



## Product Collections

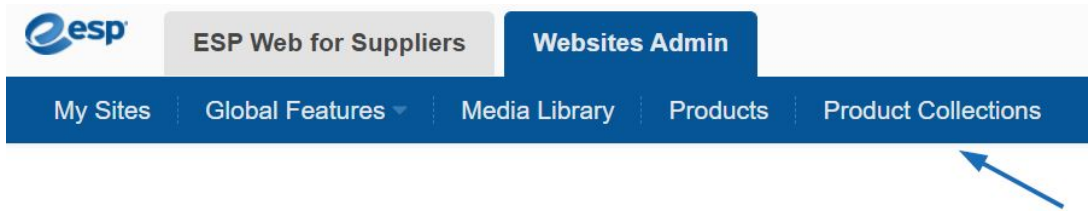
Jennifer M - 2021-01-12 - Manage Products

A product collection is a group of specific items with a centralized theme. As the website admin, you are able to select exactly which products are included in a product collection.

What would you like to do?

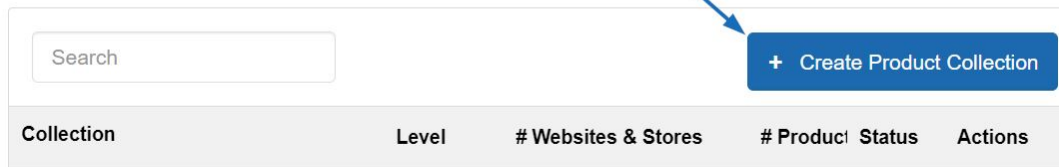
### Create a New Product Collection

To create a new product collection, click on the Product Collections option in the ESP Websites Admin.



Click on the Create Product Collection button.

## Product Collections



In the Properties box, enter a Collection Name and select a level. The Description field is an optional section where you can enter information about the product collection. The Active checkbox will be marked by default. This checkbox enables the product collection to be available for use on your ESP Websites. After you are finished entering information in the Properties box, click on the Save button to begin adding products.

# Properties

**Collection Name \***


**Level \***

**Description**

**Active**

Now you are able to begin adding products to this product collection. Click on the "+Add Product" button.




Products in Collection [+ Add Product](#)

<input type="checkbox"/>	Product	Price	Actions
 Add products to your product collection			

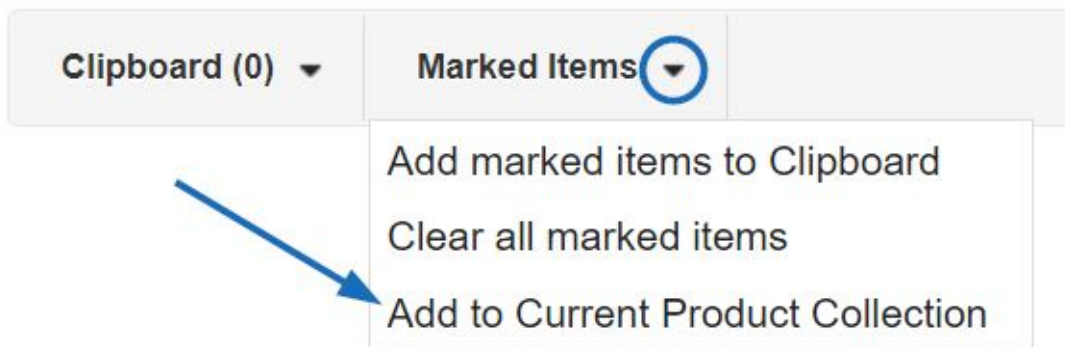
All of your products will be displayed in this area. You can use the Quick Search to locate products by entering keywords or product numbers, a price range, and/or selecting the market where the products will ship from (United States or Canada). The search within option enables you to enter a search term, click on the Go button, and then enter an additional search term and then click on Go again to search for keywords or phrases using only the previously returned search results.

You can also use the options on the left to narrow your products by selecting an option, for example, by category.

Once you locate the product(s) you would like to use in the current product collection, mark the item(s) using the checkbox.

<input checked="" type="checkbox"/> CM1216 Cer...  Price 36 @ \$4.00 <b>asi/88465</b> ASI Tech Training Add to Clipboard	<input checked="" type="checkbox"/> CM1216 Cer...  Price 36 @ \$4.00 <b>asi/88465</b> ASI Tech Training Add to Clipboard	<input type="checkbox"/> CM1216 T-S...  Price 1 @ \$20.00 <b>asi/88465</b> ASI Tech Training Add to Clipboard
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After marking products a toolbar will appear. You can use the options in the Marked Items menu to move the products onto the Clipboard or into the current Product Collection.



