




INDITION COMMERCE

Indition Commerce

Complete User Manual — the Shop catalog & store backbone: Products, Variants, Categories, Pricing, Vendors, Stores & Workflows, Delivery, Order Statuses, Tax, Inventory, Import, Bulk Tools & Storefront Widgets

Shop Module v5.16.18.7 · June 2026

 © 2026 Indition Corp. All rights reserved. Indition™ and the Indition logo are trademarks of Indition Corp. All other product names, logos, and brands are the property of their respective owners.

Contents

1. Introduction & Core Concepts

- What this module manages
- Products, variants & product types
- Product statuses
- How it relates to the other commerce modules
- The admin menu at a glance
- Conventions

2. Stores, Workflows & Store Settings

- The Stores list
- Creating a store & mapping it to workflows
- Payment & auto-cancel (per workflow)
- Delivery settings (per store)
- Store Settings

3. Product Types

4. Categories

5. Collections

6. Attributes & Attribute Groups

7. Products

- The products list
- Creating a product
- The product edit tabs
- Locking & scheduled-change mode

8. Variants & SKUs (Sub-products)

9. Pricing

- Price Levels
- The per-level price grid
- User Groups & group pricing
- Manage Prices

10. Catalog Enrichment

- Product Features
- Tags & Category Tags
- Featured Products
- SKU Breakdown (kits)

11. Content Fields

12. Vendors & Vendor APIs

13. Delivery Methods

14. Order Status Management & Transitions

- Order Statuses
- Initial Order Statuses
- Order Status Transitions
- Status Groups & Groupings
- How they work together

15. Currency & Tax

16. Inventory & Stock

17. Importing the Catalog

18. Bulk Updates & Scheduled Changes

19. History, Logs & Search

20. Storefront Widgets

21. Appendix: Status & Glossary Reference

1. Introduction & Core Concepts

Indition Commerce is the heart of the store — the back-office workspace where you build and maintain the **product catalog** and configure how the store sells. From here you create products and their variants, organise them into categories and collections, set pricing, manage vendors and stock, define your sales channels (stores) and the workflows behind them, set delivery options, the order lifecycle and tax, run bulk and scheduled catalog operations, and place the widgets that show the catalog to shoppers. This manual is written so a new team member can read it cover to cover and operate every feature confidently.

1.1 What this module manages

- **Catalog** — products, their variants (SKUs), categories, collections, attributes, features and tags.
- **Pricing** — price levels, per-SKU prices and sales, customer-group pricing, and bulk price management.
- **Selling structure** — stores (sales channels) and their workflows, delivery methods, the order-status lifecycle, currency and tax.
- **Suppliers & stock** — vendors, their API integrations, and built-in inventory tracking.
- **Operations** — catalog import, bulk updates, scheduled changes, and change history.
- **Storefront** — the widgets that present products, cart, checkout and account pages to shoppers.

1.2 Products, variants & product types

Level	What it is
Product	The item as a shopper thinks of it — e.g. "Classic T-Shirt" — with its name, description, images, categories and attributes.
Sub-product (SKU / variant)	A specific purchasable version — e.g. "Classic T-Shirt, Large, Blue" — with its own SKU, price, weight and stock. A product can have one SKU or many.

Every product belongs to a **Product Type** (for example *Product, Education, Service*). The type decides which attributes, categories and content fields apply, so different kinds of items can have tailored forms. (Education classes are documented separately in the *Indition Classes* manual.)

1.3 Product statuses

Products and SKUs carry a set of status flags that can be combined — an item can be both Active and Sellable, for instance:

Inactive	Hidden from the storefront.
Active	Visible in the catalogue.
Sellable	Can be purchased.
Back Order	Out of stock but still accepting orders.
Promotion	Flagged as promotional.
Search Only	Found via search but not shown when browsing categories.

(Order statuses are different — they are store-defined and govern the order lifecycle; see Chapter 14.)

