

Site Management Tools



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SMT Overview

Applies to: Commerce Web Stores | Site Management Tools

The Commerce web stores Site Management Tools feature lets you perform several important website management tasks, including:

- Manage content
- Add landing pages and enhance existing pages
- Manage commerce categories and subcategories
- Assign items to categories

Website management is facilitated by the SMT user interface on the website. You can manage content by dragging and dropping new content, editing or removing existing content, and rearranging content by dragging it from one location to another.

You manage content directly on the pages of your website. This lets you preview content additions and changes in real-time. SMT uses NetSuite roles and permissions so that only an authorized user assigned a role with website management permissions can manage content.

Types of Content

Content is a general term used to identify data elements you can add. These are the core content types available when you install the SMT Core Content Types bundle:

- **SMT Image Content Type** — Home page banners or main images, promotional notifications or content such as, **Free Shipping**, and images that link to product categories are all examples of image content. Each image can have a link that leads to another URL, such as a facet listing of products or a product detail page. Image content also lets you set the alternate text attribute to use when an image does not load or for page readers.
- **SMT Text Content** — Headers for images or merchandising zones, blocks or paragraphs of text, text in header or footer areas, and hypertext links are examples of what you can achieve with text content.
- **Merchandising Zone Content** — Merchandising rules are product listings defined in NetSuite. The rule determines the products included in the list, the order of the products, and the number of products to display. A merchandising zone defines the area where that product listing is displayed on a web page. For more information on merchandising zone content, see the help topic [Product Merchandising](#).
- **HTML Content** — Videos, social widgets, and forms are examples of the type of content you can use with the HTML content type.

Custom Content Type

An additional content type, the Custom Content Type (CCT), is a user-created Commerce web stores extension which can be implemented and integrated with SMT for adding custom content. See the help topic [Custom Content Type](#).

Content Publication

When you add content or landing pages, they remain in an unpublished state, and invisible to site visitors, until they are published to the site. After publication, the content or landing page is displayed based on the visibility options you specified for that piece of content. See [Visibility Dates](#).

The SMT Review and Publish Changes screen lets you select one or more pieces of content to publish or to discard. Discarding content deletes it from the site. You can also discard unpublished content. See [Review and Publish Your Site](#)

Visibility Options

When you add content, you set the visibility attribute for that content. There are three different visibility scenarios:

- Always visible
- Displayed as of a specific date and time and never expires
- Displayed as of a specific date and time and expires at a specific date and time


See [Visibility Dates](#).

SMT Areas

SMT areas are `<div>` tags that are defined in a template file. The `<div>` defines the location on the page where you can add content. Commerce web stores include page template files that have pre-configured areas. You can use these areas as they are defined, edit the areas, or add new areas to the templates. See the help topic [SMT Templates and Areas](#).

Area Scope

Each area has an assigned **scope**, and the scope of the area determines when the content placed in that area is displayed. For example, if the scope of an area on the product detail page is **this page**, then any content added to that area displays only for that product. Area scopes include **all pages**, **page type**, and **this page**. For more information on Area Scope, see the help topic [Site Management Tools Areas](#).


 **Note:** Category pages support content in areas with **page type** and **all pages** scope. Areas with **this page** scope are not supported on category pages.

Landing and Enhanced Pages

In addition to adding content, SMT also lets you create new pages and to enhance existing pages.

- **Landing pages** are new pages you want to add to provide additional content. About Us, Contact Us, and Return Policy are all examples of landing pages. As with content, when you create a landing page, you set the visibility options for that page. Like content, the landing pages are published using the same workflow. It is displayed according to the visibility options you specify.
- **Enhanced pages** are existing pages for which you set additional attributes such as the page title, meta description, or meta keywords. For example, you might enhance the home page to set the title and meta description for SEO. You cannot set visibility dates for enhanced pages. Page enhancements go into effect immediately when you save them.

For more information, see [Pages in SMT](#).

 **Note:** Site Management Tools landing and enhanced pages replace the landing and enhanced pages available in the content delivery system.

Theme Customizer

The theme customizer feature lets you make style changes to predefined elements. For example, you might change the size or style of heading fonts, the background color, or the color of links. Define the elements available for customization in the deployed theme. These customizable elements are defined by the theme developer.

Customizable elements can be defined as **skins**, which are groups of elements designed to let you quickly change the look of your site by applying the skin. A theme can have multiple skins or no skins at all. Skins are not required for defining customizable elements.

The theme customizer is available in SMT only when the deployed theme contains customizable elements. See [Theme Customizer](#).

Commerce Categories

SMT enables you to create commerce categories and subcategories and to assign items to those categories. Categories are presented to visitors on category and subcategory pages. You set important properties, including SEO related properties of the category or subcategory page when you create the category. See [Commerce Categories in SMT](#).

For information on creating categories, subcategories, and item assignments by CSV import, see the help topic [Commerce Category Import](#).

Preview on Different Screen Sizes

Visitors to your site use any number of different devices and screen sizes. The preview on different screen sizes feature lets you preview how your site displays to visitors on different devices and various screen sizes. See [Preview Screen Sizes](#).

SMT Versions

i Applies to: Commerce Web Stores | Site Management Tools

There are currently two supported versions of Site Management Tools, versions 2 and 3. Two important differences between the versions are the available features and native compatibility with different versions of SuiteCommerce and SuiteCommerce Advanced. By default, SuiteCommerce Kilimanjaro and greater use SMT version 3. Versions of SuiteCommerce prior to Kilimanjaro, use SMT version 2.

For information on upgrading from version 2 to version 3 of SMT, see the help topic [Upgrade from SMT Version 2 to SMT Version 3](#).

For documentation specific to Version 2 of SMT, see [Site Management Tools Version 2](#).

Determine Your Version of SMT

You can determine which version of SMT is enabled by inspecting the admin URL. The admin URL is displayed in the browser's address bar when you are logged in to SMT. In the following URL, the number between `/cms/` and `/admin/` is **3**. This indicates SMT version 3 is enabled on the site. If SMT version 2 is enabled on the site, then this number would be 2.

`http://my.webstore/cms/3/admin/cms.jsp`

SuiteCommerce and SuiteCommerce Advanced Releases and New Features

The following headings identify each release of SuiteCommerce and SuiteCommerce Advanced. For each release, you see the SMT features introduced and a link to the corresponding help topic.

2019.2 Release

[SMT Link to NetSuite](#) — Click the Oracle NetSuite image to log in to your NetSuite administrator account.

[SMT Links Portlet](#) — Use the portlet to access preview and edit modes of all your available domains.

[CMS Page Import](#) — This sets you use CSV Import for pages and tags.

[SMT Expired Content](#) — Manage expired content in new ways on the site using the URL, tags, visibility dates, and more.

[Content Tags and Filter Tools](#) — Tags are available to use with commerce categories and CSV imports.

[Pages](#) — Pagination is integrated with the sort and filter tools to make finding content easier.

[Custom Content Type](#) — The ability to associate child records to parent records lets you use more complex data sets for custom content types.

[Page Types Domain Level Data](#) — This lets you assign specific page types to specific domains instead of just to the NetSuite account.

[Using SMT Advanced Preview to Verify Personalized Catalog Views](#) — This lets you preview your site based on how a specific customer would see view your site.

[Hide Empty Commerce Categories](#) — This lets you conditionally hide categories based on the number of items returned.

[Override Existing Page Type Layout](#)— This lets you override any page types having a default template to any other available page type.

[Theme Skin Manager](#) — You can create, save, and reuse multiple skins for your currently installed theme.

2019.1 Release

[Published Content](#) — Manage published content in new ways on your site using the URL, tags, visibility dates, and more.

[CMS Page Types](#) — Create specific, custom parameters for grouping together and identifying new pages.

2018.2 Release

[CMS Page Record](#) — Delete a page record without logging into SMT.

[Visibility Dates for Categories](#) — Control when commerce categories are visible on the site by specifying start and end dates.

[Image Manager](#) — Upload images from your computer to the file cabinet or from the file cabinet or computer to your site using the Image Manager.

[Landing Page](#) — Create Landing Pages and edit them in either their unpublished or published states.

[Content Tags and Filter Tools](#) — Add tags to content and use the filter for bulk actions such as publishing or editing content.

[SMT Text Content](#) — Add images, perform text alignment, and view in HTML in this update to the text editor.

Aconcagua Release (2018.1)

[Visibility Dates](#) — Control when content and landing pages are visible by specifying start and end dates.

[Theme Customizer](#) — Customize the look and feel of your site by changing the attributes of certain elements on your sites such as the size and color of headings and other text.

Kilimanjaro Release (2017.2)

[Custom Content Type](#) — Create custom website applications and features.

[Internationalization of SMT Administration](#) — Choose your SMT admin language.

Installation and Implementation

Applies to: Commerce Web Stores | Site Management Tools

Site Management Tools are implemented on your Commerce web store. The SMT user interface is then available for use in the application. Installation and implementation includes the following steps:

1. [Enable Features](#)
2. [Implement SMT on an Application](#)
3. [Log In to SMT for the First Time](#)

Enable Features

The first step for implementing Site Management Tools, is to enable the feature.

To enable SMT:

1. Go to Setup > Company > Enable Features.
2. Click the **Web Presence** subtab.
3. Check the **Site Management Tools** box.
4. Click **Save**.

Implement SMT on an Application

SMT is preconfigured on the Commerce web store Shopping Application. It is currently available for Commerce web stores Denali R2 and later.

For more information on SMT integration with Commerce web stores, see the help topic [Site Management Tools Subtab](#).

Log In to SMT for the First Time

SMT implements its own file structure in the file cabinet. When you login for the first time this file structure is automatically setup and configured. Images and content templates are stored in the file cabinet. For more information on logging in to Site Management Tools, see [Users and Roles](#).




Warning: Do not move or rename any of the SMT folders in the file cabinet.

Location of Images

When you add image content, the images are stored in the File Cabinet:


- Web Site Hosting Files > Live Hosting Files > SSP Applications > NetSuite Inc. - CMS > CMS > Site- [Site Number] > files

 **Warning:** The image files stored here are maintained by Site Management Tools. You should never manually add, edit or delete files from these locations.

Location of Templates

When you add templates, the templates are stored in the File Cabinet:

- Web Site Hosting Files > Live Hosting Files > SSP Applications > NetSuite Inc.-CMS > CMS > [application] > Published > Templates

 **Warning:** The template files stored here are maintained by Site Management Tools. You should never manually add, edit or delete files from these locations.

Users and Roles

① Applies to: Commerce Web Stores | Site Management Tools

Any user who manages website content with Site Management Tools must have a valid NetSuite user account and also be assigned a role that provides sufficient permissions for SMT. The two roles that provide these permissions by default are:

- Administrator Role
- Store Manager Role

Since only a limited number of users are assigned to an administrator role, any non-administrative user who manages content should be assigned the Store Manager role or a custom role with SMT permissions. For more information on NetSuite users and roles, see the help topic [NetSuite Users & Roles](#).

SMT Permission for an Existing Role

As an alternative to assigning a store manager role or administrator role to a user who manages websites, you can instead add permissions to a NetSuite custom role. This enables users assigned the custom role to manage website content without the need for the store manager or administrator role assignment. Add the following permissions to any custom role used for managing site content with SMT.

Lists

- Documents and Files
- Website (External) Publisher

Setup

- Commerce Categories

① Note: The Commerce Categories permission is required for managing Commerce Categories in Site Management tools. It is not required for using Site Management Tools.

- Website Management

You cannot edit a NetSuite standard role, but you can use it as the basis of a new custom role. For detailed instructions and best practice for customizing a NetSuite role, see the help topic [NetSuite Roles Overview](#).

Log In

Use one of the two following options to log in to SMT:

Log In to NetSuite to Access SMT

You can log in to Site Management Tools by first logging in to your NetSuite account and changing to a role that has website management permissions. Then go to your website and press the Esc key, if the feature is enabled, or go to the SMT admin URL. The Site Management toolbar now displays.

For more information on the Esc to Login feature and the admin URL, see [Disable Esc Key to Log In](#).

Log In to SMT from your Website

You can log in to Site Management Tools from your website by using your NetSuite user name and password. When you log in, SMT checks to see which roles you are assigned. If you are assigned only one role with sufficient permission, then that role is automatically selected for the session. If you are assigned more than one role with permission, then a list of roles is displayed, and you select the role to use for the session. If you are assigned no roles with SMT permissions, then a message is displayed that you do not have a proper role for managing content.

To log in to Site Management Tools from your website, go to the website and press the Esc key, if the feature is enabled or go to the admin URL.

For more information on the Esc to Login feature and the admin URL, see [Disable Esc Key to Log In](#).

Sign Out of SMT

Signing out of SMT helps maintain the security and integrity of your website by preventing unauthorized access to SMT. When you sign out of SMT, you are also signed out of your NetSuite account.

To sign out of Site Management Tools:

1. Point to the User Portlet.
2. Click **Sign Out** on the dropdown menu.



Note: After 160 minutes of inactivity, a user is automatically signed out of Site Management Tools.

Disable Esc Key to Log In

Available in the **Elbrus** release of Commerce web stores and later.

The Escape to Login feature lets you specify if you want to access SMT by pressing the Esc key or by going to the admin URL.

