

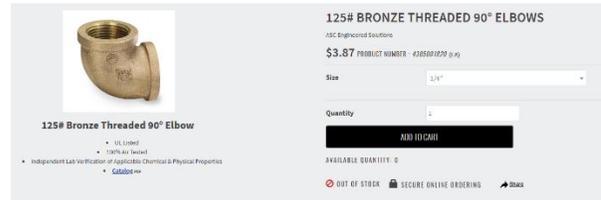
Adding Product Code Attributes

This guide explain the basics of product attributes and how to both manually add and import attributes to your ecom site.

Types of Product Attributes

Type: User Defined

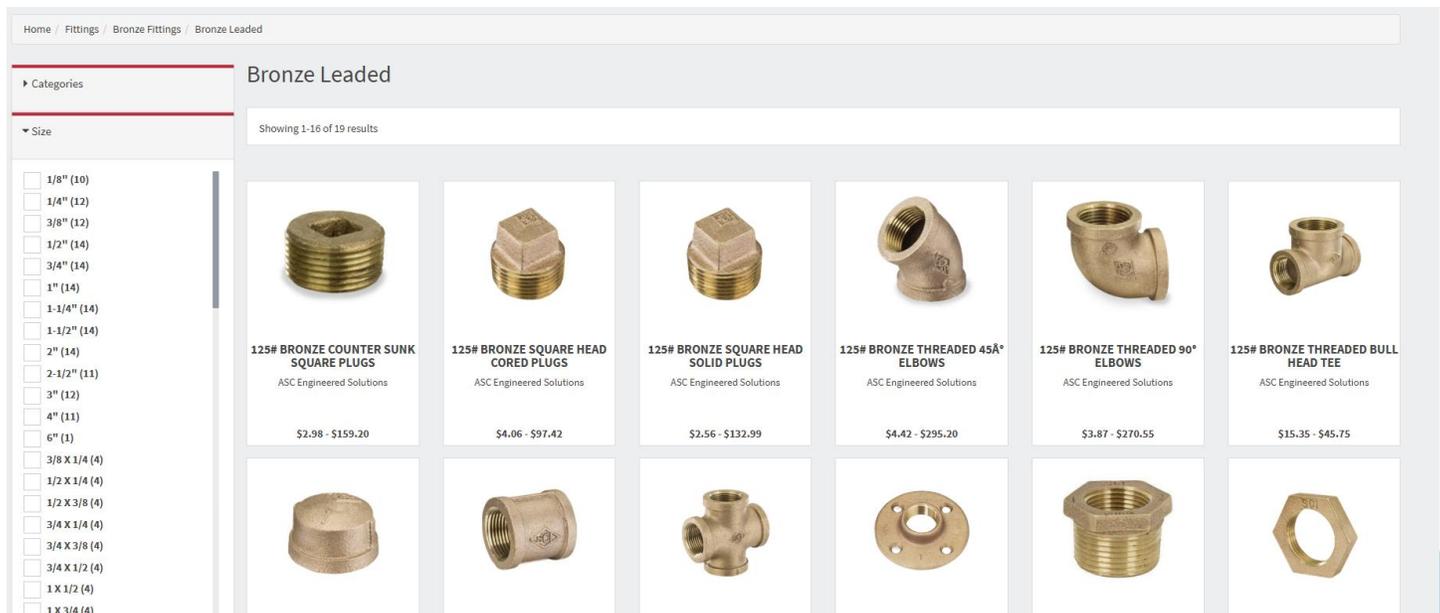
Enables you to add multiple products/assets to a single product code page, and offers the user a drop down menu on the product code page to select which asset to add to cart.



In this case, there is one product code page with multiple assets assigned to it. Each asset has an attribute assigned to it, so when a user selects a size, the price and item product number are updated automatically.