1.4 How it relates to the other commerce modules

The Shop module is the catalog and store backbone. Several closely-related areas are **separate modules with their own manuals**, reached from the same admin menu:

Area	Module
Order processing	Order / Order Export (the order-status <i>setup</i> screens are covered here in Chapter 14)
Customers & carts	Customer
Warehouse/location stock	Inventory (<i>Indition Inventory Management</i>)
Promotions & discounts	Promotion
Shipping rules & rates	Shipping
Payments & refunds	Payment
Classes	Education (<i>Indition Classes</i>)

1.5 The admin menu at a glance

Setup	Catalog management
Stores & Store Settings, Product Types, Categories, Collections, Attributes & Attribute Groups, Product Features, Price Levels, Vendors & Vendor APIs, Delivery Methods & Types, Order Statuses & Transitions, Currency, Tax Rates, Content Fields, SKU Breakdown	Products, Sub-products, Manage Prices, Featured Products, Scheduled Product Changes, Import Products, Catalog Import, Bulk Products Update / Batches, Inventory Management

1.6 Conventions

- These screens require the appropriate administrator access.
- Grids support sorting, column filtering, selection and export (Excel), with page sizes (50/100/250/500/1000) and a clear empty state.
- Status switches toggle in place; deletions confirm first; aliases (URL slugs) are generated automatically from names and, once set, generally can't be changed.

2. Stores, Workflows & Store Settings

A **store** is a sales channel / storefront. Most installations run one; the Stores area supports selling through several channels from one catalog. Crucially, a store is connected to one or more **workflows** — the configured site environments (a workflow is, in effect, a running copy of the site; see the *Indition Content Management* manual). Mapping a store to workflows is what makes the store live on those addresses.

2.1 The Stores list

The list shows each store's **Name**, **Alias**, the **Payment Processors** enabled for it, and a **Status** toggle, plus created/updated times. Filter by name, alias and status; create and delete from here.

2.2 Creating a store & mapping it to workflows

Choose **Create Store** and set the **Name** and **Alias** (required; the alias is generated from the name and is fixed once set). Then map the store to workflows in two separate contexts:

Mapping	What it does
Frontend Stores	The public-facing workflow(s) the store serves — where shoppers browse and order.
Order Desk (shown when <i>Enable Order Desk Mapping</i> is on)	The back-office / CRM workflow(s) used for manual order entry.

Both are multi-select. A workflow can belong to only **one** store in each context at a time. If you pick a workflow that's already mapped elsewhere, the system warns you — e.g. *"Workflow 'X' is already assigned to Frontend Store 'Y'. Would you like to assign it here and remove it from the other store?"* — and lets you re-submit to **reassign** it.

2.3 Payment & auto-cancel (per workflow)

Two important settings are written **per mapped workflow** when you save the store:

- **Payment gateways** — after the store is first saved, a grid lets you tick which payment processors are accepted; the choice is applied to each of the store's workflows (the gateways you don't tick are switched off for those workflows).
- **Auto-cancel** — turn on **Enable Auto Cancel** to automatically cancel unpaid orders after a **waiting period** (in hours), limited to the **cancellable order statuses** you choose (Chapter 14). These three values are stored per workflow.

You can also have the store calculate prices automatically via **Default Price Settings** — a **base price level** with a markup **type** and **percentage**, plus an optional secondary level.

2.4 Delivery settings (per store)

The store form's **Delivery Settings** section controls which delivery methods the store offers, grouped **by product type**. For each active delivery method you get two toggles:

- **Enable [method]** — offer this delivery method in this store for that product type.
- **Apply to All New Subproducts** — automatically pre-select it on new SKUs of that product type.

This is one half of the delivery picture; the methods themselves are defined in Chapter 13, and individual SKUs can fine-tune their methods (Chapter 8).

2.5 Store Settings

Store Settings holds the many configurable options that control store behaviour. You pick a **workflow** and a **store**, and the settings — grouped into sections (checkout, inventory, general, and so on) — appear for editing. Because settings are scoped per workflow, a tick-box lets you **apply a value to all other workflows except live** at once. Save to apply.

Settings are workflow-specific by design, so you can configure and preview behaviour in a development workflow before it reaches the live site.

3. Product Types

A **Product Type** is a template that scopes the catalog — it determines which attributes, categories and content fields apply to products of that type, and gives them appropriate labels (e.g. "Products", "Classes"). One type is the **default**. On the form you set the **Name**, **Alias**, the owning **Module**, an **Is Default** flag (setting one default clears the others) and a **Status**. Most stores use the built-in types and rarely add new ones.

