



# Update Uncategorised Products Feature

Instructions to update uncategorised products

August, 2019

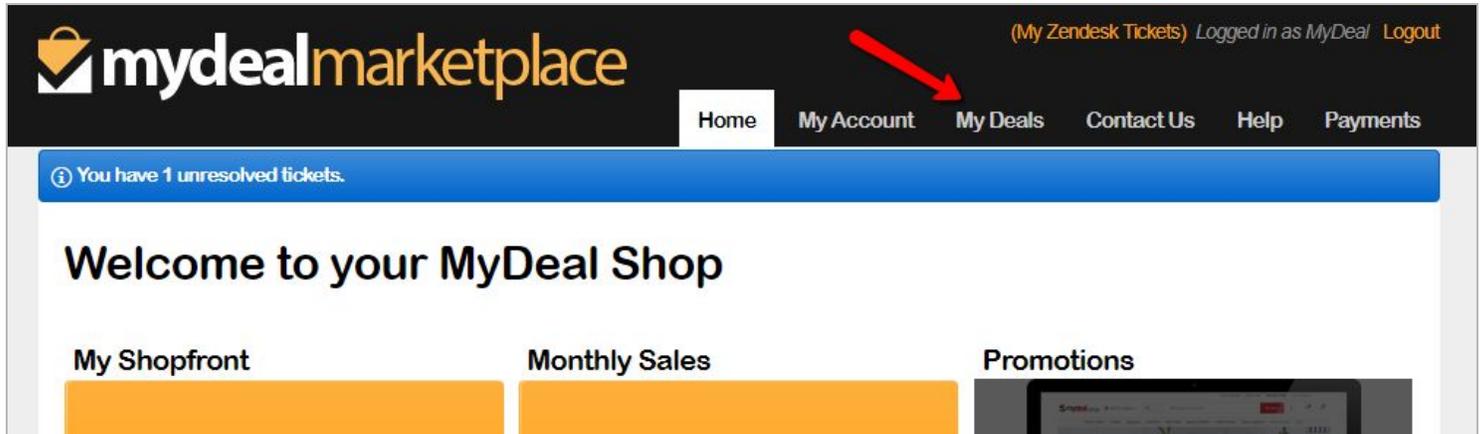
## OVERVIEW

The **Update Uncategorized 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

### My Deals

Review and update all of your products here.

#### Update Stock/Status

**ⓘ Automated stock updates are ON.**  
Please ensure your feed is up to date or your changes will be overwritten by your feed data when the next update runs.

Export Products <input checked="" type="checkbox"/> Include Discontinued Products <b>EXPORT</b>	Import CSV File to Update Stock/Status (Instructions) Choose File No file chosen Remove Import
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#### Update Price/RRP

**ⓘ Automated price updates are ON.**  
Please ensure your feed is up to date or your changes will be overwritten by your feed data when the next update runs.

Export Products <input checked="" type="checkbox"/> Include Discontinued Products <b>EXPORT</b>	Import CSV File to Update Price/RRP (Instructions) Choose File No file chosen Remove Import
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#### Update Uncategorized Products

**ⓘ You have 3 uncategorised products that require category mapping. These products have minimal exposure until they are updated.**

Export Products <b>EXPORT</b>	Import CSV File to Update Categories (Instructions) Choose File No file chosen Remove Import
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### 3. Export the Uncategorized Products CSV file

- A. In the “Update Uncategorized Products” section, click the “Export” button to download a csv file containing a full list of your **uncategorised** 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.

**Update Uncategorized Products**

ⓘ You have 3 uncategorised products that require category mapping. These products have minimal exposure until they are updated.

Export Products	Import CSV File to Update Categories (Instructions)
 <input style="background-color: #17a2b8; color: white; padding: 5px 15px; border: none;" type="button" value="EXPORT"/>	<input type="button" value="Choose File"/> No file chosen <input style="margin-left: 20px;" type="button" value="Remove"/> <input style="margin-left: 10px;" type="button" value="Import"/>

- B. Open the downloaded CSV file.  
The following table lists the columns included in the export file.

Column Name	Description
<b>DealID*</b>	<b>Required for importing uncategorised product.</b> 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
<b>CategoryID*</b>	<b>Required for importing uncategorised product.</b> This field will be exported as blank.

Example CSV file:

	A	B	C	D	E
1	DealID	ExternalID	SKU	DealTitle	CategoryID
2	204963		DM-1	Demo Product Auto Test 1	
3	204964		DM-2	Demo Product Test 2	
4	204965		DM-3	Demo Product 3 [Three]	
5					

#### 4. Prepare the Uncategorized 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 one CategoryID for each DealID in the "CategoryID" column (column E).
- C. Save the edited file in CSV (comma separated values) format

#### 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.

#### 5. Import the updated Uncategorized Products CSV file

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

#### Update Uncategorized Products

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Export Products	Import CSV File to Update Categories (Instructions)
<input type="button" value="EXPORT"/>	<input type="button" value="Choose File"/> MDUncatego...1223_1.csv <input type="button" value="Remove"/> <input type="button" value="Import"/> 

#### 6. Review the Import Results Page

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

Logged in as MyDeal [Logout](#)

[Home](#) [My Account](#) [My Deals](#) [Contact Us](#) [Help](#) [Payments](#)

## Import Results

[Back to My Deals](#)

**Summary : 3 SKUs Updated;**

 Please allow up to 2 hours for your products to appear in the selected categories on MyDeal.

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

Logged in as MyDeal [Logout](#)

- Home
- My Account
- My Deals
- Contact Us
- Help
- Payments

## Import Results

[Back to My Deals](#)

**Summary : 1 SKUs Updated; 2 Errors.**

**i** Please allow up to 2 hours for your products to appear in the selected categories on MyDeal.  
If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Details:

Line No.	Error Message
2	This Deal is already mapped to a category.
3	This Deal is already mapped to a category.

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

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## Import Results

[Back to My Deals](#)

If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

**Error Messages**

- Could not find DealID field

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."

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[Home](#) [My Account](#) **[My Deals](#)** [Contact Us](#) [Help](#) [Payments](#)

## My Deals

Review and update all of your products here.

### Update Stock/Status

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<input checked="" type="checkbox"/> Include Discontinued Products <a href="#">EXPORT</a>	<a href="#">Choose File</a> No file chosen <a href="#">Remove</a> <a href="#">Import</a>

### Update Price/RRP

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### Update Uncategorized Products

All products are categorised. No action is required.