



## Navigating the ESP Updates Homepage

Jennifer M - 2023-03-17 - Getting Started

### Navigating the ESP Updates Homepage

The ESP Updates homepage enables you manage your ESP account, products, and catalogs as well as view your supplier contact information.

### The Application Toolbar

The Application toolbar is located at the top of the Home page. Immediately following the greeting are several options:



- *My Applications* - Access your ASI applications such as Connect, ESP Web for Suppliers, ESP Websites Admin, etc.
- *My Account* - Manage your account and log out.
- *Help* - Access ASI Knowledge Base articles.

Below the Application toolbar, the ESP logo will return you to the ESP Updates homepage.

### The Navigation Tabs

The tabs at the top of the home page are:



#### Scorecard

The Scorecard Tab provides information regarding product performance and helps you see at a glance which products can be improved.

#### Media Library

The Media Library tab is where you can upload new images or videos, as well as those which have already been uploaded. You are also able to remove images and videos within this tab.

#### Manage Products

In the Manage Products tab, all products that have previously been entered into the database will be listed here. All active products will display on ESP and Distributor websites. When adding products, please review the [ESP Data Standards](#).

### **Catalogs & Compliance**

The Catalog & Compliance tab enables you to upload your catalog plus any certification and compliance documents.

### **Supplier Info**

Review your supplier data.

### **Specials**

Create and manage specials to be displayed on ESP.

### **Material Intake**

Upload materials, such as catalogs, pricing spreadsheets, images, and documents in one centralized location.