

Salsify User Guide: **Bulk Uploads**

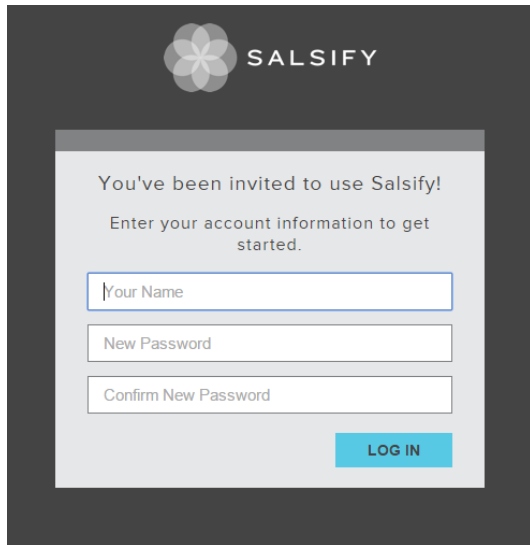
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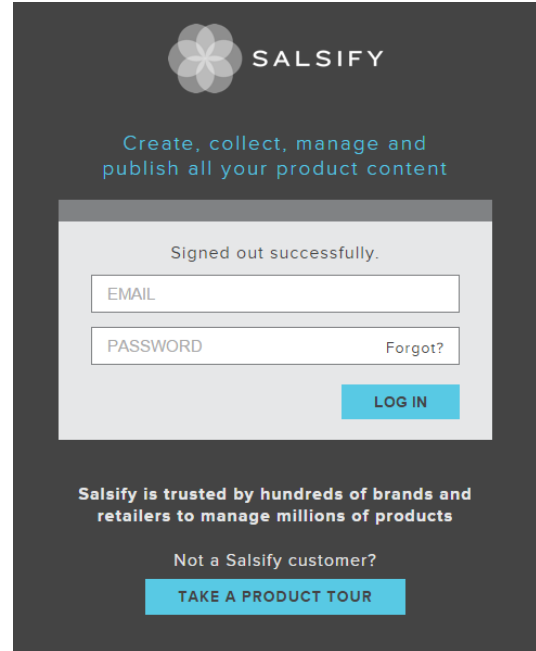
I. Login

New users:

Use link from invitation email and create new password.



The screenshot shows the Salsify registration page for new users. At the top, the Salsify logo is displayed. Below it, the text reads "You've been invited to use Salsify!" followed by "Enter your account information to get started." There are three input fields: "Your Name", "New Password", and "Confirm New Password". A blue "LOG IN" button is located at the bottom right of the form area.



The screenshot shows the Salsify login page for returning users. At the top, the Salsify logo is displayed. Below it, the text reads "Create, collect, manage and publish all your product content". The main content area shows "Signed out successfully." followed by two input fields: "EMAIL" and "PASSWORD". A "Forgot?" link is next to the password field. A blue "LOG IN" button is located to the right of the password field. Below the form, there is a testimonial: "Salsify is trusted by hundreds of brands and retailers to manage millions of products". At the bottom, there is a link: "Not a Salsify customer? TAKE A PRODUCT TOUR".

Returning users:

https://app.salsify.com/users/sign_in

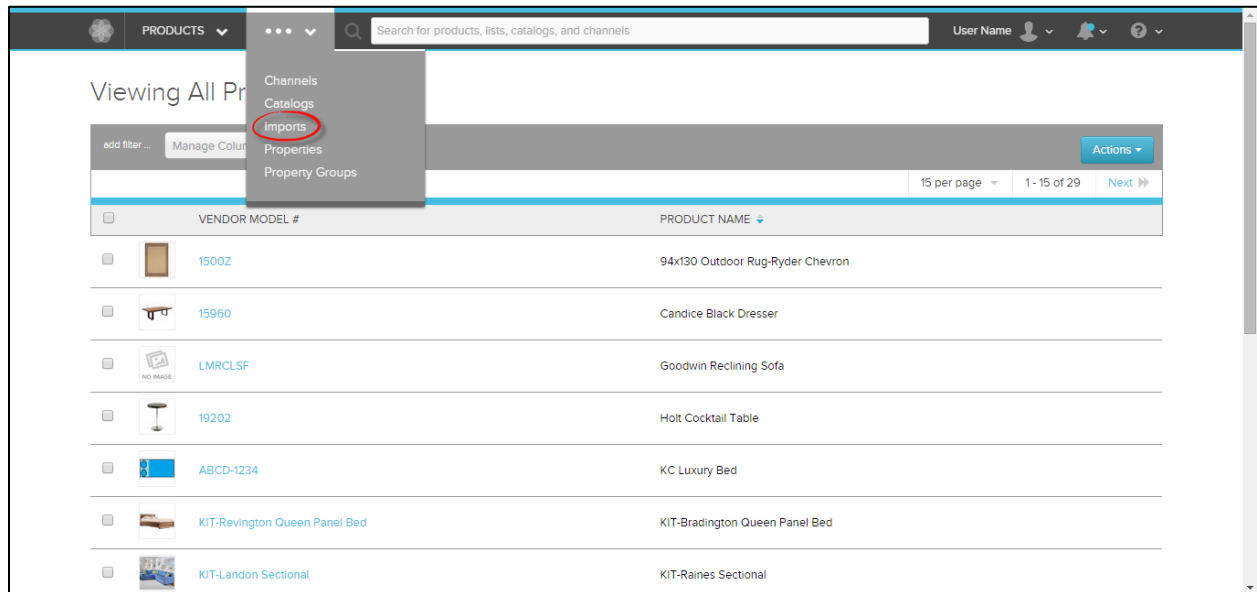
Note: If you carry multiple lines with Living Spaces, you will have a separate login/account for each line you work with.

II. Importing Bulk Content

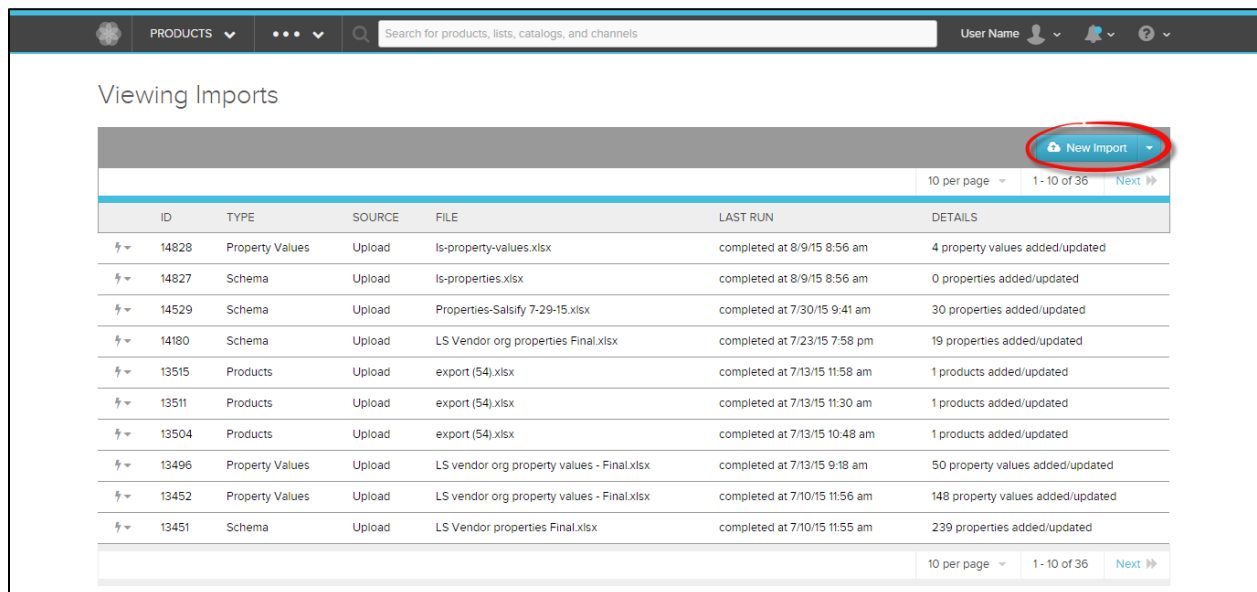
This walkthrough will help you learn all the necessary steps to import bulk content

