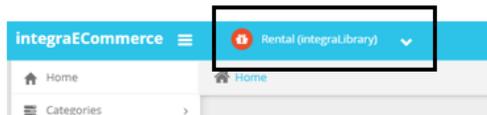


## Adding Assets to eRental Site

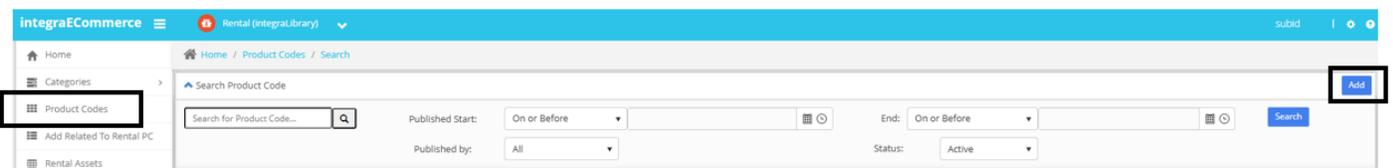
These are instructions for manually adding an asset to the eRental site (it must exist in integraRental).

For importing assets in bulk, please see the [Importing integraRental Assets into eRental Doc.](#)

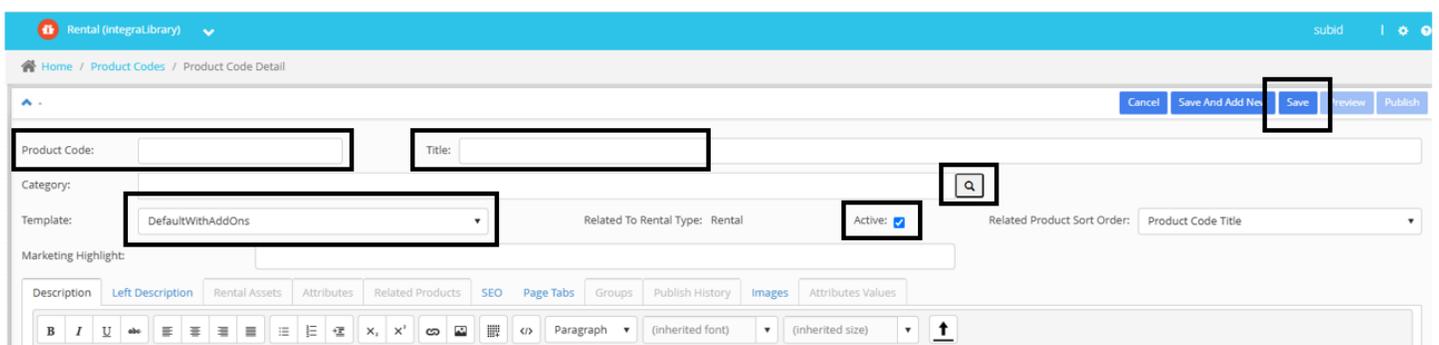
1. Log into the **iNextAdmin Tool** > Check to make sure you're on the **Rental Site Set** from the dropdown.



