

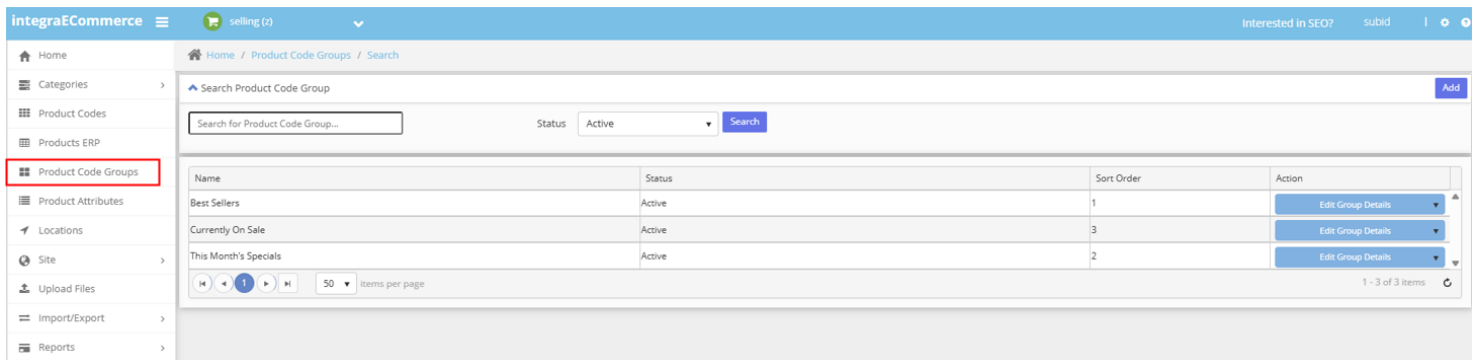
Importing Product Groups

You can use the Import Product Groups to create product groups in bulk all at once. You can also import a .CSV file to automatically assign product code pages to product groups. See the guide (coming soon) on Importing PC Assignment to Groups for more information on assigning product codes to new/existing groups if you want to import and assign at the same time.

Note: This guide will only create the groups and not assign any product codes to the group.

1. iNextAdmin > Product Code Groups

Here you will be able to see a list of existing product groups. You can click the headers like Name, Status, or Sort Order to rearrange the list order.





2. Open excel, add the column header titles, below, and your group data to import.

- **groupName:** name of the group that will appear on the site
- **sortOrder:** order that the groups will appear in the alternative navigation
- **preferredGroupTemplate:** this should always be set to "standard"
- **productSortOrder:** products within the group can be displayed alphanumerically by "Product Code Title" or "Product Code" (id).

	A	B	C	D
1	groupName	sortOrder	preferredGroupTemplate	productSortOrder
2	Weddings	4	standard	Product Code Title
3	Party & Event	5	standard	Product Code Title
4	DJ & Audio Gear	6	standard	Product Code Title

Since we already have groups sorted as 1-3, we will import these three new groups as 4, 5, and 6.

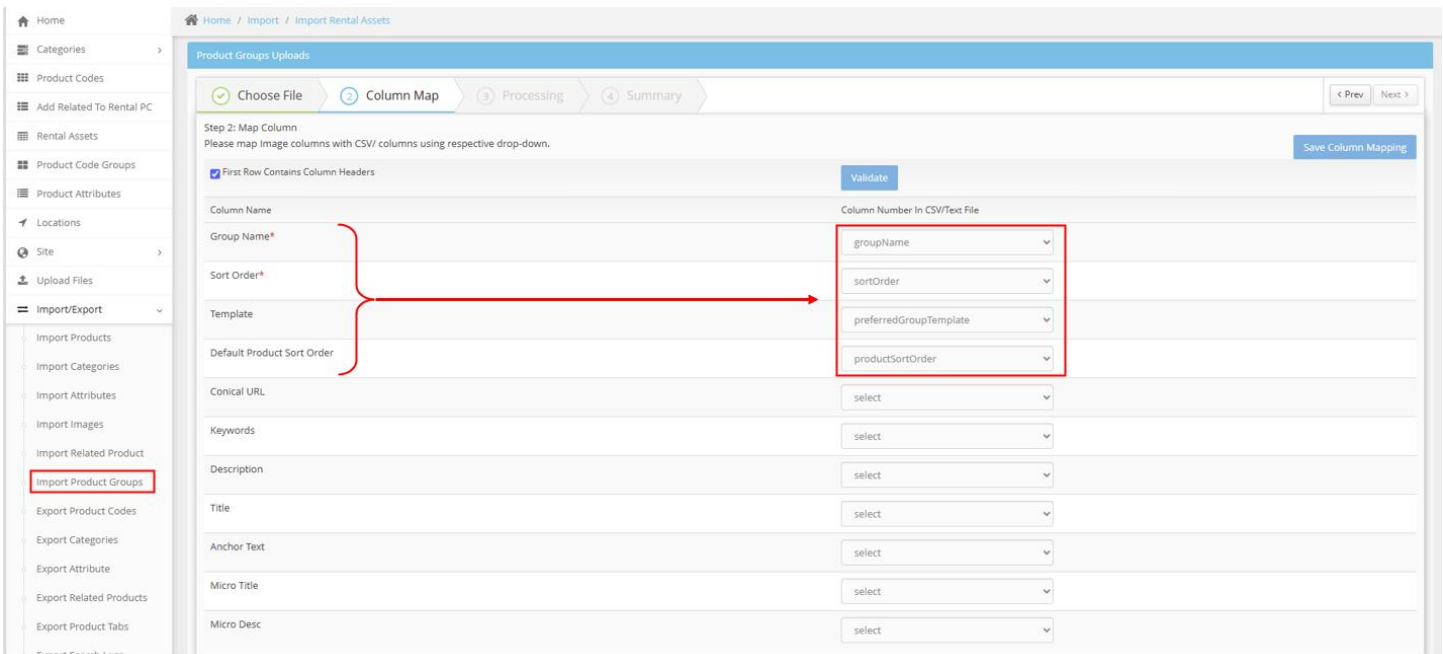
3. Save As .CSV file and include today's date in the name for future reference.

