



Managing collections

Syeda Khadija Phool - 2023-11-10 - Products and Collections

Table of Contents

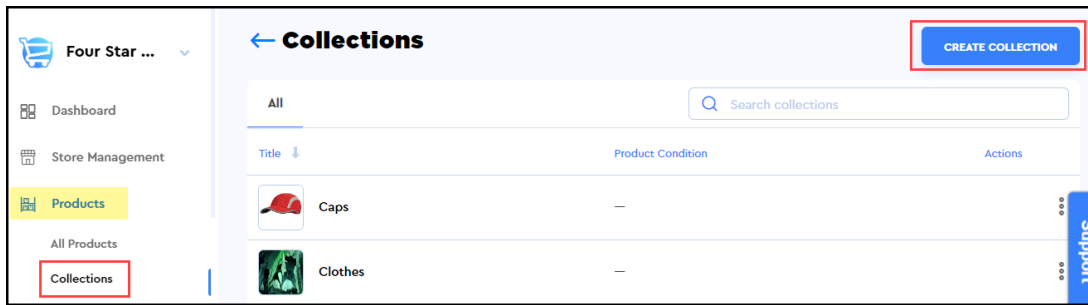
1. [Search a collection](#)
2. [Sorting the collections list](#)
3. [Collections per page](#)
4. [Edit collection details](#)
5. [Delete a collection](#)
 - [Deleting from the Collections page](#)
 - [Deleting from the Edit Collection page](#)
6. [Create a new collection](#)
7. [Video: Cartzy products & collections](#)

A product collection is a group of products that contains similar products. Product collections enable you to categorize your products efficiently and easily. A good e-commerce store always allows you to create and manage your collections. For example, if you want to add a series of new watches to your store, you will create one folder/collection of watches which will then contain all the watches available in your store. It helps in better inventory management as well as offers a great user experience to your customers.

So, to make your store user-friendly and to enhance your sales, make sure that you have your products organized in self-defined categories.

Path: Products > Collections

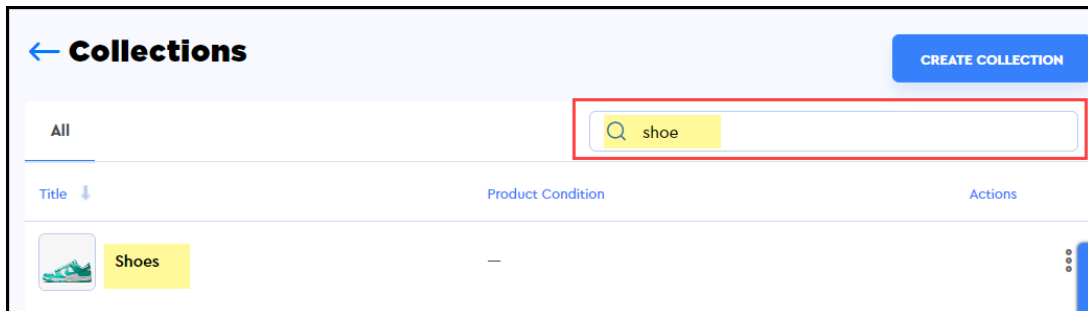
On the **Collections** page in your Cartzy store, the collections are listed by **title** and **product condition**. Against each collection, you can find further features under **Actions** to make changes to the collection.



Search a collection

To search for a particular product collection, you can simply use the **search bar** given at the top of the **Collections** page.

Cartzy supports search by keyword, so you just need to type in a keyword to find the relevant collection.