4. Categories

Categories organise products into the browsable, hierarchical structure shoppers navigate. Open **Categories** to manage the tree.

Each category has a **Title** and an auto-generated **Alias**, an optional **Parent Category** (which places it in the tree), a **Status** toggle, an image gallery, and SEO/social metadata. Two extras are worth knowing:

- **Flash Sale** — enable a category-wide sale with a start and end date/time.
- **Attribute groups** — choose which attribute groups (and attributes) apply to products in this category.

Save applies the category and its links; a preview action opens the category's storefront page. You assign products to categories from the product form (Chapter 7).

5. Collections

Collections are curated, themed groupings of products — for example “Summer Picks” or “Staff Favourites” — that you assemble by hand, independent of the category tree. A collection has a **Name**, **Alias**, **Description**, **Status** and an optional **Page** it's shown on. After creating the collection, use its **Products** tab to add and remove the products it contains.

6. Attributes & Attribute Groups

Attributes are the descriptive facts about products — colour, size, material, and so on. **Attribute Groups** gather related attributes together, and a group's type decides whether it is:

- **Variant-defining** — the attribute creates separate SKUs (e.g. each Size/Colour combination is its own sub-product); or
- **Descriptive** — the attribute simply describes the product (e.g. Country of Origin) without creating variants.

On the **Attribute** form you set a **Name**, an **Attribute Type** (which controls how it's entered — dropdown, text, etc.), an optional image (e.g. a colour swatch), a status, and the **groups** it belongs to. On the **Attribute Group** form you set the name, the group type, and the ordered list of attributes it contains. Categories then choose which groups apply (Chapter 4), and products pick attribute values from those groups.

7. Products

Products is the catalog's main workspace. Open it from the menu (scoped to a product type).

7.1 The products list

The grid shows each product's image, **Name**, **Stores**, custom URL, **Page**, **Categories**, **Status**, and toggles for **On Sale**, **In Sitemap** and **Full-Text Searchable** (an optional-columns control shows or hides the latter three). The page Actions menu offers:

- **Create New Product** and **Import Products** (Chapter 17).
- **Update selected items** — a bulk modal to set status, the detail **Page**, **In Sitemap** and **Full-text Searchable** on the ticked products.
- Several **Export** options — *Active Sellable SKUs*, *Active / Active Sellable SKUs*, *Filtered SKUs*, *All SKUs*, and a **Google Merchant Feed**.

7.2 Creating a product

The create form opens on **Product Details**:

- **Product Name** (required; the **Alias** generates from it), **Stores**, **Categories**, and the detail **Page**.
- Indexing options: **In Sitemap**, **Full-text Searchable**, **Export to Google Feed**, and a **BV Review ID** for ratings integration.
- **Status**, plus the type-specific **content fields** (rich-text descriptions and structured content).

Click **Create**, or **Create & Add Sub-product** to go straight to adding a SKU.

7.3 The product edit tabs

Editing an existing product adds tabs and a side menu (Product Attributes, Sub-product Variants/Attributes, New Sub Product, **Duplicate Product**, Schedule Product Changes):

Tab	What it holds
Product Details	The fields above plus the content editors.
Price and Promo	Put the product (or its SKUs) On Sale for a date range, and see each SKU's pricing.
Meta Data	SEO / social-share fields.
Attributes	Product-level attribute values.
Sub products	The product's SKUs/variants (Chapter 8), with bulk update of status and shipping.
Image Gallery / Documents	Images (grouped by tag) and downloadable files.
Features / Related Products	Highlighted features (Chapter 10) and cross-sell links.
History / Scheduled Changes	The change log and any future scheduled edits (Chapters 18–19).

Save applies changes; **Preview** opens the storefront page.

7.4 Locking & scheduled-change mode

- **Locking** — a product's **content** and/or **status** can be locked to prevent accidental edits; a lock indicator shows when this applies, and locked content renders read-only.
- **Scheduled-change mode** — from the product menu, **Schedule Product Changes** switches the form into a mode where your edits are saved as a future change instead of applying now. You give the change a **Name**, a **Schedule Date** (no past dates) and **Time** (in 15-minute steps), and a **Description**, then **Save** (queue it) or **Save as Draft**. See Chapter 18.

