The columns' order in the records grid is frozen, it cannot be changed. By default, the grid's column order is Image, Label, Code, Complete. If you add other attributes, under the Attributes tab, the grid will display them according to their order of creation.

Of course, you can still edit or delete a record thanks to the buttons at the end of each line.

#Search for a record

#Full text search

Our goal is to facilitate your work and to increase your productivity. To make this possible, we made a very powerful search in the grid of records. Indeed, we implemented a full text search which allows you to search on code, label and text attribute types.

For example, if you search for the word « famous », all the records containing the word « famous » in their code, label or text attribute types will be displayed.

And we can go further. If you search for "famous" and "bags", then only the record containing both "famous" and "bags" words will be displayed.

#Filter on completeness

You can also filter on completeness in order to see the records that are complete/incomplete, or choose to see all the records, no matter their completeness.

To know how to define the required attributes for the completeness, please take a look at this article

#Filter on options and reference entity links

We added the possibility to filter on single/multiple options or reference entity single/multiple links attributes types in the records grid. This filter allows an exact search on an reference entity option value or on a reference entity link.

For instance:

• If a "Brand" reference entity has a "Designers" attribute linked to a "Designer" reference entity, you can search for all brands with the designer "Ron Arad".

• If a "Brand" reference entity has a "Country" attribute with a list of options, you can search for brands with the country "Italy".

The operator is an in list operator. If you are looking for the brand with the designer "Philippe Starck" OR "Ron Arad", the brands with the designer "Philippe Starck" OR the designer "Ron Arad" will be displayed.

You can combine filters. For instance, you can search on all brands with the country "Italy" AND the designer "Ron Arad".

A record or an option can be removed from a filter using the cross.

To empty a filter, you can click on the eraser.

#Edit a record

Of course, you can edit a record in order to change values or add new ones. Nothing simpler: just go on a record and add/change the values you want.

As for a product, you can define if you want a different content according to channels, and the same applies on locales. You can find a locale and channel switcher on each record, meaning that if you need to translate values for example, you can do it simply switching from a locale to another.

In the Attribute tab, if you define a "text area" attribute for your records, you can tick the parameter rich text editor. This will give you access to a set of options to improve the format of your text. For example, you can change the font, the size, etc. You can also add a link, a video, an image. In fact, the Rich text editor offers a large bunch of possibilities!

#Display the products linked to a record

You can see the first products linked to a record in a new Products tab directly from a reference entity record.

To display the 1st products linked to a Kartell record:

1. Go to the Kartell record

2. Then click on the Products tab

3. To open a product, just click on it and the product form will open in a new tab.

In this Products tab, the 20 first products linked to a record (for the selected product attribute) are displayed as well as the total number of products linked ("xx results").

If more than 20 products are linked to the record, a message is displayed after the last products:

If you want to display all the products linked to a record, you just have to click on the View all products button, it will open the product grid with a filter on the product attribute linked and the Kartell value. Then, from the product grid, you can search and launch enrichment actions on these products.

If several product attributes are linked to the Brand reference entity, you can change the Product attribute filter.

If no products are displayed in the Products tab, there are two possible reasons:

1. Your reference entity is not linked to a product attribute, you first have to create a new product attribute linked to the reference entity.

2. The selected product attribute doesn't have any product linked to the record. You first have to link products to the record.

If the View all products button is not displayed, check that the product attribute is set as usable in grid.

#Follow the records completeness

Like for products, we calculate completeness on records.

In the records, several indicators show you the status of your completeness and which attributes are missing.

• Yellow bullet points in front of each missing required attribute, showing that you have to complete this attribute to improve the completeness.

• The completeness percentage in the header of the record informs you of the completeness level.

The completeness is automatically calculated as soon as we enrich a required attribute. It means that the bullet point will disappear as soon as the required attribute is filled, and same for the completeness percentage evolution.

#Link a record to another record

It is also possible to link a record to another one, and it is very simple.

For example, you can link a Designer (let's say "Philippe Starck") to the record "Kartell", or to several records brands belonging to the "Brands" entity.

Please refer to this article to discover how to do so.

