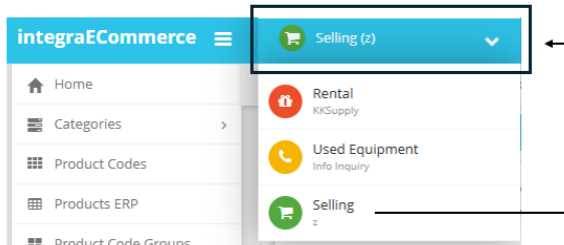


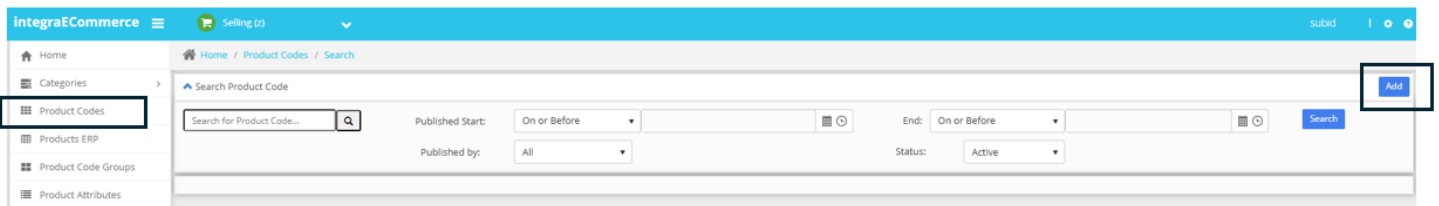
## Adding Product Assets to ECOM Site

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

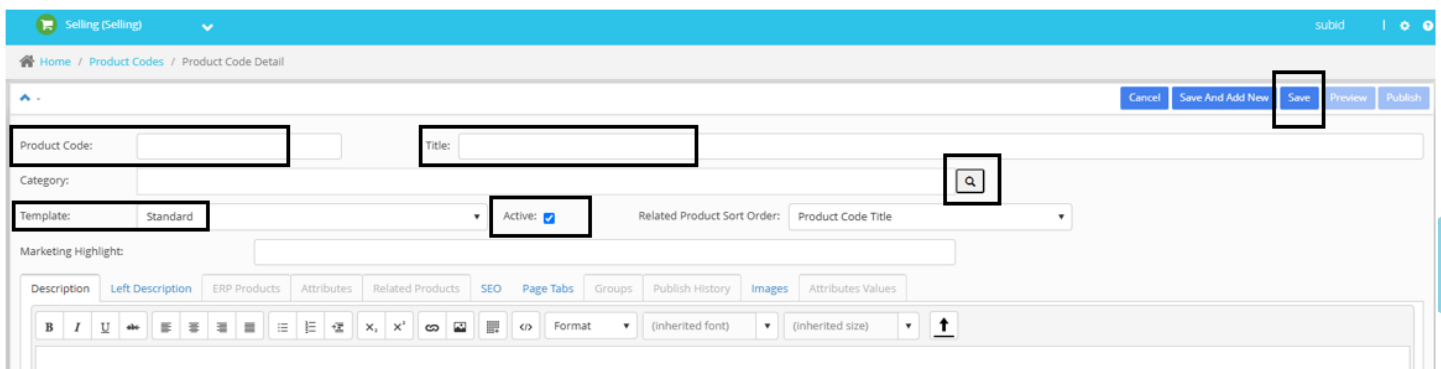
1. Log into the **iNextAdmin Tool** > If you have multiple site sets like eRental or Used Equipment, check to make sure the **Selling Site Set** is selected from the dropdown at the top of the page. It will have a green/white cart icon.



