

Attribute User Guide

Attribute Actions

Add Attribute

To start this action, click the **Add Attribute** button above the Attribute listing.

Creates a new Attribute.

When this action starts a form is displayed to enter the details of the Attribute.

Each field customises or controls some aspect of the Attribute display or behaviour.



Some fields are required and must be entered before the Attribute can be added, the required fields are Name, Type, Filter 'any' text.

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View


To start this action, select the Attribute you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Attribute.

This action displays the Attribute similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Attribute you need to work on, and click the  button on that row.

Edits an existing Attribute.



When this action starts a form is displayed with the existing Attribute and any previous information entered.

Each field customises or controls some aspect of the Attribute display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.



Copy

To start this action, select the Attribute you need to work on, and click the  **Copy** button in the  More Menu on that row.

Copies an existing Attribute.

The selected Attribute is copied and the word (Copy) will be added to the name of the new Copy

Delete


To start this action, either select the Attribute to work on and click the  button on that row. Or CTRL+click to select multiple Attributes and click the  button above the Attribute listing.

Deletes an existing Attribute.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Attribute.

Search

To start this action, click the  button above the Attribute listing.

Allows a Search of Attributes.

This allows a simple text search across all Attributes.

To search a specific field select the field from the drop down list

Adv. Search



To start this action, click the  **Adv. Search** button above the Attribute listing in the  More Menu.

Allows an Advanced Search of Attributes.

The Advanced Search opens a new section at the bottom of the Attributes and allows several distinct features:

- Multiple Search Lines : allows Attribute matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the  **Refresh** button above the Attribute listing in the  More Menu.

Refresh the list of Attributes.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  **Export to List** button above the Attribute listing in the  More Menu.

Export the Attribute results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Attributes shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Attributes will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



Export All

To start this action, click the  **Export All** button above the Attribute listing in the  More Menu.

Export all the Attributes to a List.

Exactly as for "Export to List" except rather than just Exporting the Attribute results shown, all Attributes will be exported.



Export Item

To start this action, select the Attribute you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Attribute to a List.

Exactly as for "Export to List" except rather than just Exporting the Attribute results shown, only the selected Attribute is exported.

Import Attributes



To start this action, click the  **Import Attributes** button above the Attribute listing in the  More Menu.

Import Attributes from a CSV file

Allows a CSV file of Attributes to be imported to create individual Attribute records for each row.

See separate Import documentation.

Choose Columns

To start this action, click the  **Choose Columns** button above the Attribute listing in the  More Menu.

Changes the Columns shown in the Attribute Listing.



The Choose Columns screen shows the Selected Columns on the left, and the Attribute Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Attribute Listing.

Manage Filters

To start this action, click the  **Manage Filters** button above the Attribute listing in the  More Menu.

Creates custom Filters for Attributes.

A Filter is a saved Advanced Search. Multiple Filters can be created for Attributes.

These Filters appear at the top of the Attribute listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Attributes where these can be managed.

Attribute Field Reference

Internal Name

Name used internally by CCM software. Do not change

Duplicate Internal Name

Used to allow system to add attributes that are not restricted, unlike inname above

Name

This field is mandatory.

Valid characters are Letters, Numbers, space, underscore and hyphen

Label

The descriptive name for this attribute, appears in item editors, and in the List Display Item

Description

Additional help that is displayed in a 'help icon' (like this one) in the item editors next to this attribute.

Import / Export Name

CSV Column header used when importing / exporting data as a CSV file.

Create Linked Entries During Import

During a Product or User Import, when no match can be found for the imported value:

When checked: a match will be created if possible from the value

When unchecked: an error will be generated to say no match was found and the product will be skipped

Warning: If checked, an entry may be created for typos and alternative capitalised versions of existing entries. Where Filtering is enabled, all entries are listed, E.g.

Red Items (23) : all Red Items have the value of 'Red Items'

red items (1) : except one that has been entered as 'red items'

It is recommended to leave this feature off, and manually add the entries that are allowed to avoid unexpected duplicates with subtle differences from appearing.

Note: Only applies to Attribute Values and Locations.

Additive Import Values

Applies during a User Import

When unchecked, the imported attribute values will replace an updated items values, such that values that are missing from the import will be removed from the User.