Once you have chosen which entity is linked, you can see a new selector with all the records of the linked entity.

We added the completeness of a record in the selector.

Click on the link icon on each record line in the selector to preview the record! It will automatically open a new tab in your browser.

#Delete records

#Delete a record

You can delete a record or all the records of an entity.

To delete a record, 2 choices:

• Either directly in the records grid, by clicking on the trash can button on each record line.

• Either in the details of the record, by clicking on the ... button at the top right corner of the header then delete.

#Delete a selection of records

It is possible to delete your own selection of records.

1. Check the box under each record you would like to delete

2. In the bar at the bottom, click on delete

3. In the confirmation popin, type in the name of the reference entity and click on delete

Please note that if you change any filter afterward, this record selection will be reset.

In the bottom bar, checking the box allows you to select all records or none in one click! This way, you are able to mass delete all the records very easily 😉

To delete all the records of an entity, you need to check that no record of this entity is linked to other entities or used in a product. Otherwise you will not be able to delete it.

Want to find out more? Take a look at these related articles

• Categorize a product >

• Import and export your reference entity records >

• Duplicate products >

• Enrich your product >

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Associations of products

Summary

OverviewView the product’s associationsAbout associations' orderOpen an associated productAdd/remove associations to/from a productA: add associations to a productB: add associations to a product using an association type with quantitiesRemove associations from a product

#Overview

A product may be associated with none or several other products or product groups. This type of link has a direction: 1-way or 2-way. Please read our Association Types documentation for more information.

These types of associations enable you to define relationships, such as an alternative product, a substitution between products, a cross-sell/up-sell option, or even a product set composed of different quantities of products.

#

#View the product’s associations

To check the association types:

1. Open the relevant product edit form

2. Click on the Associations 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

You can define associations on product models, please refer to this article for more details.

Only the associated products or product models are displayed in the Associations tab.

The total number of associations is displayed per product or product model (the figure is visible after the Associations tab label) and per association type (figure visible in the Association type list).

By default, nothing is displayed in the Associations tab if the product has no association for the selected association type.

#

#About associations' order

Today, defining a specific order of your associated products/product models is impossible. The current order follows those rules:

• Associated products are first displayed, then associated product models are displayed after.

• Associated products/product models are ordered by an alpha-numerical logic based on their internal ID (visible in the URL).

For instance, if you associated the products "e9af9526-08df-4177-a7bc-34016b231d0c", "02255102-39ee-41cd-87af-340d1a3fe5cd", "732b0fe5-1159-4802-8c3d-a68eff1ba158" and the product model "1568", the default order logic will be the following:

1. Product "02255102-39ee-41cd-87af-340d1a3fe5cd" (it starts with a "0", the lowest figure here)

2. Product "732b0fe5-1159-4802-8c3d-a68eff1ba158" (it starts with a "7" which comes after "0")

3. Product "e9af9526-08df-4177-a7bc-34016b231d0c" (it starts with an alphabetical value "e" which comes after numerical values)

4. Product model “1568”

If you export your associated products/product models using the API or XLSX/CSV files, the order will be the same as explained in the paragraph above.

#Open an associated product

1. Open the relevant product edit form

2. Click on the Associations tab

3. Select the association type

4. Click on an associated product or product model

5. The associated product or product model opens in a new tab

#Add/remove associations to/from a product

To add associations, use the selector to select the products or product models you want to associate with. Depending on the association type selected, there are two different ways to do so:

# A: add associations to a product

1. Open the Product Form

2. Click on the Associations tab

3. Select the association type

4. Click on the Add associations button

5. The selector to select products or product models opens

6. Filter on the categories, the label, or identifier, or add filters to find the products or product models to associate.

7. Tick in the grid the products or product models to associate. They are displayed in the basket:

8. Click Confirm

9. The products or product models you associate with the current product are displayed in the Associations tab.

A product can also be associated with a product model.

If you want to associate your products/product models with 2-way associations via an XLSX/CSV import, please note that the PIM processes the import information line by line. So if different products A & B are associated with the same product C, ensure that product C is also associated with products A & B. Otherwise, the associations made on the previous lines will be removed.