8. Variants & SKUs (Sub-products)

A **sub-product** is a single purchasable variant of a product, identified by its **SKU**. A product with no real variants still has one SKU; a product with variant-defining attributes (Chapter 6) has one SKU per combination. The product's **Sub products** tab lists them — SKU, quantity, stock total/reserved, **Price**, **Sale Price**, shipping option, status and defining attributes — with the default SKU highlighted.

Opening a sub-product gives its full form, organised into sections:

Section	What you set
SKU details	SKU (unique), UPC/barcode, Vendor , quantity per unit.
Pricing	Price, cost, sale price, and a price per price level (Chapter 9); prices can be locked.
Shipping & delivery	Whether/how to charge shipping (free, fixed, fixed + surcharge) and the cost, plus which delivery methods apply per store (inheriting the store's delivery settings from 2.4, with a delivery-locked option).
Measurements	Weight, length, width, height (with units) and a manual part number; a Validate Measurements action checks them.
Inventory	Where stock is tracked, the on-hand/reserved figures and serialization options (see Chapter 16 and the <i>Indition Inventory Management</i> manual).
Status & content	The SKU status and any type-specific content fields.
Related sub-products / Kit SKUs	Link related SKUs, and — for a kit SKU — manage its component SKUs.
Images / Documents	SKU-level images and files.

Like products, sub-products keep a **History** and support **scheduled changes**.

9. Pricing

9.1 Price Levels

Price Levels are pricing tiers — for example Retail, Wholesale or VIP. Each level has a **Name**, an optional **Base Level** it derives from, a **Type** (a fixed price, or a percentage markup/discount) and a **percentage**, with one level marked default. A **Mass Adjust** tool recalculates a level's prices across the catalogue from its base and percentage.

9.2 The per-level price grid

Each price level has its own SKU price grid (reached from the price level). It lists **Product Name**, **SKU**, **Normal Price**, **Sale Price** and last-updated, with price-range filters. Edit a normal or sale price inline — the sale price must not exceed the normal price — and it saves on the spot; setting a normal price to zero removes that price. Selected rows can be deleted in bulk.

9.3 User Groups & group pricing

User Groups are customer groups — e.g. Retail, Wholesale, VIP — used to give different customers different pricing. The grid shows each group's **Name**, **Status** and its currently assigned **Price Level**. The key action is **Assign Price Level**: select one or more groups, choose a price level, and assign — members of those groups then see that level's prices.

9.4 Manage Prices

Manage Prices is a fast, spreadsheet-style screen for editing many prices at once. Filter by category, product or price level; edit regular and sale prices inline; set on-sale date ranges; and **import** a price spreadsheet (mapping SKU, regular price, sale price and level). Imports can be applied immediately or **scheduled** for a future effective date, and an import log lets you review and **roll back** a run.

10. Catalog Enrichment

10.1 Product Features

Product Features are reusable selling points (with a name, description, image/video and an optional **highlight** flag) that you attach to products. Manage them in their own list and associate products to each feature from its form; a count shows how many products use it.

10.2 Tags & Category Tags

Tags are flexible labels for filtering and faceted search; each tag belongs to a **Category Tag** (a tag grouping). Manage the groupings first, then the tags within them. Deleting a tag category removes its tags.

10.3 Featured Products

Featured Products promote chosen products in chosen storefront categories (or in all categories). Pick the product(s) and the categories to feature them in, set a display order, and save.

10.4 SKU Breakdown (kits)

SKU Breakdown defines **kit** SKUs — a parent (kit) SKU that is sold as a single item but is made up of several **child** SKUs in set quantities (for example a “Starter Bundle” kit composed of three component products). The list shows each kit’s **parent SKU**, product name, the number of child SKUs, status and created date, filterable by parent SKU, product and status.

BUILDING A KIT

- 1 Search for and choose the **parent SKU** (you can narrow the search by category/product).
- 2 Add each **child SKU** — select the product, pick the variant via its attribute dropdowns, and enter the **quantity** of that child the kit contains.
- 3 Review the **preview** of the assembled kit, then save. Each child SKU may appear once per kit.

