

# Tutorial: Adding Products to Collections Using Tags

Automated Collection Management Guide

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## 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** ≠ **brandsikring** ≠ **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	<b>Brandsikring</b>
Værdiskabe	<b>Værdiskabe</b>
Brandslukkere	<b>Brandslukkere</b>
Vandslukker	<b>Vandslukker</b>
Brandtæppe	<b>Brandtæppe</b>
Brandstiger	<b>Brandstiger</b>
Forsikringsgodkendte pengeskabe og værdiskabe	<b>Pengeskabe</b>
Brandskabe	<b>Brandskabe</b>
Nøgleskabe	<b>Nøgleskabe</b>

Collection Name	Required Tag
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Computerskabe	Computerskabe
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# 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` ≠ `brandsikring` ≠ `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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