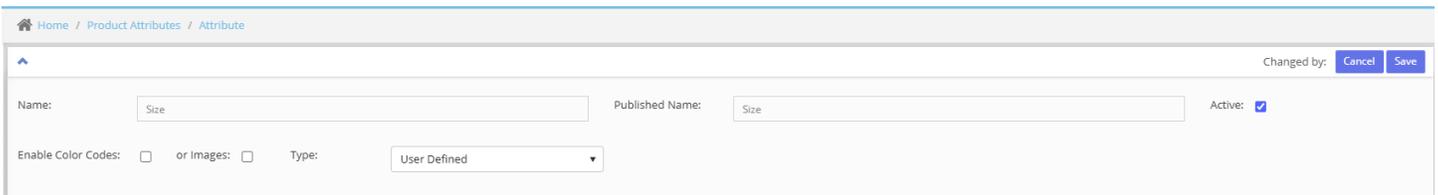
Type: Filter and Info

Enables the user to filter products by attribute via left-navigation on a category or sub-category screen while also hiding the user defined attribute from the product code pages.



Manually Adding User Defined Attributes

1. Click **Product Attributes** from the Menu on the Left
2. You can search (by status) for Active or Inactive Product Attributes to edit/delete.
3. Click **Add** to Create a new attribute
4. Fill out **Name** and **Published Name**. These are typically the same and for this example we will use the name "Size". Make sure the **Type** is set to **User Defined** and that the active checkbox is checked. Click **Save**.



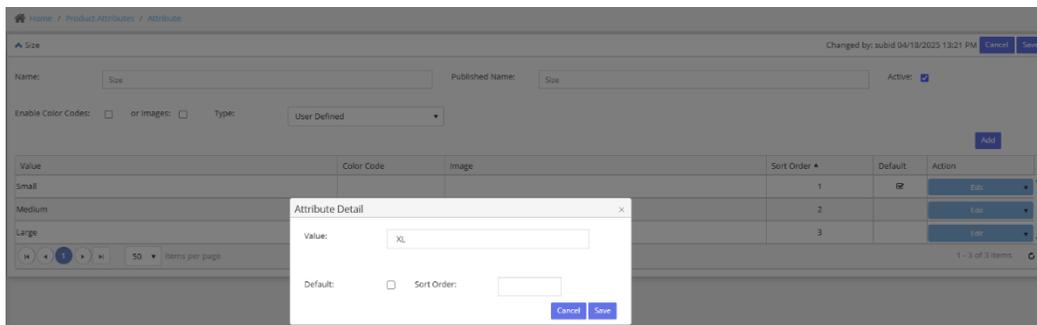
Home / Product Attributes / Attribute

Changed by: [Cancel](#) [Save](#)

Name: Published Name: Active:

Enable Color Codes: or Images: Type:

5. Click **Add** to add each size attribute. You can leave the Sort Order blank when typing in each value, for each new attribute. The software will automatically number them. You can rearrange these in any order you want. Click **Save** in the top right corner when you are finished adding all attribute values.



Home / Product Attributes / Attribute

Size

Changed by: subid 04/18/2025 13:21 PM [Cancel](#) [Save](#)

Name: Published Name: Active:

Enable Color Codes: or Images: Type:

[Add](#)

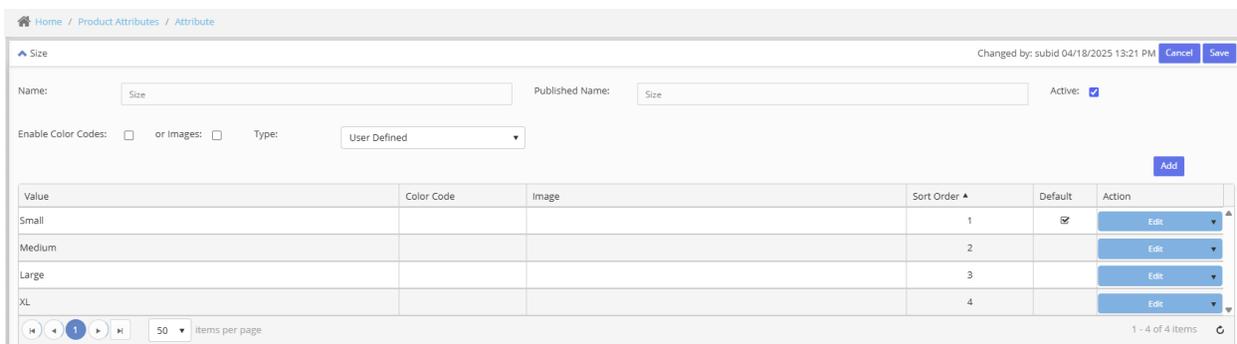
Value	Color Code	Image	Sort Order	Default	Action
Small			1	<input checked="" type="checkbox"/>	Edit
Medium			2	<input type="checkbox"/>	Edit
Large			3	<input type="checkbox"/>	Edit

