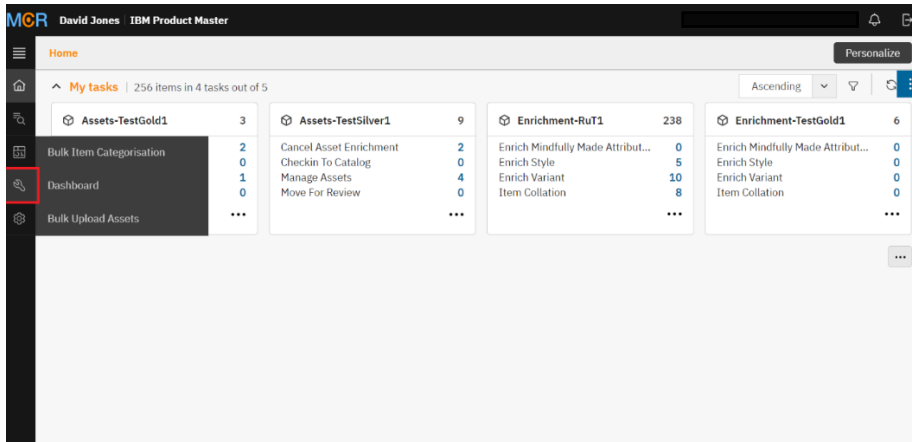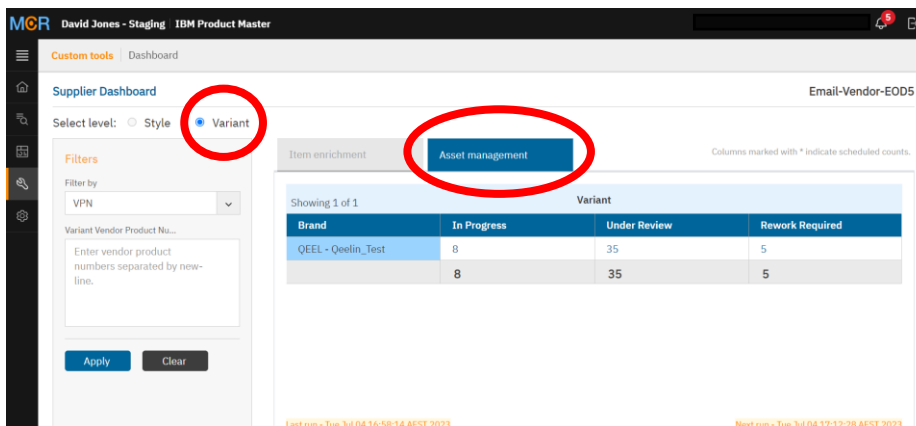# How to bulk upload using a CSV template

How to bulk upload using a CSV template

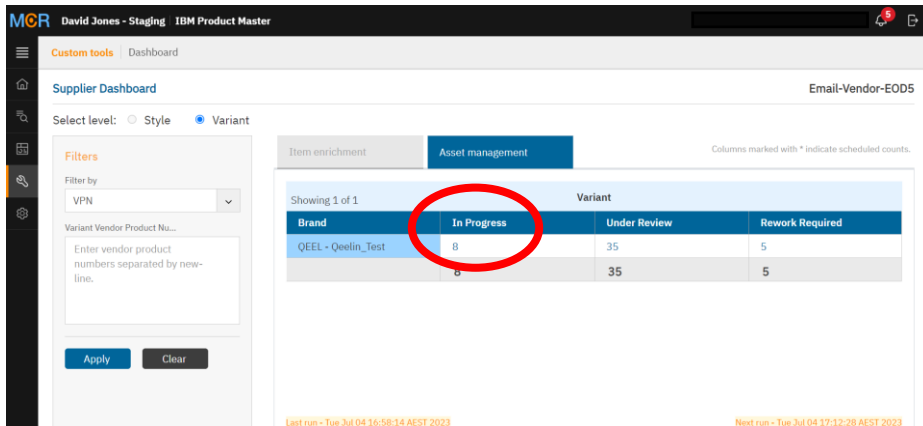- Click on custom tools and then click on Dashboard.