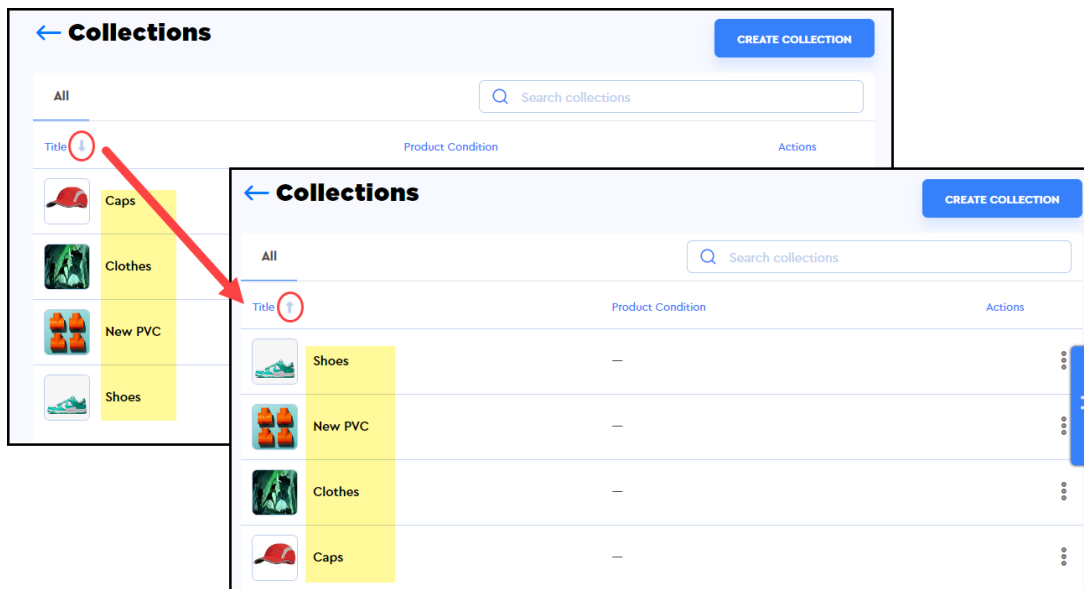


Sorting the collections list

The **arrow** given next to the **Title** can be used to order your collections list chronologically and vice versa.

It has nothing to do with the collections order displayed on the front end of the website. This **reordering** feature is just for the admin's ease to have a look at the collections list in both ways for management purposes.

For example, if you have a total of 10 pages of collections, and you want to view the products starting with the alphabet **"Z"**, instead of navigating to the 10th page, you can simply click this **arrow** to **sort** the list in reverse chronological order.



Collections per page

Cartzy enables you to set the number of collections that you want to view per page. The lesser the number of collections per page, the more pages you will have to navigate. So, for example, if you have a total of 50 collections, and you set to view 10 collections per page, then you will have to navigate through 5 pages. However, if you set it to 25 collections per page, you will only need to switch between two pages.

To set the number of collections per page, **scroll down** to the bottom of the **Collections** page, and use the **Per Page dropdown selection** option to select your desired number of collections per page.