2. On the left navigation, click **Product Codes** > Click **Add**

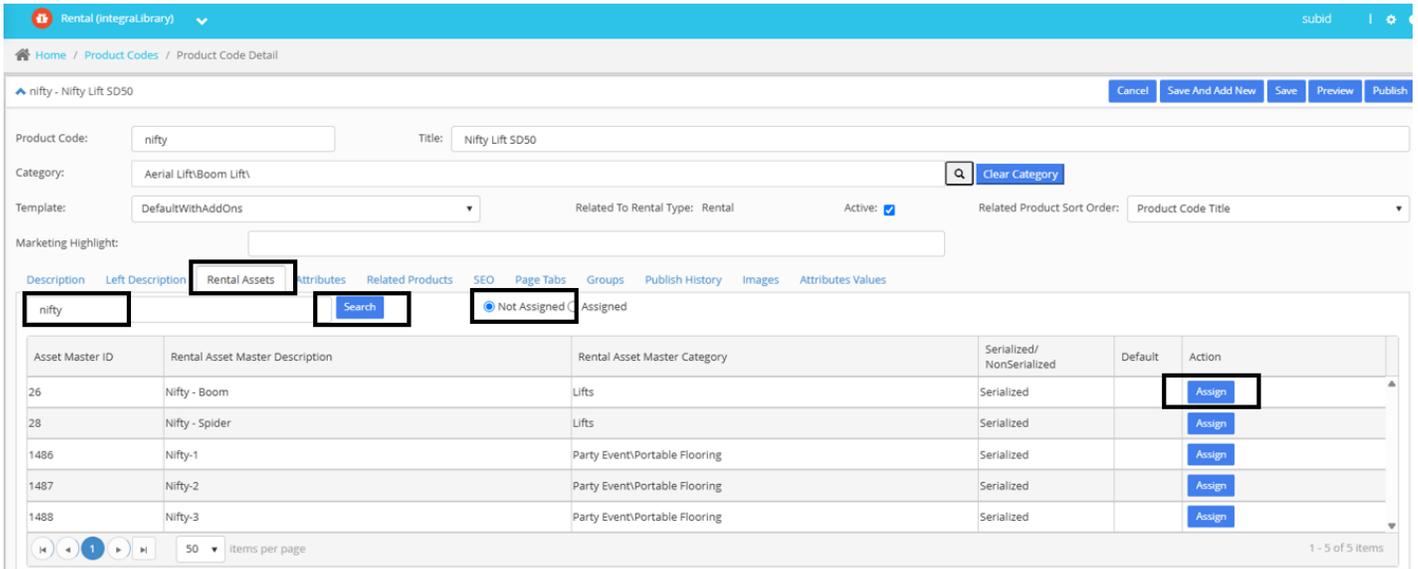


3. **Type any text into the product code field** (we'll change this later),
4. **Type the Title of the rental asset**
5. Click the **Magnifying Glass icon to select the appropriate category** for the asset
6. Select the **template DefaultWithAddOns** (unless there's a different template you need),
7. Check to **make sure the Active checkbox is checked** (if unchecked, product code page will not show on the website)
8. **Click Save.**



9. Click the **Rental Assets Tab**
10. Make sure the "Unassigned" radial button is selected and search for the asset.





Product Code: nifty Title: Nifty Lift SD50

Category: Aerial Lift\Boom Lift

Template: DefaultWithAddOns Related To Rental Type: Rental Active:  Related Product Sort Order: Product Code Title

Marketing Highlight:

Description Left Description **Rental Assets** Attributes Related Products SEO Page Tabs Groups Publish History Images Attributes Values

nifty   Not Assigned  Assigned

Asset Master ID	Rental Asset Master Description	Rental Asset Master Category	Serialized/NonSerialized	Default	Action
26	Nifty - Boom	Lifts	Serialized		<input type="button" value="Assign"/>
28	Nifty - Spider	Lifts	Serialized		<input type="button" value="Assign"/>
1486	Nifty-1	Party Event\Portable Flooring	Serialized		<input type="button" value="Assign"/>
1487	Nifty-2	Party Event\Portable Flooring	Serialized		<input type="button" value="Assign"/>
1488	Nifty-3	Party Event\Portable Flooring	Serialized		<input type="button" value="Assign"/>