- 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.
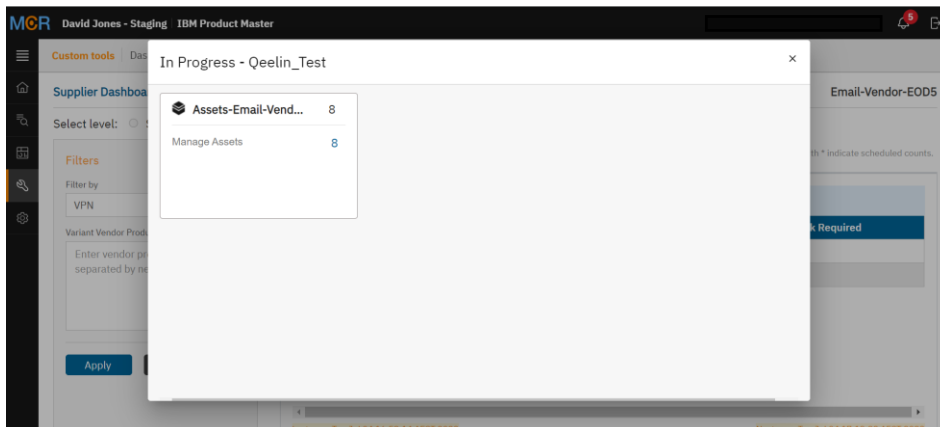
- A window with a widget will open up. Click on the number again to enter the grid view.
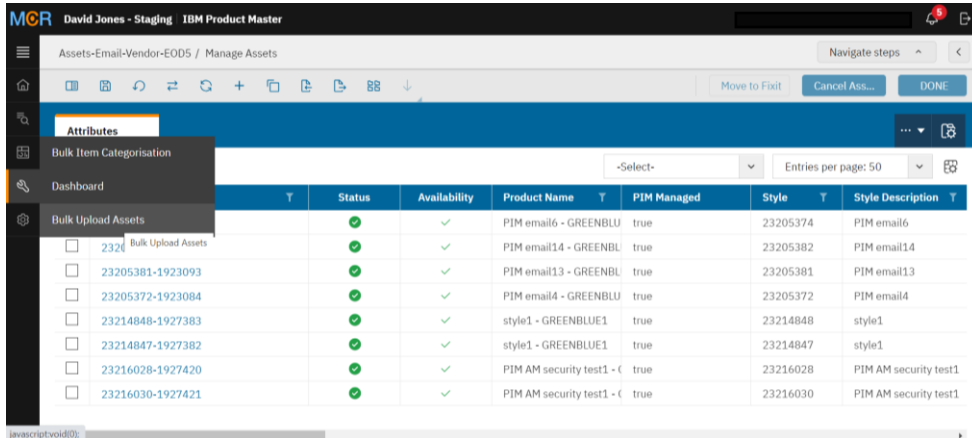
- Once on the grid view, click on custom tools and then select Bulk Upload Assets