Please note that you should not associate more than 100 products/product models per one product/product model. If you exceed this number, you might expect performance issues.

#

# B: add associations to a product using an association type with quantities

1. Create a product or a product model that will be the base of your product set

2. Open the product form

3. Click on the Associations tab

4. Select the association type with quantities you created (please read our Association Types documentation for more information.)

5. Click on Add associations.

6. The selector to select products or product models opens

7. Filter on the categories, the label or identifier, or add filters to find the products or product models you want to associate

8. In the grid, tick the products or product models to associate. They are displayed in the basket:

9. Click Confirm

10. The products or product models you associate with the current product are displayed in the Associations tab

11. Adjust the quantities for each associated product/product model

12. Click Save

Quantities must be positive integers between 1 and 2,147,483,647.

Using the association type with quantities, please note that you cannot associate more than 100 products/product models per one product/product model.

Quantified associations can't be exported with their respective UUIDs. Only their main identifier will be displayed in the export file. Caution when re-importing the same file if some of your products don't have a main identifier as the association would be removed.

#Remove associations from a product

1. Open the Product Form

2. Click on the Associations tab

3. Select the association type

4. Hover a product or product model associated

5. Click on the cross to remove the association

6. Click Save

If you wish to remove associations with quantities, step 4 won't be available as the associated products will be displayed as a list, not as a gallery. In that case, please skip it to step 5.

A product associated using a 2-way association will be removed on both sides. Please read our Association Types documentation for more information.

Want to find out more? Take a look at these related articles

• Duplicate products >

• Import and export your reference entity records >

• Enrich your reference entity records >

• Categorize a product >

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• Restore a previous product version

Restore a previous product version

Summary

A straightforward use caseBefore restoringAfter restoringThe restore functionHow to restore a product?

#A straightforward use case

You just noticed that there are loads of errors in the product information of one given product. You don't know what happened but someone messed up with your dear information. So you wish you could go back in time to get a version of this product where its information was way better.

It's totally possible with the restore feature. You can browse through the whole history of a product to find a good version according to your point of view and then, restore it.

#Before restoring

#After restoring

#The restore function

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

Restoring a version means reverting the product to an earlier version. For example, if you have 5 product versions, it is possible to go back to version #3, which will not consider any changes done afterward.

Restoring a version does not delete information, but generates a new version representing the restored version.

In this example, the newly 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 then 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.

#How to restore a product?

To restore a version:

1. Go to Products

2. Click on the product to restore

3. Click on the History menu entry

4. Click on the Restore button that is on the row of the version of the product you want to restore

5. The version is restored.

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

Quick overview of our product version restoration feature:

• You can only restore versions for one product at a time

• You can only view & restore the last 200 versions of a product

• You can only view & restore the versions of the previous 90 days

• Product versions are not purged:

o When the product is a published product

o When it's the first version

o When it's the only and last version

Want to find out more? Take a look at these related articles

• Get familiar with the product grid >

• Enrich your reference entity records >

• Duplicate products >

• Categorize a product >

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• Quick export your products

Quick export your products

Summary

What?How?Start a quick exportTrack the progress of your quick exportDownload your product export

#What?

Akeneo allows you to export your search result or a selection of products from the PIM grid 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.

#How?

#Start a quick export

To start the export of product information from the products' grid:

1. Search for products in the grid 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

3. Click on Quick Export at the bottom of the screen.

4. On the pop-up that opened, select the relevant options:

• CSV to generate CSV (comma-separated values) files

• XLSX to generate XLSX (Microsoft Excel) files

• Grid context to generate files according to your current view

• All attributes to generate files with all your product attributes

• With codes to define if the export file displays values' codes instead of values' labels.

• With labels to define if the export file displays values' labels instead of values' codes.

• Without media to export the attribute values except the media (from asset collection, image, or file attributes)

• With media to export the attribute values including the media (from asset collection, image, or file attributes)

• Without UUID to export the product values except the product UUID (the associated products will also be displayed with their SKU)

• With UUID to export the product values including the product UUID (the associated products will also be displayed with their UUID instead of their SKU)

5. In the top-right corner, click on Export

To save time, your selections are stored in your local session. It means the next time you click on Quick Export, the same options will already be selected.

