

Re-Ordering Products within a Collection

You may want to order the products in your collection in a specific way. For example, you may wish to showcase specific products on the top of the page, such as "New Arrivals" or sale items. To re-order your products, you will need to edit your collection.

To View Your Collection:

1. Login to your Workspace
2. Click on **Collections** from the left menu.
3. Click the name of the collection you wish to edit.

NAME	TYPE	PRODUCTS IN COLLECTION	ACTIONS
Black Teas	Smart Collection	2	Edit Delete
Featured.	Custom Collection	0	Edit Delete
Cinnamon Tea	Smart Collection	2	Edit Delete
Chai	Smart Collection	2	Edit Delete
Shop	Custom Collection	6	Edit Delete

4. The collection list shows all the products in a collection, in the order your customers will see them on the collection page.

PRODUCTS IN COLLECTION (6)

REORDER COLLECTION SAVE EXPORT







	Almond Rocker tea, Brand Name	
	Almond Rocker tea, Brand Name	
	Orange Roobios Cinnamon tea, Brand Name	
	Orange Roobios Cinnamon tea, Brand Name	
	Original Chai tea, Brand Name	
	Original Chai tea, Brand Name	

Re-Ordering A Smart Collection

With a Smart Collection, you can use the pull-down menu to select a filter to reorder the items in the collection.

PRODUCTS IN COLLECTION (6)

REORDER COLLECTION Alphabetically: A to Z SAVE EXPORT

+		Al te	
+		Al te	
+		Orange Roobios Cinnamon tea, Brand Name	
+		Orange Roobios Cinnamon tea, Brand Name	
+		Original Chai tea, Brand Name	
+		Original Chai tea, Brand Name	

Choose the order for your collection and click **Save**.

Re-Ordering A Custom Collection

With Custom Collections, there are two ways to order your products:

- 1) You can use the pull-down menu to select another filter to reorder the items in the collection (see above), OR
- 2) You can manually reorder the products by dragging them up or down in the list.



















PRODUCTS IN COLLECTION (6)

REORDER COLLECTION

Manually

SAVE

EXPORT

		Almond Rocker tea, Brand Name	
		Almond Rocker tea, Brand Name	
		Orange Roobios Cinnamon tea, Brand Name	
		Orange Roobios Cinnamon tea, Brand Name	
		Original Chai tea, Brand Name	
		Original Chai tea, Brand Name	



Remember to click **Save** after you reorder products in the collection list.

Related articles

- [Adding a Collection to your Storefront](#)
- [Displaying Products on Home Page using Collections](#)
- [Deleting a Collection](#)
- [Re-Ordering Products within a Collection](#)
- [Creating a Smart Collection](#)