- You will see the following window, click on 'Use CSV template'
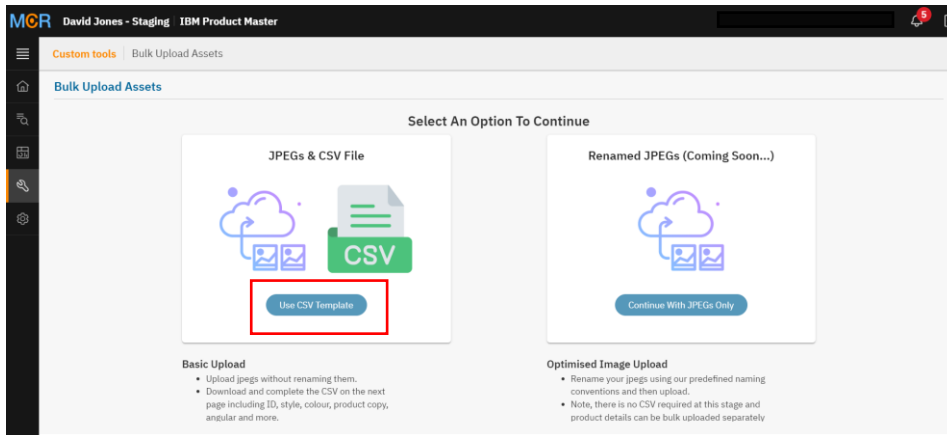
- Click on download CSV template and a CSV template should download.
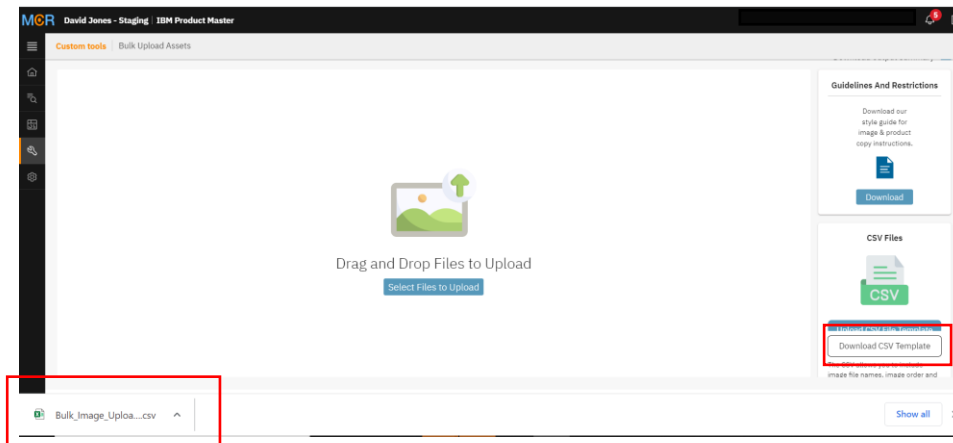
- Open the CSV template and populate all the information.

- 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.
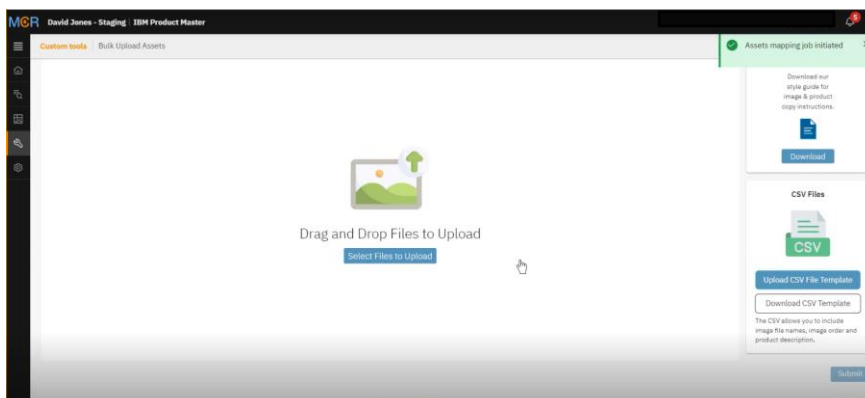
- Drag and drop images into the central space. You can also browse for them by clicking on the 'Select files to Upload' button.
