



## Product of the Day Schedules

Jennifer M - 2021-01-14 - Manage Products

If you select "I want to select my own Products of the Day", you will need to create a schedule. A schedule means a product or group of products to be showcased on the homepage of your site during a specific period of time.

### I have a schedule I would like to use

Already have a schedule created and configured? Great! Select it from the dropdown and then click on the Apply button.

Setup

Manage Product of the Day Schedules

You can showcase a different product every day on your Websites, or you can let the system do it for you.

☐ Let the system choose a Product of the Day Automatically.

☒ I want to select my own Products of the Day

**Use my existing Product of the Day Schedule**

Mug

Create New Schedule

Edit Schedule(s)

Apply

Then, click on the Make Changes Live link.

### Websites for Suppliers

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

Preview

View Live Site

Make Changes Live

### I have to create a new schedule

If you need to create a schedule, click on the Create New Schedule button.

Setup

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Mug

Create New ScheduleEdit Schedule(s)

Apply

In the pop-up window, enter a schedule name and make sure the Active box is checked. Then, click on the Save button.

Create a New Schedule

**Create a new Product of the Day Schedule**

Schedule Name: Customer Favorites

Level: Company

Active ☒

CancelSave

The schedule will be available in the Manage Product of the Day Schedule tab. To begin adding the products within a schedule, locate the schedule name within the listings and then click on the Edit button in the Actions area. This will open the schedule information in the Properties box.

### Use my existing Product of the Day Schedule

Customer Favorites

Create New ScheduleEdit Schedule(s)

Then, click on Schedule Products in the Scheduling Properties section.

### Scheduling Properties

**Schedule Name\***

Customer Favorites

**Level**

Company

☒ Active

Schedule Products

Save

To schedule products for a schedule, locate the schedule you would like to add products to and click on the Edit link. Then, click on the Schedule Products button in the Scheduling Properties area on the right. A new tab: Edit Schedule will open. In this new tab, you can select to either add products from your Clipboard or search your products.


### Adding Products from the Clipboard


Click on the Clipboard button, mark the product(s) you would like to use, and then click on the Select Action button dropdown to choose the Add to Current Product of the Day Schedule option.


Clipboard (3) ▾

Search for Products

**Clipboard**

☒ 2 oz. Espres...  
  
ASI Supplier Co...  
12 @ \$ 16.07

☒ Ceramic Jav...  
  
ASI Supplier Co...  
72 @ \$ 2.46

☐ Port & Comp...  
  
ASI Supplier Co...  
96 @ \$ 6.07

Select Action ▾

Delete

Delete All

Select All

Deselect All

Add to Current Product of the Day schedule

## Search for Products

To add a product(s), click on the Search for Products button, search for the product you would like to use, mark it, and then click on the Marked Items button. Select Add to Current Product of the Day Schedule from the dropdown. When you're finished adding products, click on the Return to Product of the Day link.

Once you run a search and select products, you can either add your selections to your Clipboard, or you can add selections directly to the Product of the Day Schedule.

[Return to Product of the Day](#)

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

Your Search Terms

[Clear All](#)  
[Save Search](#)

Narrow Results

▼ Category

MUGS & STEINS (2)  
GOLF/POLO SHIRTS (1)  
SHIRTS (1)

▼ Price

\$3.00 - \$5.00 (2)  
\$20.00 - \$50.00 (1)


▼ Color


Yellow Shades (2)


Clipboard (2) ▼   Marked Items ▼

Summary View   Tile View

10 20 30 1   Items per Page

☐ CM1216 Ceramic...  
  
Price  
36 @ \$4.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

☐ CM1216 T-Shirt  
  
Price  
1 @ \$20.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

☐ CM1216 Ceramic...  
  
Price  
36 @ \$4.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

After selecting the products you would like to use, you will need to designate the duration each product will be displayed as the Product of the Day on your ESP Website.

Directly below the Preview box, a Scheduling Properties box is displayed. Here, you can enter a start date (date you would like the Product of the Day to begin showing on your site) and an end date (date you would like the Product of the Day to stop showing on your site). Then, click on the Save Properties button. The product will show with its start and end dates in the Product of the Day Schedule area. Repeat this process for all additional products you would like to include in the schedule.

**Note:** Schedules can be set for up to 90 days from the current date.

**Product of the Day Schedule: Customer Favorites**

Search:  Show  entries

Product Name ^	Prod Number ^	Start Date v	End Date ^	Actions
Ceramic Mug - US and ...	CM1216	Unscheduled	Unscheduled	<a href="#">Edit</a> <a href="#">Delete</a>
Ceramic Mug - US Only ...	CM1216	Unscheduled	Unscheduled	<a href="#">Edit</a> <a href="#">Delete</a>

<< < 1 > >>

Showing 1 to 2 of 2 entries

**Preview**

**Product of the Day**


**Ceramic Mug - US Only Pricing**  
CM1216  
Sturdy ceramic mug, available in both 12 and 16 ounces. Choose \$4.00 and up

**Scheduling Properties**

**Start Date\***

**End Date\***

After you have added all of your products and set your schedule, click on the Setup tab. Then, select "I want to select my own Products of the Day" and use the dropdown to select the schedule you would like to use. Click on the Save button.

## Product of the Day ?

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Customer Favorites v

When you are finished, click on Make Changes Live.

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Make Changes Live