

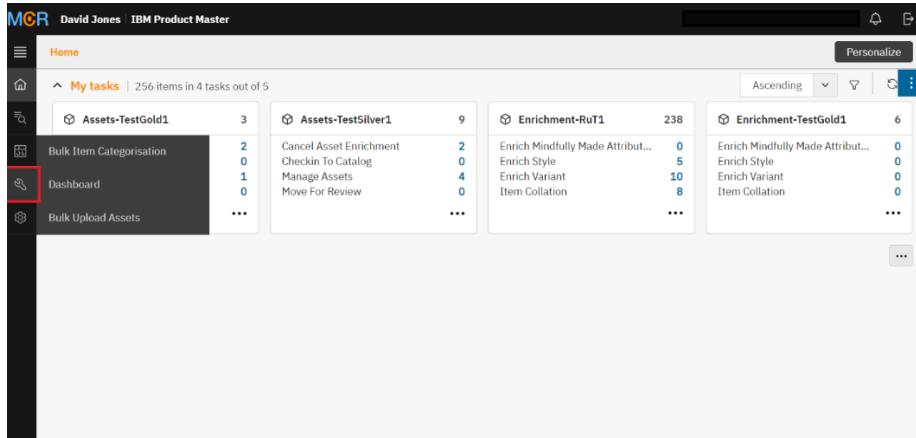
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How to bulk upload using a CSV template

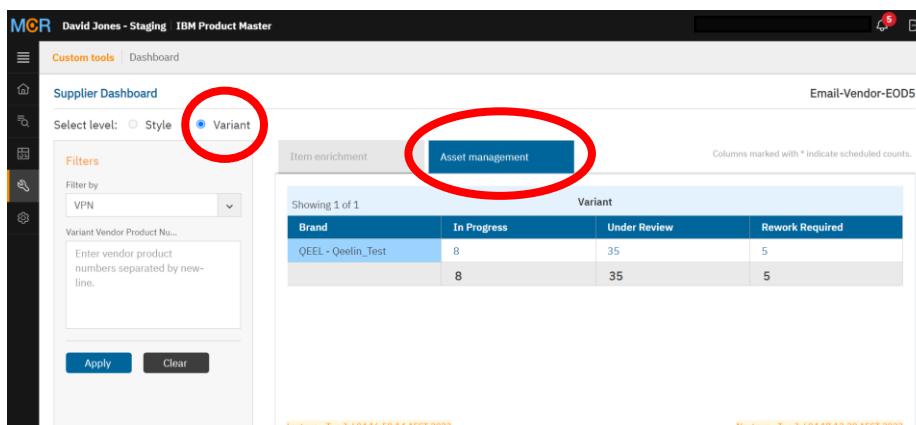
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How to bulk upload using a CSV template

- Click on custom tools and then click on Dashboard.

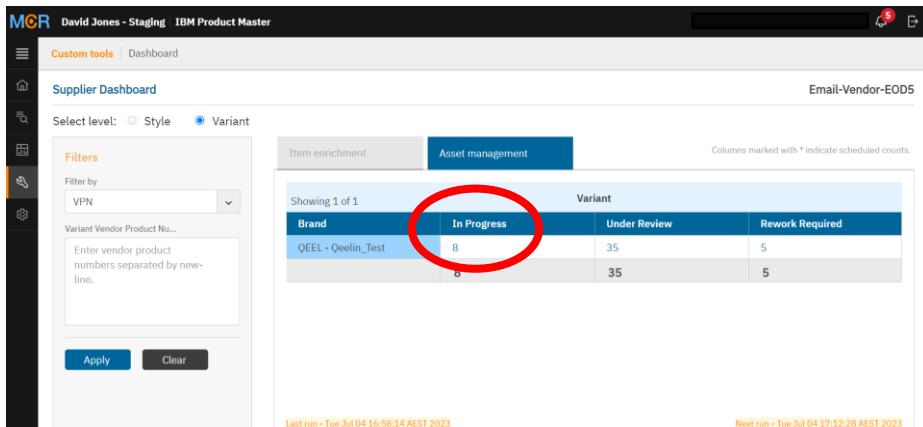


- Once you are on the dashboard, click on variant and then on asset management.