Attribute Detail

Value:

Default: Sort Order:

[Cancel](#) [Save](#)



Home / Product Attributes / Attribute

Size

Changed by: subid 04/18/2025 13:21 PM [Cancel](#) [Save](#)

Name: Published Name: Active:

Enable Color Codes: or Images: Type:

[Add](#)

Value	Color Code	Image	Sort Order	Default	Action
Small			1	<input checked="" type="checkbox"/>	Edit
Medium			2	<input type="checkbox"/>	Edit
Large			3	<input type="checkbox"/>	Edit
XL			4	<input type="checkbox"/>	Edit

[Add](#)

- Click the Product Codes menu item on the left and navigate to a product code page with multiple assets.

You can see below we have multiple assets assigned to this product code page. If you need to add more assets, click the Not Assigned radial button and search for the asset to add and then click assign.

ERP Product	ERP Description	ERP Prod Category	ERP Prod Class	Default	Action
66516	GLOVES POWDER FREE NITRILESMALL 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES	R	<input checked="" type="checkbox"/>	Edit Product Detail
66517	GLOVES POWDER FREE NITRILEMEDIUM 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES	R	<input type="checkbox"/>	Edit Product Detail
66518	GLOVES POWDER FREE NITRILELARGE 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES		<input type="checkbox"/>	Edit Product Detail
66519	GLOVES POWDER FREE NITRILEXTRA LARGE 7 MIL 100/BOX BLK	DISPOSABLE GLOVES		<input type="checkbox"/>	Edit Product Detail

- Click the **Attributes Tab** and search for the name you assigned the attribute set.
- Click **Assign**. Once clicked, the attribute will disappear from the Not Assigned view, and you'll need to click the Assigned radial button to view/confirm the attribute has been assigned to this page.

Attribute Name	Published Name	Type	Action
Size	Size	User Defined	Assign

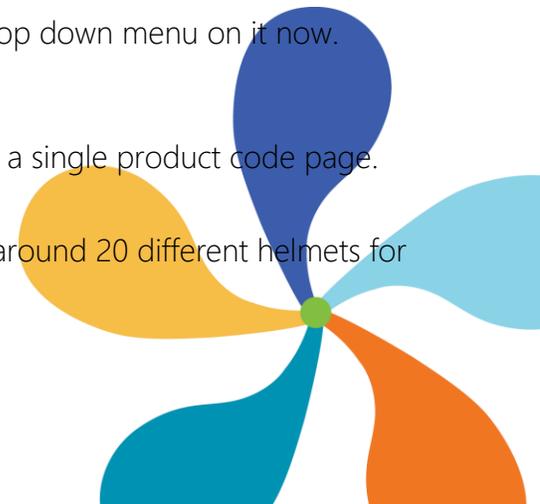
- Click the **Attributes Values Tab** and select an attribute value for each asset in the far right column.