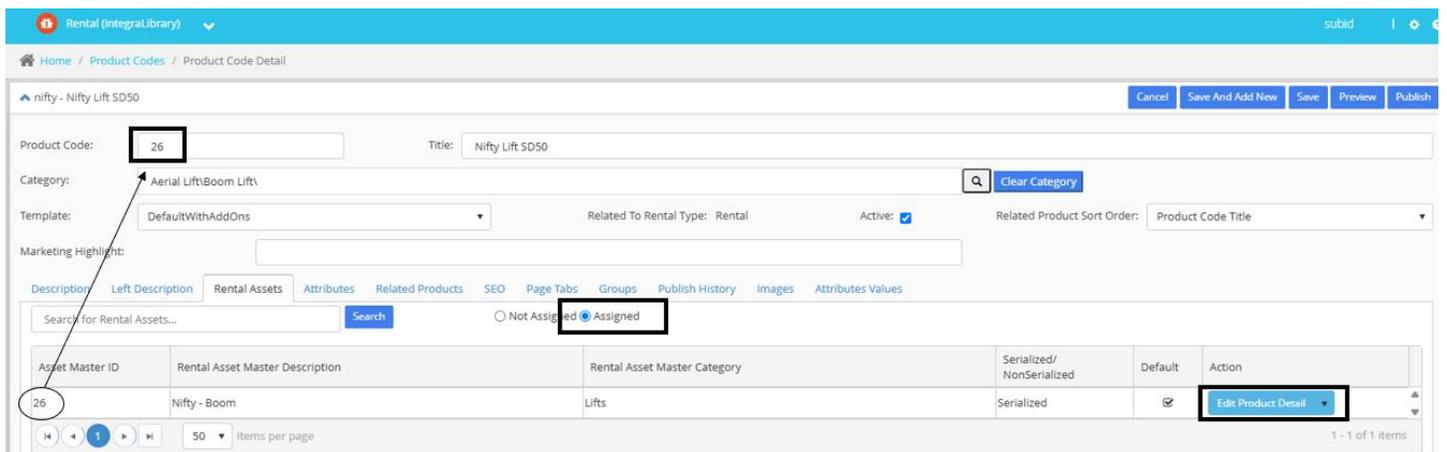
50 items per page 1 - 5 of 5 items

11. Click the **Assign button** on the same line as the asset you wish to connect to the product code page. The asset should then disappear from the "Not Assigned" view.

12. Click the **Assigned radial button** and you will see the asset that is assigned to the product code page.

13. Replace the placeholder **Product Code** text, at the top of the page, with the **Asset Master ID** of the assigned asset.

14. Click in any cell of the assigned asset or click **Edit Product Detail and Click Edit Product Detail** from the dropdown.



Product Code: 26 Title: Nifty Lift SD50

Category: Aerial Lift\Boom Lift

Template: DefaultWithAddOns Related To Rental Type: Rental Active:  Related Product Sort Order: Product Code Title

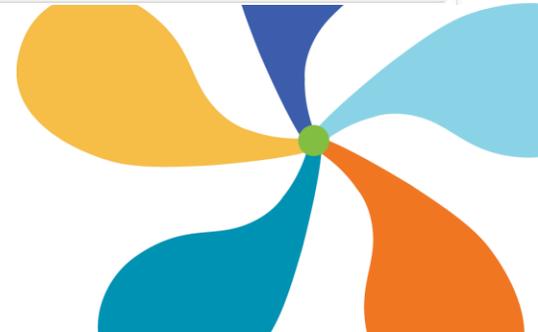
Marketing Highlight:

Description Left Description Rental Assets Attributes Related Products SEO Page Tabs Groups Publish History Images Attributes Values