NOTE: Salsify has an excellent HELP article that reviews the import process:
<http://help.salsify.com/article/19-importing-product-data>

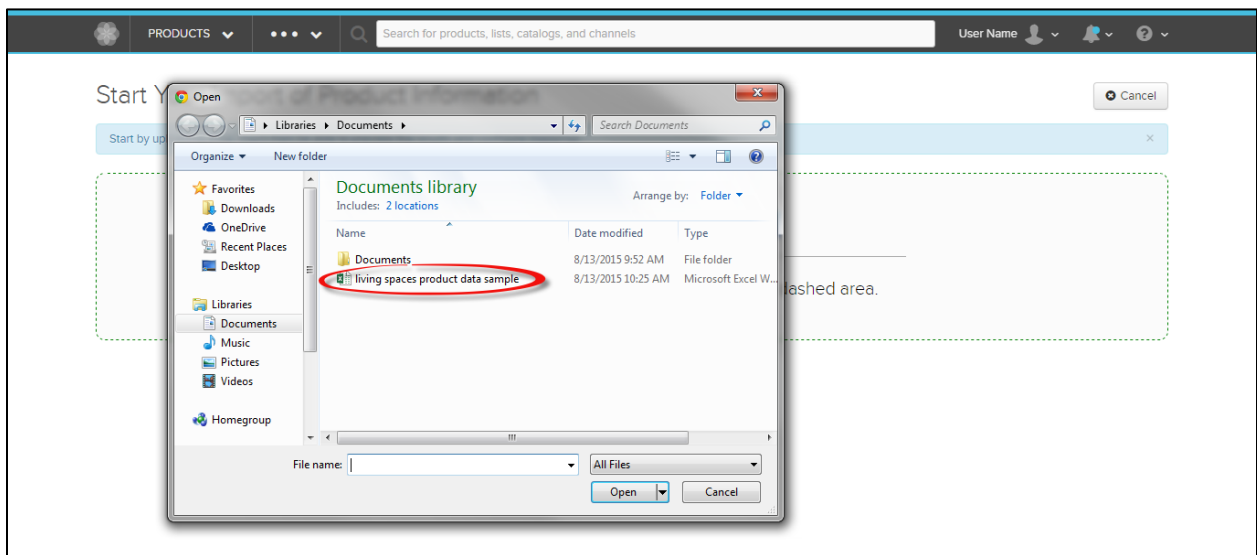
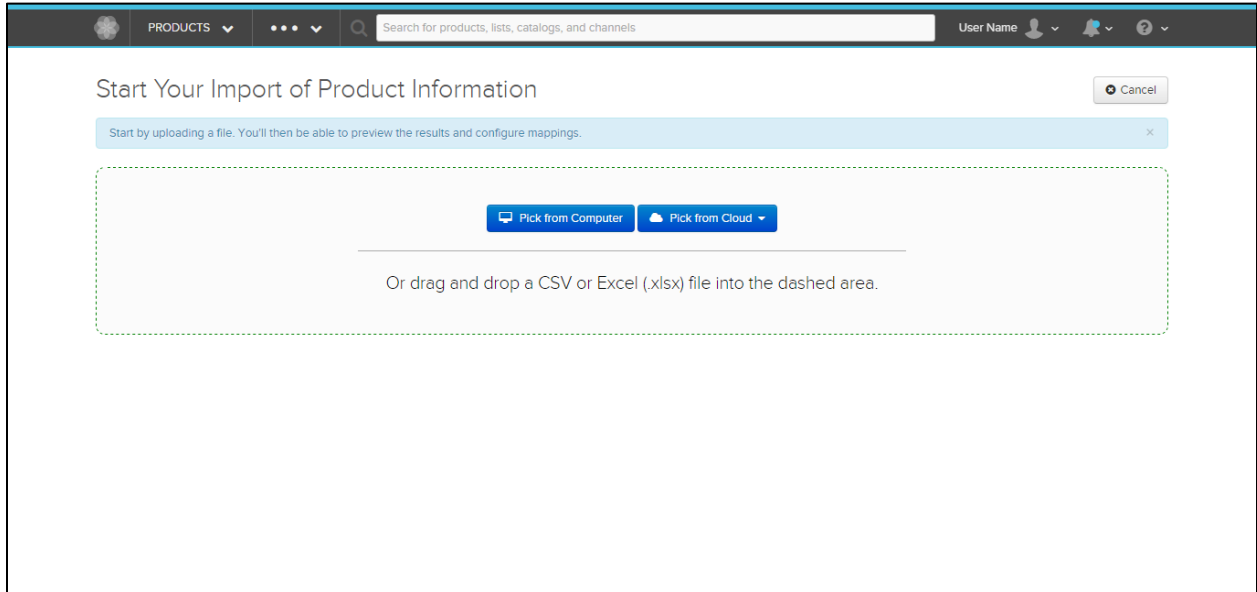
1. Click Import.