ERP Product	ERP Description	Image	Size
66516	GLOVES POWDER FREE NITRILESMALL 7 MIL 100/BOX BLACK	View View	Small
66517	GLOVES POWDER FREE NITRILEMEDIUM 7 MIL 100/BOX BLACK	View View	Medium
66518	GLOVES POWDER FREE NITRILELARGE 7 MIL 100/BOX BLACK	View View	Large
66519	GLOVES POWDER FREE NITRILEXTRA LARGE 7 MIL 100/BOX BLK	View View	Extra Large

- Save and Publish** the Product Code Page. You can view the new drop down menu on it now.

Note: You may add more than one user defined set of attributes to a single product code page.

For Example: This business wants one product code page that has around 20 different helmets for rent attached to it. Each helmet is a different size and color.



Product Code: Title:

Category: [Clear Category](#)

Template: Related To Rental Type: Rental Active: Related Product Sort Order:

Marketing Highlight:

[Description](#) [Left Description](#) [Rental Assets](#) [Attributes](#) [Related Products](#) [SEO](#) [Page Tabs](#) [Groups](#) [Publish History](#) [Images](#) [Attributes Values](#)

Search for Attributes... [Search](#) Not Assigned Assigned

Attribute Name	Published Name	Type	Action
Size	Size	User Defined	Unassign
Color	Color	User Defined	Unassign

10 items per page 1 - 2 of 2 items

[Description](#) [Left Description](#) [Rental Assets](#) [Attributes](#) [Related Products](#) [SEO](#) [Page Tabs](#) [Groups](#) [Publish History](#) [Images](#) [Attributes Values](#)

Asset Master ID	Asset Master Description	Image	Size	Color
32	Helmet and Goggles Black SML YTH		Youth - Small	Black
27	Helmet and Goggles Black MED YTH		Youth - Medium	Black
17	Helmet and Goggle Black 2XL		Adult - 2XL	Black
18	Helmet and Goggle HI Vis 2XL		Adult - 2XL	High Visibility
19	Helmet and Goggles White 2XL		Adult - 2XL	White

When the second attribute value does not contain any assets that are also tagged with the first selected attribute value, it will be greyed out (and vice versa).

HELMET & GOGGLES

Please Select a Product

Size:

Color:

Quantity:

Begin:

Availability:

Estimated Cost:

HELMET & GOGGLES

Please Select a Product

Size:

Color:

Quantity:

Begin:

Availability:

Estimated Cost:

HELMET & GOGGLES

Please Select a Product

Size:

Color:

Quantity:

Begin:

Availability:

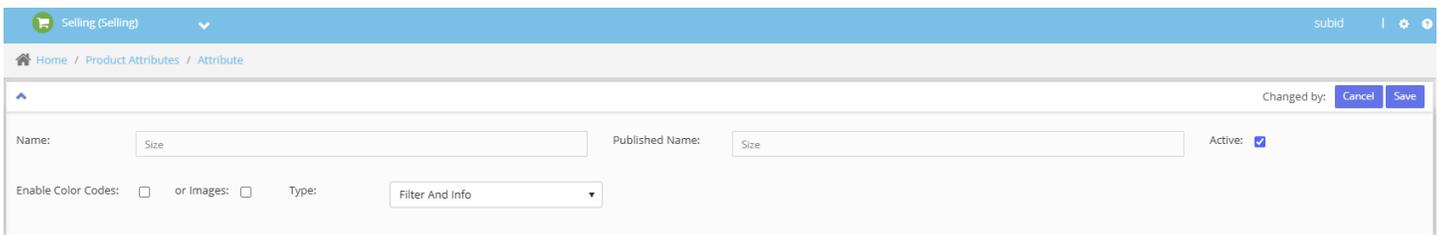
Estimated Cost:

[Share](#)

