Creating and Managing Product Collections

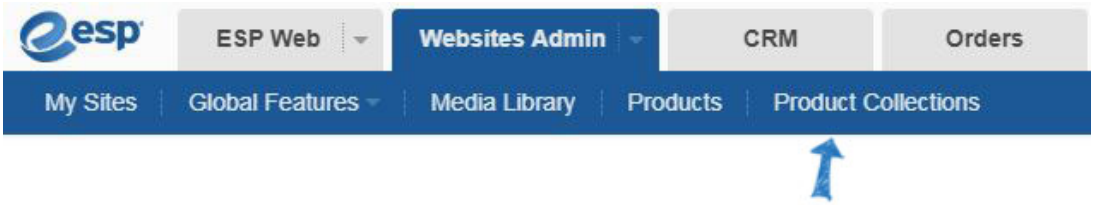
Jennifer M - 2019-03-29 - Manage Products

A product collection is a group of specific items with a centralized theme. As the websites admin, you are able to select exactly which products are included in a product collection. There are also global product collections, which are groups of products with a centralized theme provided by ASI. ASI will manage and maintain the product information in these collections.

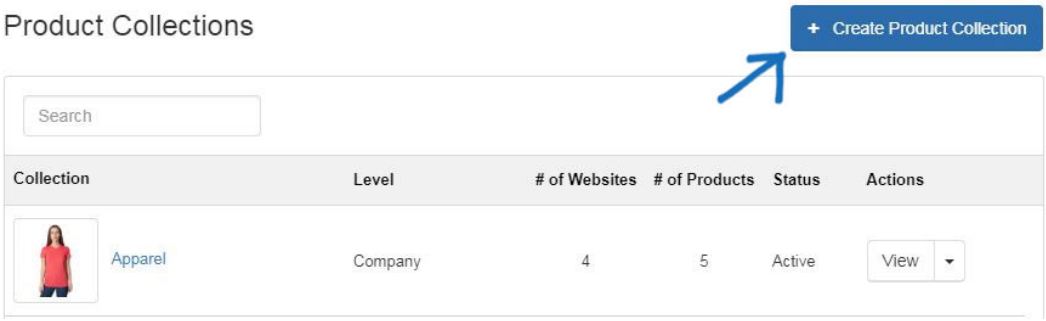
What would you like to do?

Create a New Product Collection

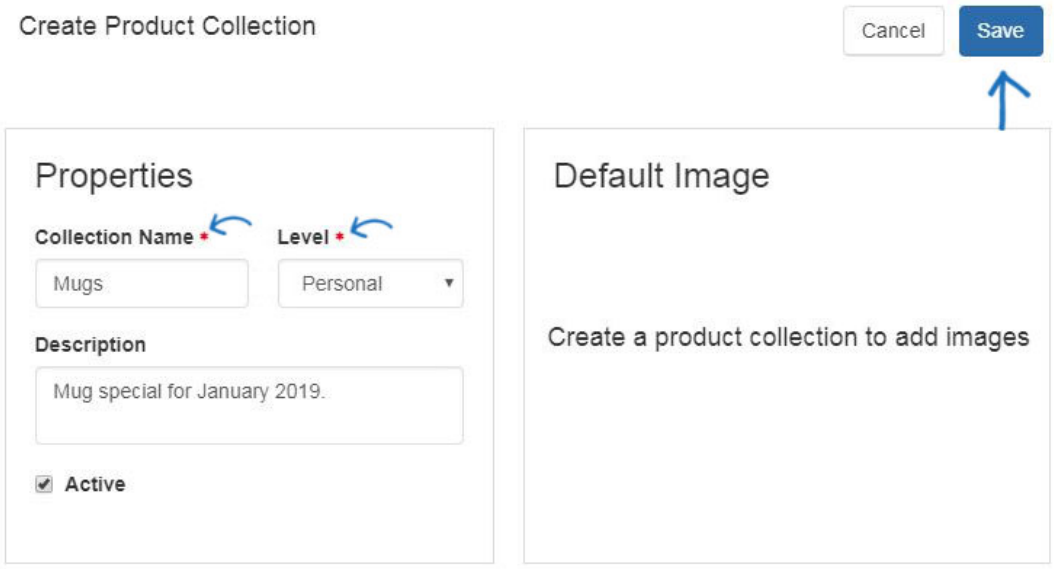
To create a new product collection, click on the Product Collections option in the ESP Websites Admin.



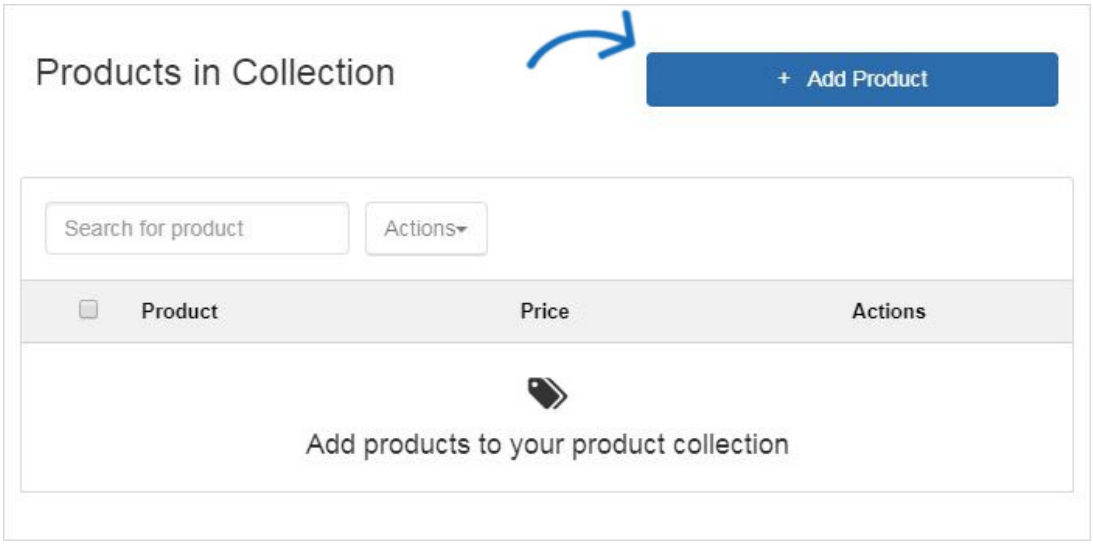
Click on the Create Product Collection button.



In the Properties box, enter a Collection Name and select a level. The Description field is an optional section where you can enter information about the product collection. The Active checkbox will be marked by default. This checkbox enables the product collection to be available for use on your ESP Websites and/or Company Stores. After you are finished entering information in the Properties box, click on the Save button to begin adding products.



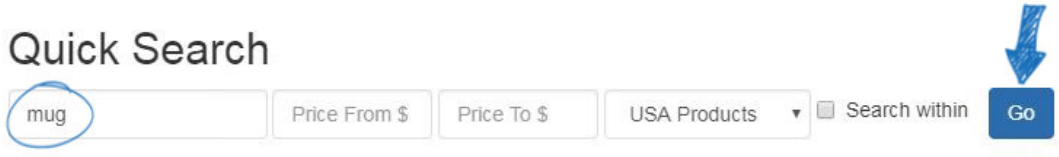
Now you are able to begin adding products to this product collection. Click on the "+Add Products" button.