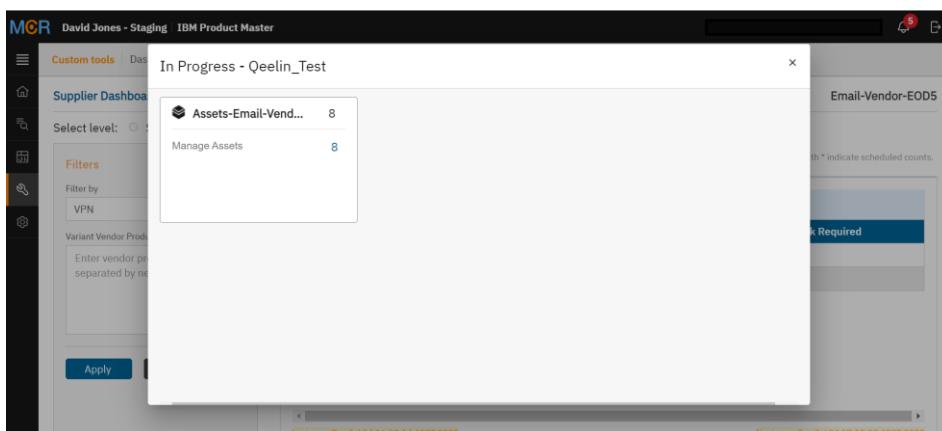
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- Click on the number under 'In Progress' relevant to your brand. You may see multiple brands. This shows the number of the number of variants pending in the asset management workflow.



Brand	In Progress	Under Review	Rework Required
	8	35	5
QEEL - Qeelin_Test	8	35	5

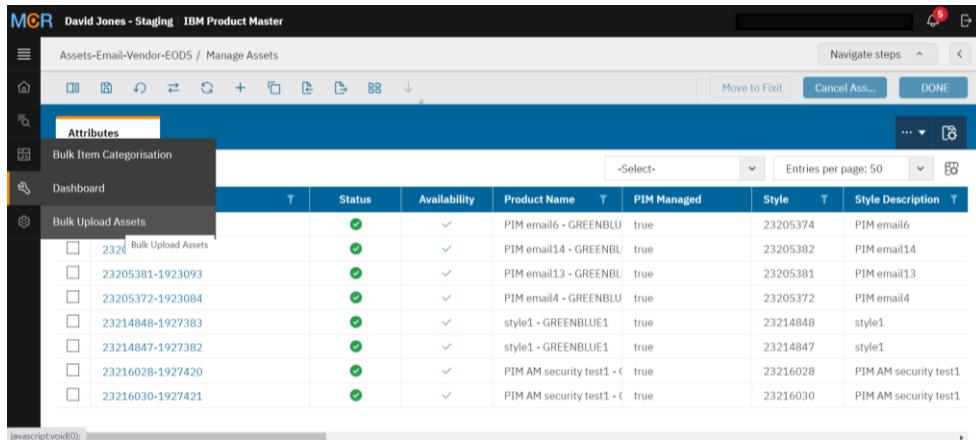
- A window with a widget will open up. Click on the number again to enter the grid view.



Assets-Email-Vend...	8
Manage Assets	8

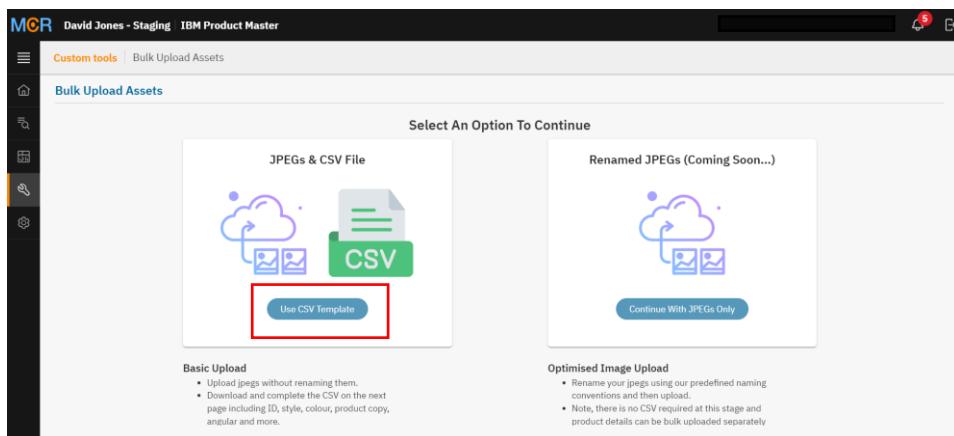
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- Once on the grid view, click on custom tools and then select Bulk Upload Assets