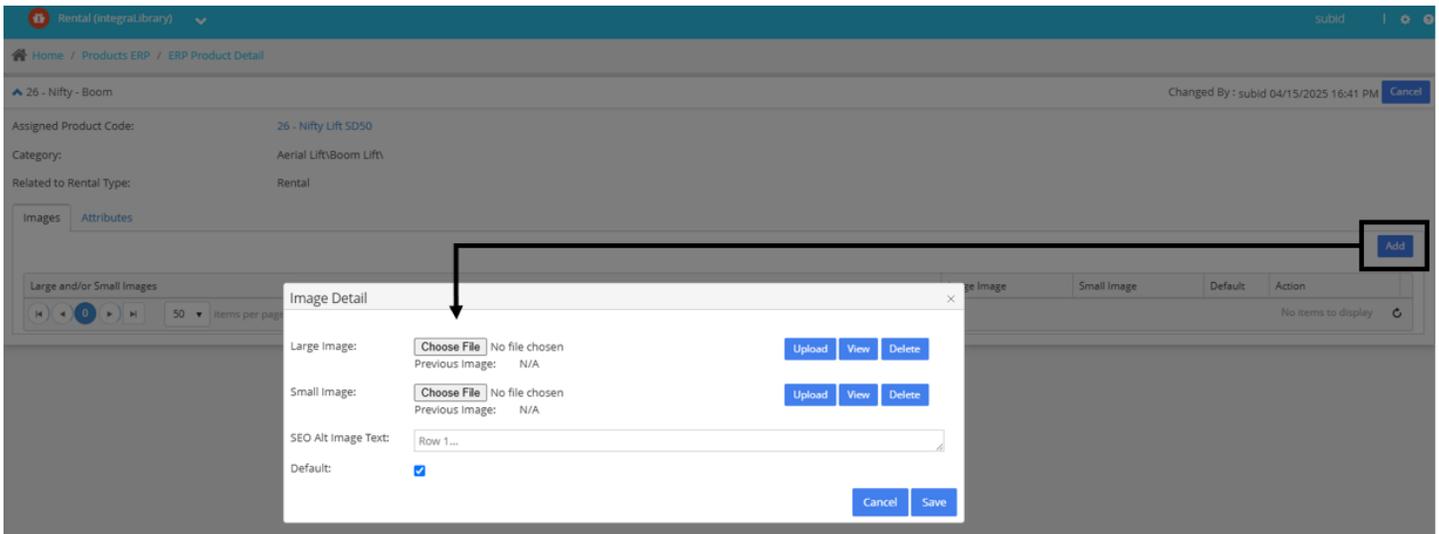
Search for Rental Assets...   Not Assigned  Assigned

Asset Master ID	Rental Asset Master Description	Rental Asset Master Category	Serialized/NonSerialized	Default	Action
26	Nifty - Boom	Lifts	Serialized	<input checked="" type="checkbox"/>	<input type="button" value="Edit Product Detail"/>

50 items per page 1 - 1 of 1 items



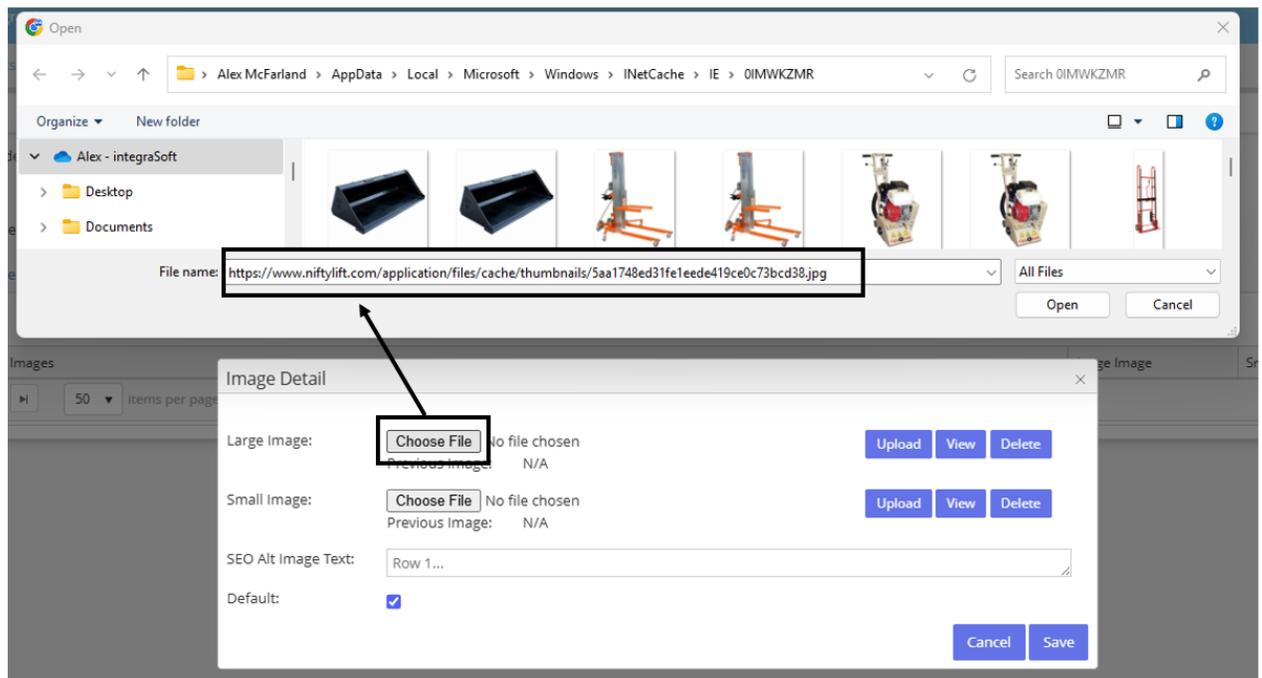
15. This is where you can view, delete, or add your main asset images. Click **Add** to load the Image Detail Popup



