



The Media Library Tab

Jennifer M - 2019-10-24 - ESP Updates

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



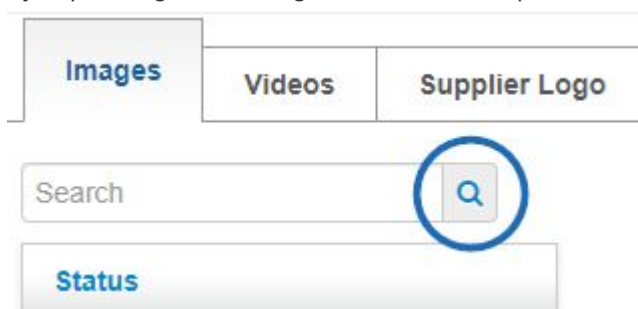
Images

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.

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

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

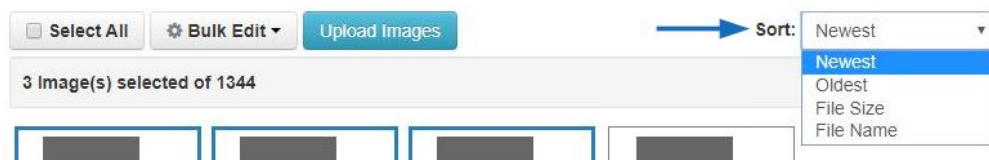
- *Sort By*

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.

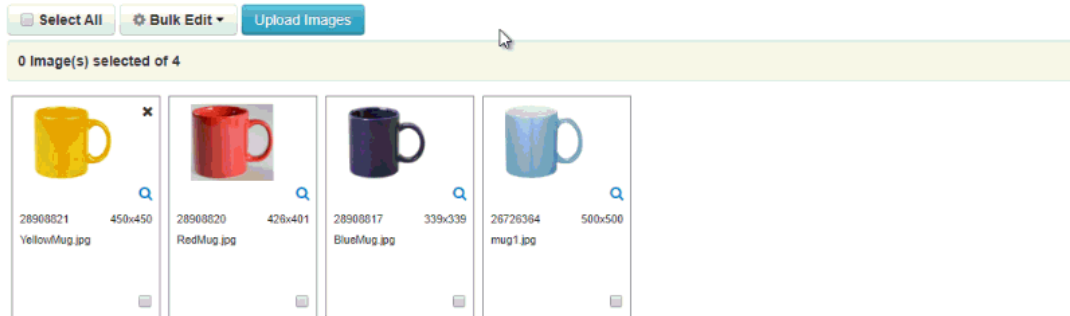
In the Upload Multiple Images window, click on the Select Files button. Browse your computer, select the image(s) you would like to upload, and click on Open.

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.

image your Products

Products	Catalog & Compliance	Supplier Info	Specials	Interested in Integration
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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.

Bulk Edit Options

Apply Bulk Edit To:

☐ ALL Images (8) ☐ ALL Filtered Images (8) ☒ Selected Images (1)

Image Options

Add Media Tags

Delete Images

Cancel

Bulk Edit

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 Front

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. 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 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

Add Video

Video Name *

Ceramic Mugs

Video Type *

Product ▼

Video URL *

https://www.youtube.com/videolinkname

Description

Save

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 *

Ceramic Mugs

Save

Video Type *

Product

Video URL *

https://www.youtube.com/videolinkname

Preview

Description

Products Associated with this Video

+ Associate Products

☐ Remove

Sort by

Last Updated

Search within

Q

	XID	Product #	Product Name	Description	Added On	Remove
<p>You don't have any Products associated with this video.</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...

☐

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

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

+ Associate Products

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.

ImagesVideosSupplier Logo

Search Videos

Add Video

Video Name	Video Type	Description	Products	Date Added	Action
Ceramic Mugs	Product Video		2	10/24/2019	<div>EditDeletePreview</div>

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

☐ 1

Remove

Sort by Last Updated

Search within

<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


+ Associate Products

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.



CM1216 Ceramic Mug
External Product ID: 11159-552069595
Created On: Oct 23, 2019
Made Active: Oct 24, 2019
Last updated by ESP_User **on** Oct 24, 2019

Status: Product is Active

Edit
Copy
Delete
Make Inactive ▶

Add to Special
View Specials

Classic ceramic mug available with multiple handle options and sizes.

Click on the Media section.

Basic Details
Attributes
Imprinting
Pricing
Media
SKU
Availability
Summary

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.

Upload Product Image
Media Library

Images must be in JPG or PNG format, minimum size required is 600x600. No files larger than 10MB.

Clear All

Product Video
Ceramic Mugs
Preview

X

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.

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	Edit Delete Preview