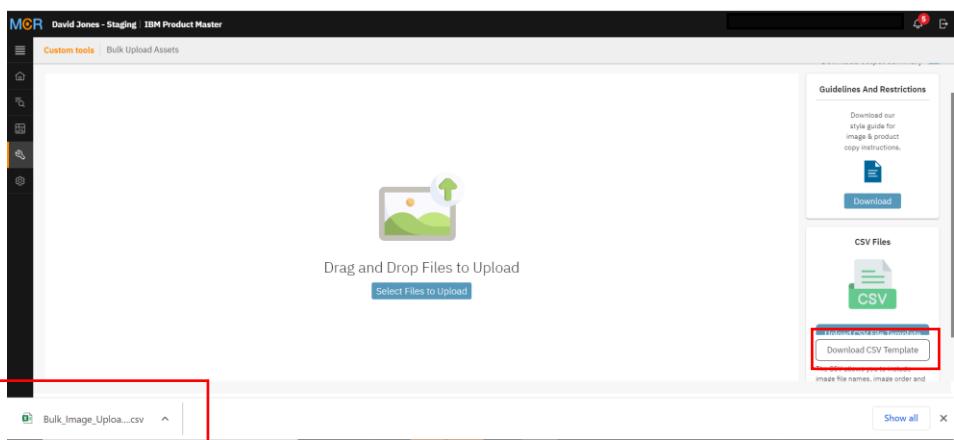
A screenshot of the IBM Product Master interface. The top navigation bar shows 'MCR David Jones - Staging IBM Product Master'. The main area is titled 'Assets-Email-Vendor-E005 / Manage Assets'. A sidebar on the left has sections for 'CustomAttributes', 'Bulk Item Categorisation', 'Dashboard', and 'Bulk Upload Assets'. The 'CustomAttributes' section is currently active. A list of assets is displayed in a table with columns: Status, Availability, Product Name, PIM Managed, Style, and Style Description. The table shows various entries like 'PIM email6 - GREENBLU', 'PIM email14', etc. At the bottom of the table, there is a message: 'javascript:void(0);'.

- You will see the following window, click on 'Use CSV template'



A screenshot of a modal window titled 'Select An Option To Continue'. It contains two options: 'JPEGs & CSV File' and 'Renamed JPEGs (Coming Soon...)'. The 'JPEGs & CSV File' option is selected. Below it, there are two sections: 'Basic Upload' and 'Optimised Image Upload'. The 'Basic Upload' section has a 'Use CSV Template' button, which is highlighted with a red box. The 'Optimised Image Upload' section has a 'Continue With JPEGs Only' button.

- Click on download CSV template and a CSV template should download.



A screenshot of the 'Bulk Upload Assets' page. The left side has a 'Drag and Drop Files to Upload' area with a 'Select Files to Upload' button. The right side has a 'Guidelines And Restrictions' section with a 'Download' button and a 'CSV Files' section with a 'Download CSV Template' button, which is highlighted with a red box. A download progress bar for 'Bulk_Image_Upload...csv' is shown at the bottom left, also highlighted with a red box.

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- Open the CSV template and populate all the information.

- Fill in all the required information as shown below.

Note: Image names must be copied with the right extension. So, if a file name is `shoes.jpg`, it is important you copy the file name with the right extension as shown above.

- Save the CSV file and upload it using the 'Upload CSV file template' option. You will see the name of the CSV template visible above this button.