- **Disable Esc Key to Log In Enabled**—When Disable Esc Key to Log In is enabled, you can go to the home page of your site and press the Esc key to display the login screen. If you have already logged in to your NetSuite account, then pressing the Esc key displays the site management toolbar.
- **Disable Esc Key to Log In Disabled**—When Disable Esc Key to Log In is disabled, the Esc key functions normally, and you access Site Management Tools for your site at the following admin URL:

For Kilmanjaro or later, <http://my.webstore/cms/3/admin/cms.jsp>

For Elbrus or earlier, <http://my.webstore/cms/2/admin/cms.jsp>

If you don't know which version you are running, check your Commerce web stores Configuration and ensure the CMS Adapter version matches the Commerce web stores Configuration. Go to Setup > Suite Commerce Advanced > Configuration > [Select Site], then Integrations > Site Management Tools.

When you go to the admin URL, the login page for SMT is displayed and you can enter your NetSuite user credentials to log in.

See the help topic [Configuring Escape to Log In](#).

User Interface

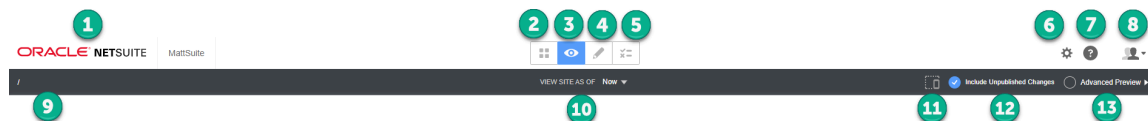
Applies to: Commerce Web Stores | Site Management Tools

Commerce web stores Site Management Tools lets you efficiently manage your content. The user interface is displayed after successful login. See [Log In](#) for more information on logging in to Site Management Tools.

The SMT user interface consists of the following primary components:

- Site management toolbar
- Side panel
- Content controls
- Category menu
- Pages menu

Site Management Tools Toolbar

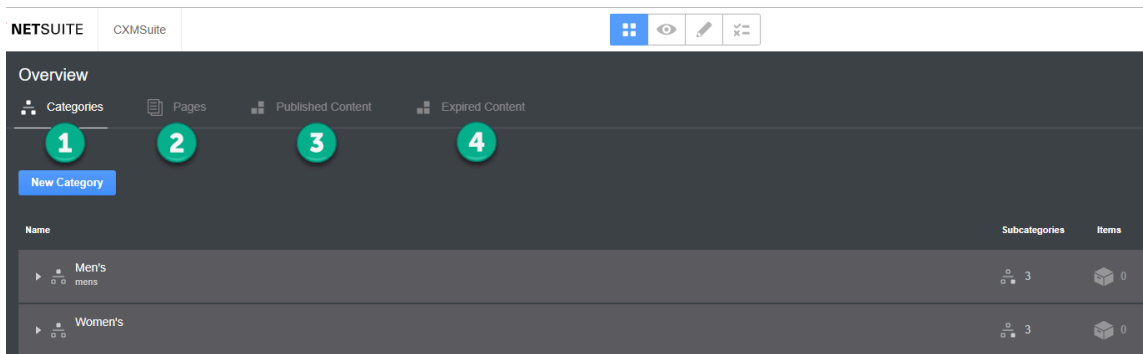


After you log in to SMT, the site management toolbar is displayed at the top of the page. This toolbar gives you the following tools:

1 — Link to NetSuite	Click the Oracle NetSuite image to open a new tab and automatically log in to your NetSuite account. See SMT Link to NetSuite .
2 — Overview Mode	Click Overview Mode to manage categories, pages, published content, and expired content.
3 — Preview Mode	Click Preview to see how the site looks to visitors. Preview mode hides area highlighting as well as the edit or remove buttons for content.
4 — Edit Mode	Click Edit on the toolbar to enter edit mode. In edit mode, you can make changes to existing content, remove content, or add new content. For more information, see Content .
5 — Review and Publish Changes	Click Review & Publish Changes on the toolbar to view the unpublished changes list. See Review and Publish Your Site .
6 — Settings	Click Settings to access the Custom Content Types menu. You can also access the Theme Customizer menu, if you have an active theme in your account. For more information on the Theme Customizer, see Theme Customizer .
7 — Link to Help Center	Click the icon to be taken to NetSuite help center.
8 — Logout	Click the icon to log out of SMT administration.
9 — Current Page	This displays the URL fragment of the current page you are on.
10 — View Site As Of	In Preview and Edit modes, this enables you to select a date and time for previewing or editing the site. This gives you access to content with a future start date or time that may not be currently displayed. See Preview Your Site .

11 — Preview Screen Sizes	Click this button to display the preview screen sizes toolbar. See Preview Screen Sizes .
12 — Include Unpublished Changes	Click Include Unpublished Changes to include unpublished changes in the preview of your site. See Include Unpublished Changes in Site Preview .
13 — Advanced Preview	When in preview mode, click Advanced Preview to display the Personalized Customer Views. This lets you view the site based on different customer groups. See Personalized Customer Views .

Overview Mode



1 — Categories	The Categories menu is displayed in overview mode when you click Categories . This menu lets you manage commerce categories. See Commerce Categories in SMT .
2 — Pages	The Pages menu is displayed in overview mode when you click Pages . This menu lets you manage landing pages and custom page types, or edit an existing enhanced page. See Pages in SMT .
3 — Published Content	The Published Content menu is displayed in overview mode when you click Published Content . This menu shows all currently published content and lets you manage it grouped their assets common URL. See Published Content .
4 — Expired Content	The Expired Content is displayed in overview mode when you click Expired Content . This menu shows all currently expired content and lets you manage it grouped their assets common URL. See SMT Expired Content .

Preview Mode

Click **Preview** to see how the site displays. Preview mode hides area highlighting as well as the edit or remove buttons for content on the site. The site management toolbar is displayed in preview mode, but the add button is not available.

Personalized Customer Views

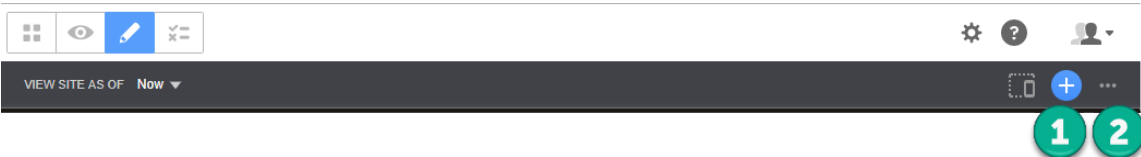
This information refers to SuiteCommerce or the 2019.2 release of SuiteCommerce Advanced or greater.

Customer Segment Preview lets you view your website as individual customer groups view it. You can build customer specific catalogs based on a variety of criteria. These customer segments let you

determine what is available to different customer groups. It also affects what items are returned during a search.

See the help topic [Personalized Catalog Views](#).

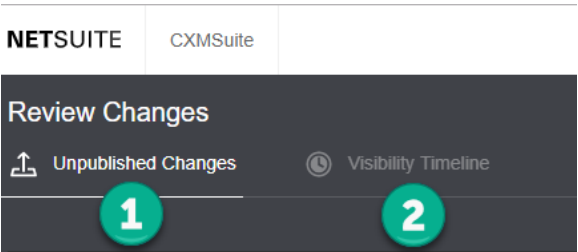
Edit Mode



Click **Edit Mode** and you can see the option to include published changes is removed, this used only in preview mode. The **Add Content** button and **Page Settings** button, denoted by the ellipsis, are added. In edit mode, you can make changes to existing content, remove content, or add new content.

1 — Add	To add content to a page, click Add on the site management toolbar. This displays the side panel and lets you select the type of content you want to add. For information on the different types of content you can add, see the help topic Website Content . For information on Merchandising Zone Content, see the help topic Merchandising Zone Content .
2 — Edit Page Settings	When you are in Edit Mode , click Edit Page Settings , denoted by the Ellipsis, to enhance or remove enhancements from a page.

Review & Publish Changes



Click **Review & Publish Changes** and you have two tabs:

- Unpublished Changes — Displays all unpublished content and lets you review, sort and filter, and publish all or individual pieces of content.
- Visibility Timeline — Displays all future visibility dates, this is content that displays or expires in the future.

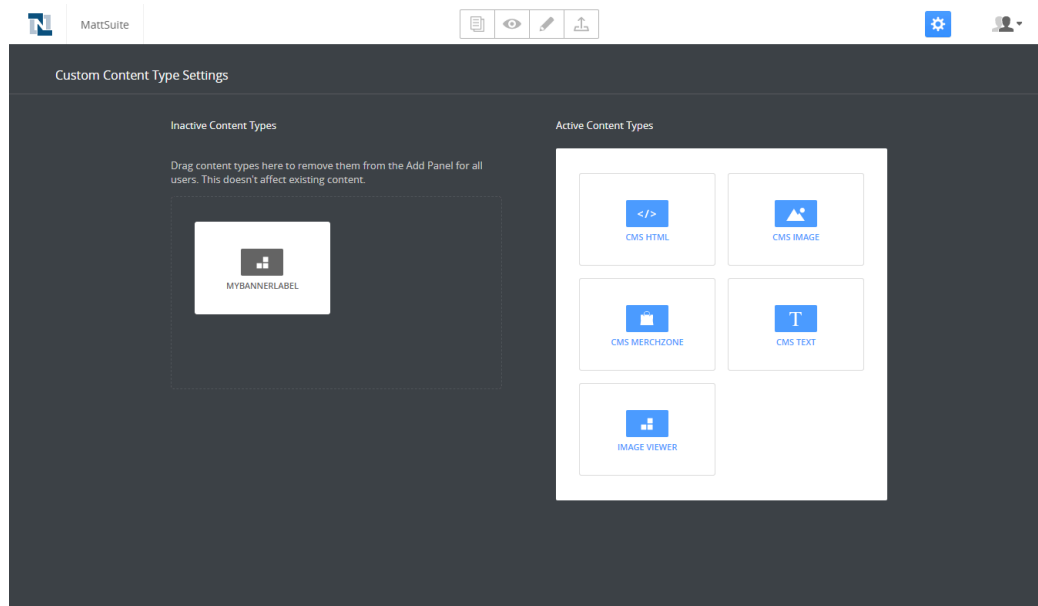
Settings

The SMT Content Manager lets you enable and disable core content types and custom content types. When disabled, the content type is not displayed in the side panel for editing, and you cannot add any of

that content type. However, if the site already contains content of that custom type, it is still displayed on the site.

To enable or disable a content type:

1. Click **Settings**, denoted by the gear icon, on the toolbar. This displays the Content Manager. Disabled content types are displayed in the Inactive Content Types list and enabled content types are displayed in the Active Content Types list.



2. Drag a content type from the Inactive Content Types list to the Active Content Types list to enable that content type.
3. Drag a content type from the Active Content Types list to the Inactive Content Types list to disable that content type.

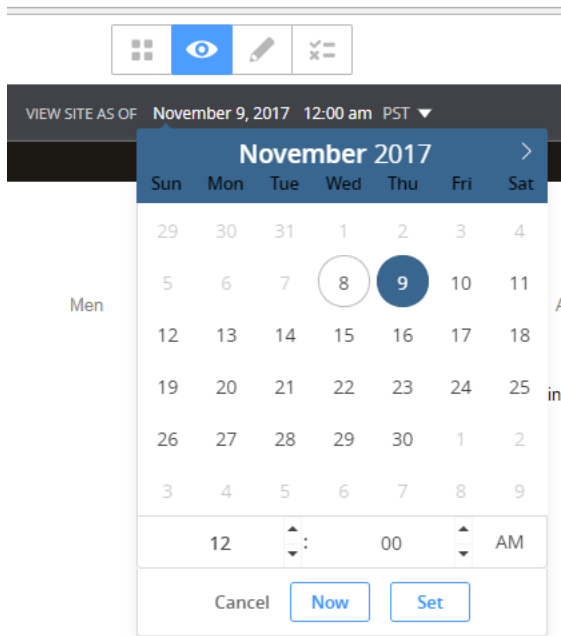
Note: When you make a content type inactive, no new content of that type can be added to the site. Any content of that type that is already available on the site, continues to display.

4. Exit the Content Manager by selecting a different mode from the toolbar.

View Site As Of

This information refers to SuiteCommerce or the 2018.2 release of SuiteCommerce Advanced or greater.

Because content may be visible only during a specified time frame, you have the option to view the site as a visitor sees it on any given date and time. The **View Site As Of** date picker on the SMT toolbar lets you choose a date and time and preview how your site displays at the chosen time. This also works in **Edit Mode**.






SMT Link to NetSuite

While logged into Site Management Tools, you can easily access your NetSuite account. Click the Oracle NetSuite logo, a new tab opens and you are automatically logged in to your NetSuite account.

Content Controls

These Content controls are displayed in different areas throughout Site Management Tools. You will see one or more of the content controls on the following menus:

- Edit Mode
- Pages
- Published Content
- Unpublished Changes
- Visibility Timeline

Control	Name	Description
	Edit	The Edit button is displayed when you point to a piece of content. Click Edit to display the content's settings in the side panel.
	Remove	The Remove button is displayed when you point to a piece of content. Click Remove to expire the content. Expiring content sets the visibility end date to the current time. See Discard Content Vs Expiring Content for more information.
	Preview	The Preview button is displayed when you point to a piece of content. Click Preview to display the content in the side panel.


Browser Requirements

The following web browsers support the SMT administrator interface:

- Chrome
- Firefox
- Safari
- Internet Explorer 11

SMT is compatible with the most current and the previous versions of these browsers, excluding Internet Explorer 10 which is unsupported.