#Track the progress of your quick export

After you've launched a quick product export from the product grid, you can easily jump to this task's progress details in the process tracker. Indeed, you just need to click on the link to the job detail directly embedded in the flash message that confirms the quick export launch.

To be able to see the progress of your quick export, the role of the user must include the permission View process tracker. Please read how to check your role's permissions.

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. To download your file, click on the notification you received in the bottom-right corner or go to Activity then click on Process tracker and on the desired job.

#Download your product export

On the report page, you can download your selection by clicking on Download generated files in the top-right corner.

Two files are created:

1. A file with the selected products named <NUMBER>\_products\_export\_grid\_context\_<LOCALE>\_<CHANNEL>\_<YYYY-MM-DD>\_<HH\_MM\_SS> with .csv or .xlsx extension

2. A file with the selected product models named <NUMBER>\_product\_models\_export\_grid\_context\_<LOCALE>\_<CHANNEL>\_<YYYY-MM-DD>\_<HH\_MM\_SS> with .csv or .xlsx extension

The created files enclose one line per product or product model 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.

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

Note that the following columns are not exported: Label, Image, Complete, Created at, Updated at and Variant products.

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

Want to find out more? Take a look at these related articles

• What is a family? >

• Manage your account >

• What is a category? >

• What is a locale? >

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Create products

Summary

OverviewCreate a productCreate a product model

#Overview

You can create products directly in the PIM or through imports. Product creation is submitted to specific rights.

#

#Create a product

1. To create a product, click on Create product in the top right corner of the product grid:

2. Select Product

3. Specify a unique product identifier

4. Select a family for the new product

5. Click on Save

The product is created and its form is displayed; you can start filling its attributes. For more details about product enrichment, you can read enrich your product.

A product can be created without a family, but no attributes will be shown in the product edit form, only the product identifier (a product automatically inherits from attributes set at the family level).

Please note that you first need an identifier attribute created before adding a product from the user interface.

#Create a product model

Learn more at Akeneo Akademy

A product model is used to manage products with variants; it gathers variant products and eases the enrichment of their common properties. To know more about products with variants, check out our article what about products with variants?

To create a product model, click on Create product in the top right corner of the product grid

1. Select Product model

2. Specify a unique code to identify the product model

3. Choose a family

4. Choose a family variant (a family variant defines how the products with variants are structured)

5. Click on Save

The product model is created and its form is displayed; you can start filling its attributes. For more details, check out our article enrich your products with variants.

Only the families with at least one family variant are listed. To manage family variants, refer to our article Manage family variants.

Want to find out more? Take a look at these related articles

• What about assets? >

• What is an attribute? >

• What is a reference entity? >

• What about measurements? >

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Manage publishing

Summary

Publish productsPublish a single productPublish several products at onceView the published productsList the published productsView a published productUnpublish productsUnpublish a single productUnpublish several products at once

#Publish products

#Publish a single product

To publish a product:

1. Select a product in the grid,

2. Open the product form

3. Click on the "..." in the top right corner of the screen

4. Select Publish this version in the dropdown

The current version will be published. In the History tab, the published version is indicated by a blue Published button as shown below:

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

Products without SKU cannot be published. If you would like to publish your products, a SKU will be required to do so.

#Publish several products at once

To publish several products simultaneously:

1. Select products in the product grid

2. Click on the Bulk Actions button at the bottom of the screen, select the Publish action

3. Choose the Publish products operation and click on Next:

• If you have the own permission on all the products you have selected, follow the steps and all the selected products will be published

• If you have the own permission on some of these 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 do not have the own permission on any of the selected products: an error message will inform you that you do not have permission to publish these products. Click on the Back button to exit the mass edit process

Product models cannot be not published, if you select a product model in the grid, only its variant products will be published. Variant products will be published with all their attributes: their own attribute values as well as their parents, and with the link to their parent product model (parent attribute)

#View the published products

#List the published products

To check which products are published:

1. Go to the Product grid

2. Click on the "..." in the top right corner of the screen

Select Published Products in the dropdown

Note that some features are not available from 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 edit 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.