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

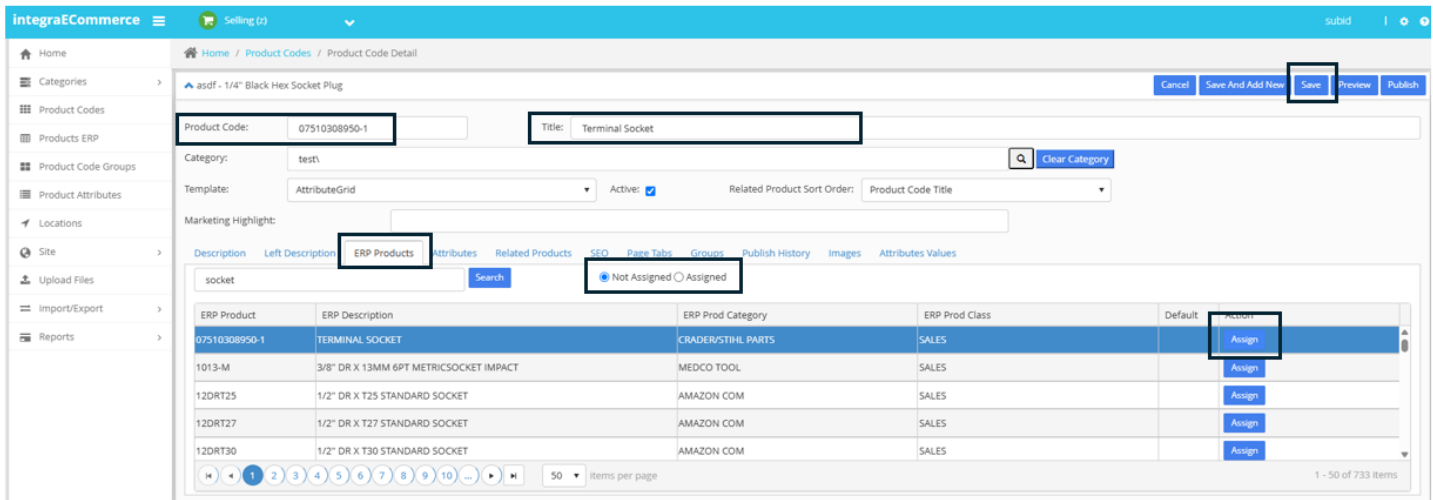


3. **Type any text into the product code field** (we'll change this later as the best practice is for the ERP Product Number to be the same number as the Product Code Number.),
4. **Type the Title of the Product**
5. Click the **Magnifying Glass icon to select the appropriate category** for the product. If you need a new base or sub category for this new asset/product code page, you'll need to create that category in Categories > Category Tree prior to adding this new product code page. You can always assign it to an existing category, and come back and change to a new category, after you've saved this product code page for the first time.
6. Select desired **template** (review other product code pages and use the same one)
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 **ERP Products Tab**

10. Make sure the “Not Assigned” radial button is selected and search for the asset (this searches all of your ERP products). You can search by product number, title (description), or category.



Product Code: 07510308950-1 Title: Terminal Socket

Category: test

Template: AttributeGrid Active: ☒ Related Product Sort Order: Product Code Title

Marketing Highlight:

