



## Creating and Managing Product Collections

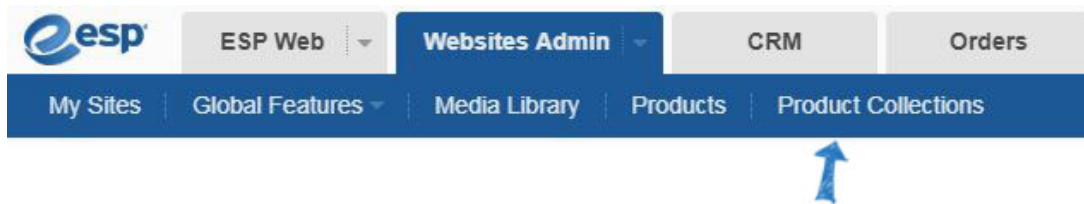
Jennifer S - 2019-03-29 - Manage Products

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.

## Create Product Collection

Cancel

Save

### Properties

Collection Name \*  Level \*

Description


Active

### Default Image

Create a product collection to add images

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

## Products in Collection

<input type="checkbox"/>	Product	Price	Actions
 Add products to your product collection			

+ Add Product

### 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.

### Quick Search

Price From \$  Price To \$  USA Products  Search within

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.

9,252 item(s) from 561 supplier(s) are found

for "mug" in Category > MUGS & STEINS


**Your Search Terms**

**Search Terms**  
 mug

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**Category**  
 MUGS & STEINS

[Clear All](#)  
[Save Search](#)

**Narrow Results** 

▶ **Preferred Rank**

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▶ **Category**

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▶ **Supplier**

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.

Clipboard (2) ▼    Marked Items ▼    [Print](#)

[Summary View](#)    [Tile View](#)

1 | 2 | 3 | 4 | 5 >>>    Items per Page 25 ▼    Sort By Default ▼

<input type="checkbox"/> <a href="#">Mugs DWUS5003...</a>  Price 2016 @ \$2.58	<input type="checkbox"/> <a href="#">Mug DWUS1200 ...</a>  Price 10000 @ \$1.67	<input type="checkbox"/> <a href="#">Mug DWUS8008 ...</a>  Price 2016 @ \$3.14	<input type="checkbox"/> <a href="#">Mugs-DWUS8014...</a>  Price 7500 @ \$3.24	<input type="checkbox"/> <a href="#">Mug DWUS7102 ...</a>  Price 10000 @ \$1.56
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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.

Once you run a search and select products, you can either add your selections to your Clipboard, or you can add selections directly to a Product Collection. See "Marked items" for more options.

[Return to Product Collections](#)



965,106 item(s) from 2830 supplier(s) are found

<b>Your Search Terms</b>	Clipboard (2) ▾	Marked Items ▾
Clear All Save Search	Summary View	Tile View

### 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.

### Quick Search

123456 Price From \$ Price To \$ USA Products ▾  Search within **Go**





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.

Clipboard (2) ▼ **Marked Items** ▼

Summary View

- Add marked products to Clipboard
- Clear all marked products
- Add to Current Product Collection

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

<input checked="" type="checkbox"/> <b>KL4014 Solo® Br...</b>  <b>NEW</b> Price 50 @ \$156.99 <b>asi/123456</b> ASI Supplier Company <a href="#">Add to Clipboard</a> <a href="#">Create Custom Product</a>	<input checked="" type="checkbox"/> <b>JPS4058 Large F...</b>  Price 100 @ \$6.46 <b>asi/123456</b> ASI Supplier Company <a href="#">Add to Clipboard</a> <a href="#">Create Custom Product</a>
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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.

Once you run a search and select products, you can either add your selections to your Clipboard, or you can add selections directly to a Product Collection. See "Marked items" for more options.

[Return to Product Collections](#)

965,106 item(s) from 2830 supplier(s) are found

<b>Your Search Terms</b> <a href="#">Clear All</a> <a href="#">Save Search</a>	Clipboard (2) ▼ <b>Marked Items</b> ▼ <a href="#">Summary View</a> <a href="#">Tile View</a>
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### 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.




Once you run a search and select products, you can either add your selections to your Clipboard, or you can add selections directly to a Product Collection. See "Marked items" for more options.