Name	Status	Date modified	Type	Size
 test_group_import_7225		7/2/2025 12:48 PM	Microsoft Excel Comma Separated Values File	1 KB

4. iNextAdmin > Import/Export > Import Product Groups

5. Upload .CSV file > Click Next Button

6. Map your column headers to the appropriate import fields



Product Groups Uploads

Step 2: Map Column
Please map image columns with CSV/ columns using respective drop-down.

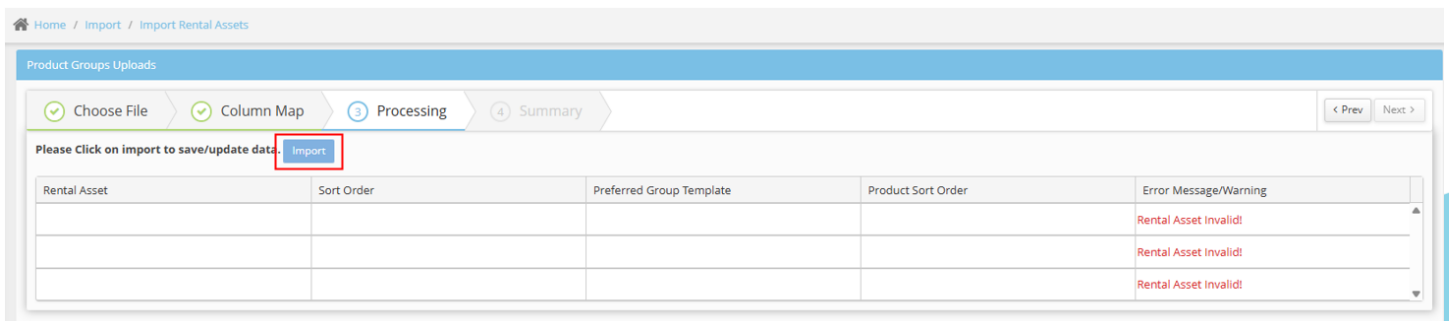
☒ First Row Contains Column Headers Validate Save Column Mapping

Column Name	Column Number In CSV/Text File
Group Name*	groupName
Sort Order*	sortOrder
Template	preferredGroupTemplate
Default Product Sort Order	productSortOrder
Conical URL	select
Keywords	select
Description	select
Title	select
Anchor Text	select
Micro Title	select
Micro Desc	select