ERP Products

Not Assigned ☒ Assigned

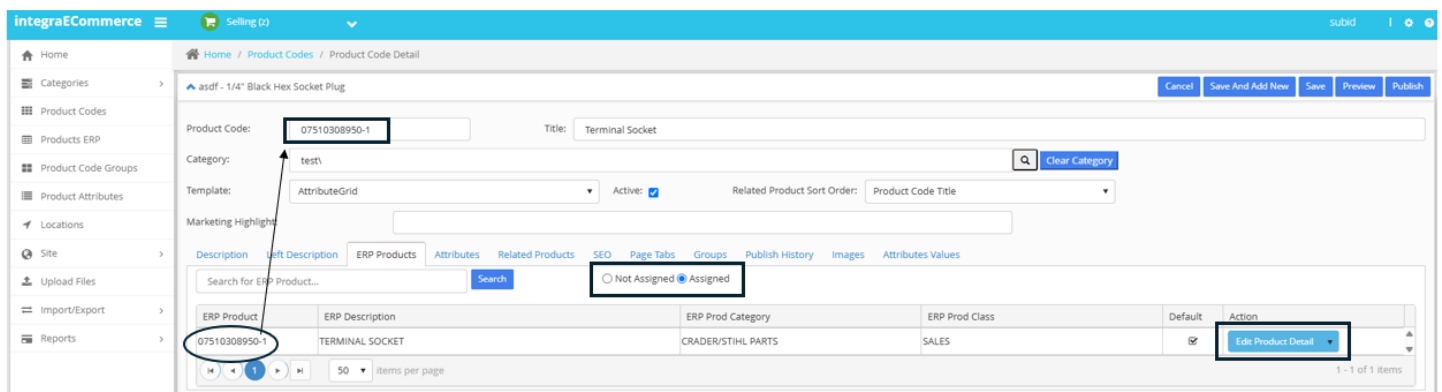
ERP Product	ERP Description	ERP Prod Category	ERP Prod Class	Default	Action
07510308950-1	TERMINAL SOCKET	CRADER/STIHL PARTS	SALES	<input checked="" type="checkbox"/>	Assign
1013-M	3/8" DR X 13MM 6PT METRIC SOCKET IMPACT	MEDCO TOOL	SALES	<input type="checkbox"/>	Assign
12DRT25	1/2" DR X T25 STANDARD SOCKET	AMAZON COM	SALES	<input type="checkbox"/>	Assign
12DRT27	1/2" DR X T27 STANDARD SOCKET	AMAZON COM	SALES	<input type="checkbox"/>	Assign
12DRT30	1/2" DR X T30 STANDARD SOCKET	AMAZON COM	SALES	<input type="checkbox"/>	Assign

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 **ERP Product 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: 07510308950-1 Title: Terminal Socket

Category: test

Template: AttributeGrid Active: ☒ Related Product Sort Order: Product Code Title

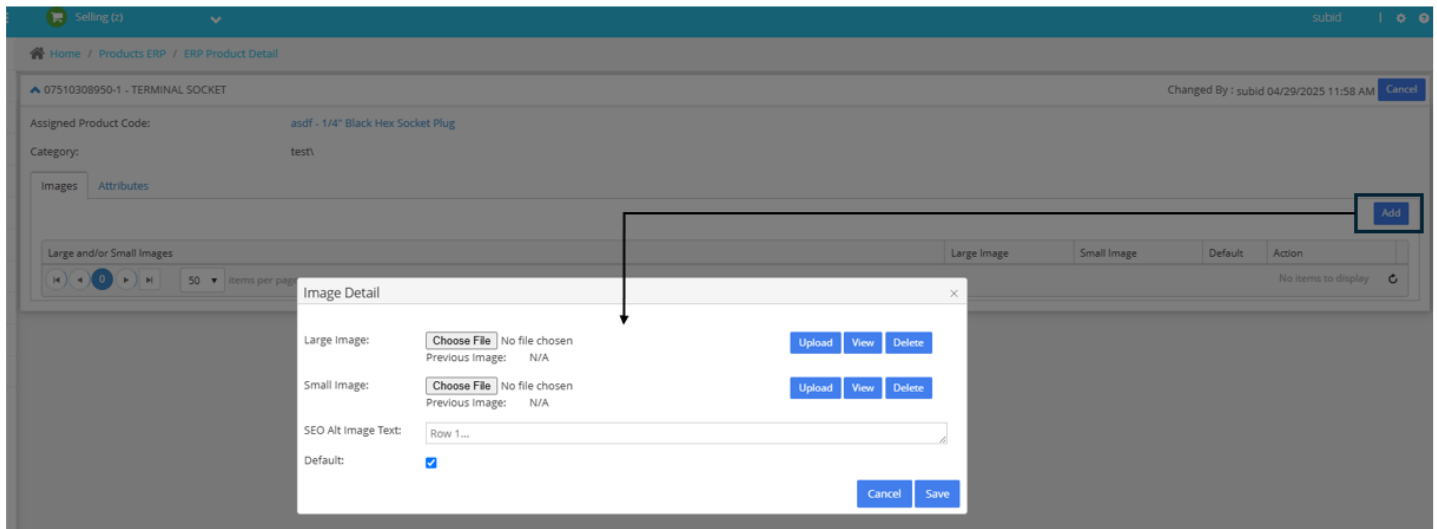
Marketing Highlight:

ERP Products

Not Assigned ☐ Assigned ☒

ERP Product	ERP Description	ERP Prod Category	ERP Prod Class	Default	Action
07510308950-1	TERMINAL SOCKET	CRADER/STIHL PARTS	SALES	<input checked="" type="checkbox"/>	Edit Product Detail

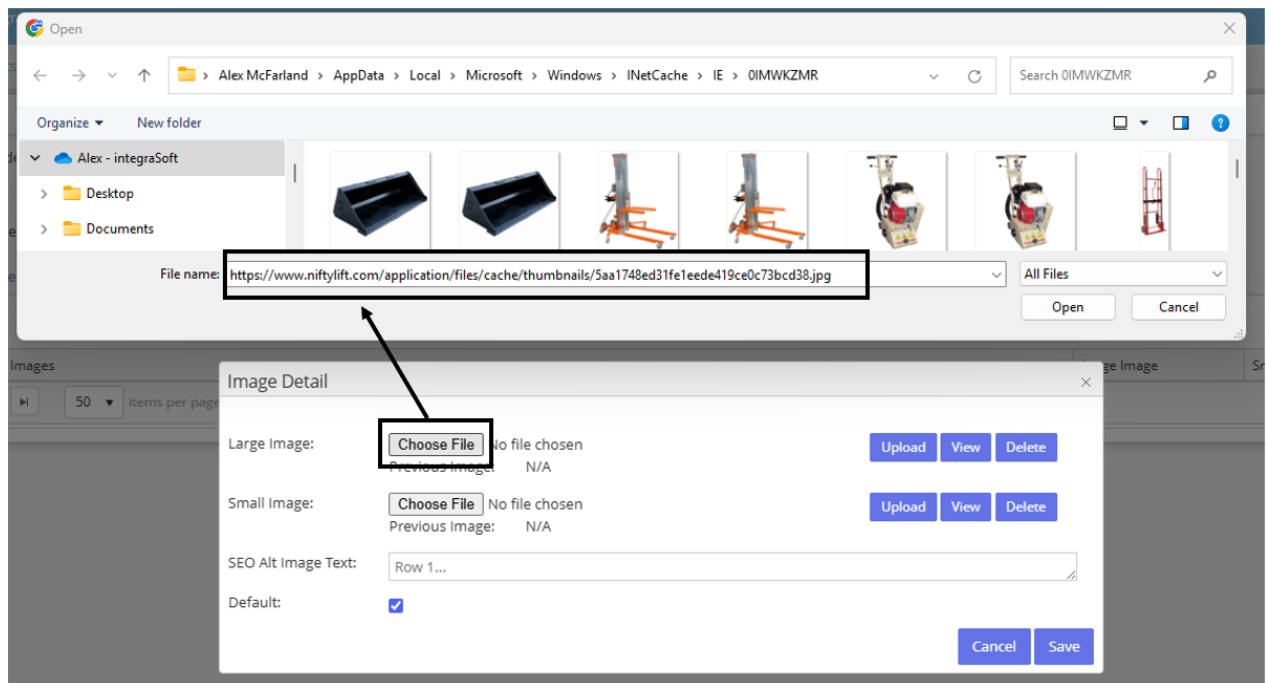
15. This is where you can view, delete, or add your main asset images. Click **Add** to load the Image Detail Popup