If your browser is not listed as a supported browser, it does not mean that it does not work with SMT; it means that SMT was not fully tested with your browser. If you log in to Site Management Tools with an unsupported browser, a message may display that you are using an unsupported browser. This means that you are using a browser that is known to be incompatible with SMT. If this occurs, change to a supported browser.

 **Note:** Website visitor browsers are not subject to the supported browser list. However, Internet Explorer 8 is not supported. Visitors can use any browser or device for accessing the site without affecting page display or performance. Only Site Management Tools administration is subject to the browser requirements listed above.

Google Chrome Version 80 Incompatibility

Google Chrome version 80 is not currently supported for use with Site Management Tools. Please use a different browser or an earlier, supported version of Google Chrome. Attempting to log in with Google Chrome version 80 starts a login loop.

To check your version of Google Chrome, see [Other info about updating Google Chrome](#).

To downgrade your version of Google Chrome, see [Downgrade your Chrome Version](#).

Published and Unpublished Content

Applies to: Commerce Web Stores | Site Management Tools

When you use Commerce web stores Site Management Tools to edit your site, you create published and unpublished content. Published content is displayed to your website visitors. Unpublished content is only accessible to an SMT administrator who is logged in to SMT. Click **Review & Publish Changes Mode** to review Unpublished Changes and the Visibility Timeline.

Published Content

Published content is displayed according to the visibility options you specified for each piece of content. This may include images, text and merchandising zones that you added to the site with SMT and then published. When you edit or remove existing published content, those changes display in the Unpublished Changes list and must be published before they are displayed on the site.



Unpublished Content

When you edit, add, or remove content these changes are saved as unpublished content. This enables you to make changes in advance and then publish those changes to be visible on the site immediately or at a date and time in the future.

When you are ready to publish the changes, click **Review & Publish Changes Mode** and select the pieces of content you want to publish. If you saved changes to the **Unpublished Changes** list, you do not want to publish, you can discard the changes. See [Discard Content Vs Expiring Content](#).

Preview and Edit Modes

When you are viewing the unpublished content on the site, you can view the site in **Preview Mode** or in **Edit Mode**. Change the mode by clicking the corresponding button on the toolbar:

	Preview Mode
	Edit Mode

Preview Mode

Select **Preview** to view the site as it is currently displayed to site visitors. You can change the preview date by using the **View Site as Of** date on the SMT toolbar. This lets you preview what the site looks like on the chosen date, including content that may not be currently visible. This might be the case for content with a future start date or content with an end date before the selected preview date. Additionally, you can include or exclude unpublished content in the preview by selecting the option on the toolbar.

Edit Mode

Select **Edit** to add, edit, or remove content. Content changes made in **Edit** are not displayed to visitors until they are published.

Visibility Dates

Applies to: Commerce Web Stores | Site Management Tools

This information refers to SuiteCommerce or the Kilimanjaro release of SuiteCommerce Advanced or greater.

The term visibility indicates when certain elements are available to visitors to your site. Visibility dates are controlled by user-defined start and end dates and times in the visibility settings. You can use visibility settings on these types of content:

- Content
- Landing Pages
- Commerce Categories

Visibility Options

There are three options for content visibility:

Always Visible

VISIBILITY

☒ Always Visible

☐ Visible on Specific Dates

To set visibility dates to Always Visible:

1. Choose the type of content to add to the page.
2. Choose the **Always Visible** button on the side panel.
3. Set any other attributes.
4. Click **Save**.

Visible on Specific Dates

VISIBILITY

☐ Always Visible

☒ Visible on Specific Dates

Start Date & Time *

January 17, 2018 12:53 pm (PST)
📅

End Date & Time

January 31, 2018 12:00 am (PST)
📅

To set visibility dates for Visible on Specific Dates:

1. Choose the type of content to add to the page.
2. Choose the **Visible on Specific Dates** button on the side panel.
3. Select the **Start Date & Time** with the date picker, or click **Now** to set it to the current date and time.
4. Click **Set**.
5. Select the **End Date & Time** with the date picker.
6. Click **Set**.
7. Set any other attributes.
8. Click **Save**.

Visibility Dates for a Future Start Date

The screenshot shows a 'VISIBILITY' panel with two radio buttons: 'Always Visible' and 'Visible on Specific Dates'. The 'Visible on Specific Dates' option is selected. Below this, there are two date and time pickers. The 'Start Date & Time' field is populated with 'February 1, 2018 5:00 pm (PST)' and has a calendar icon to its right. The 'End Date & Time' field is empty and also has a calendar icon to its right.

To set visibility dates for a future date and does not expire:

1. Choose the type of content to add to the page.
2. Choose the **Visible on Specific Dates** button on the side panel.
3. Select the **Start Date & Time** with the date picker, or click **Now** to set it to the current date and time.
4. Leave the **End Date & Time** field empty.
5. Set any other attributes.
6. Click **Save**.

Content Tags and Filter Tools

Applies to: Commerce Web Stores | Site Management Tools

Content tags let you add additional information to the SMT content and landing pages. This information is added to the landing page record and the content record. In the SMT UI, the field is named **Tags**. The content tags work with the sort and filter tools to help better identify specific landing pages and content.

Let's say you want to create a new piece of content or a landing page. Previously, in the unpublished changes list the content was labeled according to the type of content. You can give the content one or more content tags. The content tags could include, "banner, fall, special" to add more sorting and filtering ability. Ensure each content tag is separated by a comma.

Now for your upcoming sale you want to use "christmas sale" as a tag for all the content you want related to the upcoming sale. After you have added all content, use the sort and filter tools on the **Unpublished Changes** list to ensure the content has the correct visibility dates, tags, or path.

Tags

This field lets you save content with one or more descriptive tags. You can then apply bulk actions such as setting visibility dates or updating tags. You can use tags with these different types of contents:

- Website Content
- Landing Pages
- Commerce Categories

Sort and Filter Tools

Sort and Filter tools provide help when you find yourself with a large amount of various types content. This could be one or more landing pages, text and image content, commerce categories or custom HTML content. Click **Reset** in the dropdown menu to return to the default view at any time. You have different Sort and Filter Tools depending on which menu you are viewing.

Pages

On the **Pages**, **Published Content**, and **Expired Content** tabs, the list of pages is paginated to aid with loading time if you have a large quantity of pages. The sorting and filtering options remain the same even after navigating away from the **Pages** tab and back.

You can filter by the following items:

On the **Pages** tab, you can filter by:

- Tag
- Path
- Page Type

You can sort these columns in ascending or descending alphabetical order:

- **Name/Tags**

- **Path**
- **Page Type**

Published Content

You can filter the list by:

- Visibility
 - Future
 - Now
- Content Type
 - HTML
 - Image
 - Merchandising Zone
 - Text
 - Other
 - Page
- Path
 - Use Location to search for content based on the URL path.
- Tag

Expired Content

You can filter the list by:

- Content Type
 - HTML
 - Image
 - Merchandising Zone
 - Text
 - Other
 - Page
- Path
 - Use Location to search for content based on the URL path.
- Tag

Unpublished Changes

You can filter the list by:

- Path
- Tag

- Last Edited By

Visibility Timeline

You can filter the list by:

- Path
- Tag

Content

Applies to: Commerce Web Stores | Site Management Tools

Content is a piece of data that you place in an area on your website.

Each area can contain multiple pieces of content of the different types. For example, in one area you might place a piece of text content that serves as a header or title to an image or merchandising zone content. The scope of the area where you place the content determines on which pages that content displays. For example, if you place text content in an area with **all pages** scope, the text displays on any page on the site that includes the same area. If you place content in an area with **this page** scope, the content displays only on that page.

Content Type Table

Content Type	Description
SMT Text Content	Use this content type when you want to add formatted text. This content type works well when you want to add simple text such as headings or larger blocks of text with WYSIWYG formatting and embedded images.
Columns	Use the Columns content type to add columns of text with images.
Blog	Use the Blog Post and Blog List content types to add a post or a blog summary.
SMT Image Content Type	Use this content type for adding a single image, such as a banner image. In addition to specifying the image, you can also specify a link for the image.
Image Manager	Learn how to use the image manager to add images to text and image content.
Photo Gallery	Use the Photo Gallery to add an album of up to eight images.
Slideshow	Use this content type to add a carousel of images.
Image Text Overlay	Use this content type to add images with overlying text and action buttons.
Merchandising Zone Content	Use this content type to place a merchandising zone on a page and tie that zone to a merchandising rule defined in NetSuite.
SMT HTML Content Type	Use this content type when you want to add HTML or JavaScript code to a page. This supports only code that should be placed between the <body> tags of the page.
Map & Contact	Use this content type to add a third-party map and contact information such as business address and opening hours.

Moving Content

After you place content in an area on a page, you may decide that you want to move it to a different area on that page or to a different location within the same area. For example, you may have inadvertently placed text content below an image when you had intended to place it above the image, or you may have placed a merchandising zone at the bottom of the page but you want to see how it looks at the top of the page.

You can move content on any page by dragging the content to the new location. When you move content from one area to another, the content takes the scope of the new area. For example, if you move content

from an area with a scope of **page type**, to an area with a scope of **all pages**, the content is displayed on all pages.

To move content from one location to another:

1. Go to the page that contains the content you want to move.
2. Drag the content to the new location. When you begin moving the content, the page displays the areas on that page.
3. Position the content over the new area. If the area includes content, multiple Drop Indicators serve as visual cues as to where you can place the content.
4. Drop the content to place it in the new area. The placement of the content is saved automatically.

Mixed Secure and Insecure Content

When using a secure, encrypted connection, give special consideration to any HTML links you include. Specifically, be aware of the consequences of mixing the secure content with content from a location that is not secure. For example, linking to an image, script, or style sheet via an HTTP based URL instead of a secure HTTPS based URL. This is referred to as mixed content, because the main HTML content was loaded using a secure, HTTPS connection, but additional content on the page is referenced by an HTTP call which includes no security.

Linking to only secure content helps ensure the integrity of the content and provides a more secure shopping experience.

Linking to insecure content presents the opportunity for malicious activity such as sniffing and man-in-the-middle attacks. For mixed passive content, such as image, audio, or other media source, a malicious party can alter the image or media and change what is displayed to the visitor. Mixed passive content does not allow for alteration of any other part of the page.

Mixed active content, such as script or iFrame source or hypertext links pose an even greater danger because it allows for even more destructive attacks such as installation of malware or theft of user personal data.

As a security measure, most web browsers check for mixed content and display a warning message to the user that the page contains content that is not secure. In some instances, this content does not display at all.

When you use a secure, encrypted connection and link to other content, SMT checks to see if that content is also secure. If it is not secure, then SMT warns you that the HTML includes a link to content that is not secure. Best practice is to link only to secure content.

Review and Publish Your Site

Applies to: Commerce Web Stores | Site Management Tools

Publish lets you to view all changes that are waiting to be published and also to publish the changes.

Review Changes

You should review any unpublished changes before you publish them. The **Review & Publish Changes Mode** enables you to see the **Unpublished Changes** list. You can select any or all of the Unpublished Changes to publish.

For each change you see:

- Type of content
- Type of change, for example, add or modify
- Page to which the change applies
- Visibility start and end dates
- The name of the user who made the change
- Date and time of the change

To preview the detail of the change, point to the item on the list, and click **Preview**.

The screenshot shows the 'Review Changes' interface. On the left, there's a table with columns: Content / Page, Change, and Visibility. The table lists several changes, including CMS IMAGE, CMS TEXT, and CMS HTML. The right side shows a preview of a change, displaying a website layout with a 'MEMBERS EXCLUSIVE' banner and a 'REWARDS' section. A 'Close' button is visible in the top right corner of the preview area.

Content / Page	Change	Visibility
CMS IMAGE Page / Home	Modified	Start Date: January 3, 2018 2:19 pm End Date: --
CMS TEXT Page /dec-21-test	Modified	Start Date: December 21, 2017 7:31 am End Date: --
CMS TEXT Page /dec-21-test	Added	Start Date: December 21, 2017 8:09 am End Date: --
CMS TEXT Page /dec-21-test	Modified	Start Date: January 10, 2018 9:23 am End Date: --
CMS TEXT Page /december-20th	Modified	Start Date: December 20, 2017 6:19 am End Date: January 10, 2018 8:36 am
CMS HTML Page /december-20th	Added	Start Date: January 3, 2018 3:15 pm End Date: --

To review changes:

1. Click **Review & Publish Changes Mode** on the site management toolbar. This displays the Unpublished Changes List.
2. Point to the item and click **Preview** to preview the unpublished changes.
3. Click **Edit** to view the change in **Edit Mode** and make any changes.
4. Click **Close** above the page preview to close the detail preview.

Publish Content

Publish content so it is visible to site visitors. You publish content from the Unpublished Changes list. You can select multiple pieces of content on the list and publish it immediately. After you publish content, it is displayed at the date and time specified by the content visibility start date and time.

To publish content:

1. Log in to Site Management Tools.
2. Click **Publish** on the Site Management toolbar to display the Unpublished Changes list.
3. Select the pieces of content you want to publish and click **Publish**.
4. Click **OK** to publish the selected content. Click **Cancel** to cancel the operation.

Remove Published Content

When you set the visibility end date and time on a piece of content, that content stops displaying at the specified end date and time. Content whose end date and time have passed is referred to as expired content.

If you have content that does not have an end date and time and you want it to expire, you can set the visibility end date and time to the current date and time. Alternatively, you can expire content by going to the page with that content and click the **X**. This sets the expiration date and time to now.

