

## How to add filter options to your products

### Step One: Create the attributes

If the product information hasn't been added to Magento already, you must create the attributes first. It's important to note that only Dropdown, Multiple Select, and Price data types can be used for filtering.

- From your admin dashboard, select Stores and then under the Attributes section, click on 'Product'.
- Click on the Add New Attribute button
- Enter the descriptive label you wish to use for the new attribute.
- Under 'Catalog Input Type for Store Owner', select 'Multiple Select, Dropdown, or Price'.
  - Multiple Select - use this when one product could have multiple options selected. For example, for the attribute 'features', one product could have Popular, New, Organic, and Vegetarian.
  - Dropdown - use this when there are multiple options available but each product would only have 1 selected. For example, size or color.
  - Price - use this when the item is a dollar amount.
- Once you select Multiple Select or Dropdown, a new section will appear on the page, subtitled Manage Options (Values of your Attribute). Unless you are syncing the data from Acctivate, you must predefine the values you want to use. Add rows for each value and enter the label under the Admin entry box. If you want the value to be used as the default for any new product, click on the 'Is Default' button.
- Once you are finished adding all of your options, expand the 'Advanced Attribute Properties' section
- Under Attribute Code, enter a unique code to identify the attribute. Do not use any spaces.
- Under Scope, select 'Global', unless you have a multiple store site. In that case, select the proper scope.
- Set 'Add to column Options' to Yes if you want this value shown in the product grid listing.
- Set 'Use in Filter Options' if you want to filter products by this value in the product grid listing in admin (this isn't related to setting up the filtering for your site visitors. This is only related to the product listing in admin).
- Now, select the 'Storefront Properties' from the left side of the form.
- Under 'Use In Search', select Yes if this is a value that contains information for searching. Using too many attributes for searching can cause the system to return a large number of products in a search request, so be thoughtful about which attributes you set here.
- Under 'Comparable on Storefront', select Yes if this is a specification type attribute that would help users compare different products. For example, for a computer product, processor, hard disk size, and memory would be good attributes to compare.

- Under Use In Layered Navigation, select Filterable (with results) if you want to only show each option if there are products available with that option. Select Filterable (no results) if you want to show every option you added regardless of whether any products have this value.
- Under 'Use in Search Results Layered Navigation', select Yes or No depending on if you want to use in the filtering for the search results page.
- Under Position, you can specify the relative order this attribute would have in the filtering for a product category.
- Under 'Use for Promo Rule Conditions', select Yes if you want to use this attribute in product conditions for creating coupons or sales rules.
- Under 'Allow HTML Tags on Storefront', select Yes if you want to allow html styling in the value. For example, description and specs fields often use text formatting or bullet lists, etc.
- Under 'Visible on Catalog Pages on Storefront', select Yes if you want this attribute displayed in the additional information tab on the product page.
- Under 'Used in Product Listing', select Yes if you want this attribute displayed under the product in the category listing pages.
- Under 'Used for Sorting in Product Listing', select Yes if you want the user to be able to sort by this attribute on the category listing pages.
- Now, click on the Save Attribute button to save your new attribute.

Step 2 - Prepare the data for this new attribute to be imported or synced from Attribute.

- If syncing the data from Attribute, you should map the field to the proper Acctivate field and then, if necessary, import the data into Acctivate.
- To import the data directly into Magento, make sure your data is formatted properly in a csv (comma separated values) file. This can be done in Microsoft Excel by saving the file as CSV.
- The first row of your spreadsheet should contain the Magento attribute codes (not the name, but the code you added above). Your spreadsheet should only include the sku and the attributes you want to update during the import. Any additional columns, even if they are empty, will cause errors.

Step 3 - Import the data into Magento

- From the Admin dashboard, click on System and then select Import from under the Data Transfer section.
- Under Entity Type, select 'Products'
- Under Import Behavior, select 'Add/Update'. DO NOT select Replace or Delete.
- Select Skip Error Entries
- Enter any number under 'Allowed Error Count'. The default of 10 is a good value.
- Under Field Separator, leave the comma that is there as the default unless you are experienced with file imports and need to use a different value.
- Under Multiple value separator, leave the comma that is there as the default unless you are experienced with file imports and need to use a different value.

- In most cases, you should check the box next to 'Fields enclosure'.
- Under File To Import, click on 'Choose File', browse to the file on your computer, and click Open.
- Click on the orange Check Data button at the top of the screen.
- Most likely, you will receive errors on the first pass. Common errors include sku's that do not exist in magento, extra empty columns in the spreadsheet, and values for dropdown or Multiple Select attribute types that do not match an existing option.
- Fix any errors in your spreadsheet or in the attribute options lists.
- Reupload the file (if changed) and then click on 'Check Data' Again.
- Once the data passes all Magento tests, you will see the message 'File is valid! To start import process press "Import" button' with an import button that you can click to complete the import.

Now you can check the category list pages for products to see your new filters.