



Update Uncategorised Products Feature

Instructions to update uncategorised products

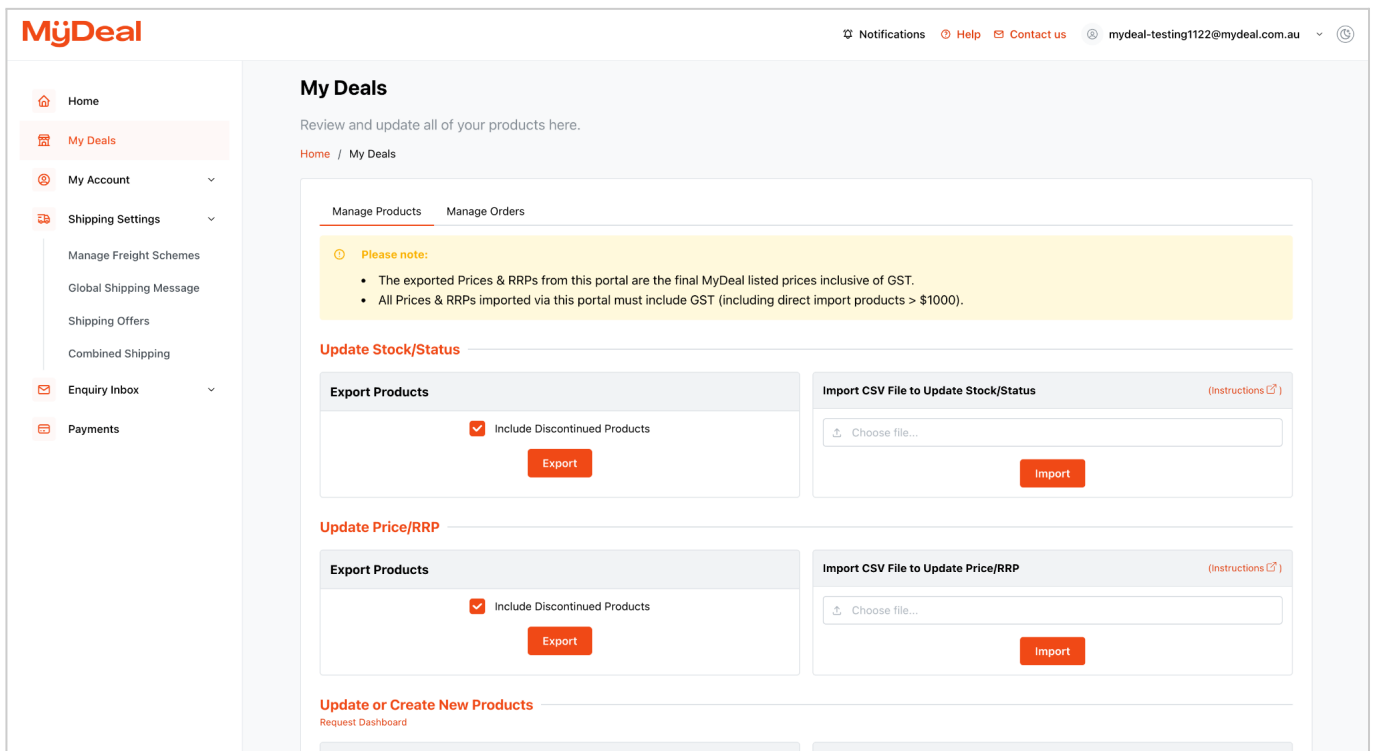
August 2023

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.