If the content has a future start date and time, expiring the content sets the end date and time to the current **View Site as Of** time. Go to the **Unpublished Changes** list and publish the change to remove it from the site.

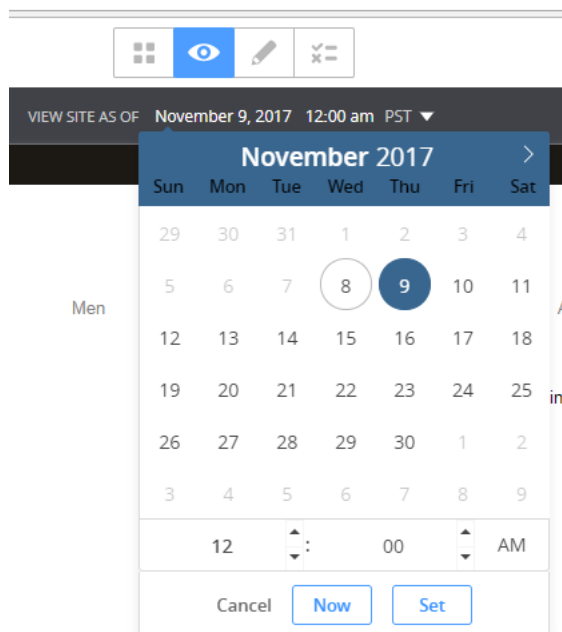
Cache Clearing for SMT Content

When you publish content, certain SMT related caches are cleared. See the help topic [Clearing Cached Site Management Tools Content](#).

Preview Your Site

This information refers to SuiteCommerce or the 2018.2 release of SuiteCommerce Advanced or greater.

Because content may be visible only during a specified time frame, you have the option to view the site as a visitor sees it on any given date and time. The **View Site As Of** date picker on the SMT toolbar lets you choose a date and time and preview how the site displays at that time.



Include Unpublished Changes in Site Preview

When you add new content or make changes to existing content, the addition or change is always placed in an unpublished state. This prevents the content from ever displaying, even after you reach the visibility start date and time.

When previewing the site, you have the option to include or exclude any unpublished changes in the preview. You do this by clicking **Include Unpublished Changes** on the SMT toolbar.

This option is selected by default so that unpublished changes are displayed on the site. You can clear this option to exclude unpublished changes from the preview.

When previewing the site, you can quickly spot unpublished changes in **Edit Mode** by looking for the unpublished icon, denoted by a blue circle, in the upper left corner of the content.

You can also see unpublished changes on the Unpublished Changes list.

Content Expires Before Publishing

You may encounter a situation when you have unpublished content that expires. Content expiration occurs when the visibility end date and time for the content is passed.

Consider this example, you create a new piece of text content for the home page. When you create the content, you specify the visibility start and end dates and times, but you leave the content in an unpublished state because you are still revising the text. However, you become involved with another project and must put aside the new text content for a couple of weeks. During that time, the visibility end date and time are passed, so the content expires before it was published.

When this happens, the content is displayed in the unpublished changes list, but it is flagged as expired. You have two options for dealing with this content.

- Go to the **Unpublished Changes** list and publish the expired content. It does not display on the site because it is expired. When you publish the expired content a CMS content record is created in NetSuite. You can edit the CMS content record to change the visibility dates if necessary to make the content available.
- Go to the **Unpublished Changes** list and discard the expired content. This removes the content.

Discard Content Vs Expiring Content

If you have unpublished content and you decide to remove it rather than publish it, you have two options:

- Discard the Content
- Expire the Content

Discarding content is the preferred method of removing unpublished content that you do not want. For example, you may have started creating text content, but then decide you do not need it so you want to discard it. Review the following workflow for discarding content:

1. Go to the **Unpublished Changes** list.
2. Select the unwanted content in the list.
3. Click **Discard**.

When viewing the content on the page you can click **X**. This method expires the content by setting the visibility end date and time to the current date and time.

- When you use this method for published content, it immediately stops displaying on the site after you publish the change.
- When you use this method to remove unpublished content, the visibility end date and time are set to the current date and time to prevent it from displaying on the site. It is still displayed in the **Unpublished Changes** list. To remove it from the list you can publish it or you can select it and then discard it.

Visibility Timeline

The Visibility Timeline gives you a one-stop location for viewing upcoming published content and landing page changes. You can use this timeline to see what changes go live today, tomorrow, next week, next month, or even next year. The timeline lists the following information for each piece of content:

- Type of content
- Page
- Event
- Start date and time
- End date and time, if it exists

The events reported in the timeline include:

- New content to display
- Content that is going to expire


You can also preview the content or go to the **Edit Mode** from the Visibility Timeline list.

The screenshot displays the 'Review Changes' window with the 'Visibility Timeline' tab selected. The timeline shows changes for November 26, 2018, with 8 changes listed. The changes are categorized by type (Cyber Monday, Test Image) and location (Cyber Monday). The events are listed with their start and end times. A preview of the 'It's Time for Back to School!' banner is shown on the right.

Name / Tags	Location	Event
Cyber Monday Cyber Monday, Sale, Landing Page	icyber-monday	Ends 11:59 pm
Test Image Cyber Monday, Landing Page, Image, Blue World	icyber-monday	Ends 11:59 pm
Cyber Monday Sale! Cyber Monday, Sale, Text	icyber-monday	Ends 11:59 pm
Cyber Monday Sale! Cyber Monday, Sale, Text	icyber-monday	Starts 12:00 am
Test Image Cyber Monday, Landing Page, Image, Blue World	icyber-monday	Starts 12:00 am
Cyber Monday Cyber Monday, Sale, Landing Page	icyber-monday	Starts 12:00 am

Pages in SMT

 **Applies to:** Commerce Web Stores | Site Management Tools

 **Note:** There is a 1,000 page limit for new landing pages in NetSuite.

Site Management Tools enables you to create landing pages and to enhance existing pages. A landing page is a page you create to provide additional content. Landing pages are commonly used to provide information such as an About Us page, a Contact Us page, a Return Policy page, etc. CMS Page Types lets your administrator choose different page types when creating new pages in the overview mode. An enhanced page is an existing page such as the home page, a search page, or item detail page that you enhance by setting additional attributes for the page:

- [CMS Page Types](#)
- [Landing Page](#)
- [Enhanced Pages](#)
- [Page Layout Selector](#)

CMS Page Types


This information refers to SuiteCommerce or the 2019.1 release of SuiteCommerce Advanced or greater.

The CMS Page Types feature dramatically increases the types of pages you can create. With Page Types, you and your developers can create a variety of pages. This also lets developers create specific page types that define a set of attributes specifically for that page type. The idea is the developer can create a certain page type for a specific extension. Creating a page type for each extension also adds more ways to group and manage specific types of content. The available NetSuite extensions offer a large array of features available to increase functionality.

CMS Page Types lets developers include the following attributes:

- **Base URL Path** — The base URL path lets you customize the URL for all pages of that type. For example, if you have a page type of **blog** and a base URL path of **blog**, all blog pages are accessed by **mysite.com/blog/[page url]**.
- **Custom Record Type** — This lets you create a Custom Content Type and associate with a page type. You create the new CCT and choose customizations, this can be fields, Javascript code, CSS elements, and other custom module resource. This must be implemented through Commerce web stores.
- **Active or Inactive** — If this option is set to inactive, you cannot create a new page of that type. Existing pages of that type remain.
- **CMS Creatable** — If set to yes, you can create this page type in SMT. If set to no, the page type is hidden in SMT.

CMS Page Type records are defined in NetSuite and cannot be defined in Site Management Tools. After you create a CMS Page Type, install the appropriate extension or SCA bundle, and register the page, it is available for selection in Site Management Tools.

 **Note:** If you create a new page using a CMS Page Type that has not been registered, the page is not available for preview in the Pages menu, and may not render properly.

For information on installing and activating the available NetSuite extensions, see the help topic [Themes and Extensions](#).

Landing Page

Landing pages are a custom page with a unique URL. Create landing pages when you need to add content that is not specific to an existing page such as the home page or item detail page. Some common examples and uses of landing pages include:

- About Us
- Contact Us
- Return Policy
- Locations
- Special Event
- Visibility Dates
- Seasonal Sale

Landing Page Layout and Visibility Dates

You can control when a landing page is accessible by setting the visibility start and end date and times for the page. You can also make a landing page always visible by not specifying an end date and time, or choosing **Always Visible** when creating or editing the page.

Let's say you have a Back to School sale during the month of August. You create a new landing page and set the visibility start date and time to August 1, 12:00 am and the visibility end date and time to August 31, 11:59 pm. You want to use the URL fragment **big-sale** and add your content to the landing page without setting an end date for the content.

With SMT v3, landing pages follow the same Publish workflow as does content, meaning you can choose a specific date and time for the landing page to become visible, or, choose to make it always visible.

Landing pages and the content displayed on them are independent of one another; whether or not the content is expired, if the landing page is expired, no content will display.

You have a few options when a landing page expires and you want to make it visible again. To make the page immediately visible, find the CMS Page Record in NetSuite and change the **End Date & Time** to a future date. Because you are making the change in NetSuite, it does not go through publication workflow and is immediately visible. If you want to use an expired landing page again and do not want the page back available immediately, change the **Start Date & Time** and the **End Date & Time**. Both options will display any content associated with the landing page.

When you create a landing page, you specify the properties for that page on the side panel in the landing page settings form. This form organizes properties on three tabs: General, Metadata, Layout, and Advanced. Landing page properties include:

New Landing Page

General

Metadata

Layout

Advanced

1

Visibility

☒ Always Visible
 ☐ Visible on Specific Dates

2

Name *

3

Heading

4

Path *

5

Tags

New Landing Page

General

Metadata

Layout

Advanced

6

Title

7

Meta Description

8

Meta Keywords

keyword, keyword, keyword

New Landing Page

General

Metadata

Layout

Advanced

9

CURRENT LAYOUT

Default

Arrange Content

AVAILABLE LAYOUTS

Landing Pages Default

Default

Current

New Landing Page

General

Metadata

Layout

Advanced

10

Add to <head>

<script>...</script>

1 – Visibility	<p>Always Visible — This option makes the landing page always visible.</p> <p>Visible on Specific Dates — This option enables you to choose the specific dates when the landing page is visible. You can leave the end date blank for the landing page to be visible indefinitely.</p>
2 – Name	The landing page name is an internal identifier for the page. This name is not displayed to the user anywhere on the website, but it is used to identify the page in NetSuite and in SMT.
3 – Heading	By default, the heading for the page is automatically set to the value you enter in the name field. You can change the heading if necessary. The heading is displayed on the page.
4 – Path	By default, the path is set to the value you enter in the name field. Any spaces are replaced with hyphens. For example, if you set the name of a page to About Us . The URL defaults to /about-us . You can then provide links to the page elsewhere on your site and also include it in a site map so that search engines can easily find it. This field is case sensitive.

5 – Tags	Content tags let you add additional information to SMT content and landing pages. The content tags work with the sort and filter tools giving you more options to organize your content. See Content Tags and Filter Tools .
6 – Title	The title you give the page is used to populate the HTML title element. Providing a descriptive title that includes the target keywords and accurately describes the page can help improve the page's ranking on search results pages. Additionally, search engines often display this title on search results pages and link it to the page. Follow SEO best practice when creating page titles. See the help topic SEO and Page Titles .
7 – Meta Description	The Meta Description is used to populate the HTML meta description element. The description you enter here is an important SEO tool and is often displayed on search results pages as a description of the page. Setting a meaningful and accurate description that contains the target keywords can help improve the ranking in search results pages. Use SEO best practice when writing descriptions. See the help topic SEO and Meta Descriptions .
8 – Meta Keywords	The Meta Keywords field is used to populate the HTML meta keywords element for the page. It is important to follow SEO best practice when defining Meta Keywords for the page, because using them incorrectly can have a negative impact on the page's ranking on search results pages.
9 – Layout Selector	The layout of a page refers to the overall page design and the arrangement of content such as text and images on the page. A layout can be simple and consist of only one column which presents elements in a continuous vertical form, or very complex with multiple columns and rows. Pieces of content are placed one after the other. See Page Layout Selector .
10 – Add to <head>	This field lets you specify additional meta information to include in the <head> area of the page.

Landing Page Content

To add content to a landing page, you must first create and save the landing page. After you save it, the landing page is displayed, and you can add content to the page using the same method you use for adding content to any page. For more information on adding content to a page, see [Content](#).

To add a landing page:

1. Click **Overview Mode** on the Site Management Toolbar.
2. Click the **Pages** tab.
3. Click **New Page**.
4. Set the content visibility options. See [Visibility Dates](#)
5. Enter the following information on the **General** section:
 - **VISIBILITY**
 - **Always Visible** — This option makes the landing page always visible.
 - **Visible on Specific Dates** — This option enables you to choose the specific dates when the landing page is visible. You can leave the end date blank for the landing page to be visible indefinitely.
 - **Name** — Enter the name for the page. This is an internal identifier for the page and is not displayed on the site.
 - **Heading** — The value for heading is automatically set to the value you enter in the name field. You can change the heading if necessary. The heading displays on the page if the page template supports it.
 - **Path** — The path value is automatically set to the value you entered in the name field. Any spaces are replaced with hyphens. The path for the page determines how a visitor accesses the page. For example, if you create a Contact Us page, and you set the path of the page to


contact-us, then the page can be accessed at the following URL: **http://yoursite.com/contact-us**.