I want to add products from ASI Suppliers

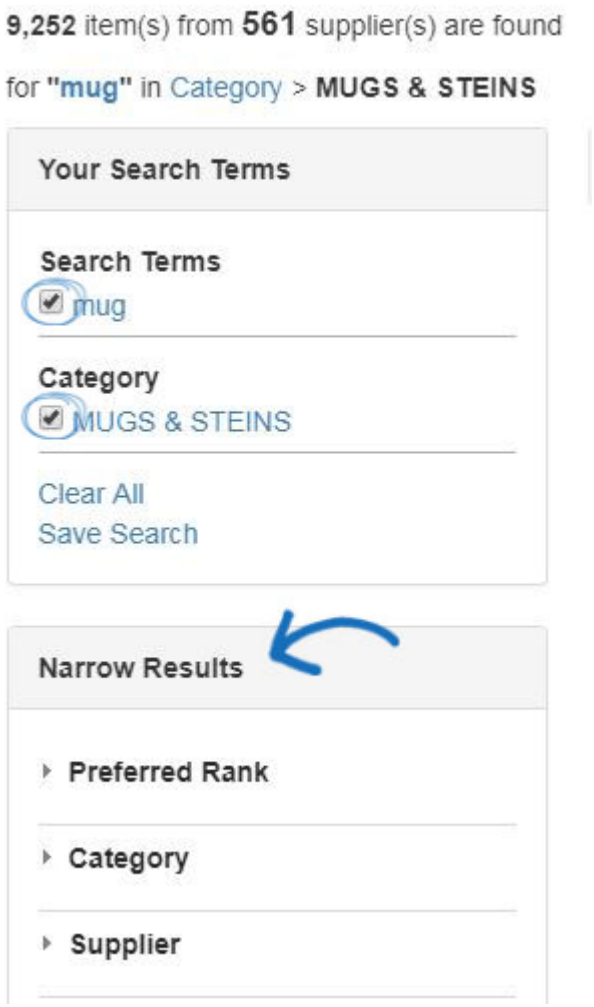
To add products to the current product collection, click on the "+Add Products" button.

Next, use the Quick Search to locate products. You can enter keywords or product numbers, a price range, and/or select the market where the products will ship from (United States or Canada). The search within option enables you to enter a search term, click on the Go button, and then enter an additional search term and then click on Go again to search for keywords or phrases using only the previously returned search results.

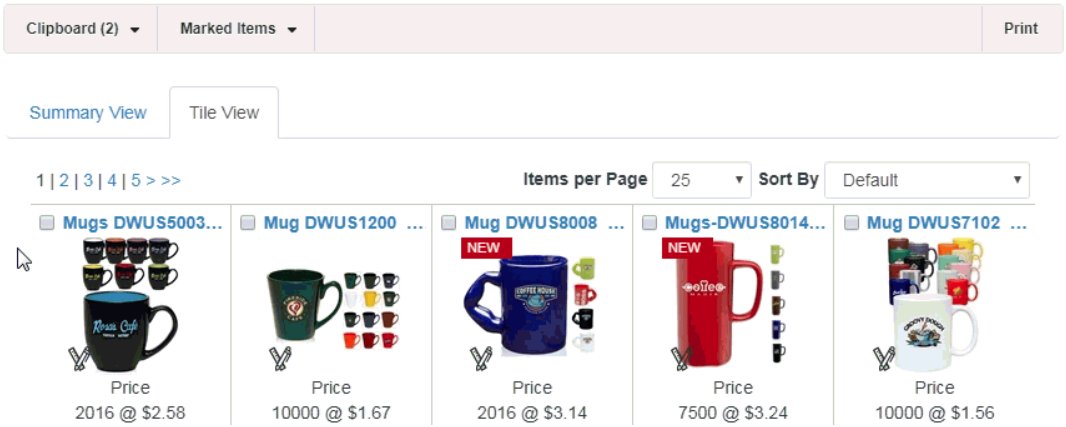


Use the options on the left to view the current search criteria, as well as use the available

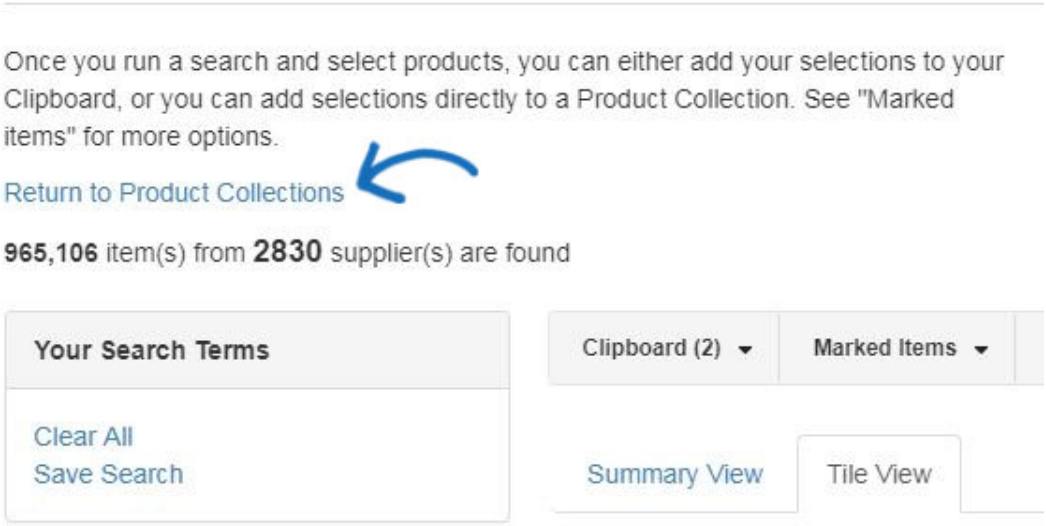
options to narrow the product search results further.



After locating the product(s) you would like to use in the current product collection, mark the item(s), click on the Marked Items dropdown, and select Add to Current Product Collection.



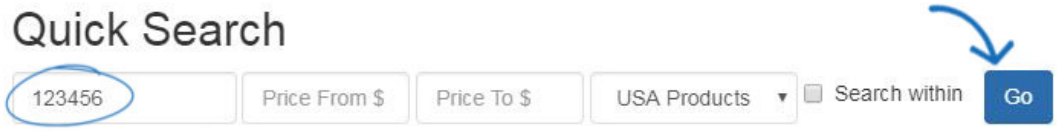
You can continue to search, mark, and add products to the current product collection. When you are finished adding products, click on the "Return to Product Collections" link.



I want to use custom products

To add custom products to the current product collection, click on the "+Add Products" button.

Next, type your ASI Number in the Quick Search box and click on Go.