You can also **import** kit definitions in bulk: download the breakdown template, fill in the kit SKU and its components (SKU + quantity per column), upload, map the columns, preview, and save — choosing whether to skip duplicates or overwrite existing kits.

11. Content Fields

Content Fields control which detail fields appear on products of each **product type**, and where (for example on the product detail page versus the admin edit form). Pick a product type, then for each field set its **label**, its **content type** (plain text, rich text, etc.), and — for system fields — how it's managed. This is how the product form is tailored so each type of item asks for exactly the right information.

12. Vendors & Vendor APIs

Vendors are your suppliers. Each vendor record holds the **Name**, contact details (address, email, phone), an availability **Status**, a **Drop Ship Enabled** flag, default **payment terms** (when the Inventory module is present) and an optional dedicated **purchase-order email**. The list lets you filter by drop-ship and status and toggle them inline.

VENDOR API INTEGRATIONS

- **Vendor API Types** — templates for kinds of integration (e.g. an inventory feed or a drop-ship connector), each with **transmit** and **drop-ship-related** flags.
- **Vendor API Integrations** — the actual configured connections (name, type, path, parameters, documentation, status), which you then link to a vendor from the vendor form.
- **Vendor Inventory Restrictions** — a per-vendor, per-SKU grid controlling which fulfilment options (store pickup, store delivery, drop-ship) each vendor SKU allows, with inline editing, bulk actions, and import/export.

13. Delivery Methods

Delivery Methods are the delivery and pickup options offered for products — for example “Ground”, “Express” or “In-Store Pickup”. Each method has a **Name**, a fixed **Alias**, a **Product Type**, a **Method Type**, a display **Ordering** and a **Status**; when you create one you can switch it on for chosen stores.

Delivery Method Types are the categories those methods fall under (e.g. Shipping vs. In-Store Pickup) and can carry a **thank-you page** message shown after that delivery option is chosen. The method type also feeds the order lifecycle — the starting status of a new order depends on its product type *and* delivery method type (Chapter 14).

HOW STORES & DELIVERY METHODS FIT TOGETHER

- 1 Define the **delivery method types** (the categories) and the **delivery methods** within them, assigning each method to a product type.
- 2 For each **store**, enable the methods it offers (per product type) in the store’s Delivery Settings (2.4), optionally pre-selecting them on new SKUs.
- 3 Each **SKU** then carries the enabled methods and can fine-tune them (Chapter 8).

Delivery *methods* are the options a shopper sees; the detailed shipping *rules and rates* live in the separate **Shipping** module.

14. Order Status Management & Transitions

These five screens define the **order lifecycle** — the statuses an order can hold, where it starts, how it's allowed to move, and how statuses are grouped for reporting. They are provided by the Order module but appear under the Shop admin menu because they're part of setting up how the store sells. (Day-to-day order *processing* lives in the Order module.)

14.1 Order Statuses

Order Statuses are the states an order passes through — for example Pending, Confirmed, Shipped, Delivered, Cancelled. The grid shows each status's **Name**, **Alias**, description, the **Stores** and **Product Types** it's active for, whether it's a built-in **system** status, and whether it's active. On the form you set the name, alias (fixed after creation) and description, and choose the **stores** and **product types** the status applies to (with an active toggle for each). System statuses can't be deleted.

A status that's switched off for every store or product type shows as *Inactive*; if it's off for only some, those are flagged but the status stays *Active*.

14.2 Initial Order Statuses

Initial Order Statuses decide which status a brand-new order starts in — based on the combination of **Product Type** and **Method Type** (the delivery method type). For example, a physical product picked up in store might start as *Pending*, while the same product shipped might start as *Confirmed*. Each rule is one Product Type + Method Type + the starting Order Status.

14.3 Order Status Transitions

Order Status Transitions define the allowed moves from one status to the next — the rules that decide which buttons staff (or dealers) see on an order. Each transition specifies:

Field	What it sets
Current Status → Next Status	The move being allowed.
Product Types / Delivery Methods	Which product types and methods the move applies to (with "apply to all" options).
Action Label	The button text staff see (e.g. "Ship Order").
Confirmation Message	The prompt shown before the move runs.
Next Step Message	Guidance shown after the move.
Change Immediately	Whether the move happens at once or awaits confirmation.
Enabled for Dealers	Whether dealer users may trigger it.

