



## The Media Library Tab

Jennifer S - 2019-10-24 - ESP Updates

The Media Library tab is where you can manage images and videos for products.



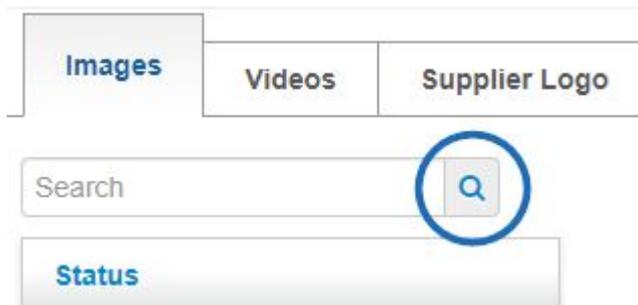
### Images

#### Search, Filter, and Sort Images

You can find images in a number of ways:

- *Search*

Enter the product number, product name or keyword in the search box at the top left of your screen and click the magnifying button. You can search for multiple images by separating them using a comma and a space.



After searching, you will be able to use the filters to narrow your results further using the available options.

- *Filter*

Filter your products by the criteria listed in the left hand column of the page: Status, VS (Virtual Sample) Status, Colors, and more. The number in parenthesis is the amount of images which are categorized within the option.

<b>Status</b>
Linked (418)
Unlinked (926)
<b>Image View</b>
Front (3)
<b>Image Display</b>
Flat (2)
Model (1)

Click on the **See All** link to view all values within each criterion.

- *Sort By*

Click on the **Sort by** dropdown and choose to sort your images to display in the order you prefer.

You are able to sort by :

- Newest
- Oldest
- File Size
- File Name

- 



## Upload Images

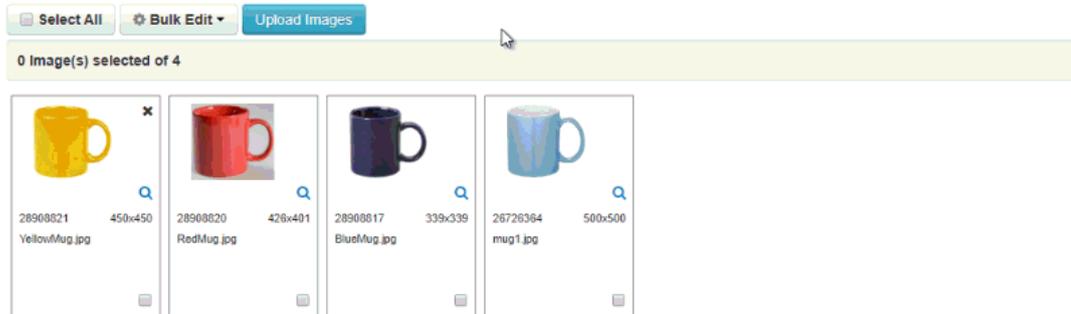
To add images in the Media Library tab, click on the Upload Images button.

Please review the image requirements prior to uploading images.

In the Upload Multiple Images window, click on the Select Files button. Browse your computer, select the image(s) you would like to upload, and click on Open.

**Note:** Hold the CTRL button on your keyboard to select multiple images.

After the images are opened, you will have the opportunity to rename the image file(s) using the pencil icon. Then, click on the Upload button. The success banner will display beside the image(s). Click on the Continue button to return to the Images tab of the Media Library.