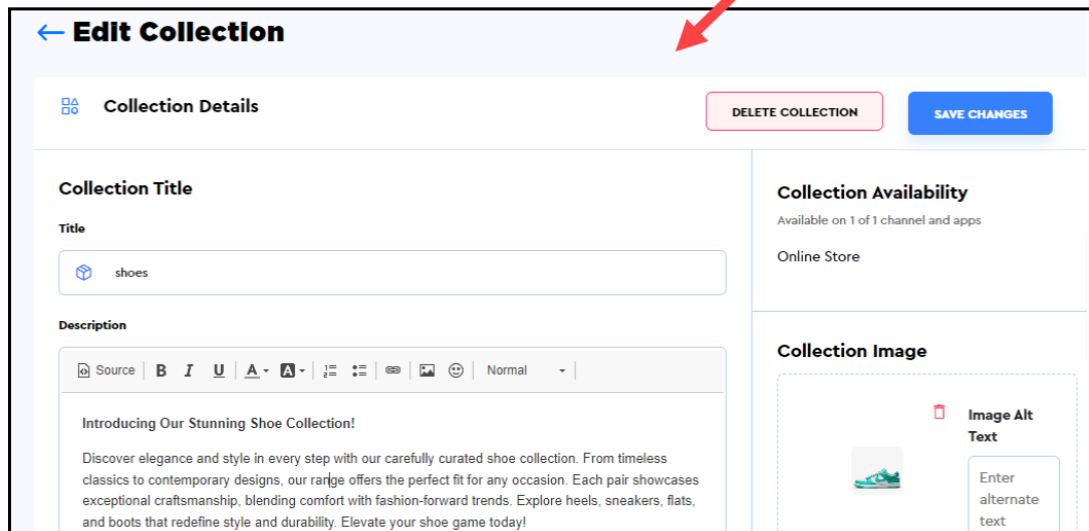
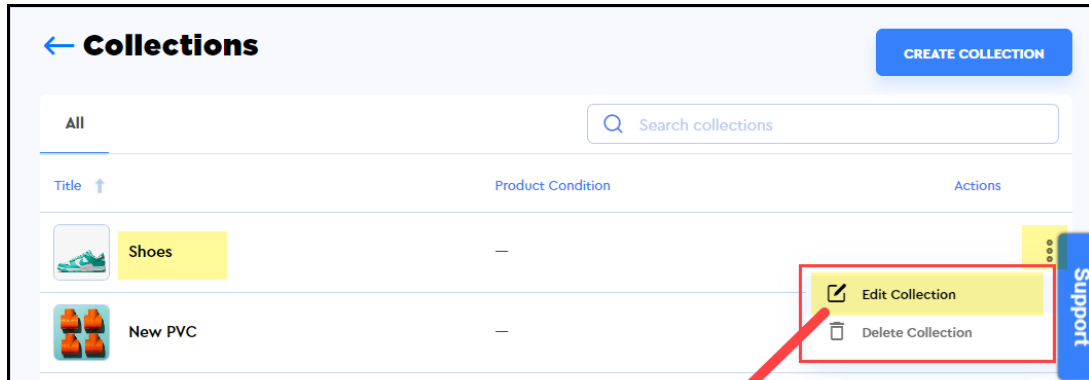
Edit collection details

To edit a collection, click on the **kebab menu icon** under **Actions** > select **Edit Collection**. The **Edit Collection** page will open in the same tab. This page is the same as that appears for creating a new collection. It implies that you can edit whatever you add at the time of creating a collection. For example, you can update the title, description, image, and other details. [Learn more about it.](#)

To save your edits, always click the **Save Changes** button at the top right corner of the

page. Otherwise, you will lose the updated content.

□ You can also open a collection in **edit mode** by simply clicking on its name on the **Collections** page.