The form helps you pick valid combinations — once you choose a current status it offers the compatible next statuses, then the product types and delivery methods those statuses share.

14.4 Status Groups & Groupings

- **Order Status Groups** are named buckets — e.g. “In Progress”, “Completed”, “Cancelled” — each with a **Name**, **Alias** (lowercase and dashes) and **Status**. They’re used to categorise and report on orders.
- **Order Status Groupings** assign individual statuses to those groups (e.g. put *Pending*, *Confirmed* and *Shipped* into “In Progress”). Each grouping is one status placed in one group.

14.5 How they work together

- 1 **Define statuses** (14.1) and which stores/product types they serve.
- 2 **Set the initial status** for each product-type + delivery-method-type combination (14.2).
- 3 **Define the transitions** between statuses, with their labels and messages (14.3).
- 4 **Group statuses** for dashboards and reporting (14.4).

At run time a new order is given its initial status; on the order screen, staff see exactly the actions the transition rules allow; and reports can roll orders up by status group.

15. Currency & Tax

15.1 Currency

Currency lists the currencies the store uses — each a three-letter **Code** (e.g. USD) and a **Symbol**.

15.2 Tax Rates

Tax Rates defines location-based tax — each rate ties a **tax name**, **rate** and identifiers to a **zip**, **county** and **city**, with a **default county** flag. Filter by date ranges and edit in place.

15.3 Tax report

A **tax report** exports collected tax for a date range to Excel, with a summary worksheet (revenue, taxable revenue, tax by jurisdiction, refunds) and an order-by-order detail worksheet.

Advanced, address-accurate tax calculation is handled by a separate tax module where enabled; the Tax Rates screen covers flat location-based rates.

16. Inventory & Stock

The Shop module includes a built-in **Inventory Management** grid for tracking simple stock per SKU. It is the screen the *Inventory Management* menu opens when the dedicated **Inventory** module isn't installed; when that module *is* installed, the menu opens its richer warehouse/location screens instead (see the *Indition Inventory Management* manual).

Column	Shows
SKU / Product	The item (links to the SKU and product editors).
SKU Status	Active / Inactive.
Inventory Tracking	Whether stock is tracked for this SKU (Yes/No).
On Hand / Reserved / Available	The stock figures (Available = On Hand – Reserved); shown as "N/A" when tracking is off.
Last Update / Date Created	Timestamps (with date-range filters).

Turn on **Enable Inline Editing** to edit SKU status, tracking and the quantities directly in the grid (Reserved can't exceed On Hand; editing Available recalculates On Hand). **Bulk actions** set the SKU status or the tracking flag across all, filtered, or selected SKUs. You can **Export** the (filtered) grid to Excel and **Import** a CSV/Excel file — mapping **SKU** (required) and **On Hand** (required), with optional **Inventory Tracking** and **SKU Status** — and both are recorded in **import** and **export logs** (with per-record detail and the original file).

This built-in grid handles straightforward per-SKU counts. The separate Inventory module adds warehouses and locations, receiving, transfers, purchase orders and cost layers — use it when you need true multi-location stock control.

17. Importing the Catalog

The Shop module offers several ways to bring catalog data in from spreadsheets. All accept CSV or Excel files and validate before applying.

Tool	What it does
Import Products	Create/update products in bulk: upload, map columns, then apply. Multi-value fields (status, categories) use commas; image URLs use the full File Manager path; a “skip duplicated products” option is offered.
Import Products Price	A price-only import that updates SKU prices.
Product Catalog Import	An advanced import with a column-mapping editor, a data preview, reusable templates , and background processing — the run is queued and tracked in logs.
Sub-product Catalog Import	The same advanced import at the SKU level.

- 1 Upload** the file.
- 2 Map** each spreadsheet column to a catalog field (and optionally save the mapping as a template), reviewing the preview.
- 3 Queue / Import** — the catalog imports run in the background; follow progress and per-row results in the **import logs** (each log lists the file, who ran it, the template, mode and status, and drills into per-record results with any errors).