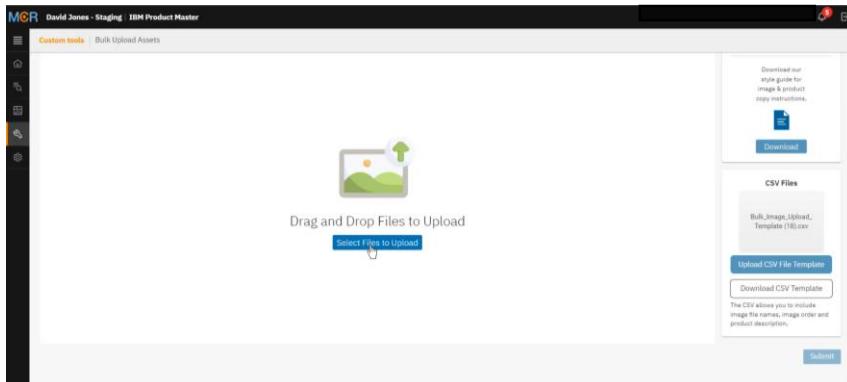


2. Once the template has been uploaded you will see the name of the file here

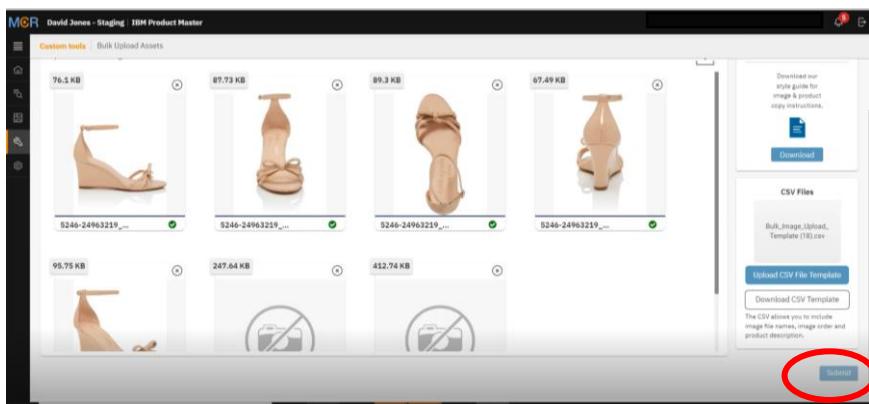
1. To upload the template, click here

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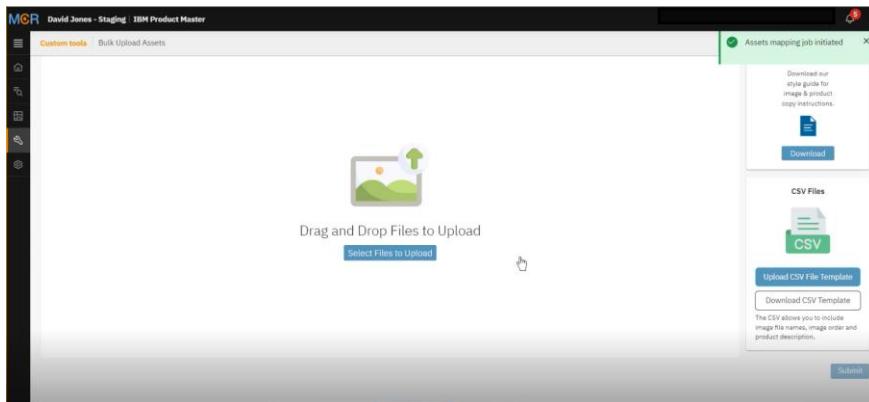
- Drag and drop images into the central space. You can also browse for them by clicking on the 'Select files to Upload' button.



- Once the images have been uploaded click on submit.

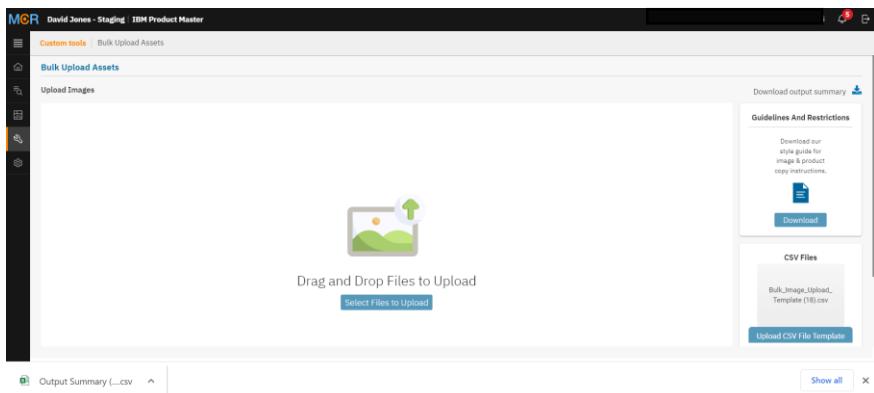


- You will see a green dialog box that says, 'Assets mapping initiated'. This means that the images are being mapped to the correct variants. PIM uses the CSV template provided to do this mapping.



