

# What is the function of the tags?



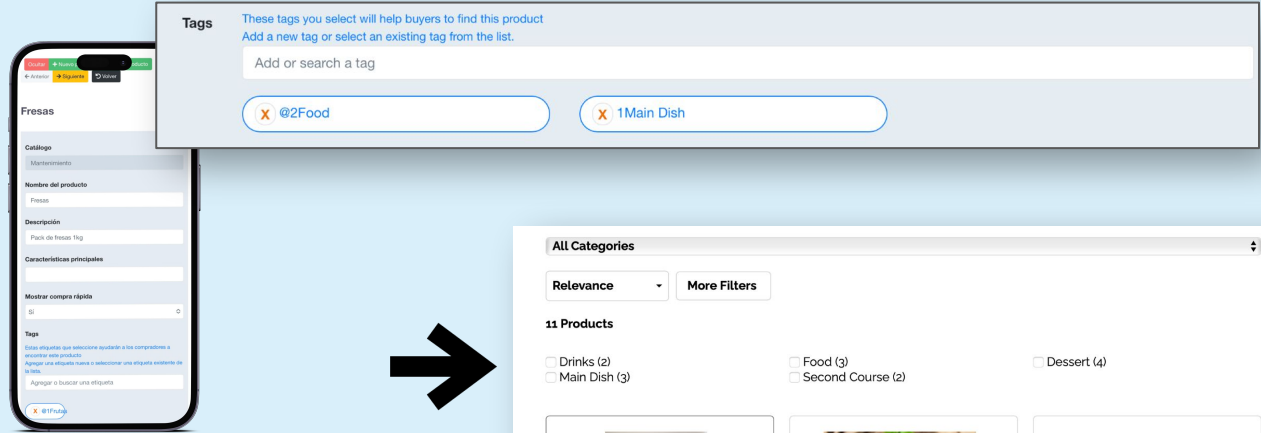
Tags can be useful for organising your shop.

**1. What are tags?** Tags are the groups that you decide to create to organise your products in different families.

**2. What is their use?** Their use will help you to organise your shop and give priority in the customer's vision to those products that you want to make visible above others.

### 3. How should I configure it?

To generate the tags, you must add the family to which the product belongs in each product file.



By adding tags, our shop will have search filters that our customers can use to easily find the products they are looking for.



## 4. And how can I organise my families?

Let's differentiate between two degrees of priority:

First degree: @1, @2, @3, @4, @5

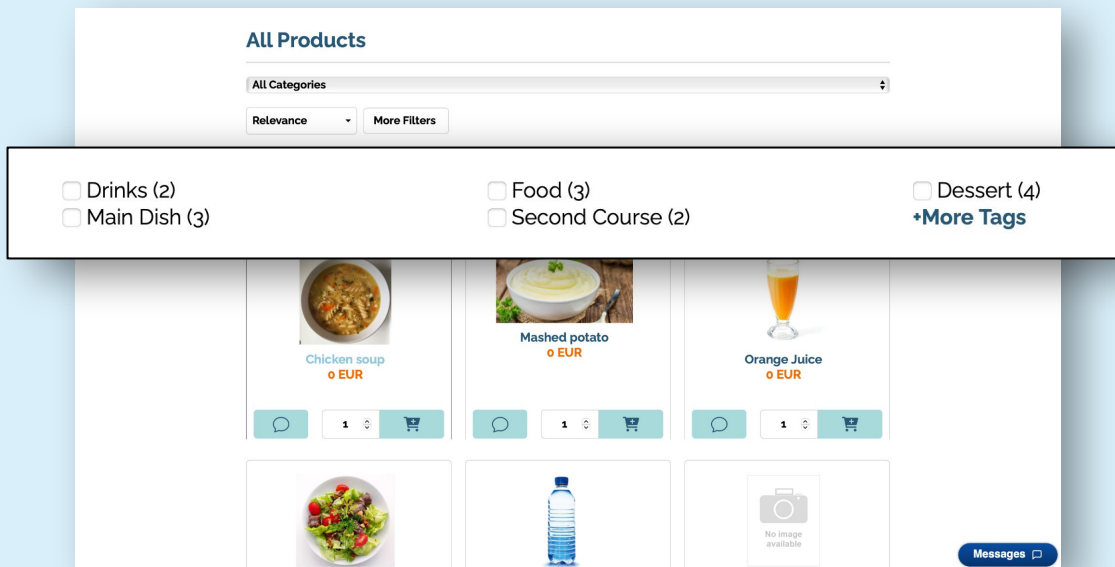
Second degree: 1, 2, 3, 4, 5, 6, 7, 8...

Those tags that we add with @ followed by a number will be the products with the most visibility for consumers. For this reason, they should also be the largest families. →

Example: @1Drinks, @2Food, @3Dessert...

\* This first level of priority will be the 5 families that will be displayed first in our shop.

The tags we add with a number in front of them will be organised in numerical order and will appear in **+More Tags**.



## 5. What happens if I don't have 5 families with first degree priority?

We can have two situations:

- A. If you don't add any priority symbols (@'s or numbering), the priority of your tags will be those you have saved first.
- B. If you have not added @'s to your tags to obtain a first degree of priority but you have numbered them to organise them, the priority will be given by the tag numbers. The lowest number will be the one that gives the highest priority, in our case it is number 1, which will be the tag that is displayed first followed by the following numbers, always respecting the lowest number.

## 6. What happens if I don't add @ or numbers to the tags?

If you don't add any priority symbol to the tags, the priority will be given by the tag you first add to one of your products, that will be the first tag your customers will see to filter. Followed by the second one you save, then the third, the fourth... and so on.