Imports can create and overwrite many records at once. Use the validation step and the preview, and prefer “skip duplicated” when unsure — then check the import log for any rows that failed.

18. Bulk Updates & Scheduled Changes

18.1 Bulk Products Update

Bulk Products Update applies the same change to many products or SKUs at once, through a set of panels:

Panel	What it changes
Select Products	Search and select the products/SKUs to act on (by name, category, store).
General	Status, full-text searchable, export-to-Google-feed, in-sitemap, categories and stores.
Product Content	Product description / content fields.
Sub Product Settings	SKU-level fields.
Gallery Images	Add/replace images and add or remove image tags .
Attributes	Assign product- and sub-product-level attributes.
Pricing	Adjust SKU prices (by level, fixed or percentage).
Schedule	Apply now, or schedule for a future date/time.

Changes can **add** or **remove** values, and a scheduled update can be set to apply regardless of an item's current state.

18.2 Bulk Update Batches

Every bulk run is recorded as a **batch**. The list shows what was changed, the criteria, who ran it, the item count, the status (Processed, Scheduled, Failed, Rolled Back) and the date. Open a batch to see each affected item with a before/after **diff**, and — for a processed batch — **roll back** the whole batch or individual items.

18.3 Scheduled Product Changes

Scheduled Product Changes is the central list of edits queued to take effect later — for products and sub-products alike. Each entry has a name, the target, a status (**Draft, Scheduled, Completed, Archived, Skipped**), the scheduled time and a count of fields changing. Filter the list by type (product / sub-product), status, name, target and scheduled time.

For any entry you can **view** the full before/after diff (grouped by field), **edit** a draft or scheduled change — which reopens the product in schedule mode (7.4) so you can adjust the fields or the timing — **delete** a draft/scheduled change, **roll back** a completed one, or **archive** a completed change to clear it from the active list. At its scheduled moment a change applies automatically and moves to *Completed*; if it can't apply it's marked *Skipped*.

Scheduling lets you prepare price changes, status flips or content updates in advance and have them go live automatically at the chosen moment — no need to be at your desk when the change should happen.

19. History, Logs & Search

19.1 Product & Sub-product history & rollbacks

Every change to a product or a SKU is recorded, so you can see exactly what changed, when and by whom — and undo it if needed. A product's **History** tab shows a combined timeline of both the product's own changes and its SKUs' changes; you can filter to *Product only* or *Sub-product only*. Each entry shows the date/time, the staff member, the type (product or which SKU), and a short summary.

Opening an entry shows a **before / after comparison**, with the changed fields highlighted and grouped by area (general info, pricing, attributes, and so on). From there you can **roll back** — restore the earlier values for *all* changed fields or just the specific fields you tick. A separate, dedicated history view exists for an individual sub-product with the same compare-and-roll-back tools.

Rollback is field-level and deliberate: you choose which fields to revert and confirm, so you can undo one bad edit without losing later good ones.

19.2 Logs & search

- **Product Cache Logs** — a record of product cache operations, filterable by date, with an option to clear the log.
- **Data Exchange Log** — a record of integration/API data exchanges (e.g. vendor feeds).
- **Search** — an admin product search entry point for quickly locating catalog items.

A legacy **Users** screen (`/Shop/admin/user`) also exists for managing back-office/system user accounts (create, edit, activate/deactivate). It isn't shown in the current Shop menu and overlaps the platform's user and Customer management — day-to-day customer accounts are handled in the *Customer* module.

20. Storefront Widgets

These content blocks present the catalog to shoppers. You place them on pages (using the content-management tools) and configure how each looks — the fields shown, sorting, pagination and styling. They are grouped here by where they appear in the shopping journey.

Browsing & discovery

Widget	What shoppers see
Product List	A paginated grid/list of products with sorting (name, price, rating, on-sale) and filtering (category, collection, price, attributes), plus variant selectors — the main catalog browse block.
Category List	A navigation list of categories (ordered A–Z, Z–A or manually), optionally limited or filtered to chosen categories.
Breadcrumbs	The hierarchical trail (category › sub-category › product) that helps shoppers see where they are.