- Leaving a cell blank will remove all existing values for that User.

When checked, the imported attribute values will be added to the Users existing attribute values, however imported values that are missing will not be removed.

- Leaving the cell blank will leave all existing values in place

Type

This field is mandatory.

The attribute type. This option is only available when creating an attribute. You can not change this after the attribute is created.

Heading

Select one of the attribute headings to use in Spec Tables.

User Group

This is the user group that people can be selected from

Default User

The default user from this user group.

Required

When selected, this attribute will be required. You must enter a default value above when this field is required.

Specific Purpose

The specific purpose that this attribute exists for.

Format

Allows the value of the attribute to be customised, enter the HTML to enter around this attribute value.

Macros Available:

- \$VALUE\$: the value of the attribute

Example:

```
<b>£$VALUE$</b>
```

If the value is empty, the format will not be applied

Apply default formatting

When checked, default formatting will be applied

When unchecked, no additional formatting will be applied.

Images - Default formatting will provide an image tag with altname and src, when unchecked use the Format area to customise the markup and use src='\$VALUE\$'.

Downloads - Default formatting will provide an 'a' tag with href and link text, when unchecked use the Format area to customise the markup and use href='\$VALUE\$'.

Price - Default formatting will apply tax rules to the price and display inc / ex VAT with formatting, when unchecked the price will be displayed as entered.

Filterable

This attribute may be filtered and will appear in filter items

Filter Logic

When filtering:

OR - Items will be displayed that matches at least one of the selected filters

AND- Items will be displayed that matches all of the selected filters

Filter Appearance

When filtering:

multiple selections - displays values in a list with a checkbox against each (allows formatting)

single selection - displays values in a select box (plain text only)

Filter 'any' text

This field is mandatory.

When filtering in single selection mode:

The text that is displayed as the first item, and selected by default

Filter show implied values

In a situation where filter 'type' is set to 'Door', a second filter 'accessories' may have 'handle' set for every Door on the site.

When unchecked, the handle option will not appear under accessories, as clicking 'handles' will not help to reduce the number of items in the list

When checked, the handle option will appear under accessories, allowing the visitor to see that products contain the accessory handle, if the handle is selected as the next filter, it will have no effect on the results since all doors have handles.

Sortable

This attribute may be sorted in this way.

Groupable

This attribute may be grouped by other items that share the same value as this attribute.

Add to Search Database

Adds this attribute to the search database so it can be found when people do a Site Search.

- Value Only : Will append just the value to the site database
- Label and Value : Will append the label and value to the site database as 'Label: Value'

Size

The maximum amount of characters allowed in the field.

For locations, the radius to search within

Input Columns

Define the width of a textbox

Input Rows

Define the height of a textbox, when greater than 1, creates a multi line textbox.

Radiuses

List the search radius (one per line) that the User can search within, or none to disable

User Address Type

Select the User Address Type this address must be

Add Related Record Fields

When checked, the fields in the related record are added to the containing record.

Number of Decimal Places

The number of decimal places to be displayed.

Use in Email Form Item Submissions

When checked, and an Email Form Item is submitted on the detail view of an item using this attribute, the Email Form Item Email will also be sent to the Email Address specified in this Attribute within the item.

Text on Sort Ascending

Text displayed for the sort ascending option.

Macros available:

- \$NAME\$: the name of this attribute.

Text on Sort Descending

Text displayed for the sort descending option.

Macros available:

- \$NAME\$: the name of this attribute.

Show in Content Manager

When enabled, this attribute will be shown as a column in the content manager

Single value format

Allows you to specify the format in which to display each single value of the attribute.

Macros Available:

- \$VALUE\$: A single value

Example:

[\$VALUE\$]

Checkboxes support the following additional formatting options

<checked>Custom Checked Value</checked>

<unchecked>Custom Unchecked Value</unchecked>

Enable character counter

If checked, displays a character counter below the text field telling the user how many characters they have remaining

Always show character counter

If checked, always displays the counter. If unchecked, the counter only appears when the user starts typing

Allow character counter overflow

If checked, the user will be allowed to enter more than the maximum number of characters in the box. When this happens, a negative number of characters remaining will be displayed.

If the user submits the form with too many characters an error will be displayed