- Click on 'download output summary' to see the status of the upload.

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- Open the excel file, and you will see the status for each of the variants.

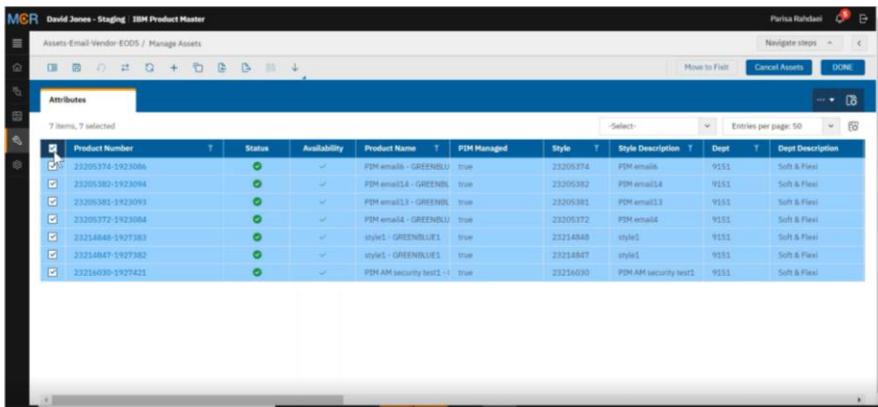
A	B	C	D	
1	Product Number	Status		
2	23216030-1927421	Item uploaded successfully		
3	23214848-1927383	Item uploaded successfully		
4	23214847-1927382	Item uploaded successfully		
5	23205374-1923086	Item uploaded successfully		
6	23205382-1923094	Item uploaded successfully		
7	23205381-1923093	Item uploaded successfully		
8	23205372-1923084	Item uploaded successfully		
9				
10				
11				

- Navigate your way to the grid view using the dashboard or the home screen widgets.

Product Number	Status	Availability	Product Name	PIM Managed	Style	Style Description	Dept	Dept Description
23205374-1923086	✓	✓	PIM emails - GREENBLU	true	23205374	PIM emails	9151	Soft & Flexi
23205382-1923094	✓	✓	PIM email14 - GREENBLU	true	23205382	PIM email14	9151	Soft & Flexi
23205381-1923093	✓	✓	PIM email13 - GREENBLU	true	23205381	PIM email13	9151	Soft & Flexi
23205372-1923084	✓	✓	PIM email4 - GREENBLU	true	23205372	PIM email4	9151	Soft & Flexi
23214848-1927383	✓	✓	style1 - GREENBLUE1	true	23214848	style1	9151	Soft & Flexi
23214847-1927382	✓	✓	style1 - GREENBLUE1	true	23214847	style1	9151	Soft & Flexi
23216030-1927421	✓	✓	PIM AM security test1 - i	true	23216030	PIM AM security test1	9151	Soft & Flexi

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- Select those items for which you have uploaded the assets.



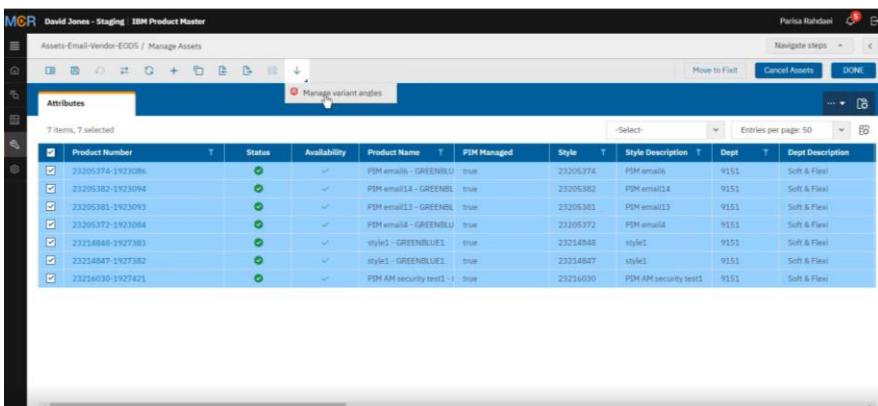
IBM Product Master - David Jones - Staging