[Return to Product Collections](#)

965,106 item(s) from 2830 supplier(s) are found

### 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.

<input type="checkbox"/>	Product	Price	Actions
<input type="checkbox"/>	 Mug	\$2.92	Add to Clipboard ▾
<input type="checkbox"/>	 Full Color Dye Sublimation	\$2.79	Add to Clipboard ▾ Upload Image Remove
<input type="checkbox"/>	 16 oz. Bistro Ceramic Mug	\$2.65	

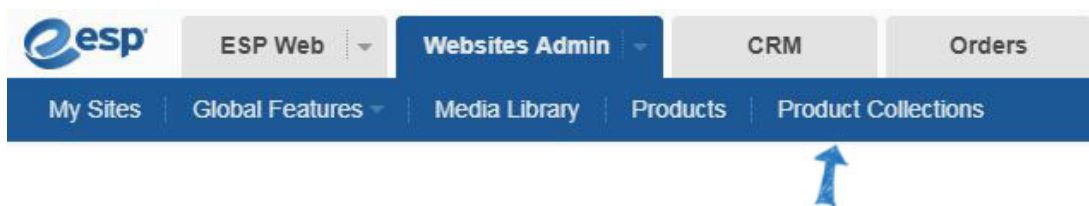
The Image Uploader window will open. Click on the Upload Image button. Then, browse your computer, locate the new image, select it, and then click on Open.



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.

<input type="checkbox"/>	Product	Price	Actions
<input type="checkbox"/>	 Mug	\$2.92	<div style="border: 1px solid #ccc; padding: 5px;">           Add to Clipboard <span style="float: right;">▼</span> </div>
<input type="checkbox"/>	 Full Color Dye Sublimation	\$2.79	<div style="border: 1px solid #ccc; padding: 5px;">           Upload Image           <div style="background-color: #0070c0; color: white; padding: 2px 10px; margin-top: 5px;">Remove</div> </div>

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

<input type="text" value="Search for product"/>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Actions▼</div>		
	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Add to Clipboard</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #0070c0; color: white;">Remove</div>		
<input type="checkbox"/>	Product	Price	Actions
<input checked="" type="checkbox"/>	 Mug	\$2.92	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Add to Clipboard ▼</div>
<input checked="" type="checkbox"/>	 Full Color Dye Sublimation	\$2.79	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Add to Clipboard ▼</div>

### Add more products

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


Collection	Level	# of Websites	# of Products	Status	Actions
 <span style="border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">Mugs</span>	Personal	1	3	Active	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">View ▼</div>

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

## Products in Collection

+ Add Product

Actions▼

<input type="checkbox"/>	Product	Price	Actions
 <p>Add products to your product collection</p>			



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.

The screenshot shows the product collection editor for 'Mugs'. At the top left, there is a placeholder image with the text 'Image Not in Catalog' and a camera icon. To its right is the collection name 'Mugs'. On the top right, there are 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button. Below the header, there are two main sections: 'Properties' and 'Default Image'. The 'Properties' section contains a 'Collection Name' field with 'Mugs 2019' and a 'Level' dropdown menu set to 'Personal'. Below this is a 'Description' field with the text 'Mug special for January 2019.' and an 'Active' checkbox which is checked. The 'Default Image' section shows three thumbnail images of mugs and a link that says 'or Select from your Media Manager'.

### 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.

Cancel

Save



### Default Image



[or Select from your Media Manager](#)