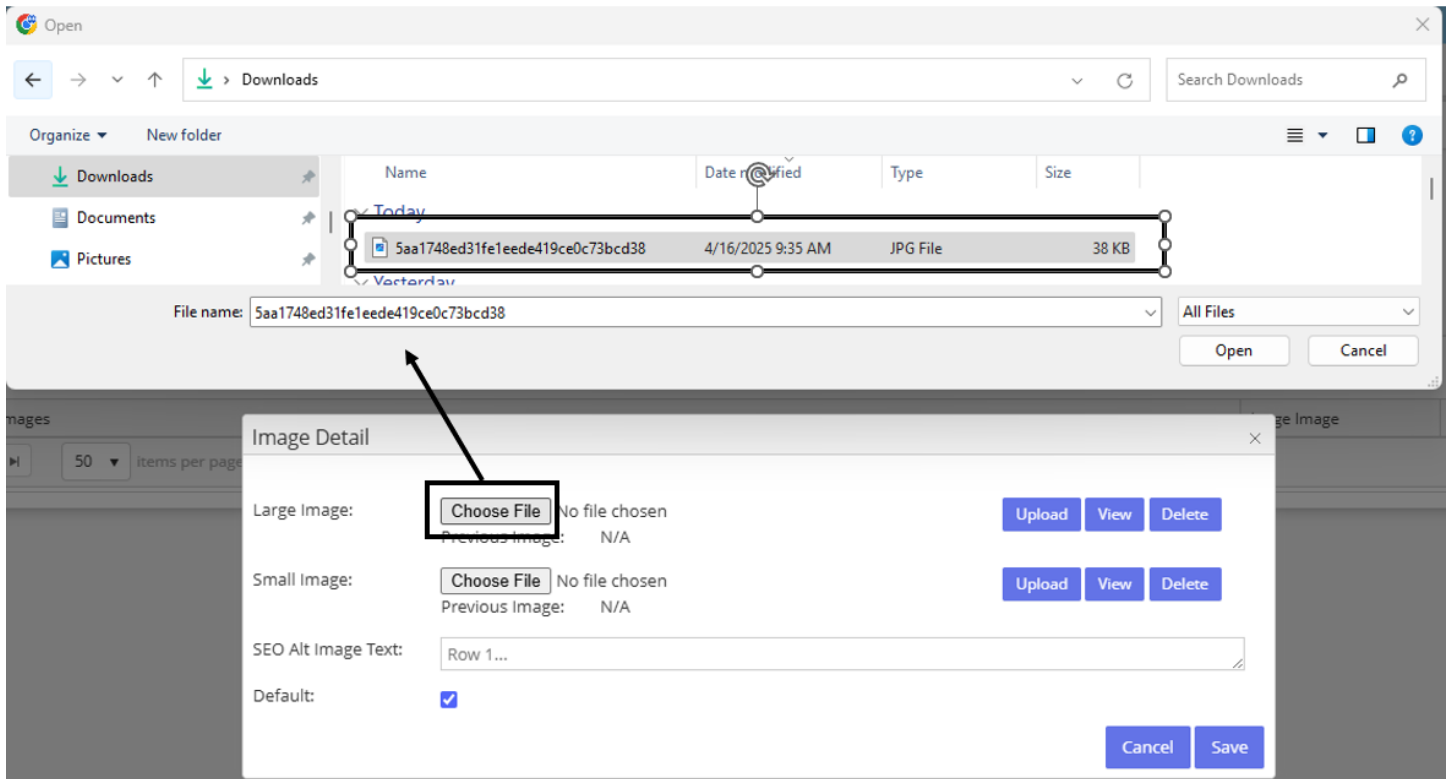
16. Click Choose File button to upload an image to the software. ECOM will save that image to your server.

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

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

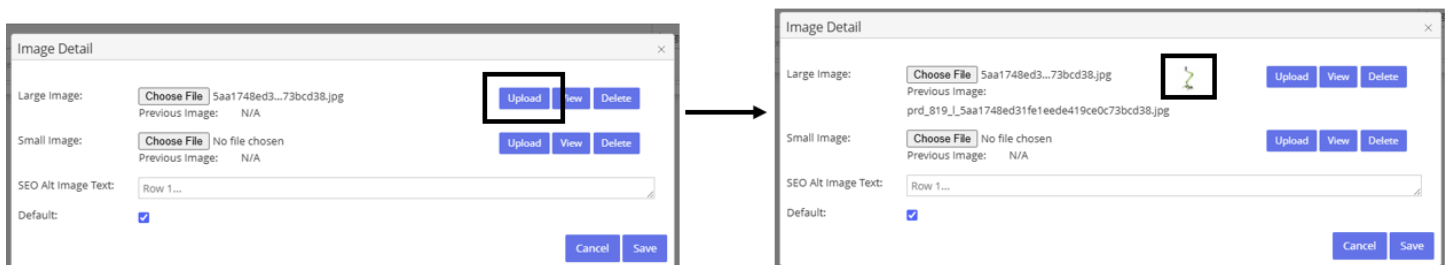


b. Or you can select a file from your computer to upload.