Assets-Email-Vendor-ECOS / Manage Assets

Attributes

Product Number	Status	Availability	Product Name	PIM Managed	Style	Style Description	Dept	Dept Description
23205378-1923086	✓	✓	PIM email8 - GREENBLU	true	23205374	PIM email8	9151	Soft & Flexi
23205380-1923094	✓	✓	PIM email14 - GREENBLU	true	23205382	PIM email14	9151	Soft & Flexi
23205381-1923093	✓	✓	PIM email13 - GREENBLU	true	23205381	PIM email13	9151	Soft & Flexi
23205372-1923084	✓	✓	PIM email4 - GREENBLU	true	23205372	PIM email4	9151	Soft & Flexi
23214848-1927383	✓	✓	style1 - GREENBLUE1	true	23214848	style1	9151	Soft & Flexi
23214847-1927382	✓	✓	style1 - GREENBLUE1	true	23214847	style1	9151	Soft & Flexi
23216030-1927421	✓	✓	PIM AM security test1 -	true	23216030	PIM AM security test1	9151	Soft & Flexi

- Click on action icon and then click on Manage Angle Variants



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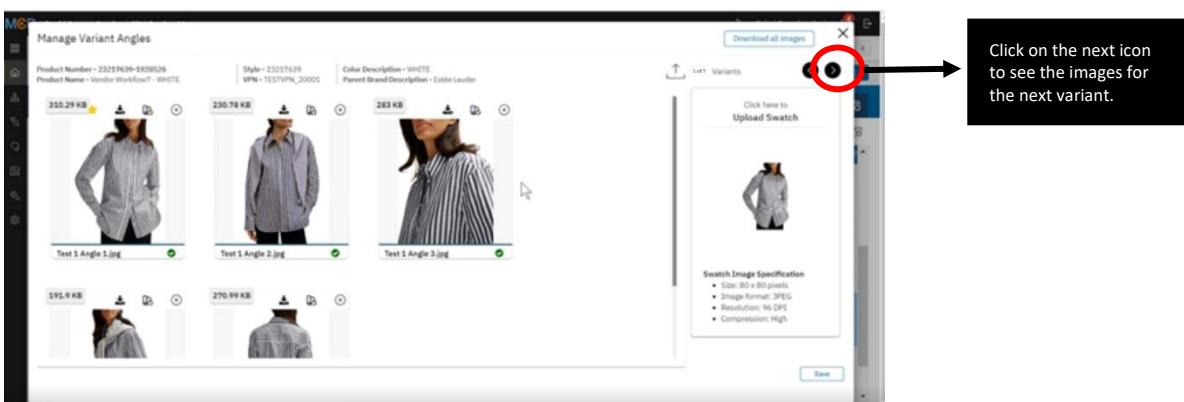
Assets-Email-Vendor-ECOS / Manage Assets

Attributes

Manage variant angles

Product Number	Status	Availability	Product Name	PIM Managed	Style	Style Description	Dept	Dept Description
23205378-1923086	✓	✓	PIM email8 - GREENBLU	true	23205374	PIM email8	9151	Soft & Flexi
23205380-1923094	✓	✓	PIM email14 - GREENBLU	true	23205382	PIM email14	9151	Soft & Flexi
23205381-1923093	✓	✓	PIM email13 - GREENBLU	true	23205381	PIM email13	9151	Soft & Flexi
23205372-1923084	✓	✓	PIM email4 - GREENBLU	true	23205372	PIM email4	9151	Soft & Flexi
23214848-1927383	✓	✓	style1 - GREENBLUE1	true	23214848	style1	9151	Soft & Flexi
23214847-1927382	✓	✓	style1 - GREENBLUE1	true	23214847	style1	9151	Soft & Flexi
23216030-1927421	✓	✓	PIM AM security test1 -	true	23216030	PIM AM security test1	9151	Soft & Flexi

- This is where you will see all the images. Click on the next icon to see the images for the other variants.