You can continue to search, mark, and add products to the current product collection. When you are finished adding products, click on the "Return to Product Collections" link.

Once you run a search and select products, options.

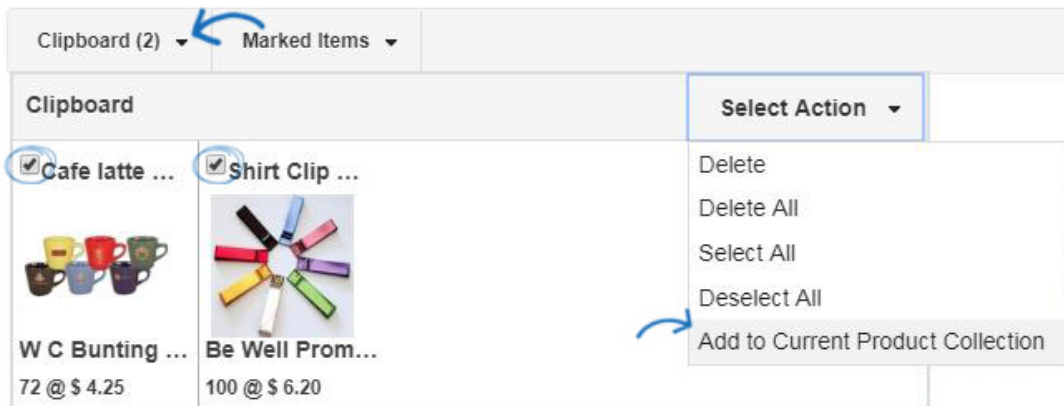
[Return to Product Collections](#)

3 item(s) from 1 supplier(s) are found

### I want to use product I saved to my clipboard

To add products from the Clipboard to the current product collection, click on the "+Add Products" button. Then, click on the Clipboard, mark the product(s) you would like to use,

and then click on the Select Action button. Select Add to Current Product Collection option from the dropdown.



When you are finished adding products, click on the "Return to Product Collections" link.

Once you run a search and select products, options.

[Return to Product Collections](#)

3 item(s) from 1 supplier(s) are found

In the Default Images box, you can choose a main image for the product collection from the thumbnail photos by clicking on it and clicking on the Save button. You can also use the Select from your Media Manager link to upload an image from your computer or select a previously uploaded file.

## Default Image



or Select from your Media Manager

When you are finished, click on the Make Changes Live link.

### Websites for Suppliers

<https://suppliercompany.espwebsite.com> (10W0)

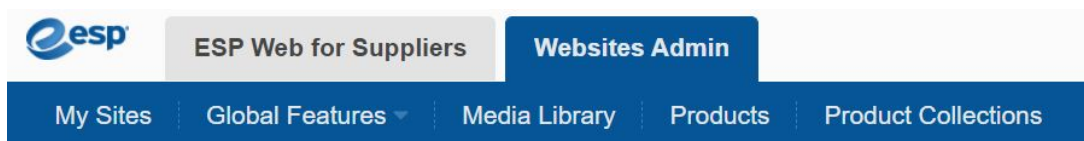
Preview

View Live Site

Make Changes Live

### Edit an Existing Product Collection



To create a edit an existing product collection, click on the Product Collections option in the ESP Websites Admin.





All available product collections will be listed and you can click on the collection name to edit it. What modifications would you like to make to the product collection?

### Remove a product

To remove an item from a product collection, click the arrow for the dropdown in the Actions section and select Remove.

<input type="checkbox"/>	Product	Price	Actions
<input type="checkbox"/>	 Mug	\$2.92	<div style="border: 1px solid #ccc; padding: 5px;">           Add to Clipboard <span style="float: right;">▼</span> </div>
<input type="checkbox"/>	 Full Color Dye Sublimation	\$2.79	<div style="border: 1px solid #ccc; padding: 5px;">           Upload Image           <div style="background-color: #0070c0; color: white; padding: 2px 5px; margin-top: 2px;">Remove</div> </div>

To remove multiple products, mark them using the checkbox and then click on the Actions option at the top and select Remove.