7. You may also add/import columns/data to the seo meta data fields if you want.

8. Click Validate > Click the Next Button

9. Click the Import Button

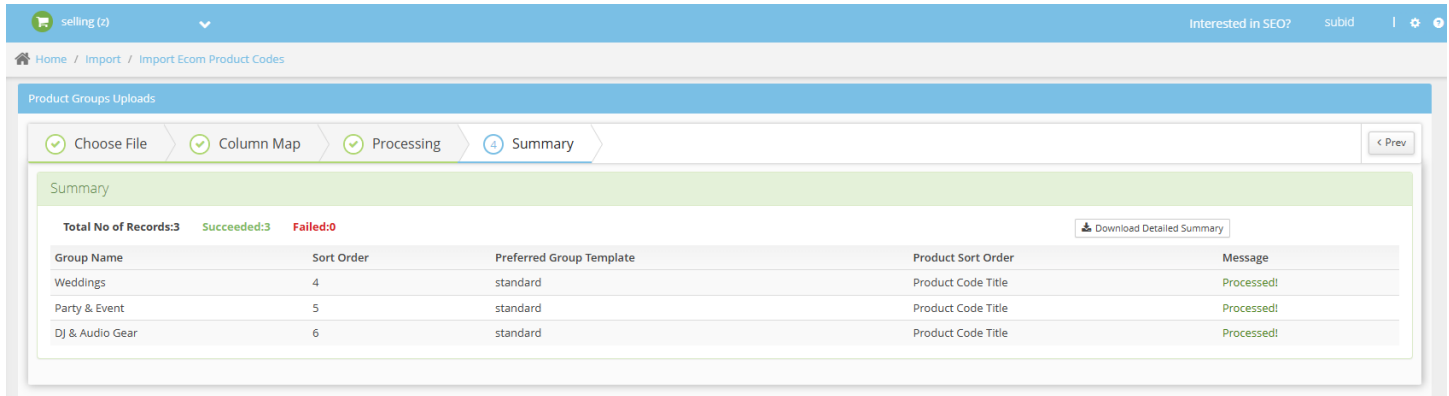


Product Groups Uploads

Please Click on import to save/update data. Import

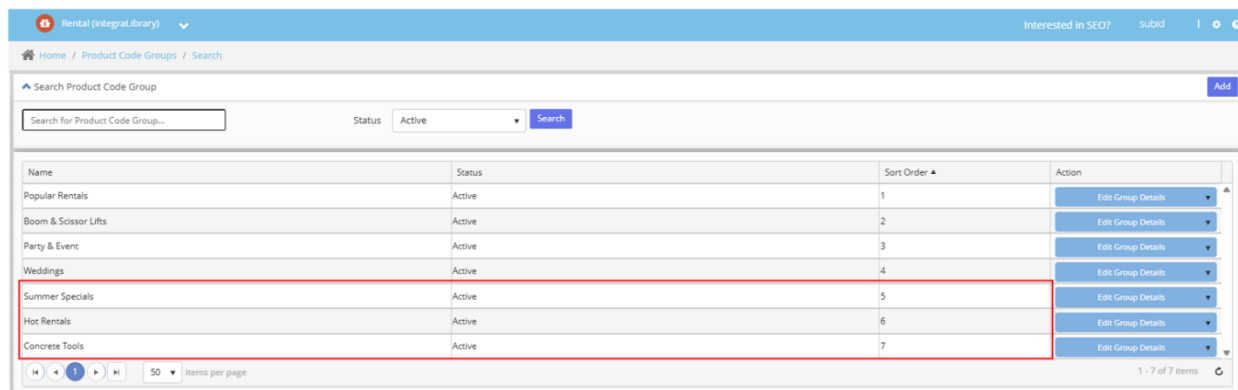
Rental Asset	Sort Order	Preferred Group Template	Product Sort Order	Error Message/Warning
				Rental Asset Invalid!
				Rental Asset Invalid!
				Rental Asset Invalid!

10. You'll see a confirmation/summary screen with the total number of records on the CSV file, succeeded, and failed records.



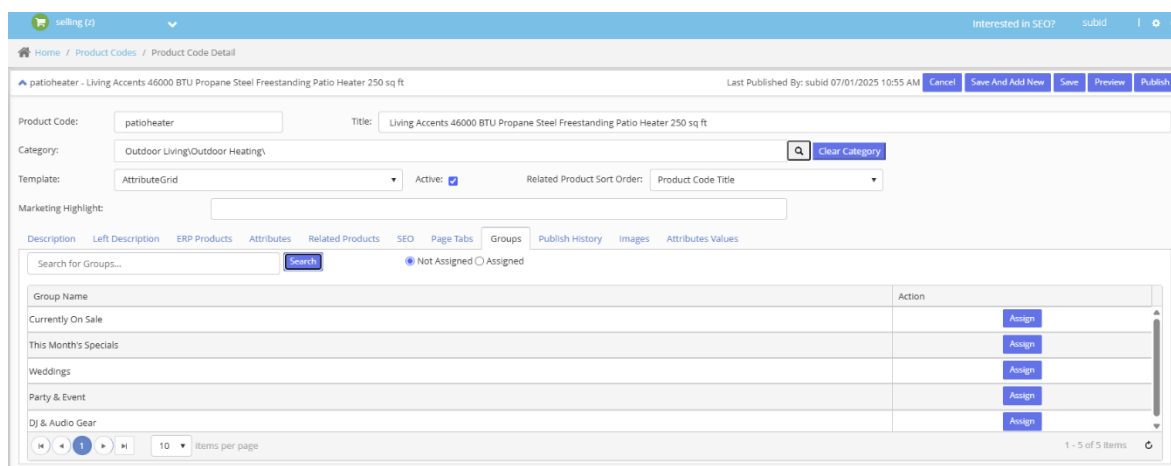
11. iNextAdmin > Product Code Groups

If the import was successful, you'll see your imported groups on this list.



12. iNextAdmin > Product Codes > Open a Product Code Page > Select Groups Tab

Here you can add assign a product code page to one or multiple groups.





Related Guides for Utilizing Product Groups on Your eRental Site

[Product Code Groups](#)

[Alternative Navigation with Product Groups](#)

[Slider/Carousels with Product Groups](#)

Importing PC Assignments to Groups (coming soon)

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