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

Cancel

Save

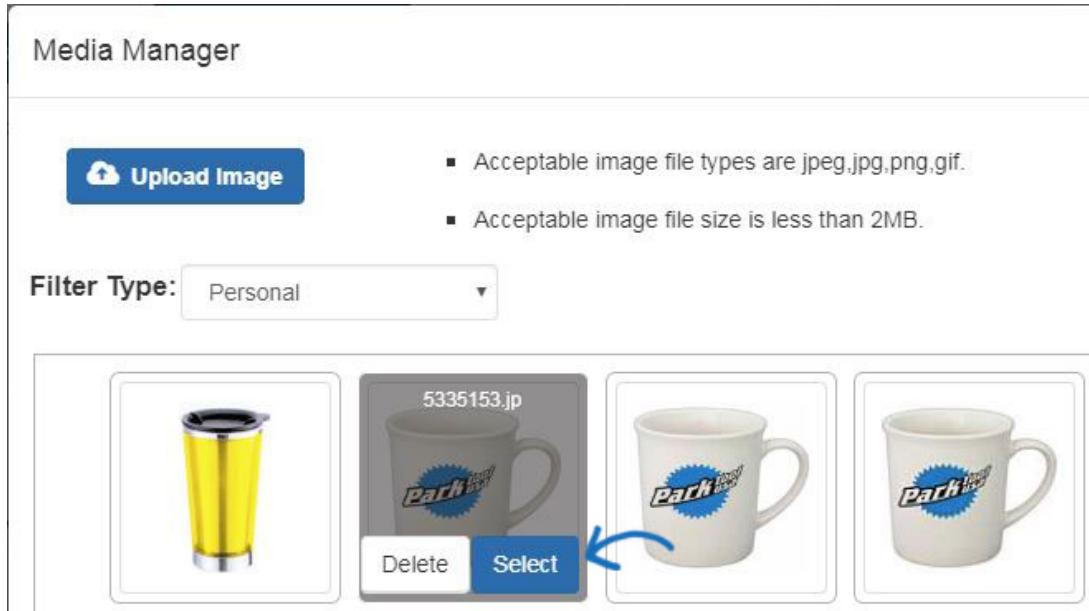
### Default Image



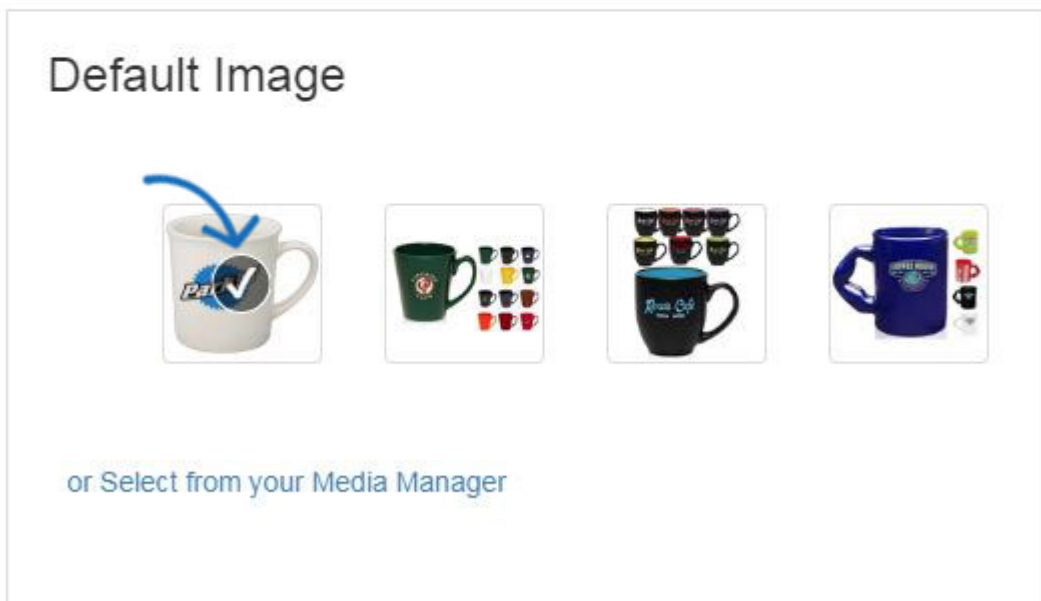
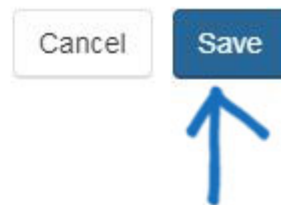
[or Select from your Media Manager](#)

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.

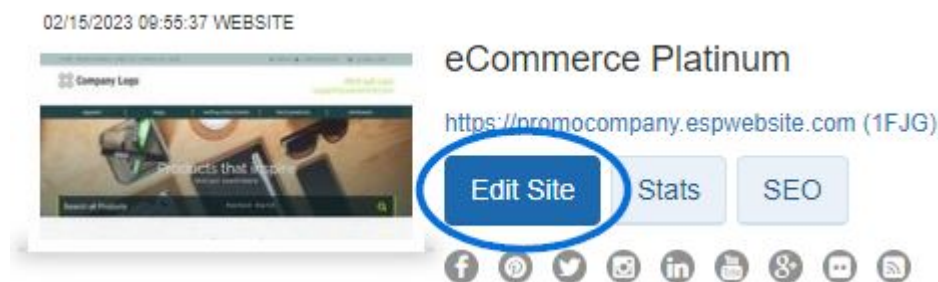


The image will now be selected in the Detail Image area. Click on the Save button.