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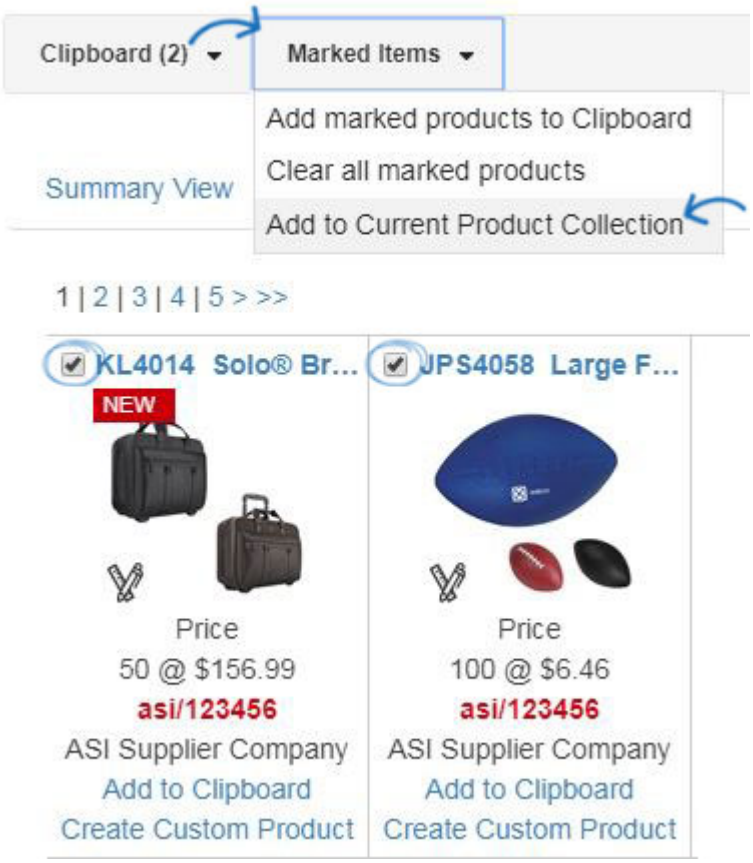
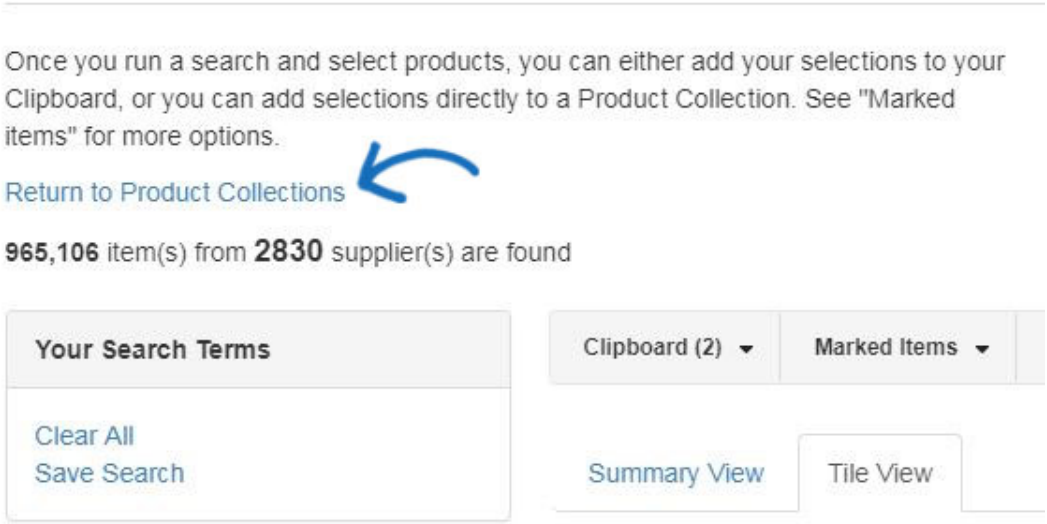
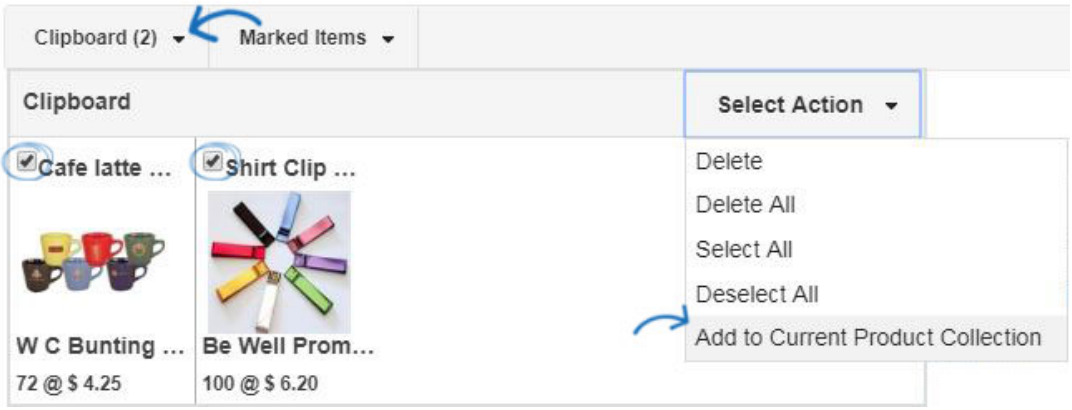


You can continue to search, mark, and add products to the current product collection. When you are finished adding products, click on the "Return to Product Collections" link.

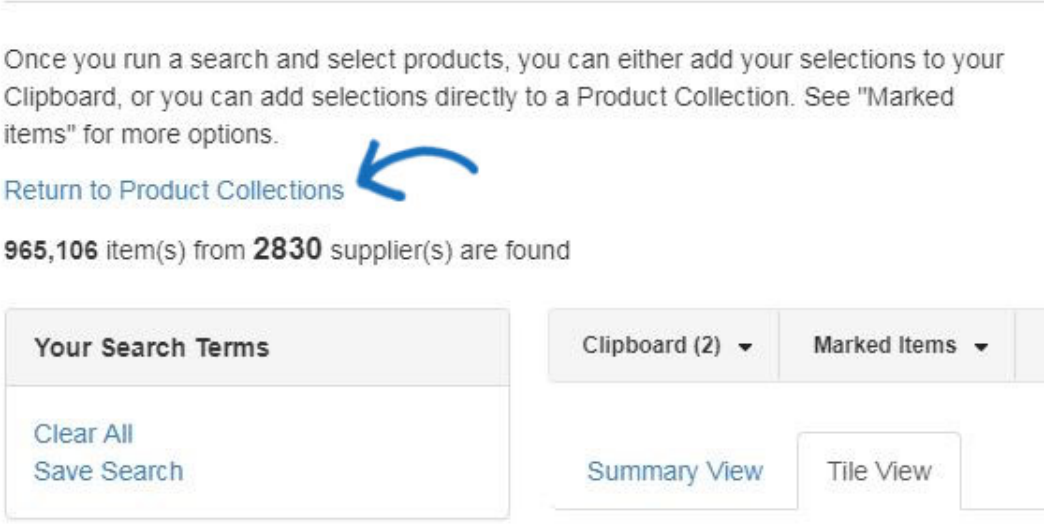


I want to use product I saved to my clipboard

To add products from the Clipboard to the current product collection, click on the "+Add Products" button. Then, click on the Clipboard, mark the product(s) you would like to use, and then click on the Select Action button. Select Add to Current Product Collection option from the dropdown.