<input type="text" value="Search for product"/>	<div style="border: 1px solid #ccc; padding: 2px 5px;">       Actions▼     </div>		
	<div style="border: 1px solid #ccc; padding: 2px 5px;">         Add to Clipboard         <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Remove</div> </div>		
<input type="checkbox"/>	Product	Price	Actions
<input checked="" type="checkbox"/>	 Mug	\$2.92	<div style="border: 1px solid #ccc; padding: 2px 5px;">           Add to Clipboard ▼         </div>
<input checked="" type="checkbox"/>	 Full Color Dye Sublimation	\$2.79	<div style="border: 1px solid #ccc; padding: 2px 5px;">           Add to Clipboard ▼         </div>

### Add more products

To add more products to a product collection, locate the product collection and click on the Collection name.


Collection	Level	# of Websites	# of Products	Status	Actions
 <span style="border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">Mugs</span>	Personal	1	3	Active	<div style="border: 1px solid #ccc; padding: 2px 5px;">           View ▼         </div>

Next, click on the "+Add Product" button.

Products in Collection + Add Product

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Actions▼

<input type="checkbox"/>	Product	Price	Actions
 <p>Add products to your product collection</p>			

You can add items from a product search, use custom products, or select products from the clipboard. For more information on how to add products to an existing product collection, please open the Create a New Product Collection section and review the options for adding products.

### Change the product collection name

To change the name of the product collection, locate the product collection and click on the Collection name. The product collection will open. Type the new name in the Collection Name box and then click on Save.

The screenshot shows the 'Mugs' product collection editor. At the top left, there is a placeholder image with the text 'Image Not in Catalog' and a camera icon. To its right is the collection name 'Mugs'. On the top right, there are 'Cancel' and 'Save' buttons. A blue arrow points from the 'Save' button down to the 'Default Image' section. The 'Properties' section on the left contains a 'Collection Name' field with 'Mugs 2019', a 'Level' dropdown menu set to 'Personal', a 'Description' field with 'Mug special for January 2019.', and an 'Active' checkbox that is checked. The 'Default Image' section on the right shows three product thumbnails: a green mug, a black mug with a grid of smaller mugs, and a blue mug. Below the thumbnails is a link that says 'or Select from your Media Manager'.

### I want to change the main image for the product collection

To change the main image for a product collection, locate the product collection and click on the Collection name. The product collection will open. In the Default Image section, you can select a thumbnail from the products within the collection or click on the Select from your Media Manager link.

To use a product thumbnail as the main image, click on the thumbnail and then click on the Save button.

Cancel

Save



### Default Image



[or Select from your Media Manager](#)

To use an image from the Media Manager, click on the "or Select from your Media Manager" link.

Cancel

Save

### Default Image

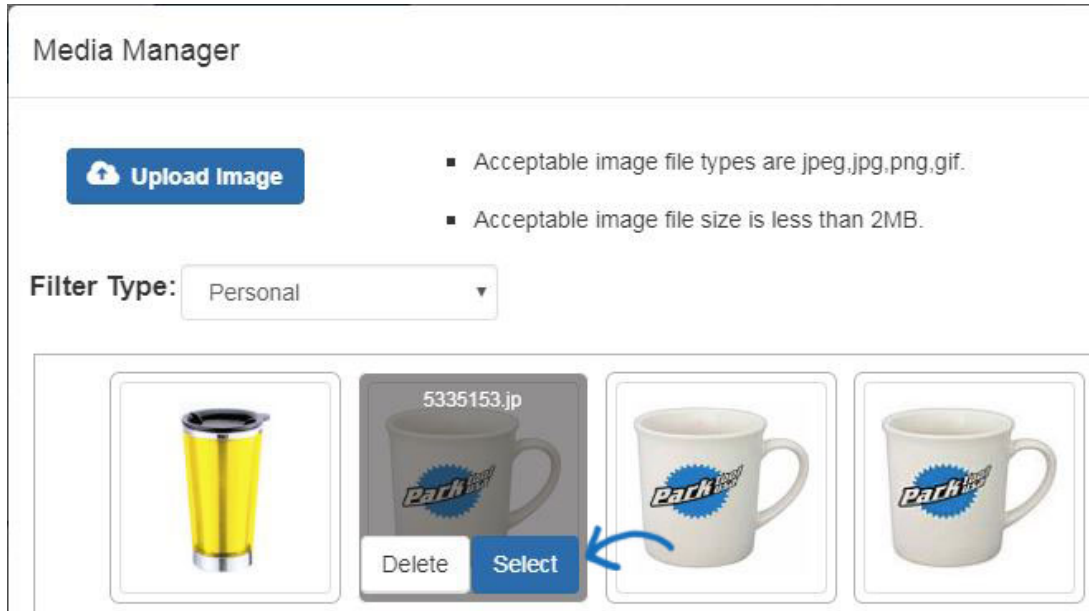


[or Select from your Media Manager](#)

