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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 order they are listed.

integraECommerce 😑	🚹 Rental (integraLibrary) 🗸 🗸		Inter	rested in SEO? Subid 🕻	• •
A Home	Home / Product Code Groups / Search				
Categories >	▲ Search Product Code Group				Add
III Product Codes	Search for Product Code Group Status Active	Search			
Add Related To Rental PC					_
Rental Assets	Name	Status	Sort Order 🔺	Action	
Product Code Groups	Popular Rentals	Active	1	Edit Group Details	1
Product Attributes	Boom & Scissor Lifts	Active	2	Edit Group Details 🔹 🔻	
✓ Locations	Party & Event	Active	3	Edit Group Details 🔹 👻	
Ø Site →	Weddings	Active	4	Edit Group Details 🔹	-
1 Upload Files	(K) (1) N 50 V Items per page			1 - 4 of 4 items	c
≓ import/Export >					
Reports >					

- 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).

	А	В	С	D
1	groupName	sortOrder	preferredGroupTemplate	productSortOrder
2	Summer Specials	5	standard	Product Code Title
3	Hot Rentals	6	standard	Product Code Title
4	Concrete Tools	7	standard	Product Code Title

Since we already have groups sorted as 1-4, we will import these three new groups as 5, 6, and 7.

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

Name	Status	Date modified	Туре	Size	
test_group_import_7225	C	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

A Home	Home / Import / Import Rental Assets		
Categories >	Product Groups Uploads		
Product Codes Add Related To Rental PC	Choose File 3 Column Map 3 Processing 4 Summary		< Prev Next >
Rental Assets	Step 2: Map Column Please map Image columns with CSV/ columns using respective drop-down.		Save Column Mapping
Product Code Groups	First Row Contains Column Headers	Validate	
Product Attributes	Column Name	Column Number In CSV/Text File	
Locations Site >	Group Name*	groupName 🗸	
Upload Files	Sort Order*	sortOrder	
= import/Export ~	Template	preferredGroupTemplate	
Import Products Import Categories	Default Product Sort Order	productSortOrder 🗸	
Import Attributes	Conical URL	select	
Import Images	Keywords	select 🗸	
Import Product Groups	Description	select 🗸	
Export Product Codes	Title	select	
Export Categories	Anchor Text	select	
Export Attribute Export Related Products	Micro Title	select 🗸	
Export Product Tabs	Micro Desc	select 🗸	
Export Search Logs			

- 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

Home / Import / Import Rental Assets				
roduct Groups Uploads				
Choose File Column Ma	ap 3 Processing 4 Summary			< Prev Next
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!

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

Home / Import / Import Rental Assets						
oduct Groups Uploads						
⊘ Choose File	mn Map 🔗 📀 Processing	(Summary		< Prev		
Summary						
Total No of Records:3 Succeeded:3 Failed:0 📥 Download Detailed Summary						
Group Name	Sort Order	Preferred Group Template	Product Sort Order	Message		
Summer Specials	5	standard	Product Code Title	Processed!		
Hot Rentals	6	standard	Product Code Title	Processed!		
Concrete Tools	7	standard	Product Code Title	Processed!		

11. iNextAdmin > Product Code Groups

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

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A Home / Product Code Groups / Search				
Search Product Code Group				Add
Search for Product Code Group Status Active	▼ Search			
Name	Status	Sort Order 🔺	Action	
Popular Rentals	Active	1	Edit Group Details	*
Boom & Scissor Lifts	Active	2	Edit Group Details	*
Party & Event	Active	3	Edit Group Details	*
Weddings	Active	4	Edit Group Details	*
Summer Specials	Active	5	Edit Group Details	*
Hot Rentals	Active	6	Edit Group Details	*
Concrete Tools	Active	7	Edit Group Details	•
H C H 50 V Items per page			1 - 7 of 7 item:	5 Č

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.

20 - Nitty Ent 3030					Last Publisi	1ed by: Subid 00/19/2025 04:59 Al	Cancer Save And Add New	Save Freview Publish	
oduct Code:	26	Title:	Nifty Lift SD50						
tegory:	Aerial Lift\Boom Lift\					Q Clear Category			
mplate:	DefaultWithAddOns		• Related	To Rental Type: Rental	Active: 🔽	Related Product Sort On	der: Product Code Title	•	
arketing Highlight:									
Description Left	Description Rental Assets Attr	ibutes Related Products	SEO Page Tabs Group	Publish History Images	Attributes Values				
Search for Group		Search	Not Assigned () Assigned	ed					
Group Name						Acti	20		
Boom & Scissor Lift	ti di si						Assign		
Popular Rentals							Assign		
Party & Event							Assign		
Weddings							Assign		
Summer Specials							Assign		
	H 10 V Items per page							1 - 7 of 7 items 🗴	
	H 10 V items per page							1 - 7 of 7 items 6	



Related Guides for Utilizing Product Groups on Your eRental SiteProduct Code GroupsAlternative Navigation with Product GroupsSlider/Carousels with Product GroupsImporting 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.