- **Tags** — Add additional information to the landing page to help identify specific landing pages using the sort and filter tools.
6. Select the **Metadata** tab. This tab lets you define important SEO related properties of the page, including the following:
 - **Title** —The value you enter in the title field is used to populate the HTML **<title>** element on the page.
 - **Meta Description** —The value you enter in the Meta Description field is used to populate the **content** attribute of the **meta description** HTML element.
 - **Meta Keywords** —The value you enter is used to populate the **content** attribute of the **meta keywords** HTML element.
 7. Click **Layout** tab and you can choose any of the existing page layouts for the current page type.
 8. If you have additional metadata to add to the **<head>** section of the page, select the **Advanced** tab and enter the HTML code in the **Add to <head>** field.
 9. Click **Save**.
 10. Publish the changes.

To edit a landing page:

Edit a landing page when you need to make changes to the properties of the landing page such as the page title, description, or heading. Do not edit a landing page when you want to edit the content on the page. Edit the content on a landing page, exactly as you would any other page.

1. Click **Overview** on the Site Management toolbar.
2. Click the **Pages** tab.
3. Find the page you want to edit and click the **Ellipsis**.
4. This gives you the option to **Preview**, **Edit**, or **Remove** the page.

 **Note:** Clicking the **Ellipsis** lets you preview the page before you enter **Edit Mode**.

Name / Tags	Path	Page Type	Status
 About Us	about-us	Landing Page	
 Back To School BTS	back-to-school	Landing Page	
 Black Friday	black-friday	Landing Page	

 Preview
 Edit
 Remove

5. Click **Edit** to display the page settings in the side panel.
6. Edit the page settings.
7. Click **Save**.
8. Publish the changes.

To remove a landing page:

1. Click **Overview** on the Site Management toolbar.
2. Click the **Pages** tab.
3. Find the page you want to delete and click the **Ellipsis**.
4. Click **Remove**.
5. Click **OK** when asked if you are sure you want to remove the page.

- Publish the changes.

Note: Removing a landing page sets the end date and time to now.

Enhanced Pages

You can enhance an existing page such as the home page, search page, item detail page, or review product page to customize the attributes of that page. For example, you can enhance a facet search page listing of sports helmets to set the page title and meta description to better describe the page. This promotes SEO best practice and can improve the page ranking on search results pages.

Enhancing pages enables you to customize certain attributes of a page without the need to write any custom code or modify existing files. To enhance a page, you log in to Site Management Tools and then go to the page you want to enhance. For example, the URL for a facet listing of **helmets** is **<http://mysite.com/accessories/helmets>**. By going to that page and accessing the page settings menu, you can set the enhanced properties for the page.

Enhanced page settings include:

The figure displays four screenshots of the 'Enhance / Page' settings interface, illustrating different configuration options:

- Screenshot 1 (Top Left):** Shows the 'General' tab with the 'Heading' field (marked with a green circle 1) and a 'Help' icon.
- Screenshot 2 (Top Right):** Shows the 'Metadata' tab with fields for 'Title' (marked with a green circle 2), 'Meta Description' (marked with a green circle 3), and 'Meta Keywords' (marked with a green circle 4). The 'Meta Keywords' field contains the text 'keyword, keyword, keyword'.
- Screenshot 3 (Bottom Left):** Shows the 'Layout' tab with the 'CURRENT LAYOUT' section. It features a 'Default' layout (marked with a green circle 5) and an 'Arrange Content' button. Below, the 'AVAILABLE LAYOUTS' section shows 'Home Default' and 'Default' (marked with a green circle 6), with the 'Default' layout selected as 'Current'.
- Screenshot 4 (Bottom Right):** Shows the 'Advanced' tab with the 'Add to <head>' field (marked with a green circle 6) containing the code '<script>...</script>'.

1 – Heading	Any heading you enter is displayed on the page if the page template supports it.
2 – Title	The title you give the page is used to populate the HTML title element. Providing a descriptive title that includes the target keywords and accurately describes the page can help improve the page's ranking on search results pages. Additionally, search engines often display this title on search results pages with a link to the page. Follow SEO best practice when creating page titles. See the help topic SEO and Page Titles .
3 – Meta Description	The Meta Description is used to populate the HTML meta description element. The description you enter here is an important SEO tool and is often displayed on search results pages as a description of the page. Setting a meaningful and accurate description that contains the target keywords can help improve the ranking in search results pages. Use SEO best practice when writing descriptions. See the help topic SEO and Meta Descriptions .
4 – Meta Keywords	The Meta Keywords field is used to populate the HTML meta keywords element for the page. It is important to follow SEO best practice when defining Meta Keywords for the page, because using them incorrectly can have a negative impact on the page's ranking on search results pages.
5 – Layout Selector	The layout of a page refers to the overall page design and the arrangement of content such as text and images on the page. A layout can be simple and consist of only one column which presents elements in a continuous vertical form, or very complex with multiple columns and rows. Pieces of content are placed one after the other. See Page Layout Selector .
6 – Add to <head>	This field lets you specify additional meta information to include in the <head> area of the page.

To enhance a page:

Enhance a page when you want to change specific attributes such as the title or meta description for an existing page.

1. Go to the page you want to enhance.
2. Click **Edit** on the Site Management toolbar.
3. Click the **Ellipsis** to display the settings in the side panel.
4. Enter the following information on the General tab:
 - **Heading** — Enter a heading to display on the page. The heading displays only if the page template is configured to display it.
 - **Title** — The value you enter in the title field is used to populate the HTML **<title>** element on the page.
5. Select the **Metadata** tab and enter the following information:
 - **Meta Description** — The value you enter in the Meta Description field is used to populate the **content** attribute of the **meta description** HTML element.
 - **Meta Keywords** — The value you enter is used to populate the **content** attribute of the **meta keywords** HTML element.
6. Click **Layout** tab and you can choose any of the existing page layouts for the current page type.
7. If you have additional metadata to add to the **<head>** section of the page, select the **Advanced** tab and enter the HTML code in the **Add to <head>** field.
8. Click **Save**.

To edit an enhanced page:

Edit an enhanced page when you need to change previously entered page enhancements.

1. Go to the enhanced page you want to edit.
2. Click **Edit** on the Site Management toolbar.
3. Click the **Ellipsis**. This displays the page settings in the side panel.
4. Make any changes to the page settings.
5. Click **Save**.

To delete page enhancements:

Delete any enhancements added to the page.

1. Ensure you have no unpublished changes associated with the page.
2. Go to Lists > Web Site > CMS Pages.
3. Find the page from which to delete the enhancements. Click **Edit**.
4. To delete all page enhancements, Click **Delete**.

Page Layout Selector

This information refers to SuiteCommerce or the 2019.1 release of SuiteCommerce Advanced or greater.

The layout of a page refers to the overall page design and the arrangement of content such as text and images on the page. A layout can be simple and consist of only one column which presents elements in a continuous vertical form. Pieces of content are placed one after the other.



Or, a layout can be more complex and include a combination of full page spans followed by columns of varying numbers and width.



The scope of each layout area is determined by the layout's template file. The scope determines if content placed in that area displays only on the specified page, on every page, or on every page of that type. See the help topic [Site Management Tools Areas](#) for more information on areas and scope.

The SMT Layout Selector enables you to change the look of a page by choosing a different layout for the page. You can use the Layout Selector for landing pages and also for enhanced pages, provided additional layouts are available for those pages. Available layouts can be different for different page types. For example, the layouts available for a landing page are not necessarily the same layouts that are available for a product detail page, search page, or a page utilized by an extension.

Note: Currently only the default layouts are available for the core page types. The core page types are the home page, item detail page, and facet search page. If you want to use alternate layouts for core page types, you can create them as a custom extension and deploy it to your site. If you do not see any alternate layouts for a page, see the help topic [Create Page Types](#) for more information on creating page types and defining alternate layouts for page types.

Default Area When Changing Layouts

When you add content to a page, you specify the area where that content is displayed. However, when you change the layout of a page, the new layout may have fewer areas or areas that do not directly correspond to the areas available in the original layout. Consequently, some content needs a place to go. SMT places this content into the new layout's default area. You can then move content from the default area and place it in a different location on the new layout.

Note: The default area is defined in the layout's template file and is determined by the `data-cms-default-area` attribute in the CMS area `<div>`.

To change the layout of a landing page:

1. Click the **Overview Mode** on the toolbar.
2. Click the **Pages** tab.
3. Click the **More Actions** menu, denoted by the ellipsis, for the page.
4. Select **Edit Page** from the dropdown menu. This displays the page settings and page preview.
5. Click the thumbnail for the layout you want to apply.

When you select a layout, the page preview updates and shows how the page looks with the new layout. To preview a different layout, click the thumbnail for the layout.

6. Click **Set Layout** to apply the layout.

When you set the layout, the page preview updates and shows how the page looks with the new layout. Some content may be placed in the new layout's default area. You can click **Arrange Layout** to rearrange the content on the preview.

7. Click **Save** to save the changes or click **Cancel** to discard the changes and return the page to its original layout.

To change the layout of an enhanced page:

Use this procedure to change the layout of a Commerce web stores core page such as the home page, item detail page, or landing page.

1. Go to the page for which you want to change the layout.
2. Click the **Edit Mode** on the toolbar.
3. Click the ellipsis on the right side of the page toolbar to display the settings menu.
4. Select **Edit Page Settings** from the dropdown menu.
5. Select the **Layout** tab.
6. Click the thumbnail for the layout you want to apply.
7. Click **Set Layout**.

When you select a layout, the page preview updates and shows how the page looks with the new layout. Some content may be placed in the new layout's default area. You can click **Arrange Layout** to rearrange the content on the preview.

8. Click **Save** to change the new layout, or click **Cancel** to discard the changes and return the page to its original layout.

Override Existing Page Type Layout

This information refers to SuiteCommerce or the 2019.2 release of SuiteCommerce Advanced or greater.

The page layout settings menu lets control the page layout for the different types of pages available. For each type of page you have, you can have multiple different available layouts. When you create a new landing page, it will display the current default layout of the page. You can create the page with this layout, or you can use any of the other existing layouts for that page type.

With SMT, you also have the ability to change the default page layout for every page of a specific type. For example, using the page layout settings menu, you can change the layout of all your landing pages to any of your available layouts.

To change the layout for all instances of a type of page:

1. Click **Settings** on the toolbar.
2. Click **Layout**.
3. Click the page of which you want to change the layout.
4. Scroll through the available page layouts and click the desired one.
5. Click **Set as default**.
6. Click **Change Layouts** to confirm the change.
7. The new layout is applied to all instances of that type of page.

When you make changes to the default layout of your landing pages, it will not change overwrites you have already made. For example, if you have a landing page using the layout **sale**, if you use the page layout settings menu to change the layout for all landing pages, it will not effect the page using the layout **sale**. Deploying a new bundle will also not effect your existing page layouts.

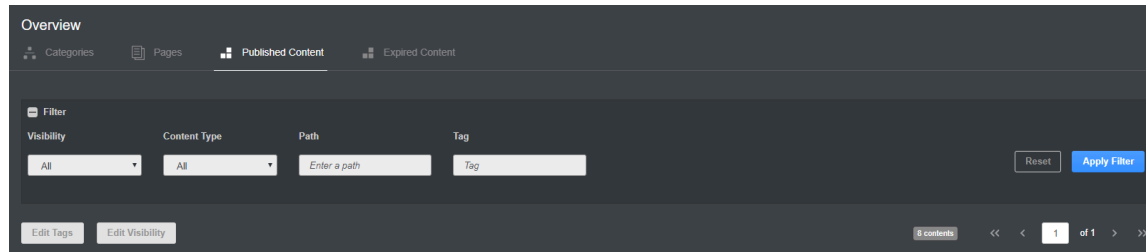
To add more layouts, work with professional services or install the appropriate extension.

Published Content

Applies to: Commerce Web Stores | Site Management Tools

You can perform bulk management of content on the **Published Content** tab in Overview Mode. The content you can manage includes published landing pages and published content on any page. The type of management you can perform includes editing tags and making changes to content visibility.

The Published Content tab is an additional way to manage published content. Content includes HTML, image, text, landing page, or other types of content.



This list lets you view currently published content and pages. This includes both content and pages that are currently visible and those with a future start date. Content is grouped together by URL. The URL is associated with the landing page, category page, content page, or other enhanced page. Each grouping can contain a landing page row and contents row.

There are also different ways you can filter the published content you want to review or edit. This menu gives you three different options to filter content:

- **Visibility** — This lets you filter content by whether they are currently visible on the site or if they have a future start date.
- **Content Type** — This lets you filter content by type, so you can look at just HTML, Image, Text, Page, or other types of content.
- **Path** — This lets you filter by the location or URL of the content.
- **Tag** — This lets you filter by any tags you have associated with your content.

Click **Apply Filter** when you have decided what content you want to review or edit. Click **Reset** to reset the filters and choose another set of values to filter content.

The published content view lets you locate and group content together and apply changes to multiple items at one time. You can add or update tags and edit visibility dates for content and pages. These operations are done separately.

Click **Edit Tags** to edit the tags and save them. Click **Edit Visibility** to edit the visibility dates and save them. Similar to most other content, you must publish the changes before the edits are applied.

There are some situations where the group may not contain a page row because the content is associated with:

- Expired Landing Page
- Deleted Landing Page
- Category Page
- Enhanced Page

For related information, see [SMT Expired Content](#).

SMT Expired Content

This information refers to SuiteCommerce or the 2019.2 release of SuiteCommerce Advanced or greater.

