

Shopify Bulk Editor & Reclassifying Product Types to Match your M1 Class Codes

1. Go to “Products”
2. Find items you want to reclassify through filters (tags, key terms in search bar, etc.)
3. Check the “Select All” box.
4. To the right of that once selected, you’ll see a blue hyperlink that says, “select all 50+ items” (if there are that many). Click that.
5. Then click edit.
- 6. You’re now in the bulk editor.**
7. In the top right, there’s the ability to change the columns
 - a. Click the “columns” button
8. Select “Custom Product Type”
9. In this column, use your copy & paste list* to change your product types to match your M1 class structure.

To change multiple items at a time:

1. Type the new product type in the first box.
2. Then, at the bottom right of the box you’ll see like a little blue box...click and drag that down to paste across multiple items.
3. If you use the down arrow on your keyboard as you drag it will let you keep going all the way down.

Things to Note:

- 1. Some items will likely be in what we call “unclassified”**
 - a. These are products without a current product type that are the most missed items during the reclassification process.
 - b. To find these products:
 - i. Go to “Products”
 - ii. Ensure there are no current filters applied.
 - iii. At the right-hand side, select “Sort”
 - iv. Then click “Sort by Product Type A-Z”
 - c. All products without a product type will appear at the top. They will appear empty/missing information under the column “Type”
 - d. Select all currently “unclassified” and assign them a custom product type that matches your M1 class codes.

2. **ALL dropship must be left EXCLUDED from reclassification process.**
 - a. Do not assign them a M1 class code. Leave them excluded and clearly depicted as such.
 - b. Inventory will be drastically skewed if classified with regular owned inventory.
3. BEST PRACTICE moving forward – assigning week tags during receiving process
 - a. To help automate markdown process and determining age of inventory, assigning a week tag with the week it was received will help determine its age at a particular time in the future.
 - b. For example, Women’s apparel has a typical lifespan (viability of product) of 8-10 weeks. If a product was received on “Week32” of the year then by Week 40 of the year, it would be considered “aged” and indication action is needed to move remaining inventory.
 - c. <https://www.epochconverter.com/weeks/2022>
 - i. Printing this in the store and adding this to your receiving process will help eliminate the subjectivity of markdowns and help the team stay on top of moving inventory in a timely manner.