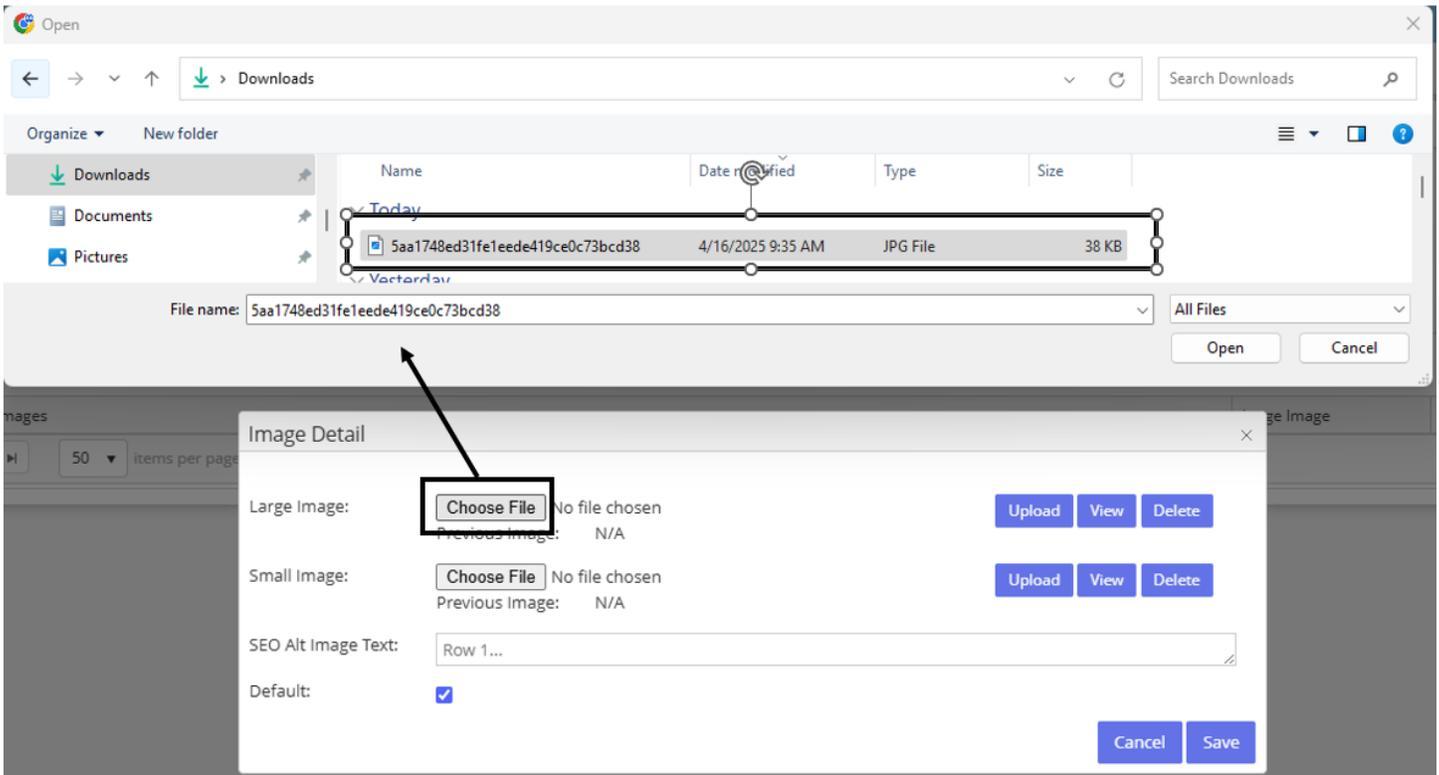
16. Click Choose File button to upload an image to the software. eRental will save that image to your server.