The Expired Content tab lets you manage content that has passed its visibility end dates. In this context, Expired Content are content or landing pages that have exceeded their visibility end date. This tab provides an efficient way to restore or delete expired content.

When managing Expired Content you can:

- Update the visibility dates for content and landing pages
- Permanently delete content and landing pages you do not want to reuse

Similar to the Published Content tab, content is grouped together by the URL. The pages in the content group are listed first, followed by the other types of content. You can select the entire content group by selecting the header, or you can choose individual pieces of content.

Filter and Sort Expired Content

There are many ways for you to filter content:

- **Content Type** — This lets you filter content by type. So you can look at just HTML, Image, Text, Page, or other types of content.
- **Path** — This lets you filter by the location, or URL.
- **Tags** — This lets you filter content by the additional information you used in the tags field.

Click **Apply** to filter content based on the set of values. Click **Reset** to remove the filters or to choose another set of filter values.

Change Visibility of Expired Content

After content expires, it is no longer available to customers. You can easily restore expired content so the content or landing pages display again. When you update the visibility of expired content, you can set the visibility dates to make the content available immediately or in the future.

For example, let's say you created a new landing page for a 30-day sale. When the sale ends, perhaps you haven't reached your sales goals or have leftover inventory you still want to sell at the promotional price. You can now use SMT to quickly make the landing page, and any content for the landing page, available to your customers.

To update visibility dates of expired content:

1. Click **Overview** on the site management toolbar.
2. Click **Expired Content**.
3. Choose the content you want to update, set the new visibility dates, click **Save**.
 - Click **Yes** to save the changes.
 - Click **No** to discard the changes. You are returned to the list with all of the previously selected content.
4. As with most content, you must publish changes before they are applied to the content.
5. Click **Review & Publish Changes**.
6. Select the changes you want to publish. Click **Publish**.

See [Visibility Dates](#).

Delete Expired Content

When content passes the visibility end date, it is no longer visible to your customers. If you have content that is not expired on a landing page that expires, that content is no longer available to your customers.

Lets follow up on the example from changing the visibility dates for deleting expired content. You created a landing page and content for a special sale and now the sale is over. You have no use for the expired content and want to delete from the website.



Important: This permanently deletes the content record from NetSuite. Deleted content is not recoverable.

To delete expired content:

1. Click **Overview** on the site management toolbar.
2. Click **Expired Content**.
3. Choose the content you want to permanently delete and click **Delete**.
 - Click **Yes** to permanently delete the changes.
 - Click **No** to discard the changes. You are returned to the list with all of the previously selected content.
4. If the content is successfully deleted, you will received confirmation message.
5. The content is now deleted.

Theme Customizer

i Applies to: Commerce Web Stores | Site Management Tools

This information refers to SuiteCommerce or the Aconcagua release of SuiteCommerce Advanced or later.

The Theme Customizer lets you make changes to the appearance of your website. The change can be something as simple as applying a new font color and weight for headings. Or, it can be more drastic such as switching to a dark background color and a lighter font. Maybe you simply want to switch to fall colors for the change of seasons. Additionally, the Theme Customizer lets you preview changes before you commit and save them.

Theme Customizer Prerequisites

Your site and theme must meet certain requirements before you can use the Theme Customizer in SMT. There are three requirements for using the theme customizer:

- You must be using version 3 of Site Management Tools.
- You must be on the Aconcagua release of Commerce web stores or later.
- The theme deployed to the site must include elements that can be edited.

More on Themes

The website theme controls the appearance of your site. The theme determines everything from the color of the page background, to the font size and weight, and many other elements. Themes are normally created by web designers or developers and are deployed to your Commerce web store site in NetSuite. When the designer creates the theme, they can specify that certain elements in the theme are customizable. These customizable elements are listed in the side panel when you select the **Theme Customizer** from the **SMT Settings** menu.

As you make changes to these elements they are displayed in real time in the preview pane.

There are several different types of controls for customizing website attributes. The customizable elements, possible values, and types of controls can vary from theme to theme and even for different skins within a theme. If there are attributes, you want to change, but those aren't available, talk to your developer to see if they can change the theme to give you control for more elements. There's even an entire set of documentation just for the developer that tells how to do it. The [Themes](#) topic tells all about it.

Themes with Skins

A theme can include one or more skins. A skin is a group of elements that are designed to compliment each other. You can quickly change the site appearance, simply by choosing a different skin. To select a skin, select it from the **Skin** dropdown list at the top of the Theme Customizer. Selecting a skin causes two things to happen:

1. The site preview updates to reflect the attributes of that skin. The variables are reset to their defaults for each new skin selected.
2. The Theme Customizer displays the customizable attributes for the selected skin.

It is also possible to have a theme with no skins at all. If this is the case, the Skin dropdown list isn't displayed, and the theme customizer shows the customizable attributes for the current theme.

Example: Theme With Multiple Skins

You have a theme named Seasons deployed to your site. This theme includes four different skins:

- Winter
- Spring
- Summer
- Fall

As the seasons change, you choose the corresponding skin. When summer turns to fall, you want your site to mirror the goldenrods, crimsons, and umbers in nature. In the Theme Customizer, you choose the Fall skin. You're happy with most of the elements, but you think the level three headings could be a few sizes larger and a darker shade of red. So in the Theme Customizer, you change the font size and weight for the heading and choose a deeper red. You preview the changes and are happy with the new look, so you save the changes.

Theme Skin Manager

This information refers to SuiteCommerce or the 2019.2 release of SuiteCommerce Advanced or later.

The Theme Skin Manager lets you preview, edit, and manage the currently deployed theme, skins, and customized skins. You can name your customized theme skins to reference and activate them later. This lets you keep the same theme and change the different values in the skin for a sale or season change, while retaining the same overall feel of your site.

The currently active theme has a blue checkmark and the words **Active on site** next to the **Ellipsis**. When you set a theme to active, you are given a confirmation question. If you answer Yes, the skin is live on site immediately. You do not have to publish this change. If you answer No, the skin is not applied.

The Theme Skin Manager gives you multiple options on theme management.

Under theme skins, click the **Ellipsis** on the theme you want to manage, you can copy or preview.

Under customized theme skins, click the **Ellipsis** of the theme you want to manage and perform one of the following actions:

- Set to Active
- Preview
- Copy
- Edit
- Delete

Under the **Theme Skins** subtab, the default skin is the current skin. The default skin and any other skins available under the **Theme Skins** subtab cannot be edited or deleted. You cannot delete a Customized Theme Skin if it is currently the active theme.

To create a Customized Theme Skin:

1. Click **Settings** and click **Themes**.
2. Click the **Ellipsis** of the theme you want to copy and click **Copy**.

3. Click the **Ellipsis** of your copied theme and click **Edit**.
4. The Theme Settings menu displays on the right side of the page. Set the name and all the attributes for your new skin.
5. Click **Save**.

To activate a Customized Theme Skin:

1. Click **Settings** and then click **Themes**.
2. Click the **Ellipsis** of the theme you want to use and click **Set to Active**. This is now the active theme.

To edit a Customized Theme Skin:

1. Click **Settings** and then click **Themes**.
2. Click the **Ellipsis** of the theme you want to edit and click **Edit**.
3. If you are editing the active theme, click **Apply Changes** and the edits are live on the site immediately.
4. If you are editing a theme that is not active, click **Save** to save your edits.

To delete a Customized Theme Skin:

1. Click **Settings** and then click **Themes**.
2. Click the **Ellipsis** of the theme you want to delete and click **Delete**.
3. Click **Yes** to delete the theme. Click **No** to keep the theme.

Commerce Categories in SMT

Applies to: Commerce Web Stores | Site Management Tools

This information refers to SuiteCommerce or the Vinson release of SuiteCommerce Advanced or greater.

[Watch a related video.](#)

Commerce Categories let you to create a hierarchical structure of product categories, subcategories, and products so you can present a well organized catalog of products to your visitors. You can create Commerce Categories in NetSuite or in Site Management Tools. Any categories management you perform in NetSuite is available in SMT, and any categories management you perform in SMT is also reflected on the commerce category record in NetSuite. For information on managing Commerce Categories in NetSuite see the help topic [Commerce Categories](#).

Note: When managing categories through SMT, best practice is to limit the total number of categories to 1,000 or less. Categories in excess of 1,000 can impact performance.

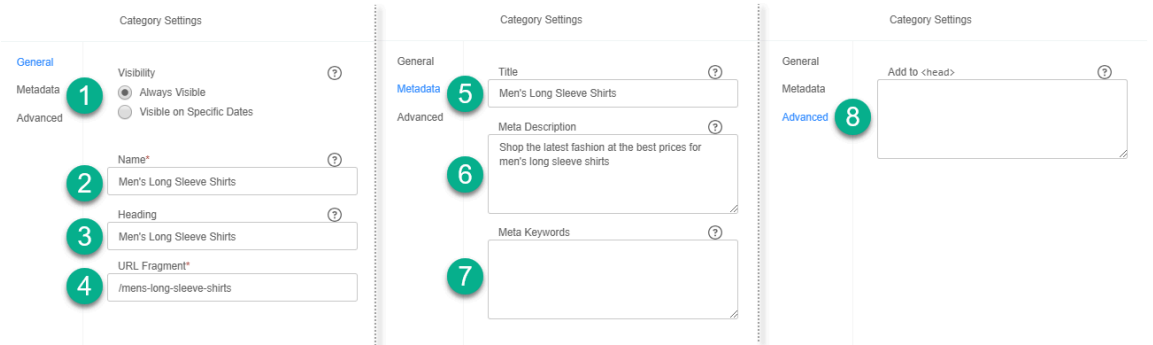
Hiding Empty Categories

This information refers to SuiteCommerce or the 2019.2 release of SuiteCommerce Advanced or greater.

The Hide Empty Category feature dynamically adjusts category navigation based on item availability in the categories and subcategories. By default, this feature is disabled, but can be enabled in NetSuite. See the help topic [Exclude Empty Commerce Categories](#) for information on how to enable and use the feature.

Category Pages

When you create categories with SMT, a category page is created. This page lists the products and subcategories that are assigned to the category. Similar to landing and enhanced pages, a category page lets you set the page attributes, including name, heading, path, title, meta description, addition to <head>, and meta keywords. These settings are displayed in the **Category Settings** in the side panel. The following screenshot shows each of the three category settings subtabs.



1 – Visibility	<p>Here you can set the visibility options.</p> <ul style="list-style-type: none">Always visible.Visible on a certain date and time and expires at a certain date and time.Visible on a certain date and time and does not expire. <p>See Visibility Dates.</p>
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2 – Name	This field lets you specify the name for the category. The name identifies the category in NetSuite and can also be used in category navigation.
3 – Heading	The heading is displayed at the top of the category page if the page template file supports it.
4 – URL Fragment	The URL Fragment specifies the section of the URL that is used to go to the category page. The full category page URL is a concatenation of the domain, any parent URL fragments, and the URL fragment you specify here.
5 – Title	The Title field specifies the value to set for the <code><title></title></code> element for the page.
6 – Meta Description	The description you enter here is an important Commerce web store consideration. It is normally the description that is included on search results pages. The description is set as the value for the content attribute for the meta description element for this category page.
7– Meta Keywords	This field specifies the value to populate the content attribute of the meta keywords element on the category page.
8 – Add to <head>	The Add to <head> field lets you specify code such as HTML, CSS, or javascript to include between the <code><head></head></code> tags on this category page.



Important: Unlike content and pages, Commerce Categories are always in a published state and are displayed to visitors based on the visibility options you specify for the category.

For more information about Commerce Categories, see the following:

- [Enable Commerce Categories](#)
- [Create a Commerce Catalog](#)
- [Manage Categories and Subcategories](#)
- [Manage Categories and Subcategories with Overrides](#)
- [Manage Item Category Assignment and Order](#)

Enable Commerce Categories

Before you can manage categories with SMT, you must first enable the Commerce Categories feature in NetSuite. See the help topic [Enable Commerce Categories Feature](#).

Create a Commerce Catalog

The catalog is the highest level of organization for categories. Before you can create any categories for a site, you must first create a catalog to assign the categories to. Each website can have only one catalog. Commerce catalogs are created in NetSuite at Lists > Web Sites > Commerce Catalogs. See the help topic [Set Up Commerce Catalog](#).



Note: If you attempt to create a category and no catalog yet exists for the site, a new default catalog is automatically created for you.

Manage Categories and Subcategories

Category management is available while editing published content or adding new content. Management activities include the following:

- [Visibility Dates for Categories](#)
- [Add a Commerce Category](#)
- [Add a Subcategory](#)
- [Edit Category Settings](#)
- [Move a Category or Subcategory](#)
- [Copy a Subcategory](#)
- [Hide a Category](#)
- [Remove a Subcategory from a Parent Category](#)
- [Delete a Category](#)

Visibility Dates for Categories

This information refers to SuiteCommerce or the 2018.2 release of SuiteCommerce Advanced or greater.

Content Visibility for Commerce Categories lets you specify when a category and the items assigned to it are available and displayed on the site. See [Visibility Dates](#).

Example:

You have a spring sale in March. You want this category and the items associated with it to display only in March. You create a Commerce Category named **Spring Sale** and set the visibility start date and time to March 1 at 12:00 am and the visibility end date and time to March 31 at 11:59 pm.

After you create the category, you add items that you want to include in the sale. When you finish adding items, you go to the **Review & Publish Changes Mode** to publish the Spring Sale category. The category and items associated with the category display only during the date range you specified.

