Setting up filtered search

Last Modified on 06/09/2023 2:40 pm IST

In this feature, you can:

- Create filtered search groups

- Selectively apply filter groups to any or all departments

- Specify which filtered search groups you'd like to appear on brand, theme, and general search pages

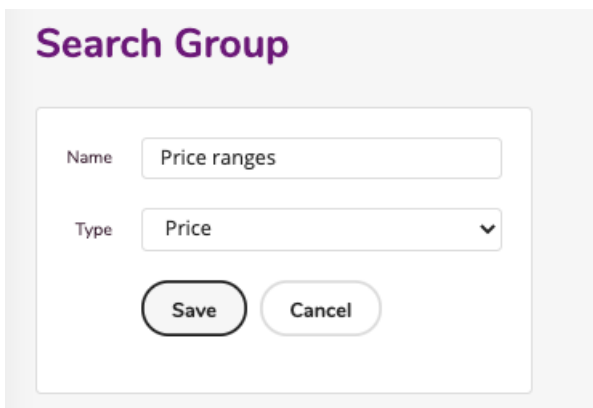To set up your filtered search, go to:

1. Login to your WebStore Manager.

2. Go to **Products > Filtered Search**.

Creating a search group

Search groups can help the shopper find specific products. (E.g., brands, price, colour)

To create a search group, please do the following:

- Select **Add new group**

- Enter the name of the group

- Choose the field type

- Click **Save**

Field types

WSM allows you to add filter groups driven by any one of 14 different fields:

- Brand and theme will be auto-populated and will automatically display only the available brand and themes under each department.

- For the price filter, you create price ranges and the WebStore will take care of the rest based on the pricing data that has been entered when importing or creating products.

Name	Price Range
Type	Standard (text-based) ▾

(Save) (Cancel)

‡ Under $10	(Rename | Delete)
‡ $10 - $25	(Rename | Delete)
‡ $25 - $50	(Rename | Delete)
‡ $50 - $99	(Rename | Delete)
‡ Above $100	(Rename | Delete)

Attributes: + Add Attribute

Assign Items   **Delete Group**

- Sub–Description will display any text entered to the assigned departments.

- Standard text will apply multiple attributes to a single item (E.g., colours, features, etc...)

Name	Colour
Type	Standard (text-based) ▾

(Save) (Cancel)

‡ Red	(Rename | Delete)
‡ Black	(Rename | Delete)
‡ Green	(Rename | Delete)
‡ White	(Rename | Delete)
‡ Yellow	(Rename | Delete)

Attributes: + Add Attribute

Assign Items   **Delete Group**

Note: Sub–Description may expose inconsistencies in your data such as varying abbreviations which you may have to edit later

Assigning attributes to products

Assign attributes to the products available in your WebStore.

- By default, the list will contain every product that is currently live in your WebStore.

- Use the filters or search bar to find the products you wish to assign attributes to.

Filters

Department:	Category:	Subcategory:	Brand:	Theme:	Search:
All Departments ⌄	All Categories ⌄	All Subcategorie ⌄	All Brands ⌄	All Themes ⌄	raincoat

- You can further organise your list by clicking **Item Options.**

- In this window, you can choose which attributes appear in the list.

Item Options

Fields to Display

☐ Thumbnail	☐ Code	☐ Name
☐ Department	☐ Category	☐ Subcategory
☑ Brand	☑ Theme	☐ Extended Description
☐ Short Description	☐ Price	☐ Web Price
☐ Price A	☐ Price B	☐ Price C
☐ Stock	☐ Weight	☐ Priority
☐ Promotion	☐ Special Offer	☐ New Product
☐ Keywords	☐ SubDescription 1	☐ SubDescription 2
☐ SubDescription 3	☐ Release Date	☐ Last Received
☐ Last Modified	☐ Last Updated	☐ Order Date
☐ On Order	☐ Lead Time	☐ No Web Sale
☐ Taxable	☐ Rating	☐ Custom Text 1
☐ Custom Text 2	☐ Custom Text 3	☐ Custom Text 4
☐ Custom Text 5	☐ Custom Text 6	☐ Custom Text 7
☐ Custom Text 8	☐ Custom Text 9	☐ Custom Text 10
☐ Custom Text 11	☐ Custom Text 12	☐ Custom Text 13
☐ Custom Text 14	☐ Custom Text 15	☐ Custom Text 16
☐ Custom Text 17	☐ Custom Text 18	☐ Custom Text 19
☐ Custom Text 20	☐ Custom Number 1	☐ Custom Number 2
☐ Custom Number 3	☐ Custom Number 4	☐ Custom Number 5
☐ Dimension 1	☐ Dimension 2	☐ Dimension 3

Items Per Page

Number of items to display per page: 100 ⌄

Sorting

1. Name ⌄
2. Name ⌄
3. Code ⌄

- Assign the applicable attributes to the product/s.

- Click **Save Assignments.**

- Shoppers can now use these attributes to find the products they want to buy.

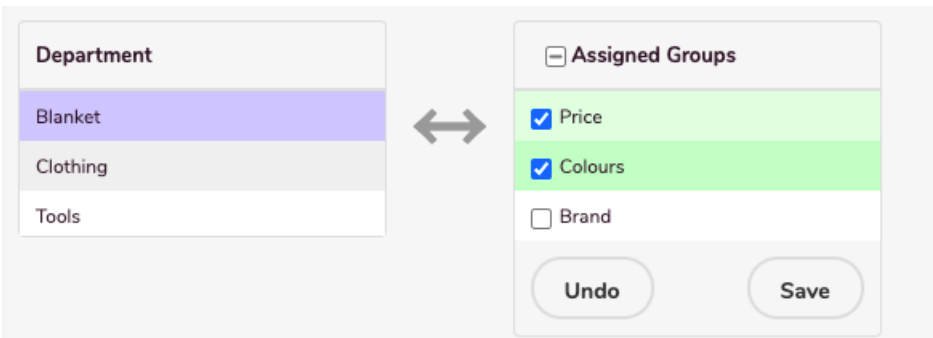- You can assign attributes in bulk by checking the checkbox of the products

> Note: Once you have assigned attributes to your products, you must also assign the actual filter to the departments, search, theme, and brand pages.

Department filters

- Choose which filters are available under each department.

- This can help shoppers navigate through your WebStore.

To assign filters to a department, do the following:

1. Select the department.

2. Select the filters that are applicable to the department.

3. Click **Assigned Groups** to select all departments.

4. Click **Save.**

Search pages

- Choose which filtered search groups appear on brand, theme, and general search pages.

General Search	Brand Pages	Theme Pages
☑ Department	☐ Department	☐ Department
☑ Category	☐ Category	☑ Category
☑ Subcategory	☐ Subcategory	☐ Subcategory
☐ Price	☑ Price	☑ Price
☐ Colours	☑ Colours	☑ Colours
☐ Brand	☑ Brand	☐ Brand
Undo Save	Undo Save	Undo Save

Note: General Search settings also apply to the Advanced Search page.

FAQs

Q. Are search filters supposed to be visible on the **Search Results** page?

A: The filters should be visible, and they do show on a default settings/template store.