a. You can paste in an image url, for example:

<https://www.niftylift.com/application/files/cache/thumbnails/5aa1748ed31fe1eede419ce0c73bcd38.jpg>

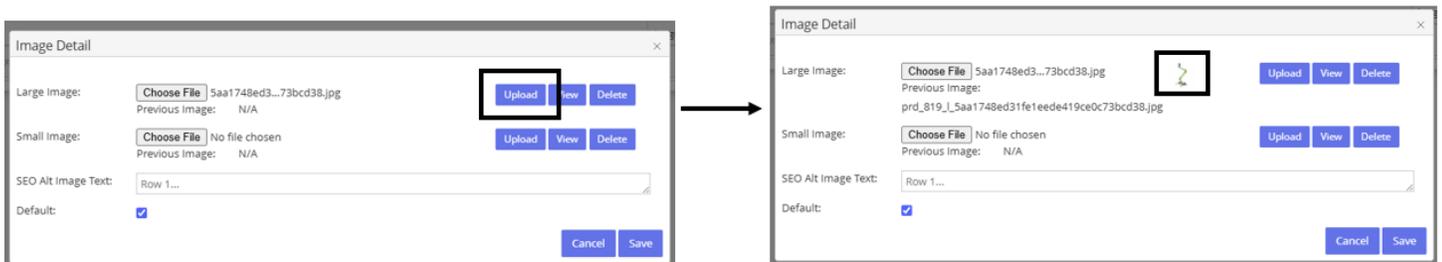


b. Or you can select a file from your computer to upload.



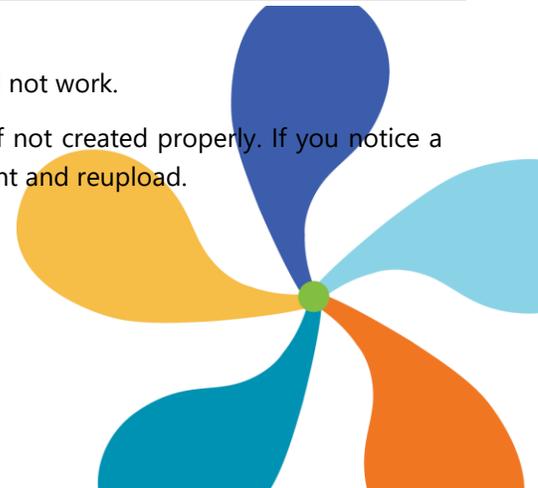
17. Once you've selected an image, you'll need to **click the Upload button** and you will see the image show when it is successful.

a. Please note: not all images types are accepted and you may run into errors. If that's the case, try savin