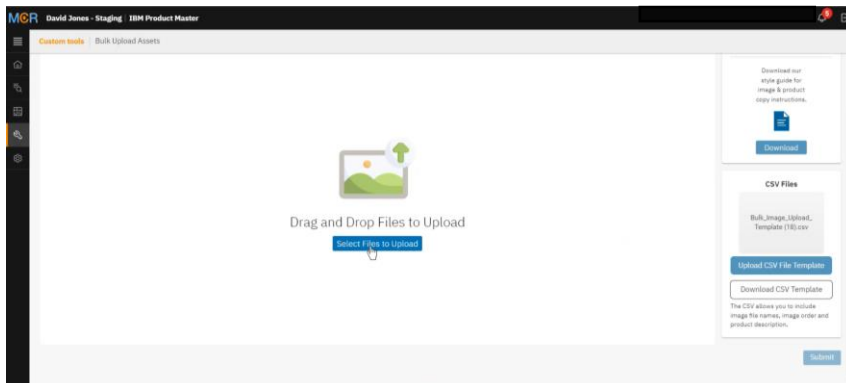
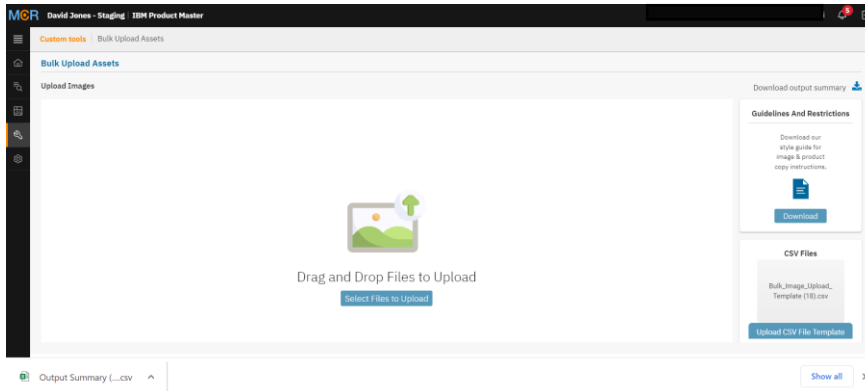- Once the images have been uploaded click on submit.
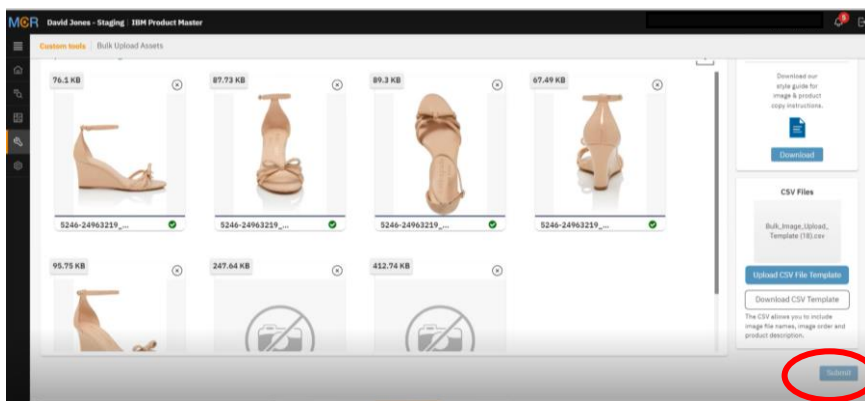
- You will see a green dialog box that says, 'Assets mapping initiated'. This means that the images are being mapped to the correct variants. PIM uses the CSV template provided to do this mapping.