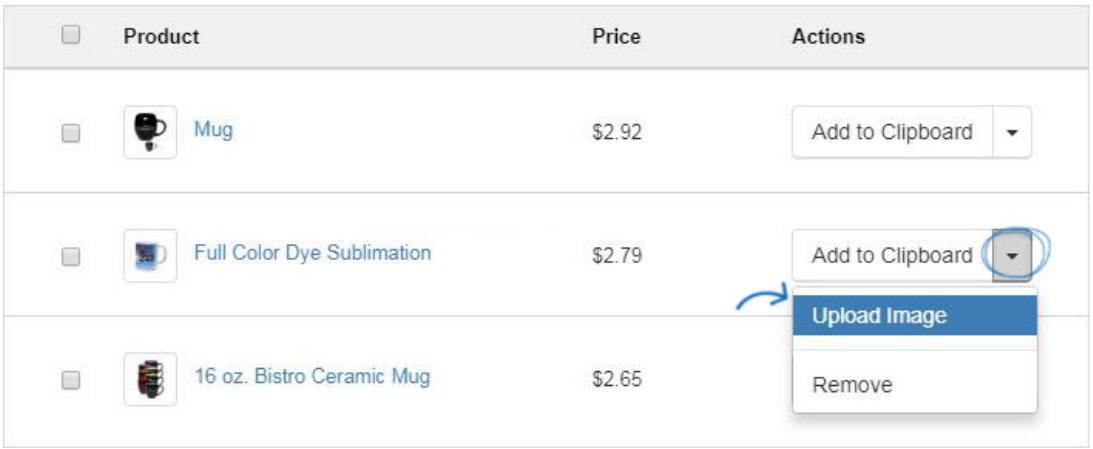


When you are finished adding products, click on the "Return to Product Collections" link.

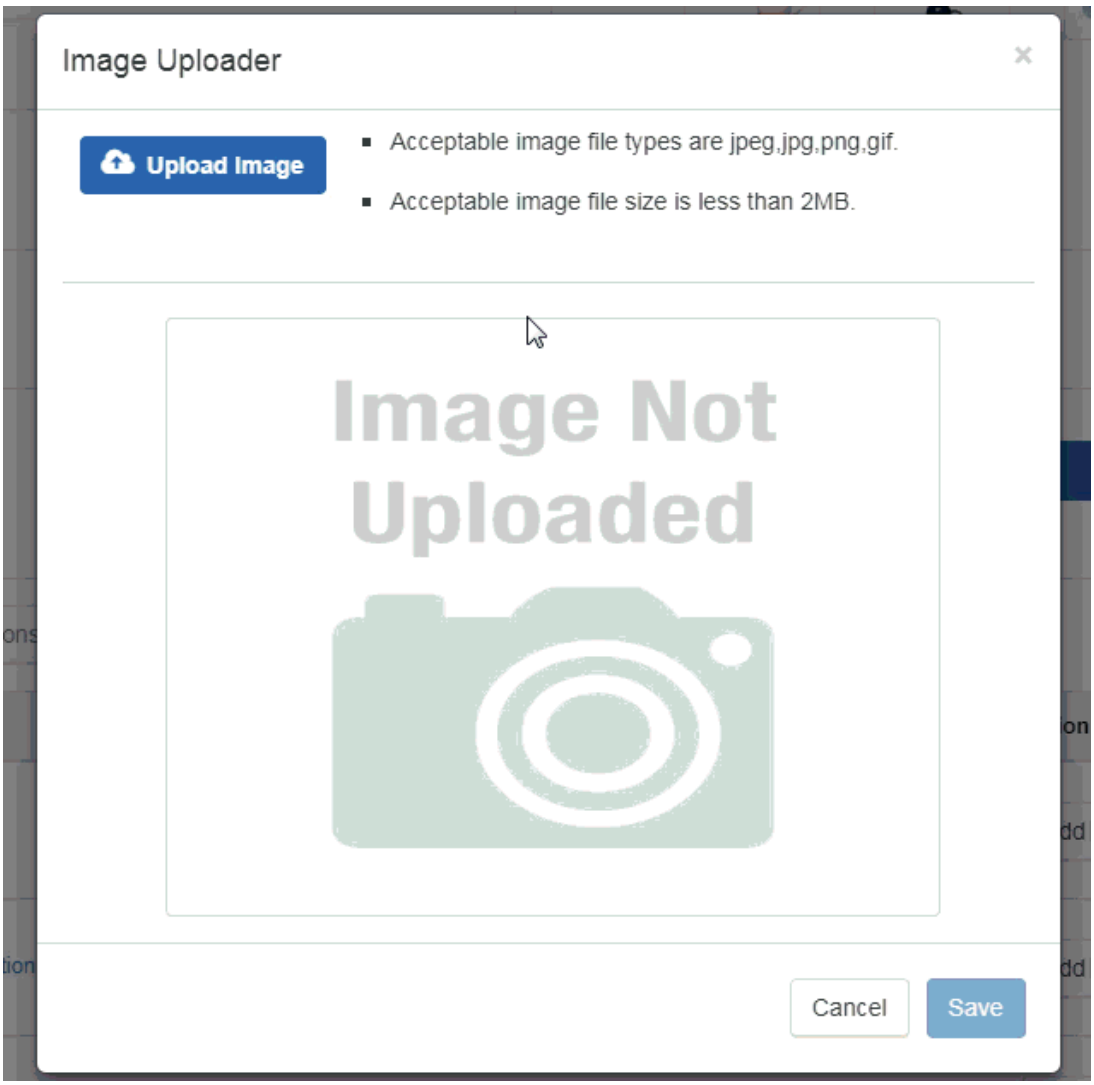


I want to change the product image for a product

To replace the product image for an item, locate the product in the Products in Collection section. Then, click the arrow for the dropdown in the Actions section and select Upload Image.



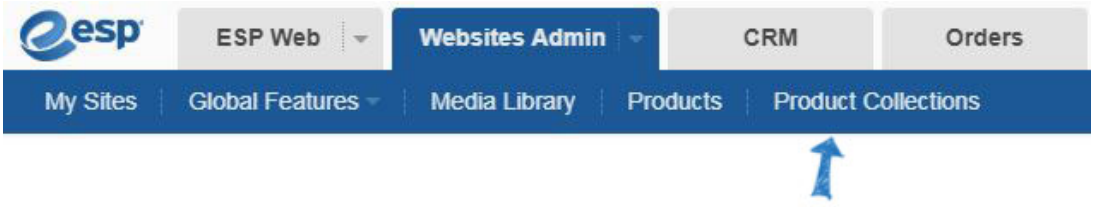
The Image Uploader window will open. Click on the Upload Image button. Then, browse your computer, locate the new image, select it, and then click on Open.



The new image will now replace the previous one for the product.