Other factors can impact how items display outside of this category. See the help topic [Item Availability](#). Here are some examples of how when items are displayed:

- If an item is assigned only to a category that has a future start date, the item will not display until the start date.
- If an item is assigned only to a category that has passed its end date, the item will not display.
- If an item is assigned to a category that has a future start date and a past end date, but it is also assigned to a different category that is visible, the item is accessible through that category and also through search.

Add a Commerce Category

SMT enables you to add new Commerce Categories. Any category you add through SMT creates a new commerce category record in NetSuite.

To add a category:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. Click **New Category**. This displays the category settings in the side panel.
4. Enter the following information on the **General** subtab:
 - Visibility preferences. See [Visibility Dates](#).
 - Name

- Heading
 - URL Fragment
5. Click the **Metadata** subtab and enter the following information:
 - Title
 - Meta Description
 - Meta Keywords
 6. Click the **Advanced** tab and enter HTML code to include in the `<head>` area of this category page.
 7. Click **Save**.


For more information on category settings, see [Category Pages](#).

Add a Subcategory


You can add a subcategory to a parent category to provide more granular organization of items in that branch of the category hierarchy. A subcategory can have multiple subcategories of its own. Additionally, you can associate the same subcategory with multiple parent categories. For example, you may have **Backpacks** as a subcategory under **Kids** and also as a subcategory under **Back to School**. To have the same subcategory under multiple parent categories, add the subcategory to the first parent category and then associate it with the additional parent categories.

To add a subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. Point to a category or subcategory row, and then click **Add Subcategory**, denoted by the **+**.

 **Note:** You can also add a subcategory by selecting **New Subcategory** on the More Actions menu, denoted by the ellipsis.


4. Enter the following information on the **General** subtab:
 - Visibility preferences. See [Visibility Dates](#).
 - Name
 - Heading
 - URL Fragment
5. Click the **Metadata** tab and enter the following information:
 - Title
 - Meta Description
 - Meta Keywords
6. Click the **Advanced** tab and enter HTML code to include in the `<head>` area of this category page.
7. Click **Save**.

 **Note:** You can also create a subcategory by moving a root level category to a subcategory position in the hierarchy tree.

Edit Category Settings

SMT lets you edit a category to change its settings, including:

- Visibility preferences. See [Visibility Dates](#).
- Name
- Heading
- URL Fragment

 **Warning:** Changing the URL fragment also changes the URL used to access the page. This can result in broken links and page not found errors. So, remember to create a redirect and update any hypertext links that might point to this page. See the help topic [SEO and Redirects](#).

- Meta Description
- Meta Keywords
- Add to <head>

Any changes you make in SMT are reflected on the commerce category record in NetSuite.


To edit a category or subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the category and click **Edit**. You can also click the ellipsis and select **Edit Settings** from the More Actions menu.
4. Edit the settings.
5. Click **Save**.

Move a Category or Subcategory

SMT lets you move and reorder categories in the category list. This includes:

- Moving a root level category to a subcategory position under a different root level category
- Moving a subcategory to a root level category position
- Reordering categories and subcategories

 **Warning:** Moving a category changes the URL used to access that page and any pages below it in the hierarchy, including item detail pages. This can result in broken links and page not found errors. So remember to create the appropriate redirects and update any hypertext links. See the help topic [SEO and Redirects](#).


Here are some things to keep in mind when moving categories:

- You cannot move a subcategory to a root level position in the category hierarchy if a copy of the subcategory exists somewhere else in the hierarchy tree.
- You cannot make a subcategory a subcategory of itself.

To move a category or subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, point to the category you want to move and click the ellipsis to display the **More Actions** menu.
4. Click **Move**.

5. In the category list, point to the location where you want to move the category. A drop indicator marks the location where you can place the category. Click the indicator to move the category to the new location.

 **Note:** If you want to move a category to a subcategory location, expand the parent level category and then click the subcategory position where you want to drop the category.

6. Click **Save**.

Copy a Subcategory

Copying a subcategory lets you associate the subcategory with other parent categories. Copying a category does not create a new commerce category record, instead it creates a new association between the subcategory and another parent category.

To copy a category or subcategory:


1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the subcategory you want to copy. Click the ellipsis to display the **More Actions** menu.
4. Click **Copy**.
5. Expand the parent level category where you want to copy the subcategory and click the location where you want to place the copy.
6. Click **Save**.

Hide a Category

Hiding a category makes it inaccessible to visitors. When hidden, the category does not show in the Commerce web store category navigation, and it is not available via direct link. You cannot hide a category if it exists in multiple locations in the category hierarchy.

To hide a category in the site:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the category you want to hide and click the ellipsis to display the **More Actions** menu.
4. Click **Hide in Site**.

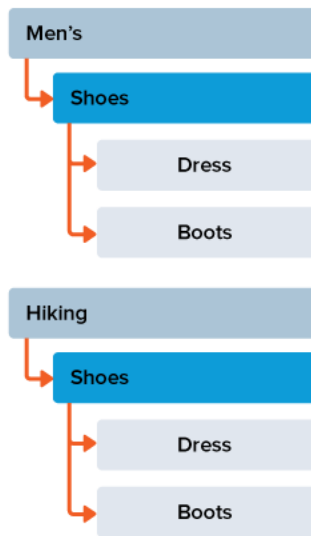
 **Note:** When a category is set to not display in the site, the **hidden** icon displays in the Status column.

To display a hidden category in the site:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the category you want to display, and click the ellipsis to display the More Actions menu.
4. Click **Display in Site**.

Remove a Subcategory from a Parent Category

When you have a subcategory assigned to more than one parent category, you can use the **Remove From Parent** menu option to sever the relationship between the subcategory and the parent category. When removing a category from a parent, there are some situations to be aware of, specifically when the subcategory is nested several levels below the root category and the same subcategory structure exists for multiple root level categories. Consider the following category hierarchy:



In this example the root level categories are **Men's** and **Hiking**. The category structure beneath the root level categories are the same:

- /shoes/dress
- /shoes/boots

If you remove the subcategory **Dress** in the **Hiking** category branch of this hierarchy, it is also removed from the **Men's** category branch of the hierarchy. This occurs because the subcategory **Dress** has the same parent category of **Shoes** assigned to it.

To prevent the category from being removed from the **Men's** branch of the category tree, you can create a new level two category and name it **Men's Shoes**. You can then move the **Dress** and **Boots** subcategories to the newly created **Men's Shoes** category. You can then remove the **Dress** subcategory from the **Hiking** branch and not affect the men's branch.

Note: The **Remove From Parent** option is not available if a subcategory is assigned to only one parent category. In this instances you can use the **Move** option to move the category to a root level category or to a subcategory position under a different parent category. If the category is no longer needed, then you can delete it or you can use the **Hide in Site** option to leave the subcategory assignment unchanged but make the subcategory unavailable on the website.


To remove a subcategory from a parent:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the subcategory you want to remove from the parent and click the ellipsis to display the **More Actions** menu.

4. Click **Remove from Parent**.
5. Click **OK** on when asked if you want to remove from the parent.

Delete a Category

Deleting a category removes it, and it can no longer be used. Delete a category only when you are certain that you no longer need it. You cannot delete a category if it has any subcategories assigned to it. To delete the category you must first delete or move its subcategories. You can delete a category if it has items assigned to it. If you delete a category with items, only the category is deleted. The items are not.

 **Warning:** When you delete a subcategory it is deleted from all parent categories to which it is assigned. If you want to remove the category from only one parent, then use the **Remove From Parent** option instead. See [Remove a Subcategory from a Parent Category](#).

If you want to prevent the category from displaying, but do not want to delete it, you can hide it in the site, see [Hide a Category](#). You can also prevent a category from displaying on the site by making it inactive. You can make a category inactive by selecting the **Inactive** box on the Commerce Categories page at Lists > Web Sites > Commerce Categories in NetSuite. For more information on making a category inactive, see the help topic [Commerce Categories](#).

To delete a category or subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, go to the category you want to delete and click the ellipsis to display the **More Actions** menu.
4. Click **Delete**.
5. Click **OK** when asked to confirm the deletion..

Manage Categories and Subcategories with Overrides

Subcategories can be defined to override default category record values. For example, you may have a subcategory that is assigned to two different parents and you want to use one page title when accessed through one parent category and a different page title when accessed through a different parent category. When editing a subcategory that exists in two or more locations in the category hierarchy, the **More Actions** menu includes a menu option to **Edit Category Overrides**. Clicking this button lets you override default subcategory settings.

Any changes to category override values are stored in the category record in NetSuite. For more information on overrides, see the help topic [Create Subcategories for a Commerce Category](#).

Manage Item Category Assignment and Order

Site Management Tools enables you to assign items to categories and subcategories and manage items assigned to categories. This includes:

- Adding new items to the category
- Changing the order of items
- Removing the items from a category

Any item management you perform in SMT is reflected on the **Items** subtab of the commerce category record in NetSuite. Likewise, any item management you perform in NetSuite is reflected in SMT.

See the following help topics for more information on managing item category assignments:

- [Assign Items to a Category or Subcategory](#)
- [Edit Items Assigned to a Category](#)

Assign Items to a Category or Subcategory

When you assign an item to a category you establish a relationship between the category and that item. A visitor browsing a category is presented with the items assigned to that category. Additionally, an item can be assigned to multiple categories. For example, a child's backpack can be assigned to **/kids/backpacks** and also to **/backtoschool/bargains**. This helps increase visibility of items and makes it easier for visitors to find what they're looking for.

Item category assignments that you create with SMT are reflected on the **Items** subtab of the commerce category record in NetSuite. Likewise, any item category assignments you make on the **Items** subtab of the commerce category record are reflected in SMT.

Note: When you assign items to a category and save the record, it may take several minutes for the items to be displayed in the SMT category preview and also in the category item list on the site. This delay is expected behavior and occurs because the search index is rebuilt when you add or change an item category assignment.

To assign items to a category or subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, the Items column reports how many items are assigned to the category. Click the icon in this column to add items. This displays the side panel.
4. Click **Add Items**.
5. Enter keywords in the search field to search for the items you want to add. The system locates items that match the keywords and lists them below the search field.

Note: To filter the list to only those items not already assigned to the category, click the **Hide items already in category**.

If you enter no keywords and press the enter key, then all web store items are returned in the search list.


6. Select the items to assign to this category:
 - To add only one item, click and drag the item from the item search list to the assigned items list.
 - To add multiple items, click each item in the search list that you want to assign to the category. When you click an item a check mark is displayed to the left of the item image to indicate that it is selected. Drag the selected items from the search list to the assigned items list.

Note: When you drag an item from the search list to the assigned items list, you can specify its placement in the assigned items list by dropping it at the location where you want it. A drop indicator lets you know where the item will be placed when you drop it. You can reposition items in the list in add mode by clicking the up or down arrow for the item you want to move.

7. When you finish adding items, click **Save**.

Edit Items Assigned to a Category

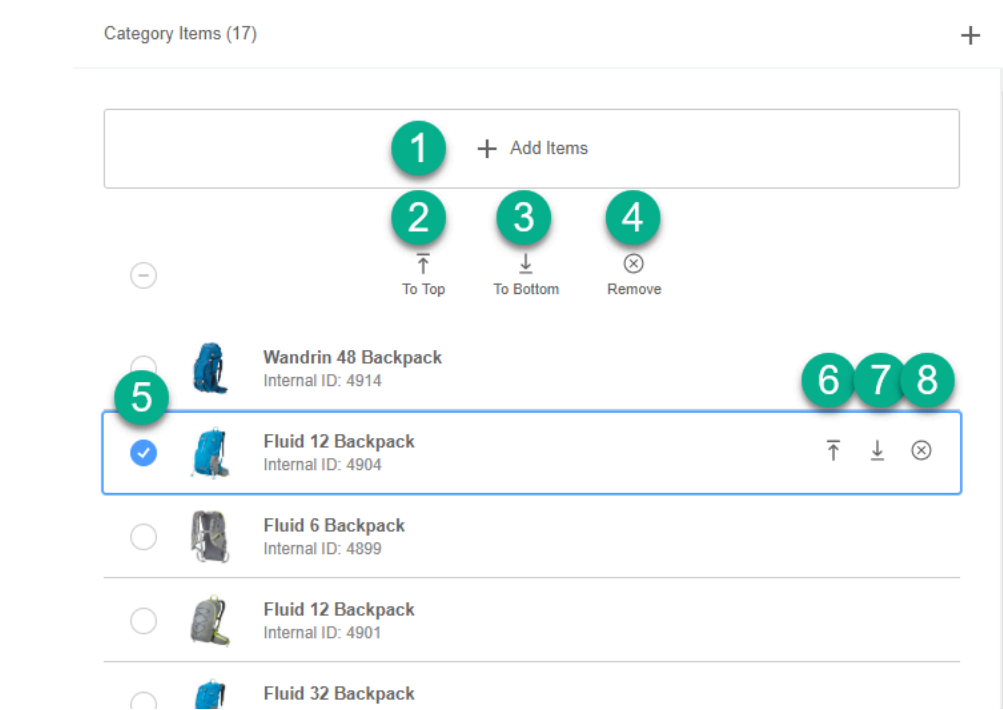
You can edit items that are assigned to a category to reorder items, remove an item, or add new items. You can perform these actions for a single item or for a group of selected items. Any changes you make to the items are reflected on the **Items** subtab of the commerce category record in NetSuite.



Note: When you assign items to a category and save the record, it may take up to 5 minutes or more for the items to be displayed in the SMT category preview and also in the category item list on the site. This delay is expected behavior and occurs because the search index is rebuilt when you add or change an item category assignment.