Manage Variant Angles

Product Number - 232157639-5920526
Product Name - Vendor Workflow7 - WHITE
Style - 232157639
VPN - TESTVPN_2000S
Color Description - WHITE
Parent Brand Description - Etelle Lauder

191.9 KB Test 1 Angle 5.jpg

230.78 KB Test 1 Angle 2.jpg

283 KB Test 1 Angle 3.jpg

191.9 KB Test 1 Angle 4.jpg

270.99 KB Test 1 Angle 6.jpg

Download all images

Left Variants

Click here to Upload Swatch

Swatch Image Specification

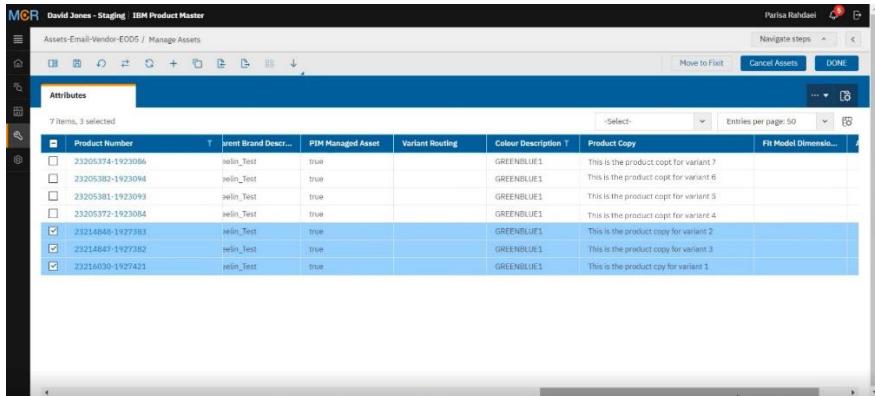
- File size: 100 KB max
- Image format: JPEG
- Resolution: 96 DPI
- Compression: High

Save

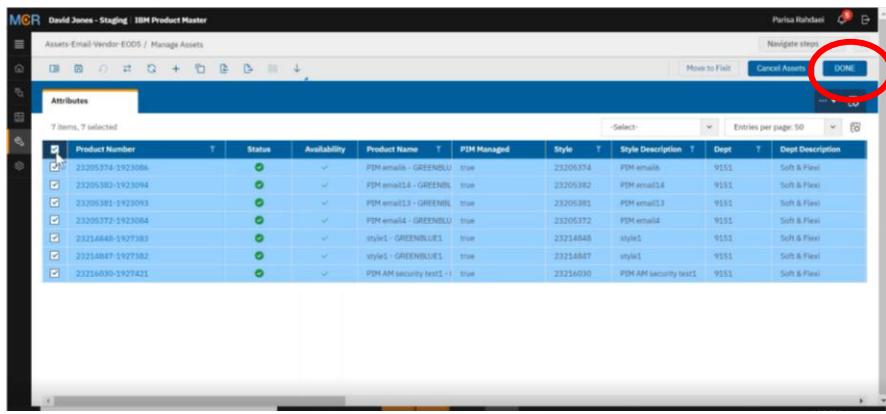
Click on the next icon to see the images for the next variant.

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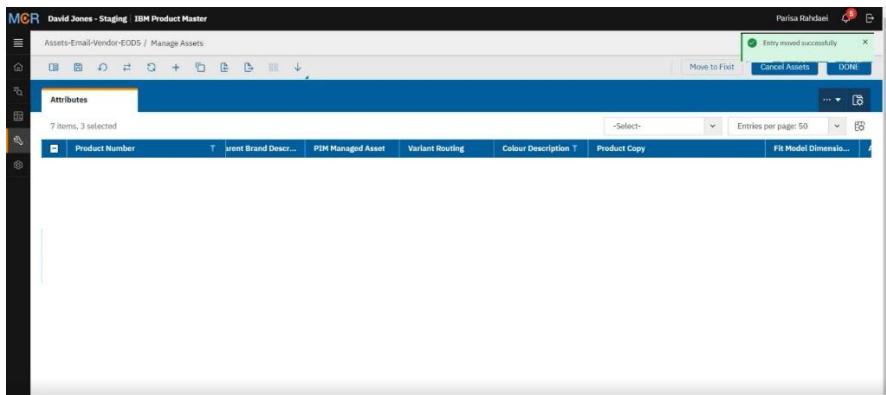
- You can also see the product copies on the grid view.



- If you are happy with the assets uploaded, select all the variants and click on done.



- By clicking done you have confirmed that all the assets uploaded are correct. What happens next is the variants will move to the asset reviewer's workflow.



If you have any questions, please reach out to your DJs merchandise and digital representative.