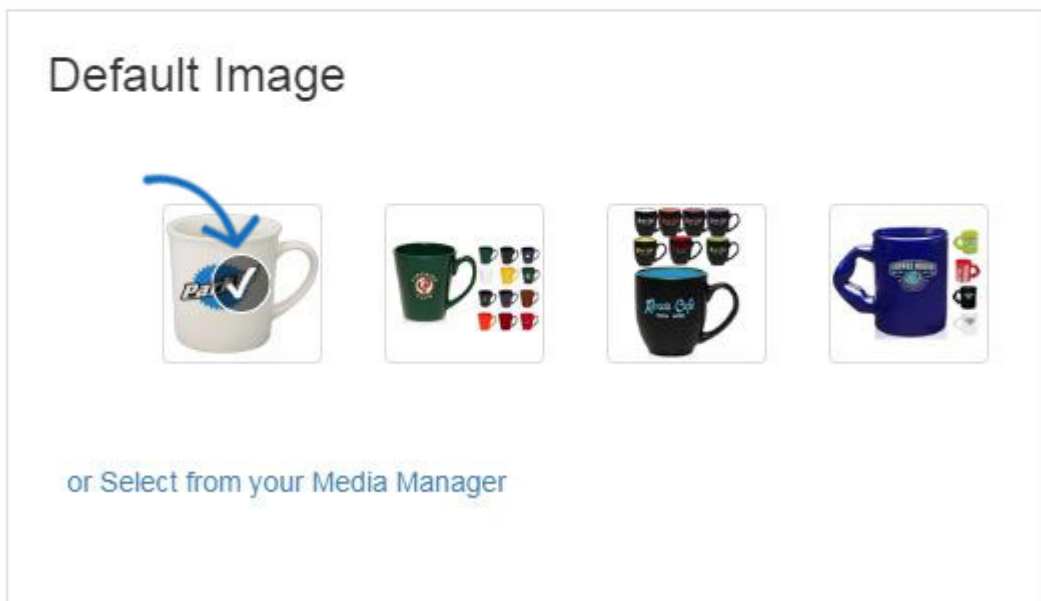
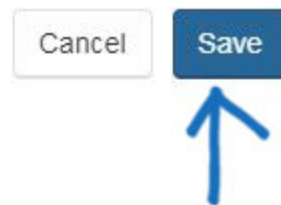


In the Media Manager window, you are able to click on the Upload Image button to browse your computer for a new image. Once you have located the image you would like to use in the Media Manager, hover on it, and then click on the Select button.

**Note:** If you would like to remove an image from the Media Manager, hover on it and then click on the Delete button.

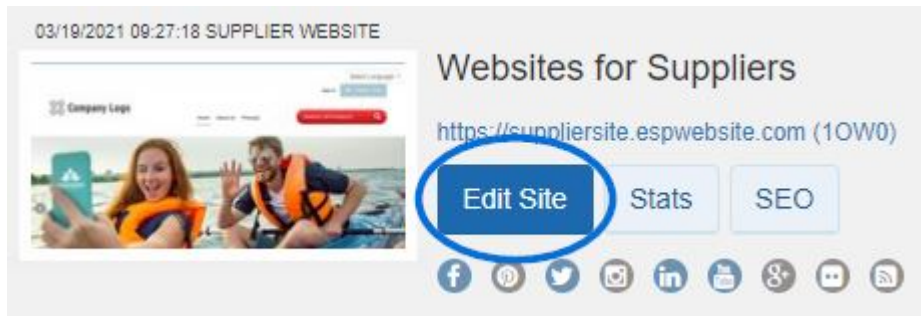


The image will now be selected in the Detail Image area. Click on the Save button.



## I want to display a product collection to the Home page of my ESP Website

To select a product collection to show on the Home page of your ESP Website, go to the Website Admin homepage and click on the Edit button next to the site.



Next, expand the Manage Products option on the left and click on Product Collections.



In the Product Collections section, select "I want to display the following Product Collection on my home page" and then select the collection name from the available options. Click on Save when you are finished.

### Product Collections ⓘ

You can choose to display any one of the following Product Collections on your Website.

I don't want to select a Product Collection. Let the system automatically create a collection of my top 100 products in ESP.

I want to display the following Product Collection on my home page


Lastly, click on the Make Change Live link.

Websites for Suppliers  
https://suppliercompany.espwebsite.com (10W0)