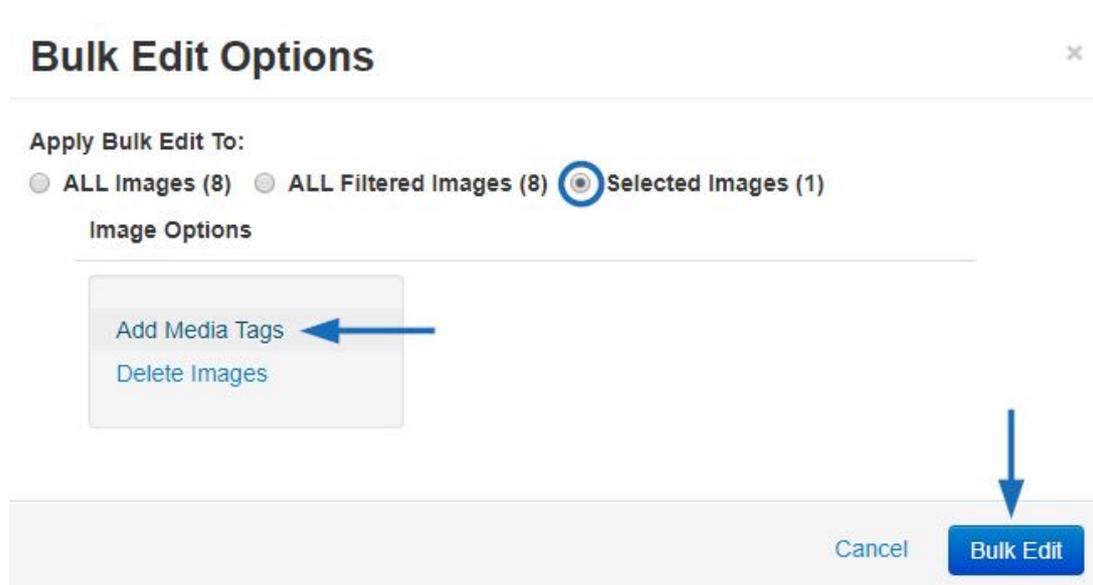


### Tag Images

To add [Media Tags](#) to images, click on the checkbox in the lower right corner of the image(s). You can also use the options to the left to filter images and use the Select All button. Once you have chosen the image(s) you would like to tag, click on the Bulk Edit button. Chose which products to apply the bulk edit to:

- ALL Images (every uploaded image in the Media Library)
- ALL Filtered Images (any images which meets the criteria selected)
- Selected Images (only the images you have specifically marked)

Next, click on the Add Media Tags option and click on the Bulk Edit button.



Select the tag(s) you would like to apply. It is recommended you enter a selection for as many fields as possible, but if an option does not apply to the image(s) with which you are working, you can leave a field empty. If you need to clear your selections, use the Clear All link. When you are finished, click on Save.

## Bulk Add Media Tags

×

### Media Tags [Clear All](#)

Select Product Image display tags.

Image View

#### Image Display

Flat

Model

#### Image Decoration

Blank

Decorated

#### Image Resolution

High

Standard

#### Image Alternate Views

Alternate

Custom

#### Image Detail View

Group

Swatch

Cancel

Save

## Delete Images

To delete an individual image, hover on the image listing and then click on the "X".



To delete multiple images, click on the checkbox in the lower right corner of the image(s). You can also use the options to the left to filter images and use the Select All button. Once you have chosen the image(s) you would like to delete, click on the Bulk Edit button. Choose which products to apply the bulk edit to:

- ALL Images (every uploaded image in the Media Library)
- ALL Filtered Images (any images which meets the criteria selected)
- Selected Images (only the images you have specifically marked)

Next, click on the Delete Images option and click on the Bulk Edit button.

## Bulk Edit Options



Apply Bulk Edit To:

- ALL Images (1344)  ALL Filtered Images (926)  Selected Images (7)

Image Options

Add Media Tags

Delete Images

Cancel

Bulk Edit

## Videos

### Add a Video

To upload a new video, click on the Add Video button. Please note, a list of previously uploaded videos will be displayed.

## Media Library

Images

Videos

Supplier Logo

Search Videos



Add Video

Enter information in the required fields and then click on the "Save" button.

Images **Videos** Supplier Logo

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### Add Video

**Video Name \***  Save

**Video Type \***

**Video URL \***

**Description**

Cancel + Associate Products

**Note:** All required fields must be completed before the "Save" button will be enabled. The Video Name, Type and URL fields are required. However the description field is optional.

If you are using Microsoft 10 with the Edge browser, you may not be able to upload a video. Please use a different browser, such as Google Chrome or Mozilla Firefox.

Select Product as the Video type. (The ability to add a Supplier video is a future functionality). Accepted video URL types are YouTube, Vimeo, or Facebook. Every Product Video must have a unique URL.

*Note:* If you are providing a video via Vimeo and have a Vimeo plus account, we recommend that the end screen of your video be customized so it does not display suggested videos from Vimeo staff or other Vimeo subscribers. Please refer to the [Vimeo Help Center](#) for more information on their end screen offerings.

### Add Products to a Video

Once you have uploaded and saved the video, you will have the ability to add products. Scroll to the bottom and click on the "+ Associate Products" button.