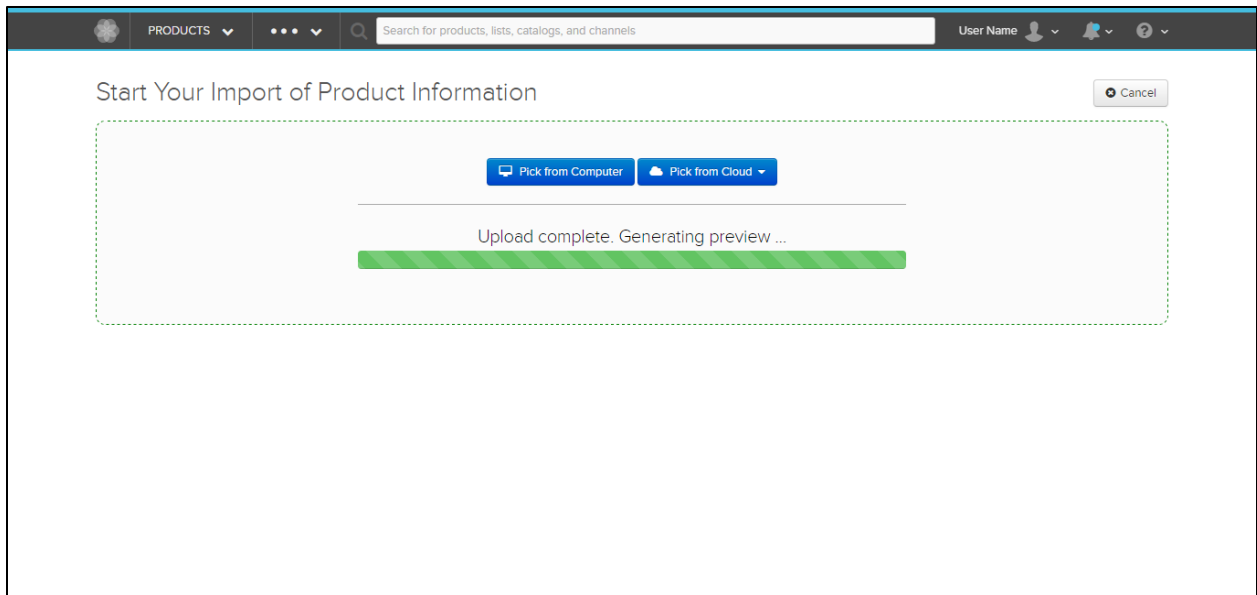


2. Click on New Import.



3. Upload File.





Once upload is complete, you will be redirected to the Configure Product Information Import page.