Edit an Existing Product Collection

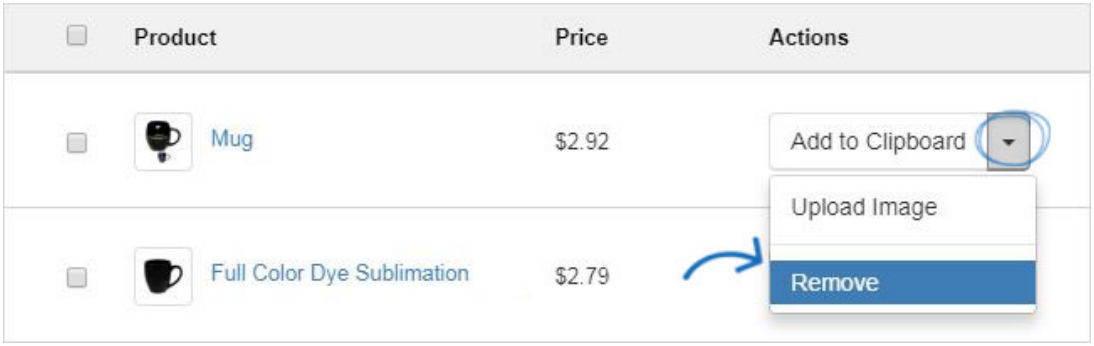
To create a edit an existing product collection, click on the Product Collections option in the ESP Websites Admin.



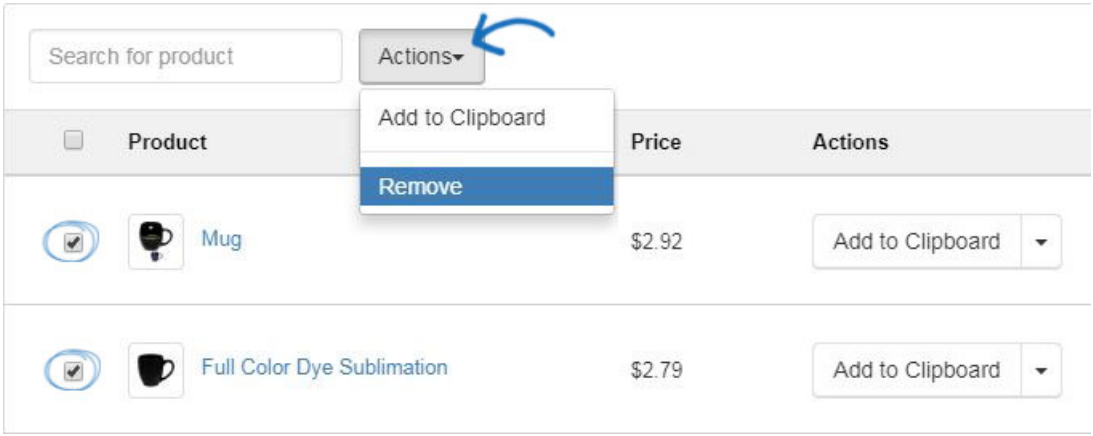
All available product collections will be listed and you can click on the collection name to edit it. What modifications would you like to make to the product collection?

Remove a product

To remove an item from a product collection, click the arrow for the dropdown in the Actions section and select Remove.



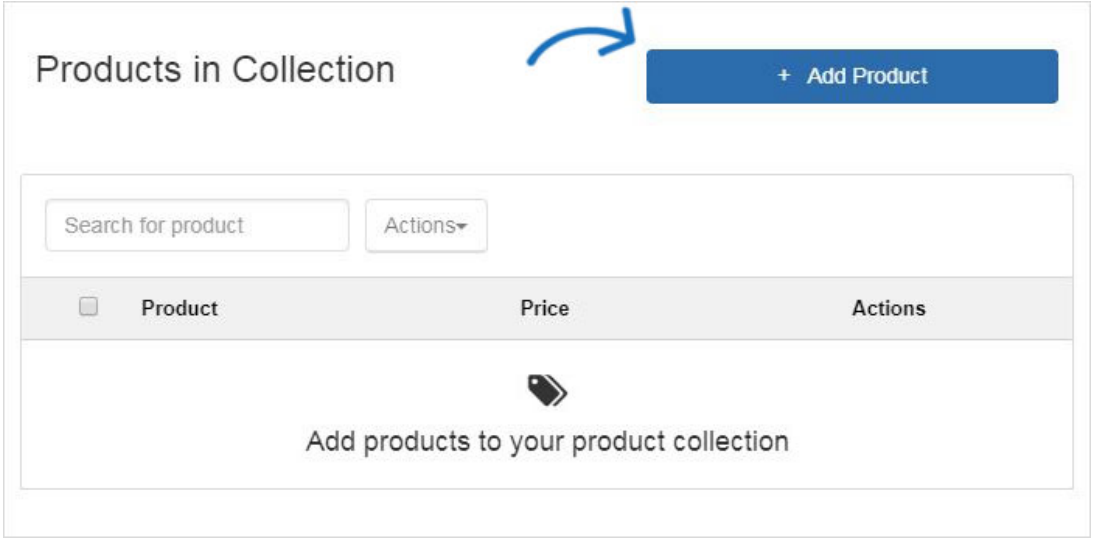
To remove multiple products, mark them using the checkbox and then click on the Actions option at the top and select Remove.



Add more products

To add more products to a product collection, locate the product collection and click on the Collection name.

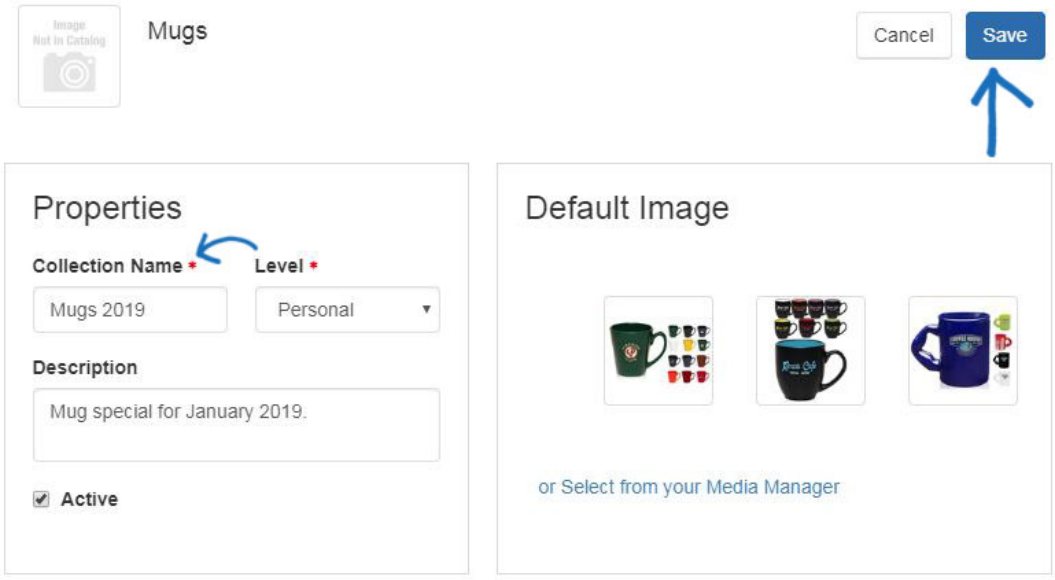
Next, click on the "+Add Product" button.



You can add items from a product search, use custom products, or select products from the clipboard. For more information on how to add products to an existing product collection, please open the Create a New Product Collection section and review the options for adding products.