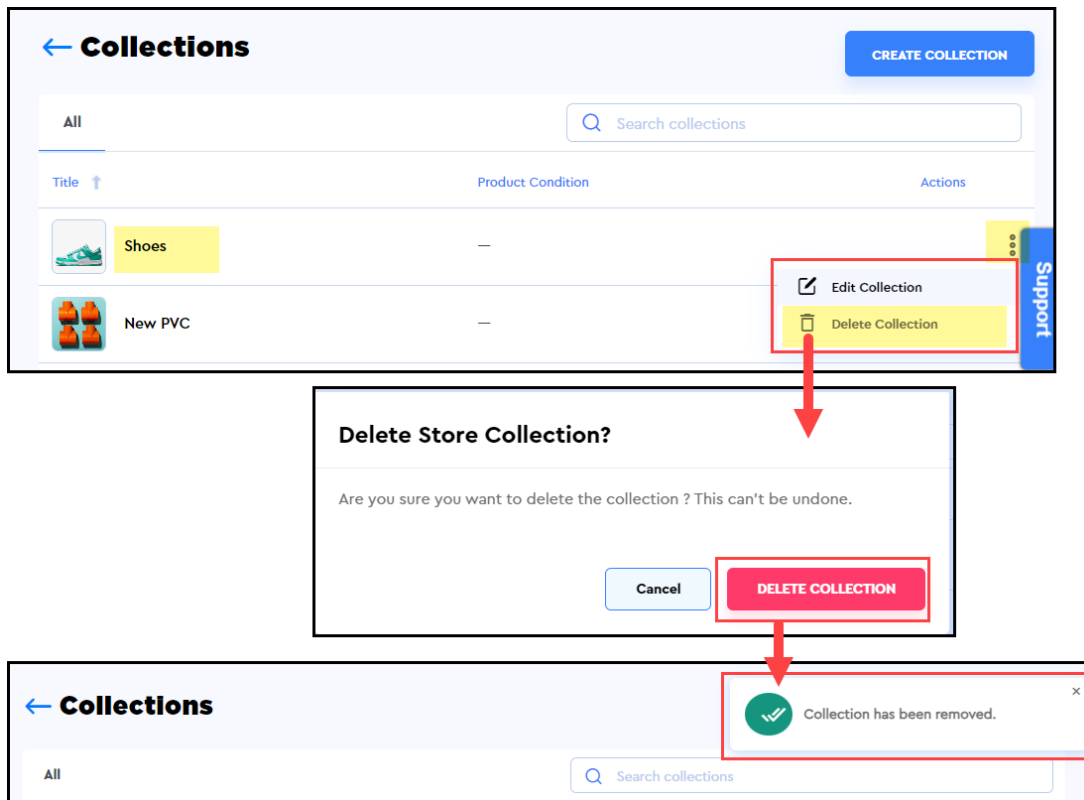
Delete a collection

A collection can be deleted entirely from your Cartzy store in two ways:

1. From the **Collections** page
2. From the **Edit Collection** page

Deleting from the Collections page

1. Locate the product that you want to delete, click the **kebab menu icon** under **Actions** > select **Delete** from the dropdown.
2. On the **Delete Store Collection** popup window, you will be asked to confirm the deletion action. Click the **Delete Collection** button to confirm your intention.
3. The product collection will be deleted permanently from the store. A **notification** of success will appear in a popup on the right side of the page, and you will be taken back to the main **Collections** page.