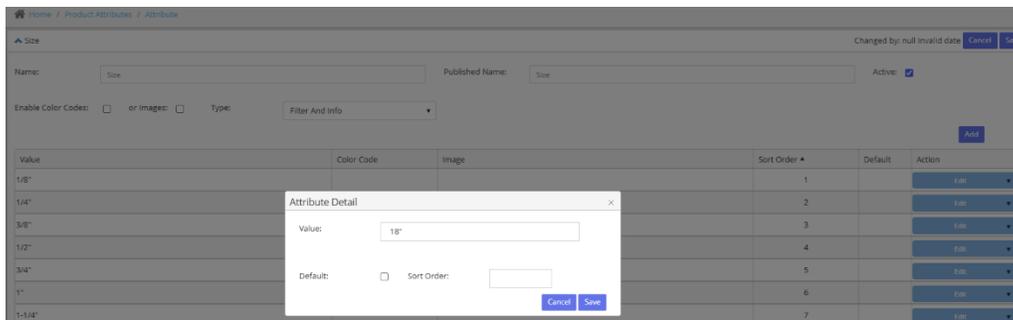
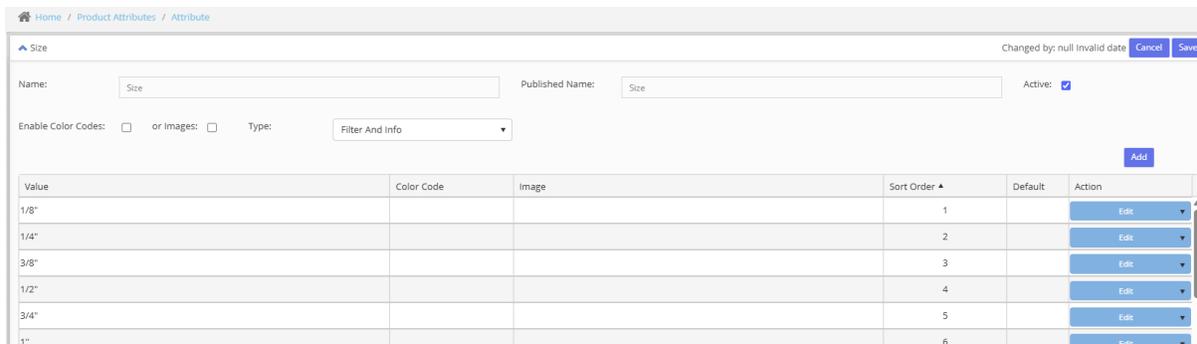


Manually Adding Filter and Info Attributes

1. Click **Product Attributes** from the Menu on the Left
2. You can search (by status) for Active or Inactive Product Attributes to edit/delete.
3. Click **Add** (top right) to Create a new attribute
4. **Fill out Name and Published Name**. These are typically the same and for this example we will use the name "Size". Make sure the **Type is set to Filter and Info** and that the active checkbox is checked. Click **Save**.



5. Click **Add** to add each size attribute. You can leave the Sort Order blank when typing in each value, for each new attribute. The software will automatically number them. You can rearrange these in any order you want and this sort order will be how the attributes are sorted in the navigation pane on the correlating category page(s). Click **Save** in the top right corner when you are finished adding all attribute values.

- Click the Product Codes menu item on the left and navigate to a product code page with multiple assets.

You can see below we have multiple assets assigned to this product code page. If you need to add more assets, click the Not Assigned radial button and search for the asset to add and then click assign.