Change the product collection name

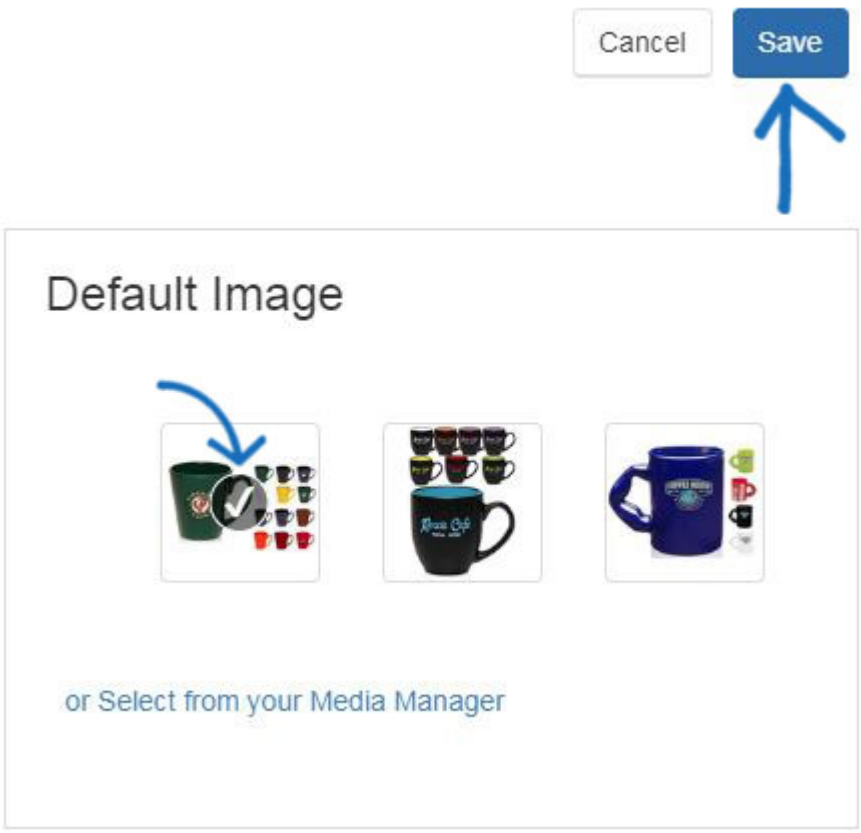
To change the name of the product collection, locate the product collection and click on the Collection name. The product collection will open. Type the new name in the Collection Name box and then click on Save.



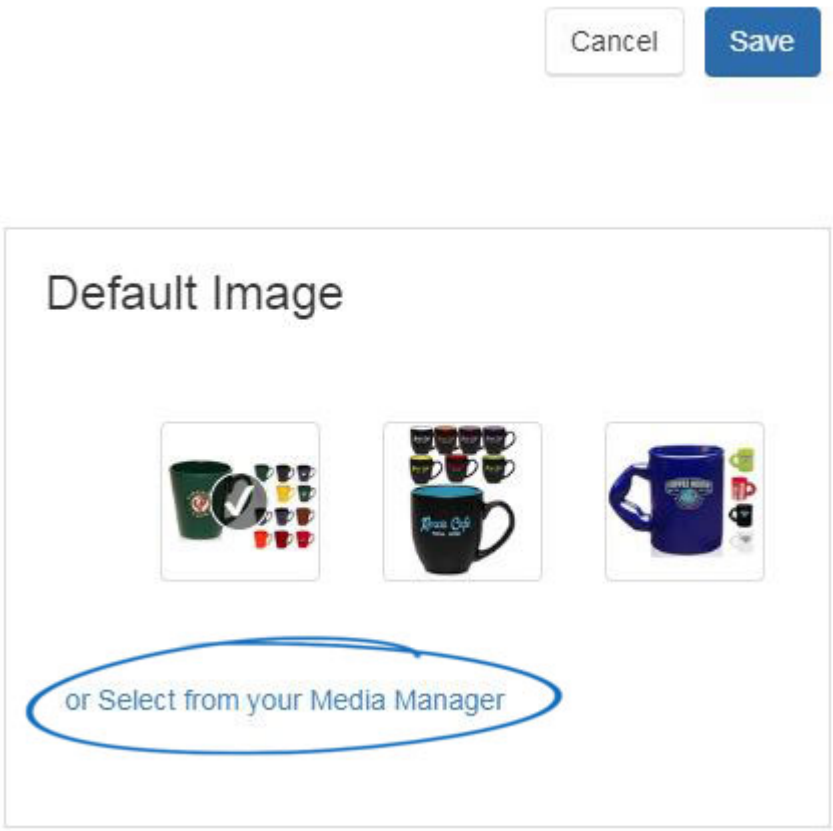
I want to change the main image for the product collection

To change the main image for a product collection, locate the product collection and click on the Collection name. The product collection will open. In the Default Image section, you can select a thumbnail from the products within the collection or click on the Select from your Media Manager link.

To use a product thumbnail as the main image, click on the thumbnail and then click on the Save button.

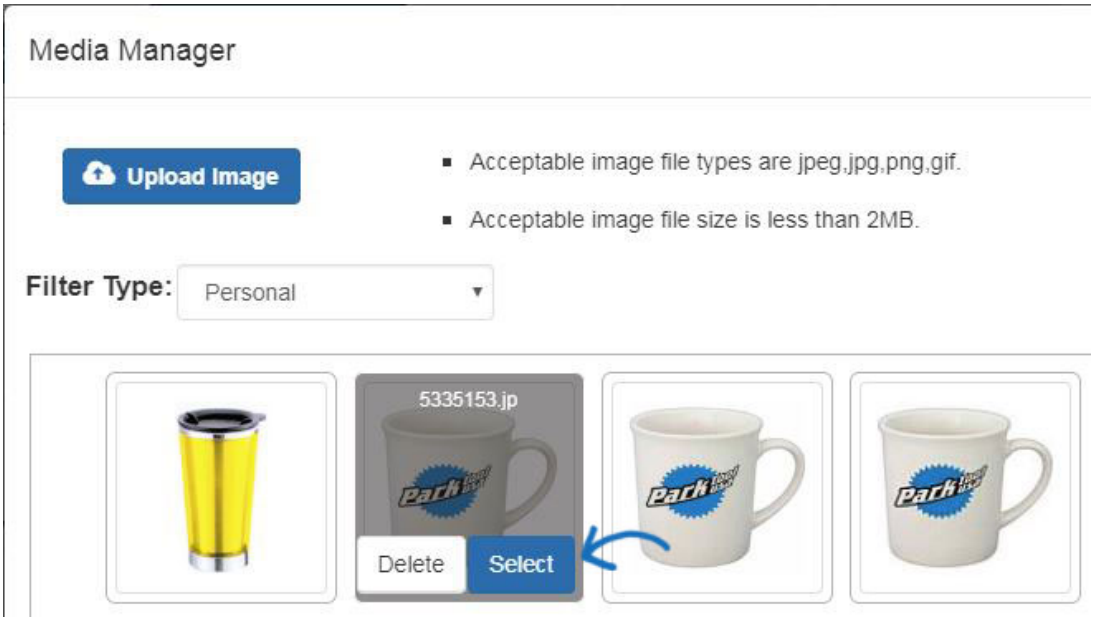


To use an image from the Media Manager, click on the "or Select from your Media Manager" link.