1. Like on the product grid, you can define a published product grid default view in your user account, learn how to set up this default published grid view in the Manage your account article.

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

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

Only one mass action is available on published products: Unpublish.

#View a published product

From the published product grid:

1. Go to the published product grid

2. Select a published product

3. Its product form is displayed

From the product grid:

1. Click on the "..." in the top right corner of the screen

2. Select Published products in the dropdown

3. The published product grid is displayed

4. Select a published product

5. Its product form is displayed

Published product information can only be viewed, they cannot be edited.

Product information are displayed the same way as in the product form, to learn more about the product form, read the Enrich your product article. Permissions are also applied on published products, so if you do not have the appropriate rights to see some attribute groups, they will not be displayed.

When you own the ongoing published product, there are two actions 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 form.

• Unpublish: to unpublish this product

#Unpublish products

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

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

#Unpublish a single product

You can unpublish a product from the main product form or from the published product grid.

From the published product grid:

1. Go to the published product grid (click on the ... on the top right corner of the product grid screen)

2. Click on the small papersheet icon displayed on product rollover in the grid (see screenshot below)

You can also unpublish the product directly from the published product form.

From the product grid:

1. Go to the product grid

2. Select the product to unpublish

3. Click on the ... on the top right corner,

4. Click on Unpublish

The product will no longer be published and 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 the published product grid (click on the ... in the top right corner of the product grid screen)

2. Select published products in the grid, the bulk action menu will appear at the bottom of the screen

3. Click on Bulk action

4. Then click on Unpublish button

5. Select the Unpublish operation:

o If you have the own permission on all the products you have selected, follow the steps and all the selected products will be unpublished.

o If you have the own permission on some of these published products: a message will inform you that you will only be able to unpublish the relevant products on which you have the own right. Then, follow the steps and only the products you own will be unpublished. The other products will not be unpublished.

o If you do not have the own permission on any of the selected products: an error message will inform you that you do not have permission to unpublish these products. Click on the Back button to exit the mass edit process.

Want to find out more? Take a look at these related articles

• Enrich your products with variants >

• What about products with variants? >

• Discover the dashboard in details >

• What is a channel? >

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Follow your product's completeness

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#would Overview

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

In the product form, you have two different ways to display the product completeness: via the Completeness panel or thanks to the completeness widget.

#Completeness panel

Click on the Completeness panel on the left side of the product form to display a panel summing up your product’s completeness:

The panel sums up the product’s completeness according to the channels.

Nearby each channel, a percentage is displayed:

• The figure indicates the average completeness of the channel over the activated locales

• The color bar shows the enrichment’s progress:

o a grey bar means that the average completeness of the channel is lower than 1% (note that the completeness will stay displayed at ‘0%’ until it reaches 1%)

o an orange bar means that the average completeness of the locale is between 1 and 99%

o a green one means that all products are complete for this locale

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

#Completeness widget

In the product form header, a bar is displayed with a percentage. This percentage represents the product completeness for the selected channel and locale.

The bar is orange if the product is uncomplete and green if it is complete. By clicking on the down arrow, you will display the different locales and the missing required attributes per locale.

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

The list of missing required attributes is displayed below the completeness progress bar. If you click on the label of the missing attribute, the product form will be updated 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, empty required attributes are highlighted in the product form. A required attribute is an attribute mandatory for the completeness.

A yellow dot is displayed just after an attribute group label if it has at least one missing required attribute. Nearby the yellow dot, you will also see the number of missing required attributes for this attribute group. This helpful yellow dot is also displayed in front of an attribute to let you know this attribute is required for completeness and is empty.

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

To be even more efficient in the product form, you can filter on these missing required attributes and go straight to the point. This is very easy: just click on the drop down Display all attributes and select All missing required attributes. That's it! We told you it was very quick 😉.