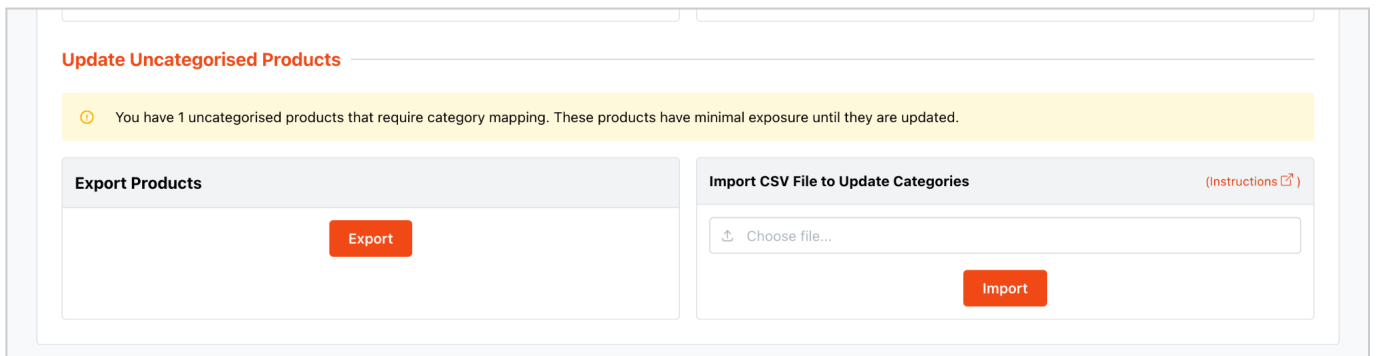
Steps to Update

1. Login to your MyDeal Marketplace Portal & Navigate to the 'My Deals' Page.



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

Scroll to the bottom of the page to see.



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.

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.

	A	B	C	D	E	
1	DealID	ExternalID	SKU	DealTitle	CategoryID	
2	10314806	DEMO1	DEMO1	Example Product 1		
3	10314808	DEMO2	DEMO2	Example Product 2		
4	10314812	DEMO3	DEMO3	Example Product 3		
5						

Column Name	Description
DealID*	Required for importing uncategorised products. 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 products. This field will be exported as blank.

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.

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.

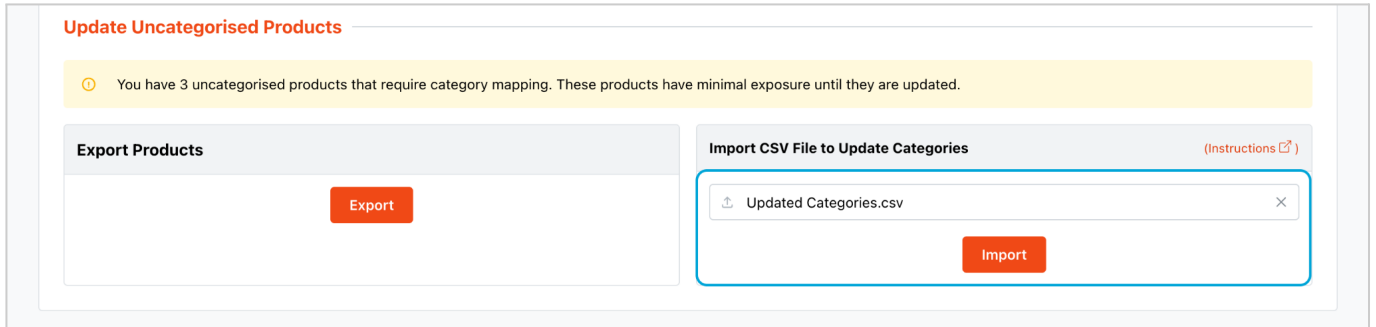
	A	B	C	D	E	
1	DealID	ExternalID	SKU	DealTitle	CategoryID	
2	10314806	DEMO1	DEMO1	Example Product 1	6475	
3	10314808	DEMO2	DEMO2	Example Product 2	11085	
4	10314812	DEMO3	DEMO3	Example Product 3	2292	
5						

Important things to keep in mind:

- **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's category again. Therefore please take care in ensuring the CategoryIDs you have selected are correct before importing the file.
- 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.

