

## How do I upload or extract product excel csv file?

To upload your product csv file go to Inventory > Import/Export CSV Files download the sample file together with the instruction file of how to complete it. Once completed use the browse function to upload the csv file.

To extract your product file simply click on the product export data button to extract it.

If you would like to edit your uploaded product csv file, then simply export it and make changes where necessary and re-upload it.

Note - when editing an already uploaded category csv file DO NOT change the product ID column.

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Product Import/Export File Instructions: -

Product import accepts two different files, one for insert fresh data and another to update existing data.

INSERT

Please see below for column by column instructions

IMPORTANT 1) only .csv files are allowed to insert & update  
IMPORTANT 2) We advise you to add few products manually to  
get the feel and then export the product csv file to see how the products have been used in the  
csv file. You then download the SAMPLE file and follow the format to populate cells  
IMPORTANT 3) You MUST not have product ID column (with product IDs) when  
you insert a fresh set of data but you MUST have it when updating any existing data as this will  
enable to edit.

INSERT - What you need to populate the product csv file 1)  
Extract/Export Category & Brand csv file for their IDs (from Inventory &  
Import/Export CSV Files) as it will be needed to update csv file. 2)  
Download the product SAMPLE file (from Inventory & Import/Export CSV Files), Do Not change  
the column title or delete column - leave blank if you don't need any column.  
3) Any additional category must be used with "Comma" only in the additional category  
column. 4) You are only ALLOWED to insert IDs for CATEGORIES  
& BRANDS (from the extracted csv files) as this will allow the system to populate your  
products to the relevant section.

## IMAGES - Bulk Image Upload to the Server using FTP interface

Using the FTP access you can upload images in bulk

Follow the steps below;

1) Access the image file manager using the FTP access available on (Inventory & Image File Manager). You must generate the access details by clicking the "generate FTP Authentication" button - available only for live clients.

2) Create folders - either using the web interface or directly on server via FTP access (folder name MUST not have any space).

3) Upload images to relevant folders (again image name MUST not have any space).

To view your uploaded images, go to (Inventory & Image File Manager) and scroll down the page to Folder & Sub-folders section.

## IMAGES - How to apply using the product insert CSV file

Using this product insert csv file you can link your image by individual products. You can upload up to 7 images per product.

Column AB to AP is applicable for image linking

Make sure that the image path is absolutely correct

UPDATE/EDIT - How to use

- 1) Export/extract your product csv file using the export function (from Inventory > Import/Export CSV Files).
- 2) Do Not change any column title or delete any column and column "A" will have product ID - DO NOT CHANGE IT.
- 3) Make changes as necessary to the exported product file (WITHOUT COLUMN "A").
- 4)

Save it and upload/import it

See below of what you need to enter/type column by column

Excel Column/fields

Column

Mandatory Column/field

What you need to insert or type in each column

New Product Name	A	Y	Type your product
name here	SKU / Product Code	B	Type
product code here	Product Condition	C	N
(only one) as New, Reconditioned, Refurbished, Used or Not Applicable (in upper case)			Type
Main Category	D	Y	Type your Category ID here (extract
category file for IDs)	Additional Category	E	N
Type your any additional category here with "comma"			

Avaliability	F	N	Type your availability text here
(eg. This product will be available fromâ€¦etc.)			Manufacturer Name
N	Type your manufacturer ID		G

Call for price	H	N	If you want to display "Call
for Price" then type "Y" or else "N"			

Call for price text	I	N	If typed "Y" above then
type some text (eg. Call us for price etc.) or leave this blank			Option Price
N	If you want users to		J
else "N"	select a price from multiple option then type "Y" or		
above then type some text (eg. Price starts from... etc.) or leave this blank	Option Price text	K	N
Tax)	L	Y	If typed "Y"
calculate the tex element according to tax settings)	Type product price ex.tax		Price (Exc
Y	Type how many items you have (eg. 100 etc.)		M

Low Stock Threshold N N If you system to notify you when quantity reaches to a certain level then type no. here (say, you want system to notify you when stock reaches to 10, then type 10 here) Weight O  
 N Type your product item weight here (eg. Kg, lbs etc) please set this from Settings & Global Settings page) Width P N Type your product item width here (eg. inch, cm etc) please set this from Settings & Global Settings page) Height Q N Type your product item height here (eg. inch, cm etc) please set this from Settings & Global Settings page) Length R N Type your product item length here (eg. inch, cm etc) please set this from Settings & Global Settings page) Show Product S N Type "Y" to show (i.e. active) or "N" (i.e. inactive)

Set As New Product T N Type "Y" to show as a new product or else "N"

Featured Product U N Type "Y" to show as a featured product (this will display on the home page) or else "N" Shipping Type V Y Type "Y" if chargeable or else "N"

Product Short Description&bb W N Type product short description within 250 characters (you can use HTML tags here) Product Full Description&bb X N Type product full description - no character limit (you can use HTML tags here) Meta Title Y N Type your product Meta title here (recommended to max 75 characters)

Meta Keywords Z N Type your product Meta keyword here (recommended to max 15-20 words ) Meta Description AA N Type your product Meta description here (recommended to max 150 - 175 characters) Image Alt text AB N Type your image alt text (eg. Text that shows on mouse-hovers)

Product Thumbnail Image Type AC N Type "SERVER" (since you will be pulling images from server)

Product Thumbnail Image Path AD N Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg)

Product Details Page Thumbnail Image Type AE N Type "SERVER" (since you will be pulling images from server) Product Details Page Thumbnail Image Path AF N Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg)

Product Extra Image Type 1 AG N Type "SERVER"

(since you will be pulling images from server)

Product Extra Image Path 1	AH	N	Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg"
Product Extra Image Type 2	AI	N	Type "SERVER" (since you will be pulling images from server)

Product Extra Image Path 2	AJ	N	Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg"
Product Extra Image Type 3	AK	N	Type "SERVER" (since you will be pulling images from server)

Product Extra Image Path 3	AL	N	Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg"
Product Extra Image Type 4	AM	N	Type "SERVER" (since you will be pulling images from server)

Product Extra Image Path 4	AN	N	Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg"
Product Extra Image Type 5	AO	N	Type "SERVER" (since you will be pulling images from server)

Product Extra Image Path 5	AP	N	Type the exact image path here (eg. An Image called "webmama.jpg" and it is saved in "webmama" folder under "ImageFileManager", so the exact path will be ImageFileManager/webmama/webmama.jpg"
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END OF PRODUCT CSV FILE INSTRUCTION MANUAL