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...



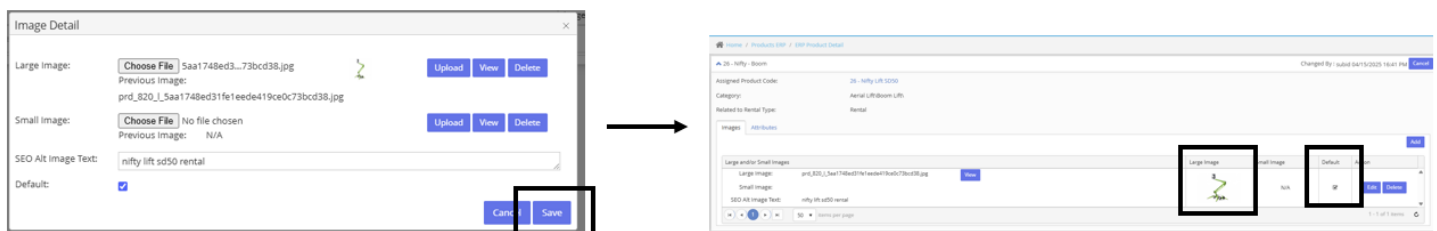
**Please Note:** Our software does not accept all file types. For example, .webp files will not work.

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 Microsoft Paint and try reuploading.

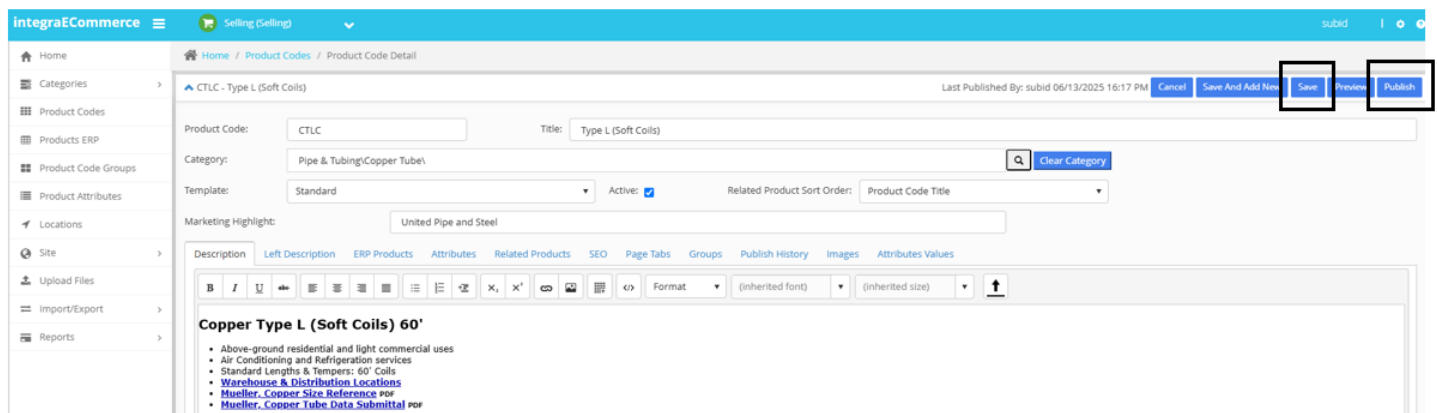
**SEO Alt Image Text:** you can add text to describe the image. Google likes this because it offers their crawling robots a way to understand what the image is and is also available for accessibility for the visually impaired.

**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. If multiple images, the default box will determine which image shows on the thumbnail on the category page of your site.

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 unless you'd like a different thumbnail image than what shows on the main product code page).



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, add page tabs, assign attributes, etc.
21. When you're ready to take it live on your ecom 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.