Images **Videos** Supplier Logo

◀ Back

### Ceramic Mugs

Video Name \*  Save

Video Type \* Product

Video URL \*  Preview

Description

**Products Associated with this Video** + Associate Products

Remove    Sort by: Last Updated    Search within

XID	Product #	Product Name	Description	Added On	Remove
<p><b>You don't have any Products associated with this video.</b></p> <p>Please click the Associate Products button to get started.</p>					

A listing of all of your active products will display. From here, you can select all of your products by checking the "Select All" box or you can use the sort and filter features to locate and select specific items. Check the box under the image of each product you want to add then click on the "Add Products" button.

**Add Products to Video**

Search within  Q     Select All    Sort by ▾

You have selected 2 products.

**Your Search Terms**

- ✖ MUGS & STEINS
- ✖ Mugs & Steins-Ceramic
- ✖ With Image

Clear All

**Product Color**

RED (5)

BLUE (4)

YELLOW (3)

 CM1216 Ceramic Mug 11159-552069595 Classic ceramic mug avail...	 CM16 Ceramic Mug 11159-550872560 This 16 ounce ceramic cof...	 KID-5-12-1 Mug 11159-551421408 Red Mug	 KID1130-2 Red Mug 11159-551209054 Red Mug	 Ceramic Mug 11159-551442599 Ceramic C-handle mug avail...
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Page: 1 of 1

Close Add Products

If any of the products you've selected are already associated with another video you will receive a message listing the products that were not able to be added to this video. Click OK. You will have to delete the products from one video before you can add them to another video.

**Note:**Deleting a product from a video will not remove the product from the ESP Database.

A list displaying all products associated with the video will then display at the bottom of the page.

**Products Associated with this Video** + Associate Products

Remove      Sort by Last Updated      Search within

	XID	Product #	Product Name	Description	Added On	Remove
<input type="checkbox"/>	11159-551421408	KID-5-12-1	Mug	Red Mug	10/24/2019	
<input type="checkbox"/>	11159-552069595	CM1216	Ceramic Mug	Classic ceramic mug available with multiple handle options and sizes.	10/24/2019	

Page: 1 of 1

You can also add products to an existing Video by going to the Media Library from the main Updates screen. Click the Videos tab. Find the Video you want to add products to and click Edit. Then, follow the same steps as adding items to a new video, as stated above.

### Delete Products from a Video

There are several ways to delete products from videos while you are in the Media Library. Find the video from which you want to delete products and click Edit.

Images **Videos** Supplier Logo

Search Videos  Add Video

Video Name	Video Type	Description	Products	Date Added	Action
Ceramic Mugs	Product Video		2	10/24/2019	<span>Edit</span> <span>Delete</span> <span>Preview</span>

You can select products to remove by clicking on the checkbox for the product listing or select all products using the checkbox at the top and then clicking the Remove button. You can also remove individual products by clicking on the trash can icon to the far right.

**Products Associated with this Video** + Associate Products

1 Remove      Sort by Last Updated      Search within

	XID	Product #	Product Name	Description	Added On	Remove
<input checked="" type="checkbox"/>	11159-551421408	KID-5-12-1	Mug	Red Mug	10/24/2019	
<input type="checkbox"/>	11159-552069595	CM1216	Ceramic Mug	Classic ceramic mug available with multiple handle options and sizes.	10/24/2019	

Page: 1 of 1

If you have many products associated with the video, you can easily find the products you need to remove by using the "Sort" filters or Search field.

Sort by Last Updated  Search within

You can also remove the product from the video while you are on the Media Page of an individual product. To do this, go to the Manage Product Tab and locate the product. Then, click on the Edit button.

Click on the Media section.

Above the product images, the video associated with the product will be listed. Click on the Preview link to watch the video in a pop-out window. Click the "X" to remove the video from the product.

### Product Images & Video

Improve product presentation by adding and tagging images.

### Delete a Video

Access the Media Library from either the main ESP Updates screen. Click on the "Videos" tab. A list of existing videos will display. If you have many videos you can enter the Video Name in the search field to find the video you wish to delete.

On the right side of the screen click the Delete button. The video will be removed and products will no longer be associated with that the video, but the items themselves will remain in the database.

Video Name	Video Type	Description	Products	Date Added	Action
Ceramic Mugs	Product Video		2	10/24/2019	Edit Delete Preview