mydealmarketplace

Update Uncategorised Products Feature

Instructions to update uncategorised products
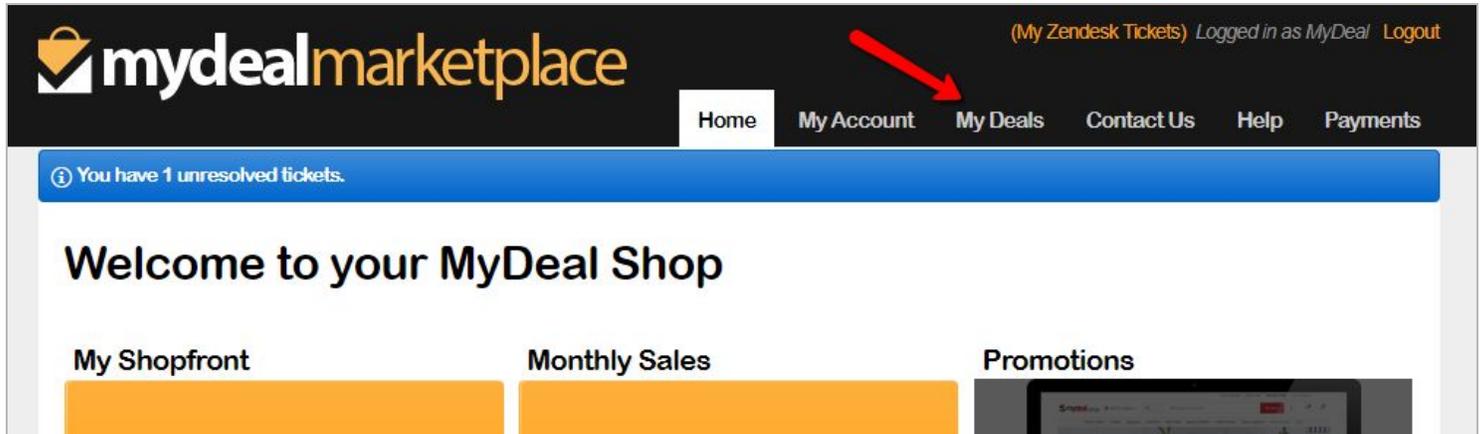
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OVERVIEW

The *Update Uncategorised Products* feature allows you to import and assign the most appropriate MyDeal category ID to each of your uncategorised products directly from the Marketplace portal. Once successfully imported, your products will appear in the assigned categories within 2 hours.

TIP: Categorising your products in the relevant MyDeal category is an essential step to ensure your products receive the best exposure on the MyDeal website.

STEPS TO UPDATE:

1. **Login to MyDeal Marketplace Portal and navigate to the "My Deals" Page**

2. **If you have uncategorised products, then an alert and table will appear**

3. Export the Uncategorised Products CSV file

A. In the "Update Uncategorised Products" section, click the "Export" button to download a csv file containing a full list of your <u>uncategorised</u> product listings on MyDeal.

   a. NOTE: Only uncategorised products which were made live in the default 'Just Launched' category will be included in the export file. This feature does not allow updates to existing products that are already categorised.

B. Open the downloaded CSV file.

The following table lists the columns included in the export file.

Column Name	Description
DealID*	**Required for importing uncategorised product.** MyDeal Internal Use
ExternalID	Seller's unique product ID (if applicable)
SKU	Seller's unique product SKU
DealTitle	Product Listing Title as displayed on the website
CategoryID*	**Required for importing uncategorised product.** This field will be exported as blank.

Example CSV file:

4. Prepare the Uncategorised Products Data CSV file for importing

    A. Refer to the **MyDeal Product Category List** excel sheet to find the category IDs for each MyDeal category.
        a. TIP: Learn more about best practices for categorising your products here: MyDeal Category Tagging Guide
    B. Enter <u>one</u> CategoryID for each DealID in the "CategoryID" column (column E).
    C. Save the edited file in CSV (comma separated values) format

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Important things to keep in mind:
- The import file must be saved in a CSV (comma separated values) file format. Other file formats are not accepted.
- All required columns must be included and the column headings must be an exact match to the export file.
- CategoryID
  - Only one CategoryID is accepted per product
  - Only numeric values are accepted. Any invalid CategoryID or text will result in error.
  - When you input the CategoryID of a lower category the product will automatically be tagged in the upper categories. (eg. If you tag in ID: 1484 - "Furniture > Bedroom Furniture > Bedside Tables" the product will also appear in the Bedroom Furniture and Furniture categories).
- The system will only update the "CategoryID" columns for the corresponding DealID. Changes to other columns will be ignored.
- **You can only categorise a product one time.** After you have imported a valid CategoryID on a product the system will not allow you to import and update that product again. Therefore please take care in ensuring the CategoryIDs you have selected are correct before importing the file.

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5. Import the updated Uncategorised Products CSV file

    A. In the "Update Uncategorised Products" section click "Choose File"
    B. Locate the updated Uncategorised Products Data CSV file from your computer folders and click Open
    C. Click Import

6. Review the Import Results Page

- If the file is in the correct format a results page will display with a summary.

- If the file is in the correct format but some rows contain errors, a table will appear with error messages.

- If the file is in the incorrect format the results page will display errors:

7. If all of your products are categorised, then the below message will appear on the My Deals page: "All products are categorised. No action is required."