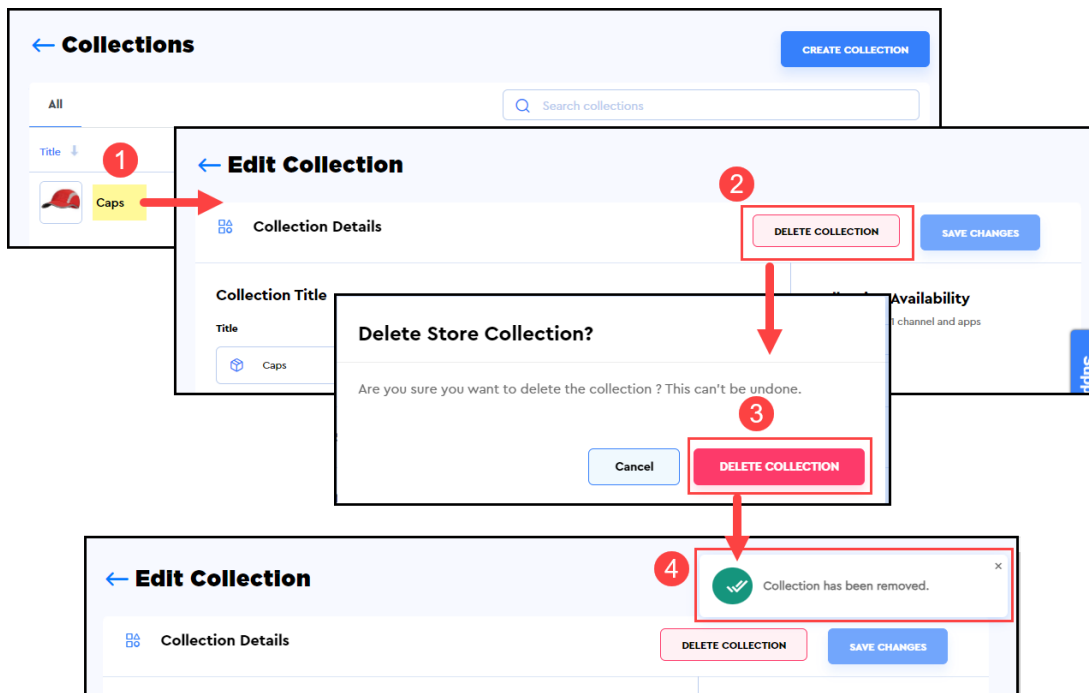
Deleting from the Edit Collection page

You can also delete a product collection by opening the collection in **edit mode**. To do so, follow these steps:

1. On the **Collections** page, **click on the name of the product collection** that you want to delete.
2. The collection will open in edit mode i.e., the **Edit Collection** page will open. Click on the **Delete Collection** button at the top of the page.
3. The same **Delete Store Collection** popup window will appear to confirm the deletion action. Click the **Delete Collection** button to confirm your intention.
4. The product collection will be deleted permanently from the store. A **notification** of success will appear in a popup on the right side of the page, and you will be taken back to the main **Collections** page.

☐ Regardless of the path you choose to delete the product collection, the action of deletion is irreversible.

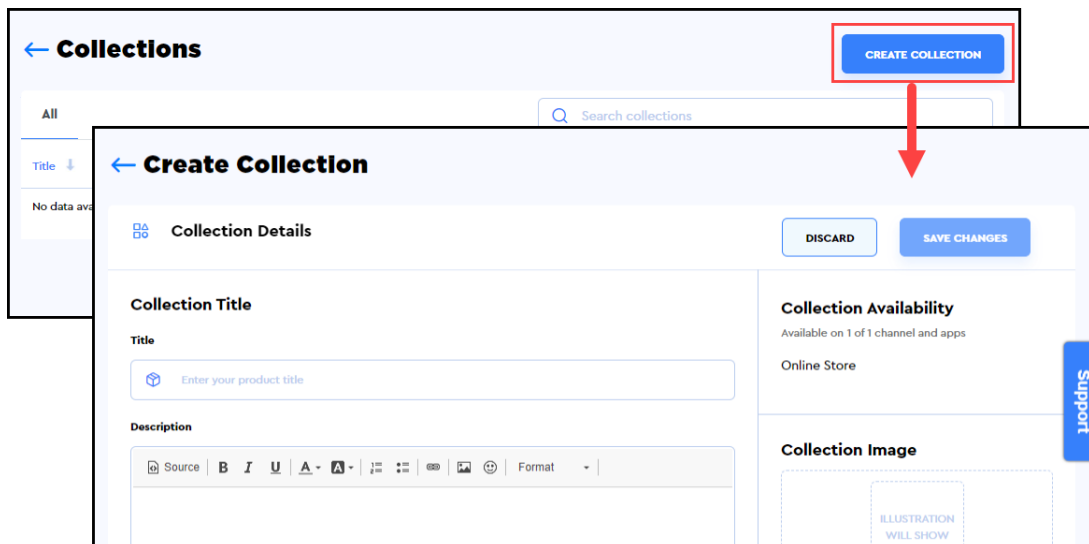
☐ To confirm if the unwanted product collection has been deleted, you can search for the **collection name** in the **search bar** on the **Collections** page. The deleted product collection will not appear in the search results.



Create a new collection

If you click on the **Create Collection** button given at the top right corner of the **Collections** page, you will be able to add a new collection to your Cartzy store in just a few steps.

[Learn more about it.](#)



Video: Cartzy products & collections

Please watch the video shared below to get a hang of products and collections management in your Cartzy store.