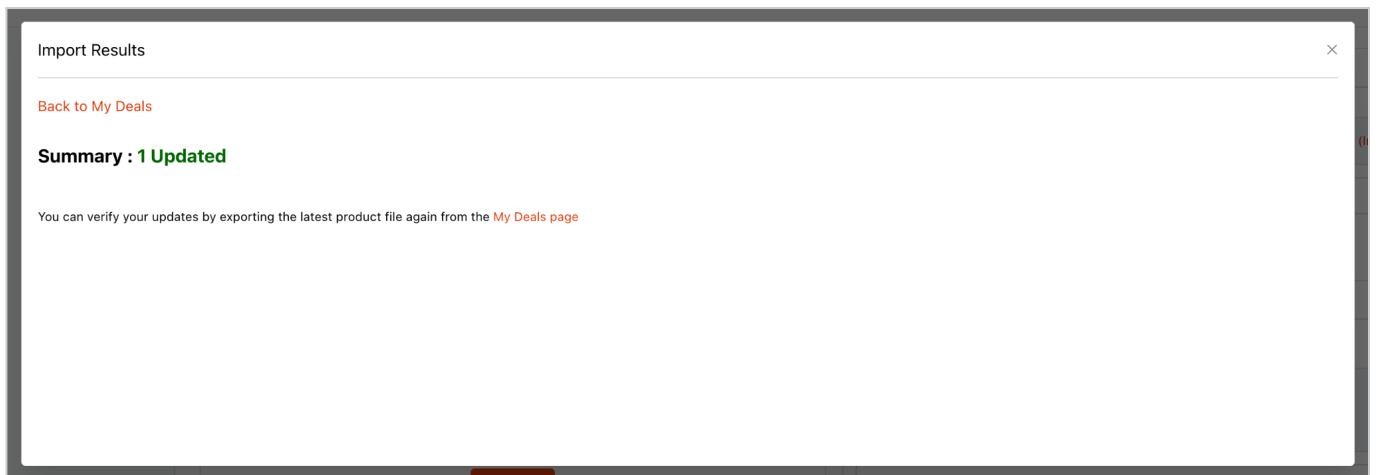
5. Import the updated Uncategorized Products CSV file

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

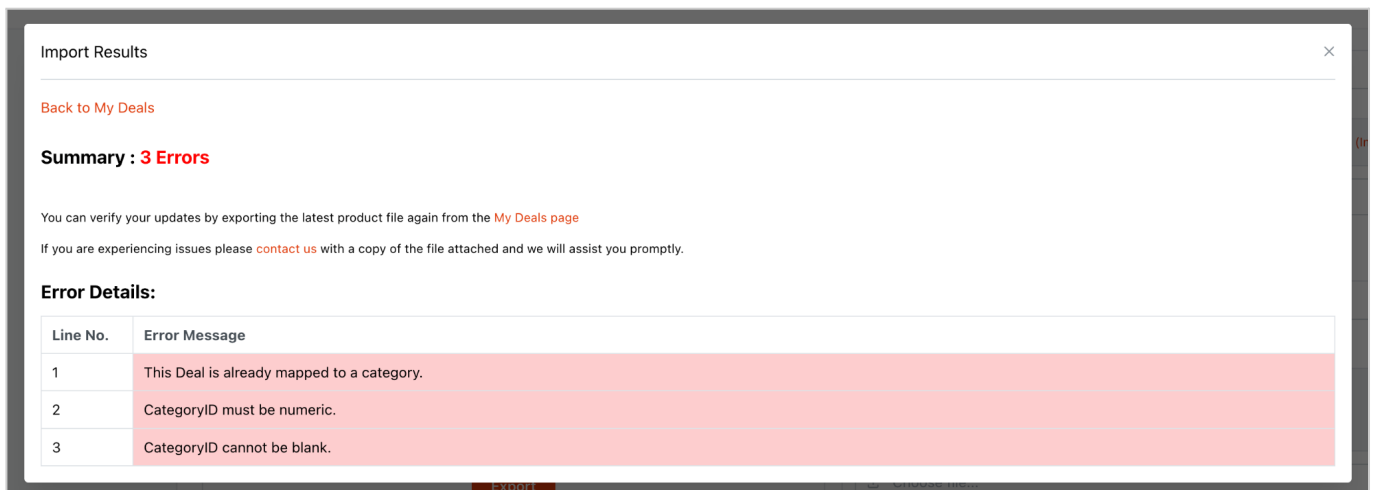


6. Review the Import Results Page

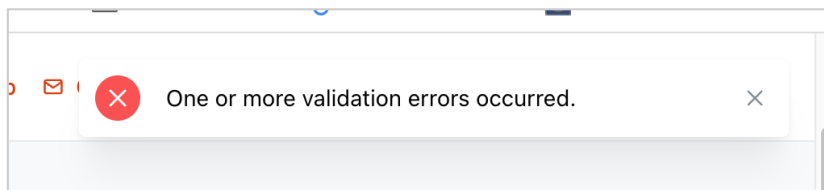
If the file is in the correct format an Import Results window will display with a summary.



