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ESP Websites - Manage Products

Tamika C - 2019-04-12 - in ESP Websites

There are several ways to manage products on your ESP Website. You can create:

- **Product Collections**

A product collection is a group of specific items in a single location. As the website 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.

- **Product of the Day**

The Product of the Day feature enables you to create a schedule to feature an individual product on your site. As the website admin, you are able to set a specific amount of time for the product using the Product of the Day schedules. You can also choose to have the system choose a Product of the Day automatically, meaning that ASI will select a product to be featured on your site.

- **Saved Searches**

If you are looking to save your customers time searching, create some saved searches! You are able to use the Products area to search for any product(s) you like, then use the available options to narrow the search results. Once you are comfortable with the remaining results, you can save the search. Then, you can create a navigation link with the already narrowed search results.

- **Custom Products**

Custom products are a really handy feature of ESP Websites. You can create completely customize products for your customers to order from your site, or you can personalize an item from a supplier.

- **Exclusion Lists**

If you would like to have certain types of products or products from a specific supplier excluded from the search results on your site, you can create an exclusion list.

How would you like to use Products?

- [In a Product Collection](#)
- [Create a Saved Search](#)
- [As a Product of the Day](#)
- [Show Virtual Samples on the Site](#)
- [As a Custom Product](#)

Create a Saved Search

Saved Searches, also known as Select-A-Searches, are links to already established searches. The links act as shortcuts to predetermined product searches, like "Caps & Hats".

There are two ways to create a new Saved Search:

- To create a new Saved Search from the Global Features area, click on the My Saved Searches and then click on the "Create New Select-A-Search" button, where you can use the search options to create your search.
- Click on the Products option from the main Websites Admin toolbar. Then, use the search options to create to create your search.

Type your search criteria using keywords into the search field and click Go.

Note: You can further refine your search by using the Narrow Results area under the "Your Search Terms" box.

After you've completed your search, you will need to save it by clicking on the Save Search button.

Then, enter a name for this Select-A-Search and then click on the Save button.

Save your Select-A-Search

mug,Mugs & Steins-Ceramic,White Shades Save

Name	Actions
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You can continue searching and saving the searches. After you have finished saving searches, you can [create navigation links using the saved searches](#).

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Use Products in a Product of the Day Schedule

To create a Product of the Day schedule, locate the site you would like to edit. Then, expand the Manage Product section and select Product of the Day. In the Product of the Day section, there are two tabs: Setup and Manage Product of the Day Schedules.

The Setup Tab

If you are not setting up your own schedule and want the system to rotate products automatically, select one of the first two bullets from the list, and click Save.

Setup

Manage Product of the Day Schedules

You can showcase a different product every day on your ESP Websites, or you can let the system do it for you.

- Let the system choose a Product of the Day Automatically.
- Automatically show Products of the Day from my preferred suppliers.
- I want to select my own Products of the Day.

Save

Select the last bullet "I want to select my own Products of the Day" to create your own schedule, and add your own products into a schedule. Click the Create New Schedule button, or select a current Product of the Day schedule from the dropdown menu, and click Apply.

- I want to select my own Products of the Day.

Use my existing Product of the Day Schedule:

Demo Schedule 123

Create New Schedule

Edit Schedule(s)

Apply

Create a New Schedule

Click on the "Create New Schedule" button. A pop-up window will open.

Type the Schedule Name, select a level from the dropdown, and check the Active box. Click on Save after you have entered this information.

Adding Products to a Product of the Day Schedule

Don't be alarmed! An Edit Schedule tab appears where you will be able to manage products added to your schedule.

To add products, click on the Manage Product of the Day Schedules tab to get started. Locate the schedule you would like to add products to and click on the Edit link. Then, click on the Schedule Products button. You can either add products from your Clipboard, search for products using the ESP Web Quick Search, or use custom products.

Setup | **Manage Product of the Day Schedules**

Schedules

Search: Show 10 entries

Name	Level	Type	Active	Actions
New Schedule June 20...	Company	Default	Y	Edit Delete
Schedule 123	Company	Default	Y	Edit Delete

Showing 1 to 2 of 2 entries

Create New Schedule

Scheduling Properties

Active

Schedule Name:

Level:

Schedule Products


- **Adding Products from the Clipboard**

Click on the Clipboard button, mark the product(s) you would like to use, and then click on the Select Action button. Select Add to Current Product of the Day Schedule option from the dropdown.

Clipboard (1) | Search for Products

Clipboard | Select Action

Sportline Sol...



Leed's
12 @ \$88.54

Delete

Delete All

Select All

Deselect All

Add to Current Product of the Day Schedule

- **Search for Products**

To add a product(s), click on the Search for Products button, search for the product you would like to use, mark it, and then click on the Marked Items button. If you would like to use custom products, search using your ASI number or the product number you assigned to your product. Select "Add to Current Product of the Day Schedule" from the dropdown.

Clipboard (1) ▾	Marked Items ▾
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Add marked items to Clipboard


Clear all marked items

Add to Current Product of the Day schedule

Summary View

1 | 2 | 3 | 4 | 5 > >>

Items per




APENGB3 Box

List Price: 1 @ \$2.49 Net Cost: 1 @ \$1.49

Wooden pen gift box , 1.75" x 6.75". Perfect

Bel Promo [asi/39552](#) Supplier Notes

★★★★★ (330)



1800 Wildlife Art

List Price: 2500 @ \$2.38 Net Cost: 2500 @

2015 calendar. Imaginative wildlife scenes of respected artists. Closed size: 11" x 10".