Just an additional thing you should be aware of: as we display the attributes of all attributes groups in the product form, you don't need to switch from an attribute group to the other to enrich attributes belonging to different attributes groups. Of course, you can switch to a specific attribute group if required thanks to the dropdown Attribute group.

As a consequence, if you select the Attribute group marketing and the Missing required attributes filter, the missing required attributes of the attribute group marketing will be displayed in the product form.

In the Enterprise Edition, a yellow dot is displayed nearby a missing required attribute you have the right to edit.

Want to find out more? Take a look at these related articles

• Discover the dashboard in details >

• What is an attribute? >

• Sequentially edit your products >

• What is a category? >

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• Enrich your product

Enrich your product

Summary

Select your working context (channel/locale)Select your working channelSelect your working localeEdit a productAdd options to a simple or multi-select attributeWork with assets in an asset collection attribute (EE only)Link assets to your productsThe asset pickerUpload and create assets from the Product edit formOrder assets in the asset collectionAssets displayAdd one or several records of a reference entity to a product (EE only)Use a table attribute in your product page (EE and GE only)Use the table values to search for your products in the product gridCompare product information from another locale and/or channelView product information from another locale and/or channelCopy product information from a locale and/or a channelView the product versionsComment a productAdd a commentReply to a commentDelete your comments

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

#Select your working context (channel/locale)

#Select your working channel

To select the channel you want to edit, select your channel in the drop-down list on the header of the product form.

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

#Select your working locale

It is possible to define your working locale, the selection of the locale impacts the following information on the product form:

• The family label in the product infos

• The attribute groups label

• The attributes label

• The categories label

• The association label

To select your working locale, select the locale you want to work with on the header of the product form.

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, perhaps 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 Manage your channels.

Or, if you do not have the appropriate rights to view the product values for this locale, please refer to the Set rights on your catalog article.

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

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

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

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

#Edit a product

1. Click on the Attributes tab

2. Select the channel and locale you want to edit

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 (see View the product versions).

By default all the attributes are displayed, you can change the attribute group by clicking on the list Attribute group and then selecting the attribute group.

If you cannot view or edit some attributes values, you do not have the appropriate rights to view or edit the product values for some attribute groups, please refer to the Set rights on your catalog article.

To check if your product is complete, have more information about the Missing required attributes filter and the Completeness tab and widget, take a look at Monitor product completeness.

To categorize a product in the Categories tab, you can read this article.

To associate a product to another product or group of products in the Associations tab, you can read this article.

#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 Form.

From the product form:

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

2. A pop-in 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, please refer to Manage your user roles.

#Work with assets in an asset collection attribute (EE only)

In the product form, there is an "Assets" tab in which you will retrieve all the asset collections of your product. It means that the assets will not be mixed with other values of the product. Here is how the asset collection attribute looks:

To know how to add an Asset Collection attribute type, you can read this article

When you create an Asset Collection, you must choose the asset family linked to this attribute. It means that, for each Asset Collection, you will use assets that come from one and only asset family.

You can't add more than 50 assets in each asset collection.

In the following section, you will discover all the features that are available around this attribute.

And to learn more about assets, you can have a look at this article.

The asset collection attribute is only available in the Enterprise Edition.

#Link assets to your products

You can manually link assets to your product using this attribute. You have two possibilities (and two use-cases):

• Your assets are already created in the Asset Manager: use the Add asset button to open the asset picker.

• Your assets are not yet created in the Asset Manager: use the Upload asset button to upload and create new assets in the Asset Manager, directly from your product sheet. Of course, they will be linked to your product.

#The asset picker

To pick assets that already exist in your Asset Manager, follow these steps:

1. Go to your product form

2. Click on the Assets tab of your product form

3. Scroll down towards the asset collection attribute

4. Click on Add asset to access the asset picker and the basket

5. Pick the assets you want to link to your product, and save. You can use the search bar and filters.

#Upload and create assets from the Product edit form

If your assets don't exist in the Asset Manager yet, you can easily add them directly from your product sheet. This way, they will be created in the library and linked to your product. To do that:

1. Go to your product form

2. Click on the Assets tab of your product form

3. Scroll down towards the asset collection attribute

4. Click on Upload asset to access the upload screen

5. Drag and drop or open your file explorer and select the assets you want to add in the PIM and link to your product, then click on Add to product.