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

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

- Navigate your way to the grid view using the dashboard or the home screen widgets.
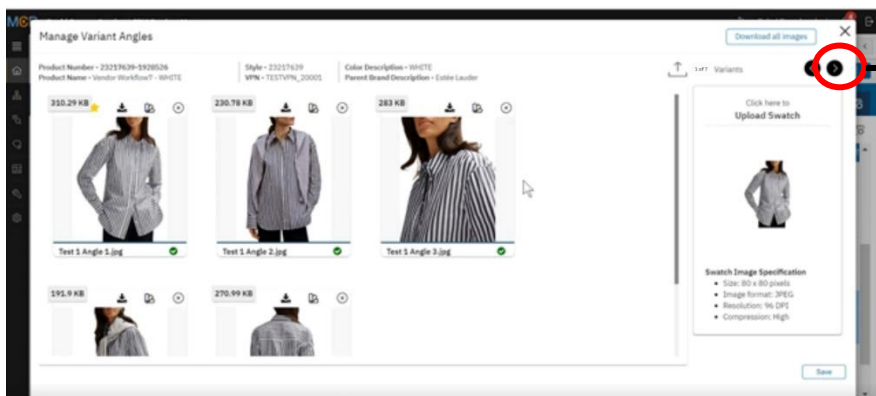
- Select those items for which you have uploaded the assets.
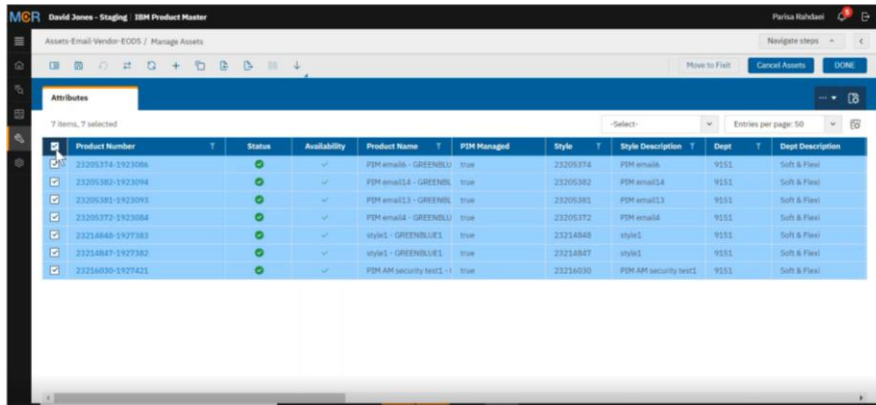
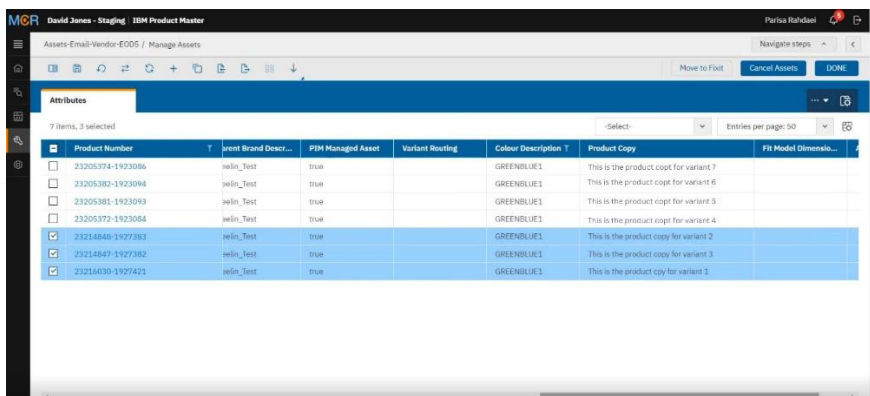- Click on action icon and then click on Manage Angle Variants
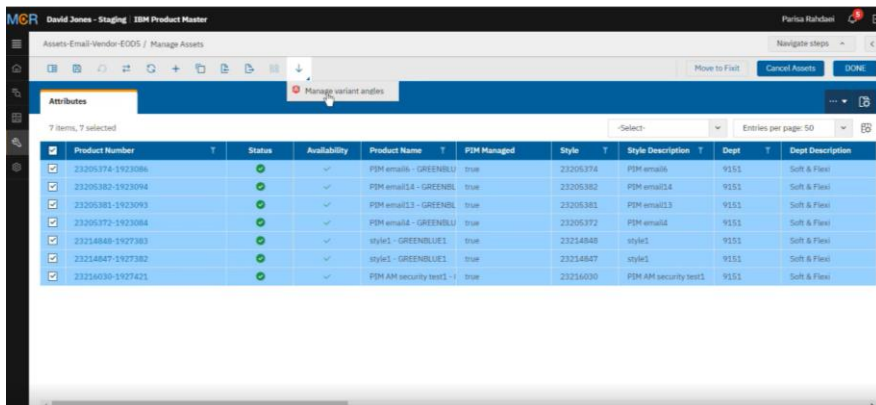
- This is where you will see all the images. Click on the next icon to see the images for the other variants.

Click on the next icon to see the images for the next variant.
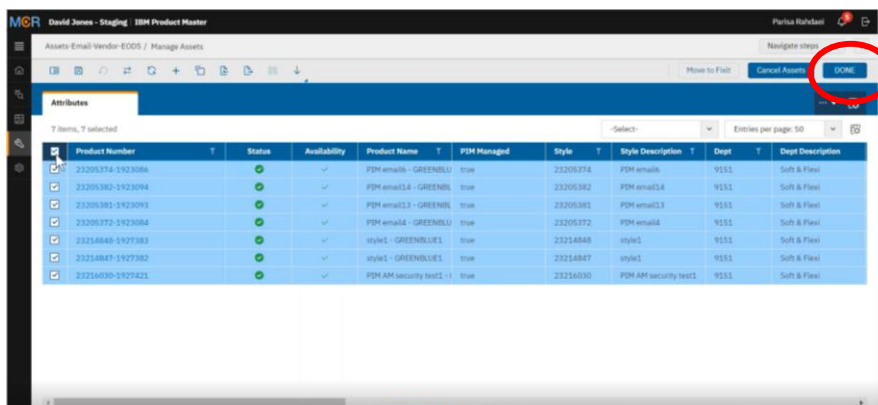
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- You can also see the product copies on the grid view.

- 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.