After you've marked and added your products, click on the Return to Product of the Day link.

Scheduling Products

After selecting the products you would like to use, you will need to designate the duration each product will be displayed as the Product of the Day on your ESP Website.

Directly below the Preview box, a Scheduling Properties box is displayed. Here, you can enter a start date (date you would like the Product of the Day to begin showing on your site) and an end date (date you would like the Product of the Day to stop showing on your site).

Scheduling Properties

Start Date*

End Date*

Then, click on the Save Properties button.

Repeat this process for all additional products to build a full Product of the Day schedule.

Now, the product will show with its start and end dates in the Product of the Day Schedule area.

Product of the Day Schedule: Demo Schedule June				
Search: <input style="width: 150px;" type="text"/>		Show 10 <input type="button" value="v"/> entries		
Product Name ▲	Prod Number ⇅	Start Date ▼	End Date ⇅	Actions
Sportline Solo 915 H...	1680-09	06/07/2014	06/15/2014	Edit Delete
<<< 1 >>>		Showing 1 to 1 of 1 entries		

After you have added all of your products and set your schedule, click on the Setup tab and hit the Apply button to have your Product of the Day display on your website.

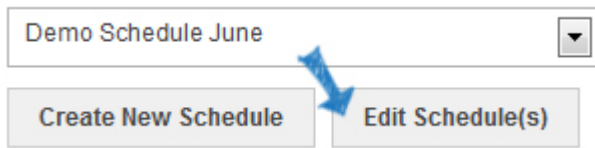
I want to select my own Products of the Day.

Use my existing Product of the Day Schedule:



Edit Schedule

If you need to edit the Product of the Day schedule, from the Setup tab, click on the Edit Schedule(s) button.



Then, in Manage Product of the Day Schedules tab, click on Schedule Products in the Scheduling Properties section.

Note: If you created your new schedule from the Schedules section, click on the "Edit" link in the Actions column.

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Virtual Samples

Virtual Samples enable you to display all Virtual Sample-enabled products with the Supplier's original product image or display with a logo from your Image Library (Media Manager).



To show virtual samples, locate the site you would like to edit. Then, expand the Manage Product section and select Virtual Samples.

Upload Your Own Virtual Sample Image

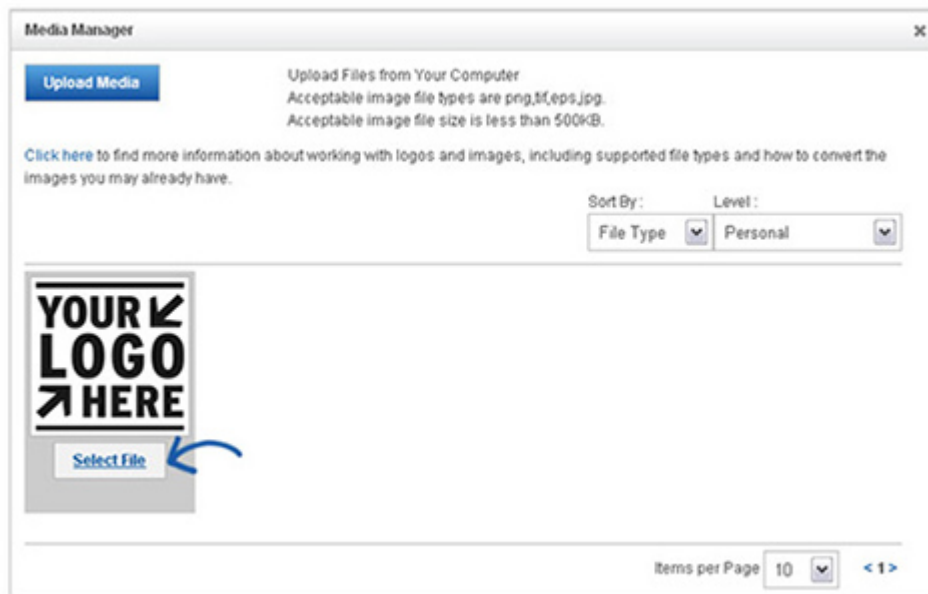
To display virtual samples on the product detail pages of virtual sample enabled products, click the radio button for "I want to show a Virtual Sample ready product image using an image that I selected." Then, click the "Select from Image Library" link.

It is important to check the "Remove background color" checkbox first before uploading.

Select the default image for the product detail page. Click Save when complete.

- I want to show the supplier's original product image.
- I want to show a Virtual Sample ready product image using an image that I selected.
- I want to use text instead to create my Virtual Sample image.

Hover on the image you would like to use from the Media Manager and then click on the Select File link.



You can also use the "Upload a New Logo" button to upload images for use as Virtual Samples. After clicking on this button, the File Upload dialog box appears. Navigate to your logo, select it, and then click Open.

Note: The file upload window and process looks differently on a Mac.

A preview of the image will appear in the Image Preview section.



If you do not have a logo, you can also select to use text and type your text in the available text box.



When you are satisfied with your selections, click "Save" and then click on the "Make Changes Live" link at the top. Now, the applied logo appears on virtual sample-enabled products on the product detail page.

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