The upload feature is available only for asset collections linked to asset families whose the attribute used as main media property is a media file attribute type. It is impossible to upload assets when the attribute used as main media is a media link attribute type.

When hovering the asset, you can remove it from the asset collection, or edit it in order to enrich its attributes.

#Order assets in the asset collection

We know that ordering assets can be important for you. Indeed, it can help you to organize assets for your different channels.

There is a simple way to do that, directly from the product form.

OK, let's see!

If you have one or several asset collection attribute(s), you can now organize your assets directly in the asset collection in the product form with the arrows, and find this order in export file. Simple. Fast. Effective.

The order defined in the PIM will also be the same when you'll export your products with the API.

And if you want to have a look at history, a new version is created in History tab each time the user changes the asset order.

#Assets display

If you have assets linked to your products, you can have a large display of those assets clicking on their thumbnails. It is possible to preview images (.png, .jpeg, .tif, .psd), PDF and Youtube videos!

Where? In the asset collection in the Product Form.

And moreover, we added a slideshow to navigate between the assets.

Several actions are available in this asset preview screen:

• You can download each asset by clicking on download.

• You can also enrich the asset attributes, clicking on edit asset. This way, you will be redirected to the asset form.

If the main media of your asset is a media link (meaning that the media is stored externally), there is also a button to copy the url link 😉

#Add one or several records of a reference entity to a product (EE only)

If you have added a reference entity single/multiple link attribute to your family, then you can add a link to one or several records of the entity to your product.

It's very simple:

1. Click on the field of the "reference entity single/multiple link" attribute.

2. If it's a reference entity single link attribute, you can choose only one record. If it's a multiple links one, then you can choose as many records as you wish.

We added the completeness of a record in the selector.

You can open the record directly from the list: just click on the Link icon at the end of each record line and the record will open in a new tab.

#Use a table attribute in your product page (EE and GE only)

You've created a table attribute and you've added it to a product family, you can now select the most relevant rows for each of your products. The first time you open a product sheet that has a table attribute, this attribute is empty.

1. The first thing to do is to add rows. To do so, you will use the options you defined in the first column. They are configured in the settings of this attribute.

2. Once the rows are added, then you can start enriching the table.

A table can have different values depending on the channel and/or the locale. It means that, if you switch from a locale to another for instance, then you'll have to update the whole table in the other locale.

Please note that we have defined some limits in order to guarantee the PIM stability.

• The maximum number of rows in a table is set to 100.

• The maximum number of table attributes within the PIM is set to 50.

• The maximum number of filled cells per product is set to 8000, for all the table attributes on a given product page.

#Use the table values to search for your products in the product grid

Let's assume you are using a table attribute for your ingredient list, and their origin (this information is stored in a select column in your table). Then your table could look like that:

• a column called ingredients containing sugar, butter, wheat flour…

• a column called % per 100g, where you'll put the percentage of each ingredient for 100 grams,

• a column called origin, where you'll choose among options.

Thanks to the product grid filters, you can easily find all the products with French wheat flour:

1. Select the right table attribute as filter, i.e ingredients

2. Select the column you want to search in, i.e origin

3. Select the right row you want to search in, i.e wheat flour

4. Choose your operator (it depends on the column type), here we can choose IN LIST

5. Choose or type the value you're searching for, i.e France.

If you want to search through your entire table, you may select Any row in the Select your row filter.

#Compare product information from another locale and/or channel

#View product information from another locale and/or channel

In the product 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, 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 Form that you need to translate

2. Select the locale to be edited

3. Click on the ... on the right side of the form and then Compare / Translate (working copy is selected by default)

4. Select the channel and locale to be displayed in the drop down menus on the right side of the form

The localized or scopable 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 Form, you will be able to copy the values in the product form.

