

Tutorial: Adding Products to Collections Using Tags

Automated Collection Management Guide

Overview

Your store uses **automated (smart) collections** that automatically include products based on tags. When you add a specific tag to a product, it will automatically appear in the corresponding collection—no manual assignment needed.

How It Works

Current Setup:

- Collection "Brandsikring" → automatically includes products tagged **Brandsikring**
- Collection "Værdiskabe" → automatically includes products tagged **Værdiskabe**
- Collection "Brandslukkere" → automatically includes products tagged **Brandslukkere**
- Collection "Nøgleskabe" → automatically includes products tagged **Nøgleskabe**
- And so on for all your collections.

Step-by-Step: Adding Products to Collections

Method 1: Single Product

- 1 Navigate to **Products** in your admin
- 2 Click on the product you want to add to a collection
- 3 Scroll to the **Tags** field
- 4 Add the exact tag name (case-sensitive):
 - For Brandsikring collection → add tag Brandsikring
 - For Værdiskabe collection → add tag Værdiskabe
 - For Computerskabe collection → add tag Computerskabe
- 5 Click **Save**
- 6 The product will automatically appear in the matching collection within seconds

Example:

Product: "Phoenix Data Commander Safe"

Add tag: Brandskabe

Result: Product automatically appears in "Brandskabe" collection

Method 2: Bulk Tagging (Multiple Products)

1. Go to **Products**
2. Select multiple products using checkboxes
3. Click **More actions** → **Add tags**
4. Enter the collection tag (e.g., **Nøgleskabe**)
5. Click **Add tags**
6. All selected products now appear in that collection

Method 3: CSV Import (Large Scale)

1. Export products via **Products** → **Export**
2. Add tags in the "Tags" column (comma-separated if multiple)
3. Import via **Products** → **Import**
4. Products automatically populate collections based on tags

Important Notes

Tag Matching Rules:

- Tags must match exactly (including capitalization)
- Brandsikring \neq brandsikring \neq BRANDSIKRING
- No extra spaces before/after the tag

Multiple Collections:

- Products can belong to multiple collections
- Just add multiple tags: Brandsikring , Værdiskabe , Nøgleskabe

Removing Products:

- Remove the tag from the product
- Product automatically disappears from that collection

Tag Reference (Your Current Collections)

Collection Name	Required Tag
Brandsikring	Brandsikring
Værdiskabe	Værdiskabe
Brandslukkere	Brandslukkere
Vandslukker	Vandslukker
Brandtæppe	Brandtæppe
Brandstiger	Brandstiger
Forsikringsgodkendte pengeskabe og værdiskabe	Pengeskabe
Brandskabe	Brandskabe
Nøgleskabe	Nøgleskabe

Collection Name

Required Tag

Computerskabe

Computerskabe

Troubleshooting

Product not appearing in collection?

Check these common issues in order:

1. Tag spelling mismatch

- Verify tag matches exactly (case-sensitive)
- Check for extra spaces before/after tag
- Example: `Brandsikring` \neq `brandsikring` \neq `BRANDSIKRING`

2. Product status

- Product must be set to "Active" (not Draft or Archived)
- Go to product → check Status field at top
- Archived products never appear in collections

3. Sales channel availability

- Product must be published to "Online Store" sales channel
- Go to product → scroll to "Sales channels and apps" section
- Ensure "Online Store" is checked
- Collections only show products available on that channel

4. Product availability date

- Check if product has a future "Available" date set
- Go to product → "Online Store" section → check availability schedule
- Products scheduled for future won't appear until that date

5. Collection visibility settings

- Verify collection itself is published to Online Store
- Go to collection → check "Sales channels and apps"
- Hidden collections won't display products on storefront

6. Inventory/stock status

- If "Continue selling when out of stock" is disabled AND inventory = 0
- Product may be hidden from collection on storefront (but visible in admin)
- Check product → Inventory section

7. Cache delay

- Wait 30-60 seconds after adding tag
- Refresh the collection page
- Clear browser cache if needed

8. Collection conditions conflict

- Some collections may have additional automated rules beyond tags
- Go to collection → "Products" section → check "Conditions"
- Product must match ALL conditions to appear

Product appearing in wrong collection?

- Review all tags assigned to the product
- Remove any incorrect/outdated tags
- Cross-reference with tag reference table above

Product appears in admin but not on storefront?

- Confirm product is published to Online Store channel
- Check theme settings for collection display filters
- Verify product inventory settings allow display when out of stock (if applicable)

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