Product page

Widget	What shoppers see
Product Detail	The full product page — name, description, gallery, attributes, pricing/sale, the variant (SKU) selector, document downloads and features — with selectable fields and structured (JSON-LD) data.
Product Documents	Downloadable files attached to a product/its SKUs (e.g. spec sheets), shown as a styled list or as buttons, filtered by document tag.

Cross-sell & recommendations

Widget	What shoppers see
Related Products	Products related to the one being viewed, with sorting and pagination.
Related Sub-products	Related SKUs/variants of the current item.
Recommended Products	A curated or rule-based set of recommendations (e.g. top-selling, most-viewed), with ordering and exclusions.
Up-Sales	Hand-picked up-sell items (e.g. accessories) to pair with the product.
Recently Viewed Products	Items the shopper has recently browsed.

Cart & checkout

Widget	What shoppers see
Cart Info	A cart summary / mini-cart with item count, subtotal and thumbnails.
Added to Cart	The confirmation shown right after an item is added, optionally with recommendations and financing info.
Saved Cart	A signed-in shopper's saved carts, which they can load or delete.
Single-Page Checkout	An all-in-one checkout: billing/shipping address, delivery method per item, discount code, payment and order submission.
Checkout Manager	A multi-step checkout wizard (account → billing → shipping → review → payment) covering the same ground in stages.

Account & orders

Widget	What shoppers see
Order List	A signed-in shopper's order history, with configurable columns and actions (view, print, email).
Order Detail	A single order's full detail — items, totals, addresses, payment and (for in-store pickup) dealer info.

Store info & data helpers

Store Statistic displays store-level figures. **Product JSON Data** and **Product Attribute JSON Data** are behind-the-scenes helpers — they supply product and attribute data to other on-page scripts rather than displaying a block themselves.

Most listing widgets share the same options: how many items, the sort order, which fields and images to show, pagination, and optional caching and structured data for richer search/social results.

21. Appendix: Status & Glossary Reference

21.1 Statuses

- **Product / SKU** (combinable) — Inactive · Active · Sellable · Back Order · Promotion · Search Only.
- **Order statuses** — store-defined (e.g. Pending, Confirmed, Shipped, Delivered, Cancelled); their lifecycle is configured in Chapter 14.
- **Scheduled changes** — Draft · Scheduled · Completed · Archived · Skipped.
- **Bulk update batches** — Processed · Scheduled · Failed · Rolled Back.

21.2 Glossary

Term	Meaning
Product	A catalog item as a shopper thinks of it.
Sub-product / SKU	A specific purchasable variant of a product, with its own SKU, price and stock.
Product type	A template scoping which attributes, categories and content fields apply to a product.
Category	A browsable, hierarchical grouping shoppers navigate.
Collection	A curated, hand-built grouping of products, separate from the category tree.
Attribute / Attribute group	A product descriptor and its grouping; a group can be variant-defining or descriptive.
Price level	A pricing tier (e.g. Retail, Wholesale) a SKU can carry and a store can use.
User group	A customer group that can be assigned a price level for group-specific pricing.
Store	A sales channel / storefront mapped to one or more workflows.
Workflow	A configured site environment a store is mapped to (frontend and/or Order Desk).
Store setting	A workflow-scoped configuration value controlling store behaviour.
Delivery method / type	A delivery or pickup option a shopper sees, and its category (rules live in the Shipping module).
Order status	A state an order holds; store- and product-type-scoped.
Initial status	The status a new order starts in, by product type + delivery method type.
Status transition	An allowed move from one order status to another, with its action label and messages.
Status group	A named bucket of order statuses used for reporting/display.
Vendor	A supplier, optionally drop-ship-enabled and linked to API integrations.
Kit (SKU breakdown)	A SKU composed of child SKUs in set quantities.
Inventory tracking	Per-SKU stock tracking (on hand / reserved / available); richer multi-location stock is the Inventory module.

Featured product	A product promoted in chosen storefront categories.
Scheduled change	A product/SKU edit queued to take effect at a future time.
Bulk update batch	A recorded bulk-change run, reviewable and reversible.
Storefront widget	A content block that presents the catalog, cart, checkout or account pages to shoppers.

End of manual. Indition Commerce — Shop module v5.16.18.7.