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

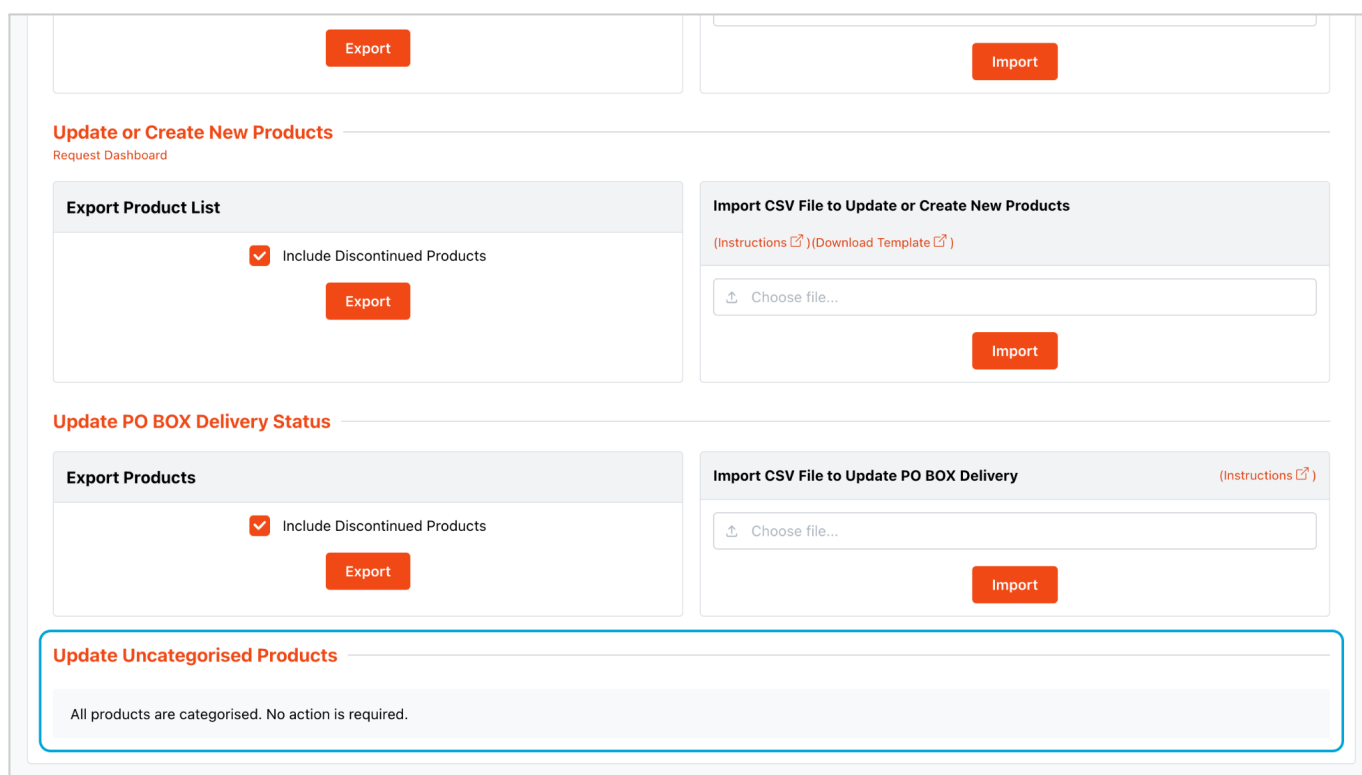


If the file is in the incorrect format, i.e., not csv, columns missing, headers edited etc., the file will not upload and will show an error message in the top right-hand corner, like the below:



7. Done!

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.'

A screenshot of a web dashboard titled "Request Dashboard". At the top, there are two buttons: "Export" on the left and "Import" on the right. Below this, there are three main sections. The first section is "Update or Create New Products". It contains two sub-sections: "Export Product List" with a checked checkbox for "Include Discontinued Products" and an "Export" button; and "Import CSV File to Update or Create New Products" with links for "(Instructions)" and "(Download Template)", a "Choose file..." input field, and an "Import" button. The second section is "Update PO BOX Delivery Status". It also contains two sub-sections: "Export Products" with a checked checkbox for "Include Discontinued Products" and an "Export" button; and "Import CSV File to Update PO BOX Delivery" with a link for "(Instructions)", a "Choose file..." input field, and an "Import" button. The third section is "Update Uncategorised Products", which is highlighted with a blue border and contains the message: "All products are categorised. No action is required."