To copy the product information from a locale:

1. In the Compare / Translate mode, multiple option values can be selected from the Select drop-down menu

o The All option enables you to select all localized values of the locale of reference

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

o The None option enables you to deselect all the localized values of the locale of reference

2. Click on the Copy button, the selected values are copied to the Product Form

Note that this feature is not available on the new asset collection attributes.

#View the product versions

The history of changes applied to a product is taken into account for the following operations:

• Changes in attribute values in the Product Form

• Changes on the product status (enabled/disabled)

• Changes on family

• Changes on association

• Changes on categories

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

You can define specific rights on users that can check the product’s history, please refer to Manage your user roles.

To view the product versions:

1. Open the product form

2. Click on the History tab to see the whole list of versions

The Enterprise Edition comes with a feature that allows you to rollback to a previous product version (button Restore, for more details, take a look at Restore an old product version.

#Comment a product

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

#Add a comment

1. Open the Product Form of the product you want to comment

2. Click on the Comments tab

3. In the text field, write a new comment (there are 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. In the text field of the comment, reply to the comment

2. Click on the Reply button to save your answer

#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 pop-in.

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• Enrich your products with variants >

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• Quick export your products >

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• Important Update: Deprecation of the Published Products

Important Update: Deprecation of the Published Products

Summary

Use case #1: I want to have two versions of the same productUse case #2: I want to activate some products on a channel

Important update: Published Products discontinuation. This feature is no longer actively supported and will soon be retired. We strongly recommend exploring alternative solutions and unpublishing all products.

That change can be challenging, especially if you heavily rely on this feature. To assist you in this transition, we have compiled a list of alternative methods and workarounds to help you achieve similar outcomes.

Even if each use case is unique, we encourage you to explore the following alternatives:

#Use case #1: I want to have two versions of the same product

• Alternative #1

Are these two versions of the same product addressing different business goals? Different requirements? Or even different websites?

If that’s the case, dedicated different channels may solve your need. Managing different product information for each of their business purpose may be addressed by channels alongside completeness.

• Alternative #2

If some of your products are already available on your sales channels, and you need to update them, you may already have a running export process with potential triggers to launch their update. As soon as you want the next export to consider these updates, turn its status to 'Disabled' while you update it and turn it back to 'Enabled' as soon as you want the next export to consider your updates. This can be achieved with a dedicated attribute too.

You could use a simple select attribute with the following options and create a dedicated workflow:

• Disabled: your products are not exported

• Enabled: your products are exported to your channels

• Draft: your products are being updated. The latest activated version is still visible on your channels but modifications are pending until you change the status to “Enabled”

• Unpublished: your product used to be exported but has been removed from your channels

This status can also be added to an attribute group only visible or editable to a specific list of users with advanced rights.

Here is an example of workflow that can be implemented:

1. A product is created with the default status set as Disabled

2. The product is being enriched with no status update

3. Once the product is enriched and completeness has reached 100%, the status is updated to Enabled which triggers the activation of the product on the channel(s)

4. You can automate the status to be updated to Disabled or Draft to make sure the product won't be updated on your channels without a manual confirmation

5. The product can now be modified to a new version but the update won't be published until you change the status to Enabled

#Use case #2: I want to activate some products on a channel

If you want to manage the availability of some products for specific channels and/or markets, Akeneo offers the flexibility to do so with several native possibilities:

• Completeness: this is a powerful feature that helps ensure your products are available for a specific channel based on pre-required product information you’d have defined. Until a product reaches 100% of the requirements for a specific channel, it won’t be exported.

• Status: if a product is disabled, it won’t be exported. This means you could enrich a product, reach 100% completeness, and update the status to ‘enabled’ ensuring it is available for a channel. Products could be created with the ‘disabled’ status by default, and the channel manager could decide to bulk-update the status of a product selection to enable them.

Several other possibilities exist. If the two use cases discussed here don’t address your need, please contact your CSM to discuss other options.

Rest assured, our commitment to delivering a high-quality user experience remains unwavering. We are confident that the improvements resulting from this change will contribute to a more efficient and enjoyable software experience for all our users.

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• Restore a previous product version >

• Sequentially edit your products >

• Enrich your category >

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