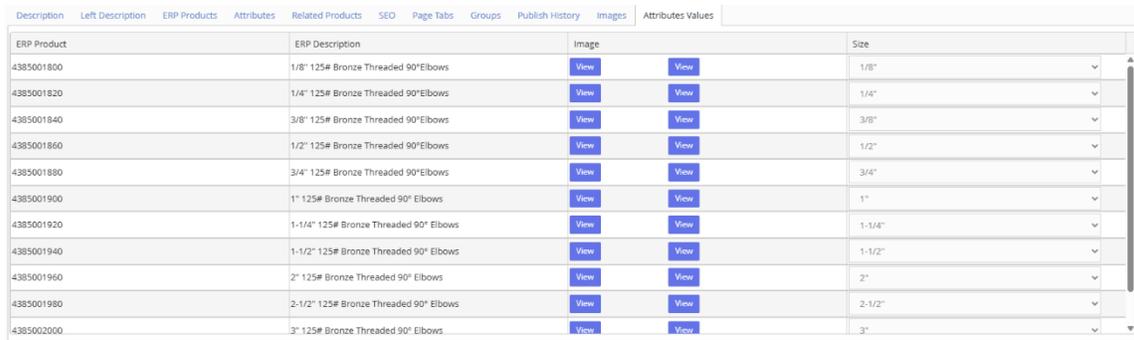
ERP Product	ERP Description	ERP Prod Category	ERP Prod Class	Default	Action
66516	GLOVES POWDER FREE NITRILESMALL 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES	R	<input checked="" type="checkbox"/>	Edit Product Detail
66517	GLOVES POWDER FREE NITRILEMEDIUM 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES	R		Edit Product Detail
66518	GLOVES POWDER FREE NITRILELARGE 7 MIL 100/BOX BLACK	DISPOSABLE GLOVES			Edit Product Detail
66519	GLOVES POWDER FREE NITRILEXTRA LARGE 7 MIL 100/BOX BLK	DISPOSABLE GLOVES			Edit Product Detail

- Click the Attributes Tab and search for the name you assigned to the attribute set.
- Click Assign. Once clicked, the attribute will disappear from the Not Assigned view, and you'll need to click the Assigned radial button to view/confirm the attribute has been assigned to this page.



Attribute Name	Published Name	Type	Action
Size	Size	Filter and Info	Unassign

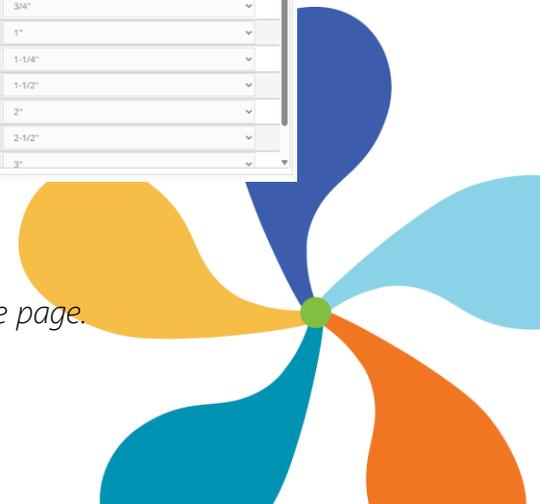
- Click the Attributes Values Tab and select an attribute value for each asset in the far-right column.