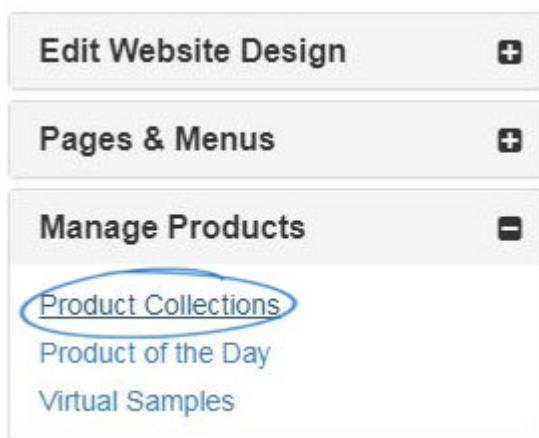


## I want to apply the product collection to my ESP Website

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.

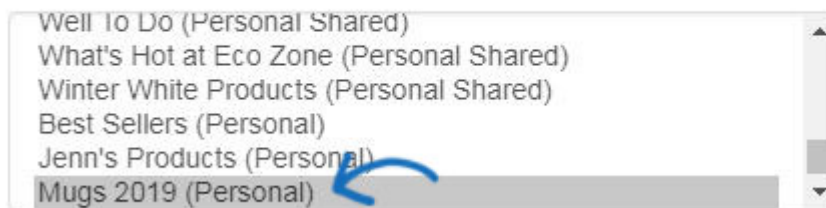


Next, expand the Manage Products option on the left and click on Product Collections.



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.

I want to display the following Product Collection on my home page



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.

## Current Product Collection Mugs 2019 (Personal)

Expiration Date  (30 Days Left)

No Expiration

If your Product Collection has expired, your Home Page will be updated automatically at the end of every month with default Product Collections.

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

will be default

Save

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

## Current Product Collection Mugs 2019 (Personal)

Expiration Date  (30 Days Left)

No Expiration Date

If your Product Collection has expired, your Home Page will be updated automatically at the end of every month with default Product Collections.



Lastly, click on the Make Change Live link.

ABC Promotional

<https://abcpromotions.espswebsite.com> (OBHM)

Preview

View Live Site

[Make Changes Live](#)

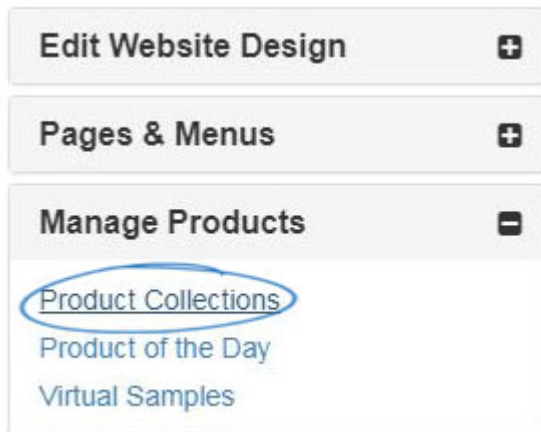
## I want to apply the product collection to a Company Store

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.

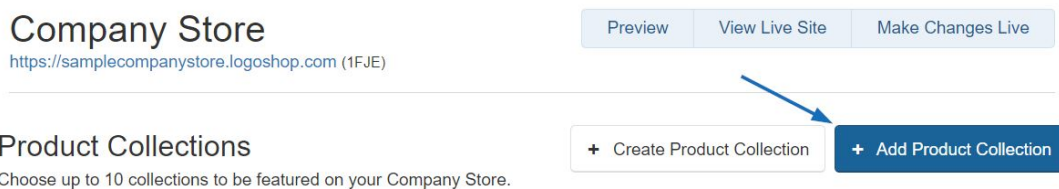
01/19/2022 16:14:55 COMPANY STORE



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.

Add Product Collection ✕

	Collection	Level	# Of Products	Status
<input checked="" type="checkbox"/>	Holiday Gifts	Global	32	Active
<input type="checkbox"/>	Holiday Ornaments	Company	8	Active
<input checked="" type="checkbox"/>	Holiday Party	Global	40	Active
<input type="checkbox"/>	Holiday Tech	Company	1	Active

Filters Clear Filters

**Levels**

- Company
- Personal
- Personal Shared
- Global

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.

	Collection	Level
≡	<div style="display: inline-block; vertical-align: middle;"> <p>Mugs 2019</p> </div>	Personal
≡	<div style="display: inline-block; vertical-align: middle;"> <p>Water Bottles</p> </div>	Company

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

**ABC Promotional**

<https://abcpromotions.espwebsite.com> (OBHM)

Preview
View Live Site
Make Changes Live