**Please Note:** Our software does not accept all file types. For example, .webp files will not work.

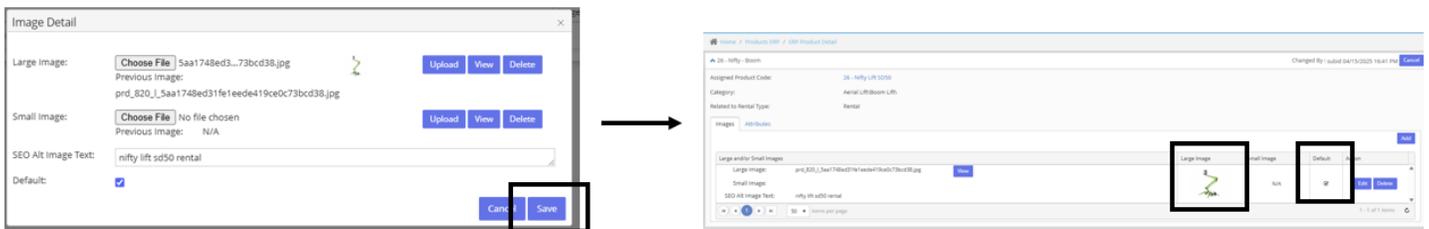
Best practice is to stick to .jpg and .png files. Transparent .png files may not work if not created properly. If you notice a black background on the small image, you'll want to save that file as a .jpg in MS Paint and reupload.



**SEO Alt Image Text: you** can add text to describe the image. Google likes this because it offers their crawling robots a way to understand what the image is and is also available for accessibility for the visually impaired.

**When the Default box is checked:** the small image will be the product code thumbnail and the large image will be the first (if not only) image on the product code page itself. Second, third, and so forth images should not this box checked.

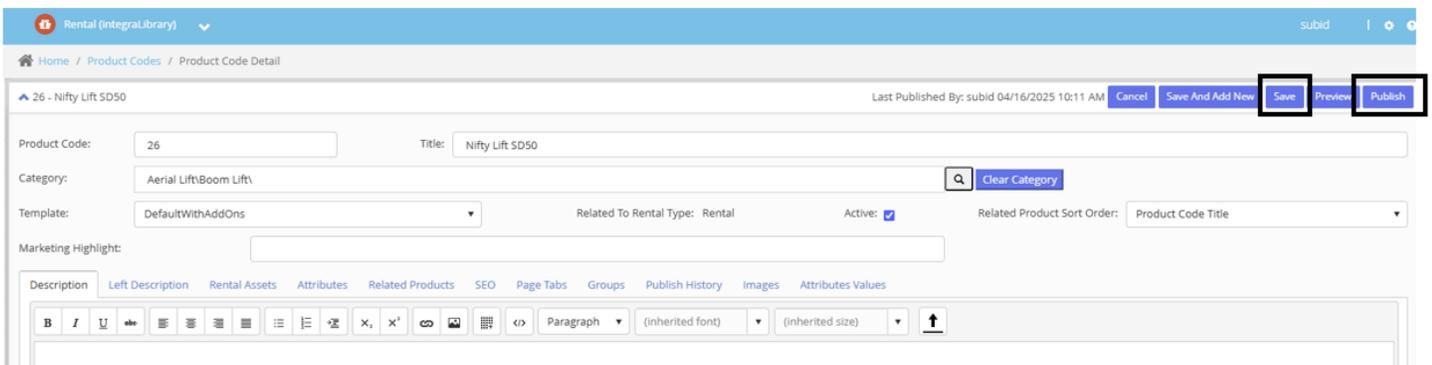
**18. Click Save** (the software will automatically create a small image for you when the product code page is published, so you don't need to upload the same image there).



**19. Click the back button on your browser** to return to the product code detail page.

**20.** You can fill out the left and main description with content if you desire, add it to product groups, or add page tabs, etc. as you please.

**21.** When you're ready to take it live on the eRental site, **click Save and then click Publish**



**22.** You can verify it's been published successfully by navigating to the category or subcategory page where you assigned it to and press CTRL+F5 to do a hard refresh to see the latest publish.

**23.** If you have any issues or questions, please reach out to your digital experiences consultant or submit a support ticket.