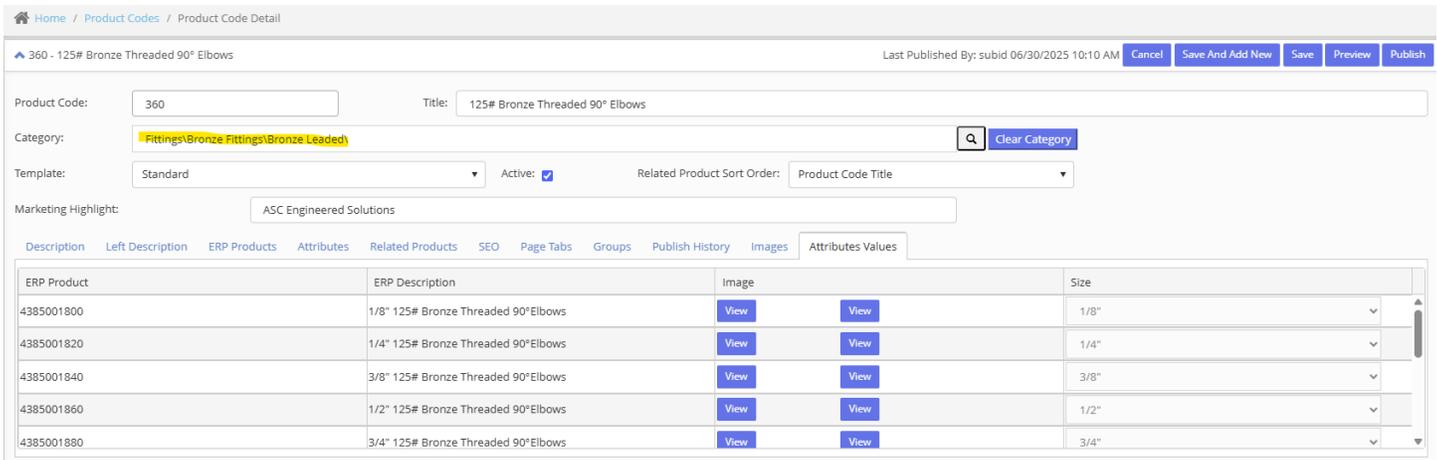
ERP Product	ERP Description	Image	Size
4385001800	1/8" 125# Bronze Threaded 90°Elbows	View	1/8"
4385001820	1/4" 125# Bronze Threaded 90°Elbows	View	1/4"
4385001840	3/8" 125# Bronze Threaded 90°Elbows	View	3/8"
4385001860	1/2" 125# Bronze Threaded 90°Elbows	View	1/2"
4385001880	3/4" 125# Bronze Threaded 90°Elbows	View	3/4"
4385001900	1" 125# Bronze Threaded 90° Elbows	View	1"
4385001920	1-1/4" 125# Bronze Threaded 90° Elbows	View	1-1/4"
4385001940	1-1/2" 125# Bronze Threaded 90° Elbows	View	1-1/2"
4385001960	2" 125# Bronze Threaded 90° Elbows	View	2"
4385001980	2-1/2" 125# Bronze Threaded 90° Elbows	View	2-1/2"
4385002000	3" 125# Bronze Threaded 90° Elbows	View	3"

- Save and Publish the Product Code Page.

Note: You may add more than one attribute to a single product code page.

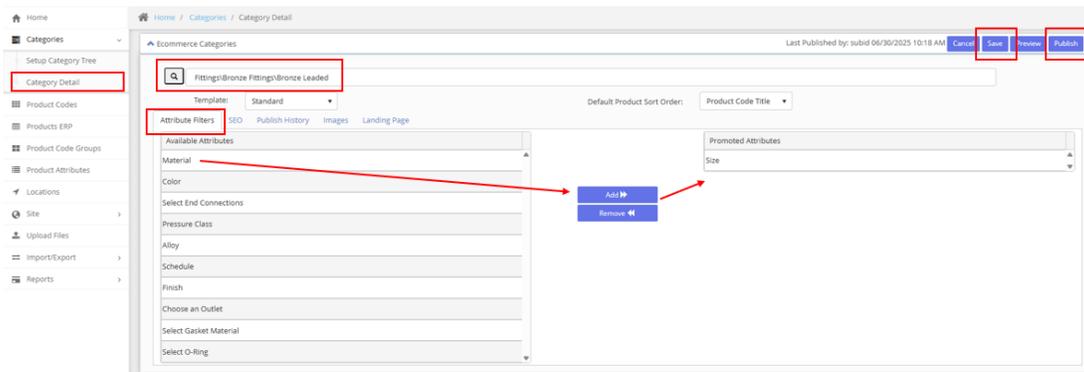


11. Take note of the category that the product code page is assigned to:



12. In the left menu, click Categories, then Category Detail. Click the Search Icon and Navigate to the category where the product code page is assigned, double click it to edit.

13. The first tab on this category page is titled Attribute Filters. You will need to select the Filter and Info attribute you created (it will become highlighted) and then click the Add button to move it from the Available Attributes column to the Promoted Attributes column. Save & Publish the category detail page.



14. View the category page on your ecom site and you will see the filter navigation on the left hand side. You may need to hard refresh (CTRL + F5), clear your cache, or open the site in an incognito tab to see the updated changes. If not, run a full site publish and check again.

If you have any issues, please reach out to your Digital Experiences Consultant, Account Manager, or the Support Team through the usual channels.