IMPORTANT:

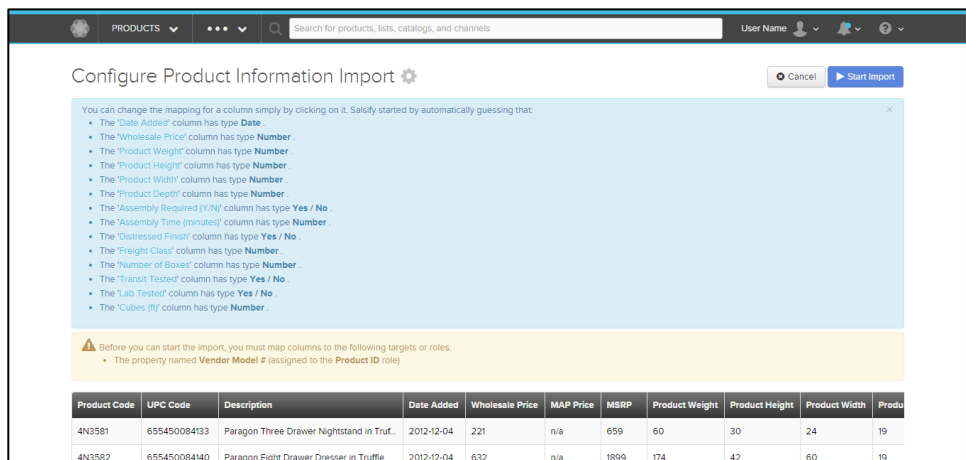
File should be in .xlsx or .csv format.

If you upload a spreadsheet with multiple tabs, it will only upload the first tab. If you have multiple tabs, you will be required to do multiple imports.

The first row should include the column headers (the attributes/properties) and rows should be single products. A product should not appear in multiple rows – otherwise only the first instance will be imported.

A blue box will appear and will tell you about the columns you have. Salsify does a good job of guessing what each column contains.

But you will be paying attention to the yellow window. Before we can run the import, we need to map one of the columns from our spreadsheet to the property that is assigned to the Product ID Role. (In this example, it will be under “Vendor Model #” – it may be different depending on your account’s property model.)



- Click on the first column header – in the below example this is “Product Code”.
- If you want to keep the attribute name as it appears in your spreadsheet – leave it as it is. If you want to rename the attribute, just click on dropdown for “Map To” if properties already exist or the import process will create a New Property name if you enter a name that doesn’t already exist.

You can also set the datatype for each attribute – whether it should be stored as String (text), Number, Digital Asset (image), a Picklist (a closed list of values for a certain attribute, such as color), etc.

The screenshot shows a data import interface. At the top, there is a blue box with a list of column types: 'Distressed Finish' (Yes/No), 'Freight Class' (Number), 'Number of Boxes' (Number), 'Transit Tested' (Yes/No), 'Lab Tested' (Yes/No), and 'Cubes (ft)' (Number). Below this is a yellow warning box stating: 'Before you can start the import, you must map columns to the following targets or roles: The property named Vendor Model # (assigned to the Product ID role)'. The main part of the interface is a table with columns: Product Code, UPC Code, Description, Date Added, Wholesale Price, and MAP Price. A dropdown menu is open for the 'Product Code' column, showing options: 'Vendor', 'Vendor Collection Name', 'Vendor Model #', and 'Vendor Romance Copy'. The 'Vendor Model #' option is highlighted with a red circle. The table contains several rows of product data.