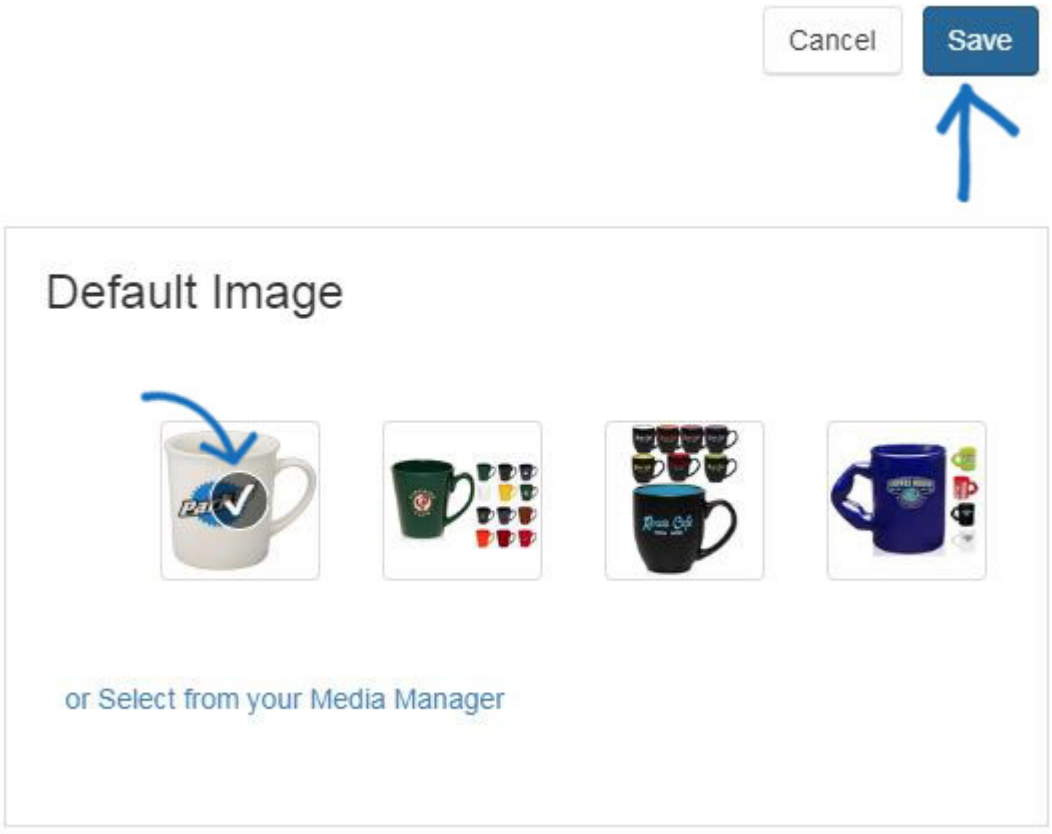


In the Media Manager window, you are able to click on the Upload Image button to browse your computer for a new image. Once you have located the image you would like to use in the Media Manager, hover on it, and then click on the Select button.

Note: If you would like to remove an image from the Media Manager, hover on it and then click on the Delete button.

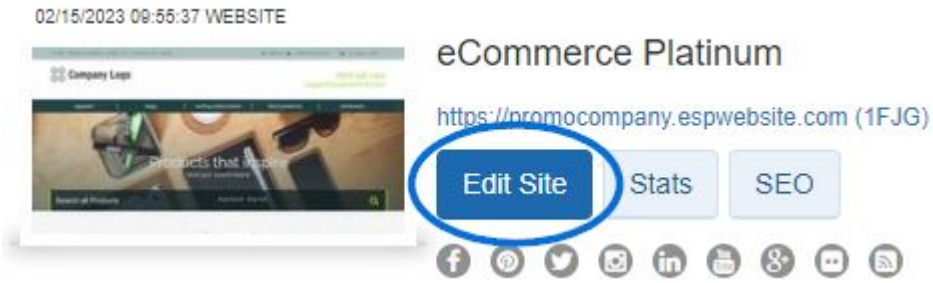


The image will now be selected in the Detail Image area. Click on the Save button.



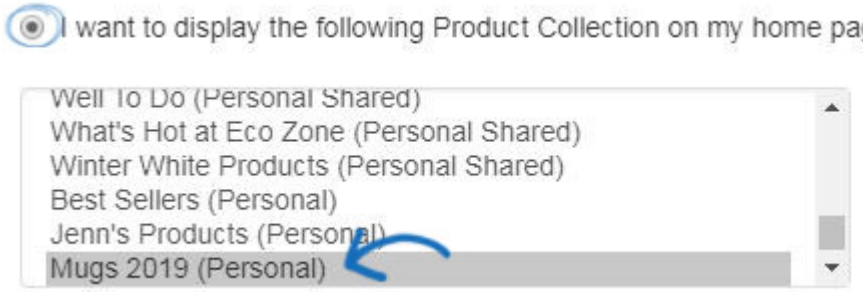
I want to apply the product collection to my ESP Website

To apply a product collection to an ESP Website, go to the Website Admin homepage and click on the Edit button next to the site.

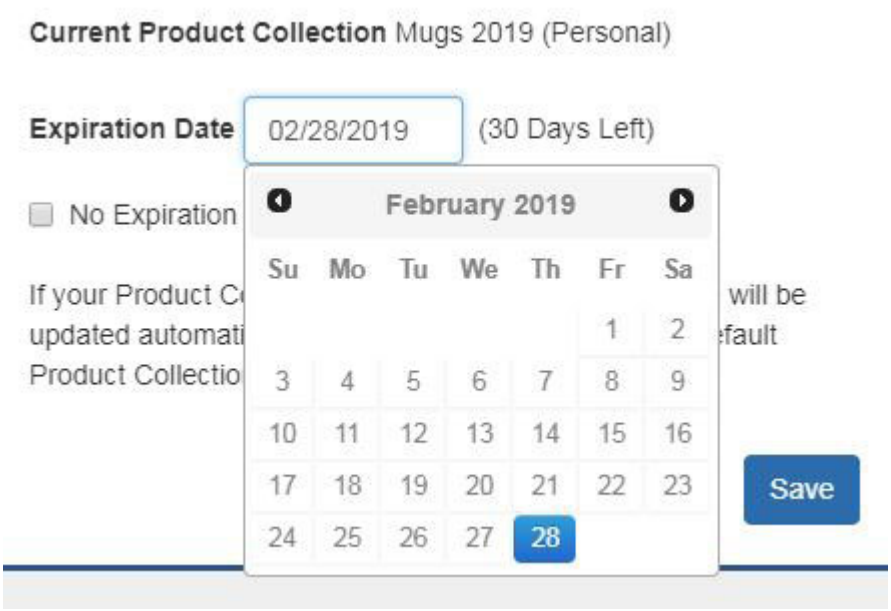


Next, expand the Manage Products option on the left and click on Product Collections.