To manage items in a category or subcategory:

1. Log in to SMT.
2. Click **Overview Mode** on the toolbar.
3. In the category list, locate the category for which you want to manage items and click the icon in the Items column. This displays the assigned items list in the side panel.
4. Click **Edit** to display the **Edit Category Items** panel.



1 - Add Items	Click this button to add new items to the category.
2 - Move Selected to Top	Click this button to move all of the selected items to the top of the list.
3 - Move Selected to Bottom	Click this button to move all of the selected items to the bottom of the list.
4 - Remove Selected Items	Click this button to remove all of the selected items from the category.
5 - Select Item	Click an item to select it. When an item is selected a check mark is displayed to the left of the item name. You can select multiple items by clicking each item. To remove the selection, click the item again.

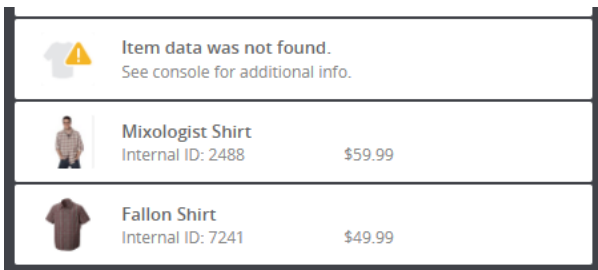
6 - Move Item Up	This button is displayed to the right of each item when you point to that item in the list. Click the button to move the item up one position in the list.
7 - Move Item Down	This button is displayed to the right of the item name when you point to an item. Click the button to move the item down one position in the list.
8 - Remove Item	This button is displayed to the right of the item name when you point to an item. Click the button to remove the item from the category.

In addition to using the move item buttons in the item list, you can also drag and drop items to order them. To move an item, click the item and drag it to the order where you want to place it. The list displays a drop indicator to let you know where the item will be placed when you drop it.

5. Click **Save**.

Commerce Categories Item Data Was Not Found Warning

When managing category item assignments in Site Management Tools, you might see an item that is unavailable and represented by a place holder with a message that states **Item Data was not found**.



This can occur when something about the item changed after its initial category assignment. Two examples of when this might occur include:

- [Item Set to Not Display in Web Store](#)
- [Item Record in a State that Cannot be Displayed](#)

You can view the browser console for additional information about the missing item. See [Resolve an Unavailable Category Item](#).

Item Set to Not Display in Web Store

The website setup record determines if an item is displayed in the web store. However, if the **Display in Web Store** box is cleared after an item is assigned to a category, you receive the **Item data was not found warning** in the category's item assignments. You have two options for correcting this:

- If the item is still valid and should be displayed in the web store, edit the item record and select the **Display in Web Store** box on the **Web Store** subtab. See [Resolve an Unavailable Category Item](#) for help on locating the item.
- If the item should not be displayed in the web store, delete the item from the category.

Item Record in a State that Cannot be Displayed

If the item record is set to display in the web store, but you still receive the **Item data was not found** warning in the category item list, it is possible that some other change to the item record has rendered it unavailable. If this happens, try the following:

- Review the item record to see if you can find and correct an issue with the record. See [Resolve an Unavailable Category Item](#) for help on locating the item.
- Remove the item from the category and add it back.



Note: You can see a history of changes made to an Item Record on the record's **System Information** subtab.

Resolve an Unavailable Category Item

When you receive the **Item data was not found** warning you can find more information about the item and the warning in the browser console. In the following example from a console log, you see the message that **The specified items are not currently set to Display in Store**. The items array in this message lists the internal ID of three items that cannot be displayed in the store.

```

2 ▶ Using application.getCart is deprecated! shopping.is?t=1507574083965:20
  cms-admin.js:6
▼ Object
  abstract: "The specified items are not currently set to "Display in Store"."
  details: "This could be due to your store's "Out of Stock" behavior, an issue with the item's configuration, or a search index that is out of date."
  ▶ items: (3) [2466, 2431, 2599]
  ▶ __proto__: Object

```

In this example the Internal IDs are 2466, 2431, and 2599. After you have the Internal ID of the items that are not displaying in SMT, you can perform an advanced search against the item records and filter for the internal IDs. You can then inspect the item record to determine the problem and take corrective action.

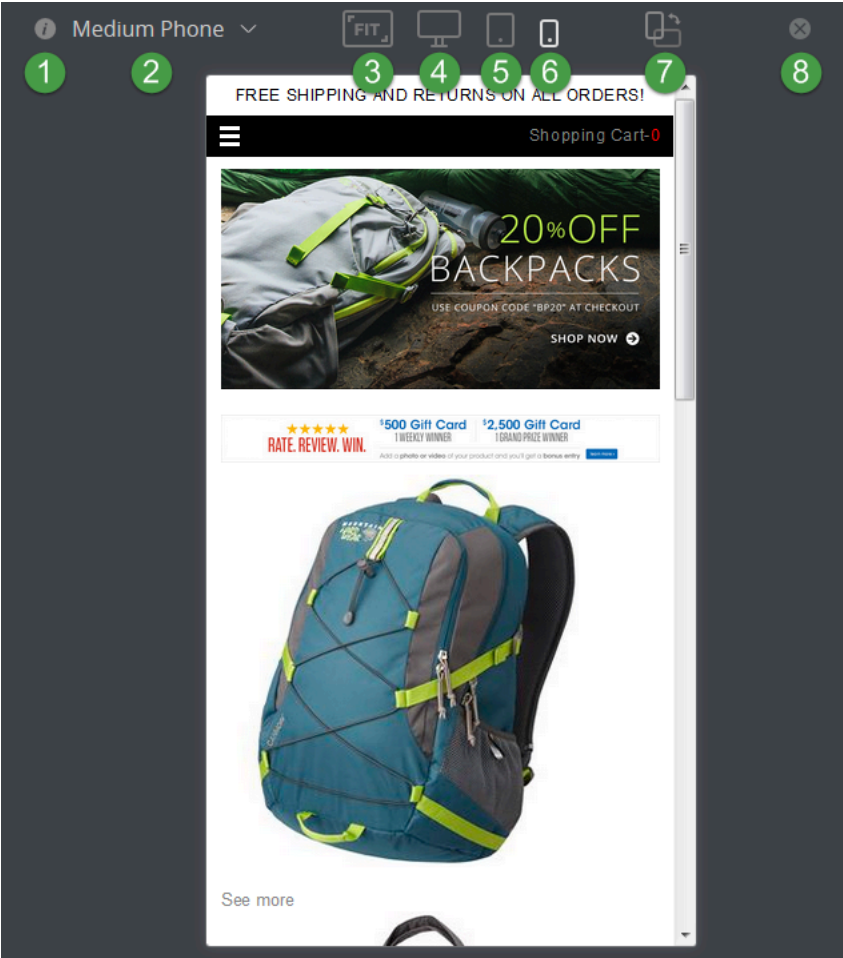
Preview Screen Sizes

Applies to: Commerce Web Stores | Site Management Tools

Visitors to your site can use any number of devices such as smart phones, tablets, laptop computers, or desktop computers. The Site Management Tools Preview Screen Sizes feature lets you quickly simulate and preview how your site is displayed on different devices and screen sizes. This enables you to see the site as your customers see it on their various devices.

Click **Preview Screen Sizes** on the toolbar to enter screen size preview mode. Preview Screen Sizes is available only when editing or previewing the site.

The following screenshot illustrates preview mode for a medium phone.



1 – Information	Point to the information icon to see the details of the currently selected display option. Displayed information includes display orientation, width, and height. This is not available for the fit preview option.
2 – Preview Size	The Preview Size dropdown list lets you choose the preview dimensions for the currently selected device type.
3 – Fit	Fit automatically sizes the preview to the dimensions of the current browser window.

4 – Desktop	The desktop button lets you preview the site on common desktop display sizes.
5 – Tablet	The tablet button lets you preview the site on common tablet screen dimensions.
6 – Phone	The phone button lets you preview the site on common smart phone screen dimensions.
7 – Screen Orientation	The orientation option is available for tablet and phone preview. Clicking the button toggles between landscape and portrait orientations.
8 – Exit	Click exit to close device preview mode.

Device preview options include **fit** to current window, **desktop**, **tablet**, and **phone**. Each device preview option provides you with common dimensions for the type of device. For example, you can preview how the site would look on a small smart phone with screen dimensions of 320 x 480 pixels or on a larger smart phone with screen dimensions of 414 x 736.

Standard preview devices and display sizes include:

- Fit: preview the site based on the current browser window size.
- Desktop
 - Small: 1366 x 768
 - Medium: 1280 x 1024
 - Large: 1920 x 1080
- Tablet
 - Small: 768 x 1024
 - Medium: 800 x 1280
 - Large: 1024 x 1366
- Phone
 - Small: 320 x 480
 - Medium: 375 x 667
 - Large: 540 x 960

If you want to preview the site for a device size that is not defined, you can create custom preview sizes by adding the dimensions to the adapter file. See the help topic [SMT Custom Preview Screen Sizes](#).

Portrait and Landscape Preview Modes

When you preview the site for tablet or phone, you also have the option to change the orientation. The rotate button on the preview toolbar lets you toggle the display between portrait and landscape orientations.

The rotate option is not available for the desktop preview. If you need to preview the desktop in portrait mode, you can define a portrait oriented desktop option in the adapter file. The following sample code illustrates this type of custom display option:

```
desktop: [{
  name: 'Portrait',
  width: 768,
  height: 1024
}]
```

Site Navigation in Preview Mode

Site navigation is fully functional while previewing screen sizes. However, if you attempt to follow a link that it is not on your domain, you are redirected to your site, and a message displays that navigating away from the site is not supported while editing the site.

Content and SEO

Applies to: Commerce Web Stores | Site Management Tools

Content you add with Site Management Tools can impact your site's search engine ranking. Follow the best practice guidelines detailed here to optimize the content for search engines. These search engine optimized pages can lead to a higher search engine ranking. SEO considerations include:

- [Image Content SEO](#)
- [Merchandising Zone SEO](#)
- [Enhanced and Landing Page SEO](#)
- [Text Content SEO](#)

Image Content SEO

When you create images to add as content, give the images descriptive file names so search engines can determine the nature of the image. A file named **image0012.png** reveals nothing about the image, but **hockey_helmet.png** is more than a filename. It is also a description of the image. This descriptive file name gives the search engine more information about your site.

When adding an image with SMT, always add alternate text. Since alternate text is used by screen readers and is displayed when the image cannot be displayed, the alternate text should say something about or describe the image.

You enter the alternate text in the **Alternate Text** field in the **Image Settings** in the side panel. These settings are displayed when you add new image content or edit existing image content.

The default image template file contains the following code that places alternate text on the page. This same code also constructs the image source attribute that places the image filename on the page. So you see how the descriptive file name and alternate text provide valuable information for search engines.

```
 if (data.fields.string_alt) { %> alt="%- data.fields.string_alt %%">
} %> data-loader="false"/>
```

See the help topic [image_default.txt](#) for the full default image template.

If you customize the image template file, be sure to include the alternate text attribute.

Do not use overly large images that can slow down page load times. Size the images to fit within the areas where you place them. If you have an image you want to place in a large area and also use as a thumbnail in a small area, then use two different images of the appropriate size for the areas. Do not place the large image in the small area and allow it to be re-sized automatically.

Merchandising Zone SEO

The default merchandising zone template is configured to use URL components when constructing hypertext links to items. The URL component is set on the item record in NetSuite. Use a descriptive URL component helps promote SEO of any page that includes a merchandising zone.

The merchandising zone template also includes the alternate text attribute for images in the item record. So setting the alternate text for each image on the item record also helps with SEO.

As with images you add with SMT, using descriptive file names for the images attached to item records further promotes SEO of the page. In the following sample from the default merchandising zone

template, you see where the item URL, the image file name, and the alternate text are all used to construct an individual item in the merchandising zone.

```
<% var item_url = '/' + item.urlcomponent; %>
<div class="item-cell item-cell-grid">
  <a class="thumbnail" href="<%= item_url %>">
    ">
  </a>
  <h5><a href="<%= item_url %>"><%= item.name%></a></h5>
```

See the help topic [merchzone_default.txt](#) for the full default merchandising zone template.

Enhanced and Landing Page SEO

SEO related attributes for landing and enhanced pages are set when you create the page. These attributes include:

- URL for Landing Page
- Page Title
- Meta Description
- Meta Keywords

See [Pages in SMT](#).

Text Content SEO

There are many SEO general best practices for text on your website pages. These include not only the position of the text on the page, but also the keywords you use in the text, formatting such as heading levels, and hypertext links to other important pages. There are numerous resources available for these general best practices, so those are not detailed in this document.

SMT NetSuite Records

① Applies to: Commerce Web Stores | Site Management Tools

NetSuite records provide the ability to view and manage records in the NetSuite interface. Adding, editing, and deleting these records with SMT changes the content records in NetSuite.

CMS Records

When you add new content and publish it using SMT, the content is saved as a NetSuite record. These custom records contain specific details about how and where the information is displayed on the site. This information includes visibility date and times, area scope, area name and several other elements regarding the content.

See the help topic [CMS Records for SMT](#).

CCT Records

SMT Custom Content Type gives developers the ability to create custom website applications or features. These are enabled and managed using SMT. There are many activities needed to create custom content types and then you implement these in your Commerce web store using best practices.

See the help topic [Custom Content Type](#).