Product Code	UPC Code	Description	Date Added	Wholesale Price	MAP Price
4N3581	655450084133	Paragon Three Drawer Nightstand in Truf...	2012-12-04	221	n/a
4N3582	655450084140	Paragon Eight Drawer Dresser in Truffle	2012-12-04	632	n/a
4N3583	655450084157	Paragon Mirror in Truffle	2012-12-04	110	n/a
4N3584	655450084164	Paragon Five Drawer Chest in Truffle	2012-12-04	554	n/a
4N3589	655450084171	Paragon Two Drawer Media Chest in Tru...	2012-12-04	500	n/a
4N35D4	655450087134	Paragon Full-size Four Drawer Storage B...	2012-12-04	590	n/a
4N35D5	655450084249	Paragon Queen-size Four Drawer Storag...	2012-12-04	590	n/a
4N35D6	655450087141	Paragon California King-size Four Drawe...	2012-12-04	875	n/a
4N35D7	655450087158	Paragon King-size Four Drawer Storage ...	2012-12-04	875	n/a
4N35L4	655450087165	Paragon Full-size Panel Bed in Truffle	2012-12-04	433	n/a

Please note: The Yellow Window will disappear once you map your unique product ID and product name properties.

IMPORTANT: Make sure to review the mapping for **ALL** columns before you start the import. You can use your arrow keys or click on the arrow icons to move between columns.

- The 'Distressed Finish' column has type **Yes / No**.
- The 'Freight Class' column has type **Number**.
- The 'Number of Boxes' column has type **Number**.
- The 'Transit Tested' column has type **Yes / No**.
- The 'Lab Tested' column has type **Yes / No**.
- The 'Cubes (ft)' column has type **Number**.



All required mappings are set - you can start the import.

Product Code		UPC Code	Description	Date Added	Wholesale Price	MAP Price
4N3581	Map To: Vendor Model # (Existing Property)	655450084133	Paragon Three Drawer Nightstand in Truf...	2012-12-04	221	n/a
4N3582	Data Type: String	655450084140	Paragon Eight Drawer Dresser in Truffle	2012-12-04	632	n/a
4N3583	<input checked="" type="checkbox"/> This is the Product ID	655450084157	Paragon Mirror in Truffle	2012-12-04	110	n/a
4N3584	<input type="checkbox"/> This is the Product Name	655450084164	Paragon Five Drawer Chest in Truffle	2012-12-04	554	n/a
4N3589		655450084171	Paragon Two Drawer Media Chest in Tru...	2012-12-04	500	n/a
4N35D4		655450087134	Paragon Full-size Four Drawer Storage B...	2012-12-04	590	n/a
4N35D5		655450084249	Paragon Queen-size Four Drawer Storag...	2012-12-04	590	n/a
4N35D6		655450087141	Paragon California King-size Four Drawe...	2012-12-04	875	n/a
4N35D7		655450087158	Paragon King-size Four Drawer Storage ...	2012-12-04	875	n/a
4N35L4		655450087165	Paragon Full-size Panel Bed in Truffle	2012-12-04	433	n/a

6. Click ▶ Start Import.

Configure Product Information Import

You can change the mapping for a column simply by clicking on it. Salsify started by automatically guessing that:

- The 'Date Added' column has type **Date**.
- The 'Wholesale Price' column has type **Number**.
- The 'Product Weight' column has type **Number**.
- The 'Product Height' column has type **Number**.
- The 'Product Width' column has type **Number**.
- The 'Product Depth' column has type **Number**.
- The 'Assembly Required (Y/N)' column has type **Yes / No**.
- The 'Assembly Time (minutes)' column has type **Number**.
- The 'Distressed Finish' column has type **Yes / No**.
- The 'Freight Class' column has type **Number**.
- The 'Number of Boxes' column has type **Number**.
- The 'Transit Tested' column has type **Yes / No**.
- The 'Lab Tested' column has type **Yes / No**.
- The 'Cubes (ft)' column has type **Number**.

✔ All required mappings are set - you can start the import.