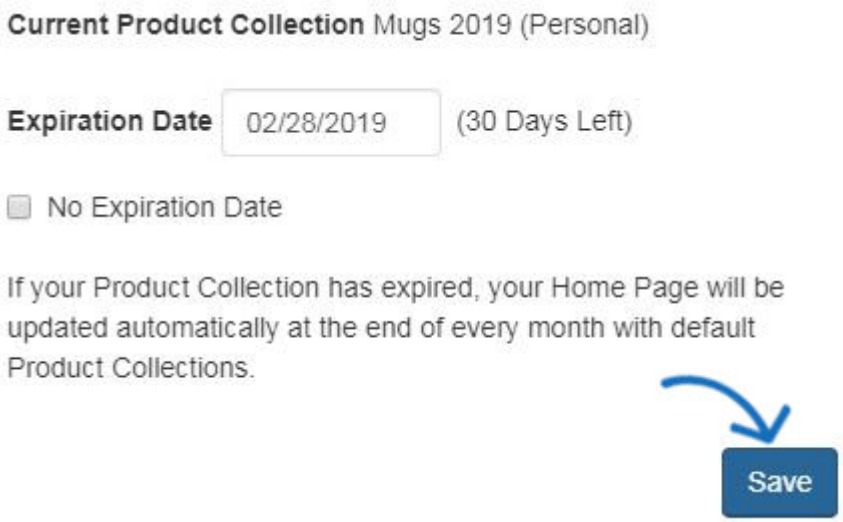
In the Product Collections section, select "I want to display the following Product Collection on my home page" and then select the collection name from the available options.



If you would like to set an expiration date, click into the available box and then select a date from the calendar. If the product collection expires, the home page will be automatically updated with default product collections. If you do not want to provide an expiration date, check the "No Expiration Date" box.



After you have selected the product collection and the expiration option, click on the Save button.

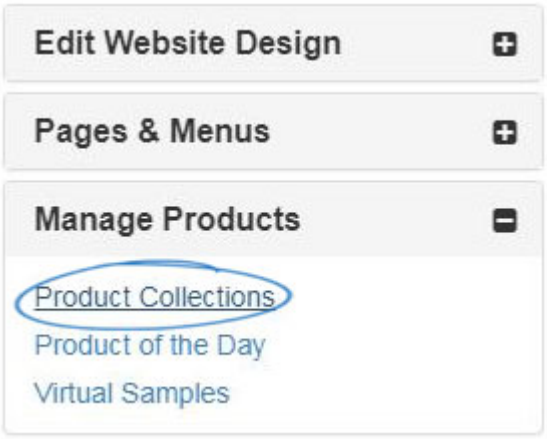


Lastly, click on the Make Change Live link.

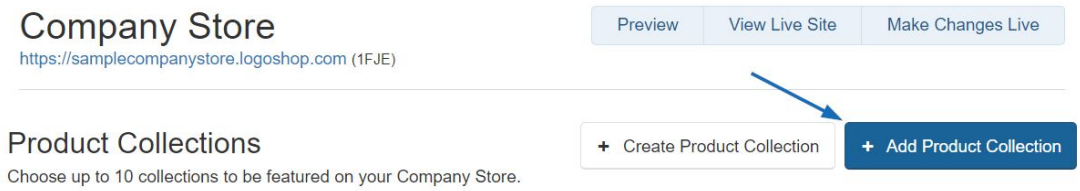
I want to apply the product collection to a Company Store

To apply a product collection to a Company Store, go to the Website Admin homepage and click on the Edit button next to the site.

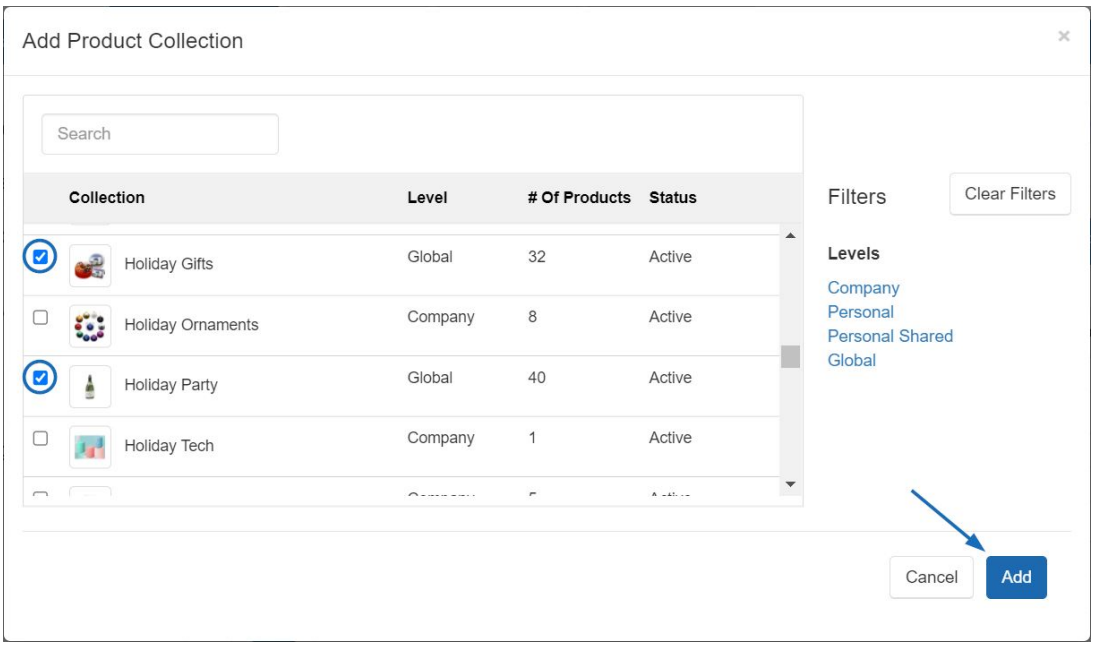
Next, expand the Manage Products option on the left and click on Product Collections.



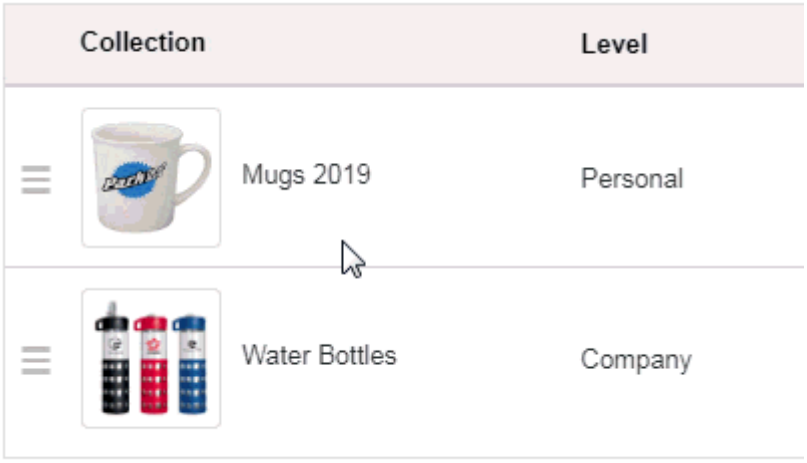
In the Product Collections section, you can choose up to ten collections to feature on the company store. Click on the "+ Add Product Collection" button.



In the Add Product Collection window, locate the collection you would like to feature on the Company Store. Select it and then click on the Add button.



The Product Collection will be listed. If you have multiple product collections, they will be displayed on the company store in the order in which they are listed. To change this order, click on the three horizontal lines to drag and drop the product collections to the desired order.



After you have added the product collections and organized them, click on the Make Change Live link.