Product Code	Map To	UPC Code	Description	Date Added	Wholesale Price	MAP Price
4N3581	Vendor Model # (Existing Property)	655450084133	Paragon Three Drawer Nightstand in Truf...	2012-12-04	221	n/a
4N3582	Data Type String	655450084140	Paragon Eight Drawer Dresser in Truffle	2012-12-04	632	n/a
4N3583		655450084157	Paragon Mirror in Truffle	2012-12-04	110	n/a

7. Click Ok, proceed with Import. *Note: Before clicking Ok, the popup will give you a little message about the number of new properties you will be creating by importing your document.*

Confirm Mappings

The current mapping will create 41 new properties, and references 5 existing properties.

Go Back Ok, proceed with import

View Import Details

Start/Edit Import Started in a few seconds

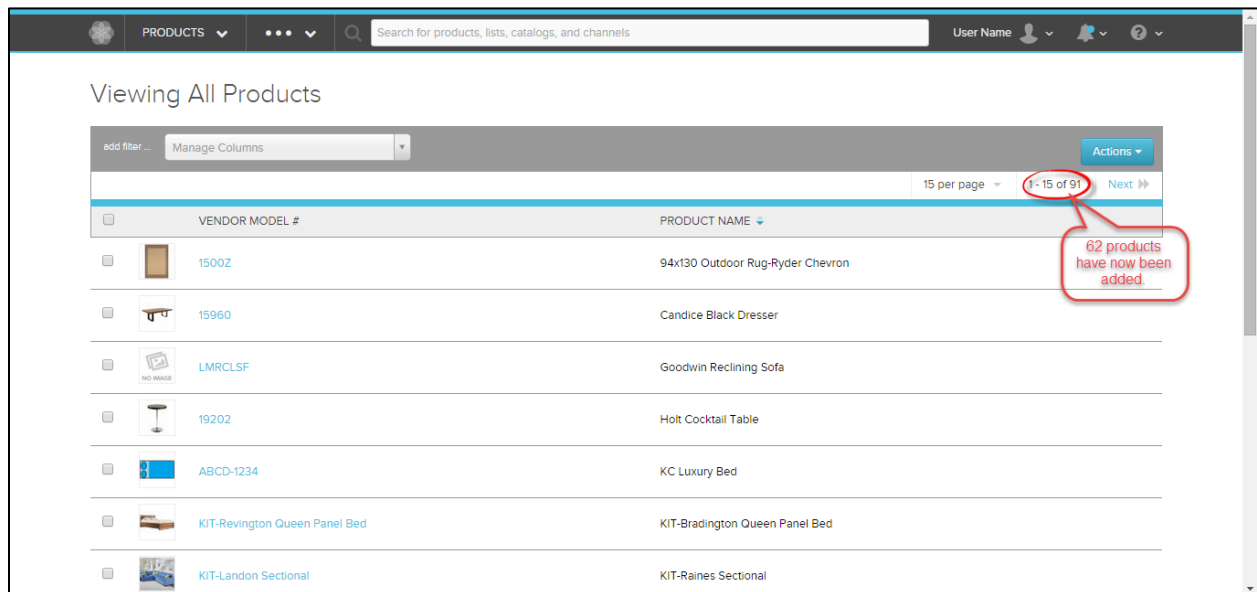
Products Import

from living spaces product data sample.xlsx

Completed in 16 seconds, started today at 10:40 AM by User Name

- Schema**: 46 Attributes Parsed, 46 Attributes Processed, 0 New Attributes, 0 Updated Attributes, 0 Deleted Attributes, 0 Categories Parsed, 0 New Categories, 0 Updated Categories, 0 Deleted Categories
- Products**: 62 Processed, 62 Queued, 0 New, 62 Updated, 0 Deleted, 0 Attributes Auto Created, 0 Product Bundles Queued, 0 Digital Assets Processed, 0 New Digital Assets, 0 Updated Digital Assets, 0 Deleted Digital Assets
- Relations**: 0 Processed, 0 Queued, 0 New, 0 Updated, 0 Deleted

- Click on the flower logo in the top left corner of the screen. This will take you to the 'Viewing All Products' screen. Then, refresh page.

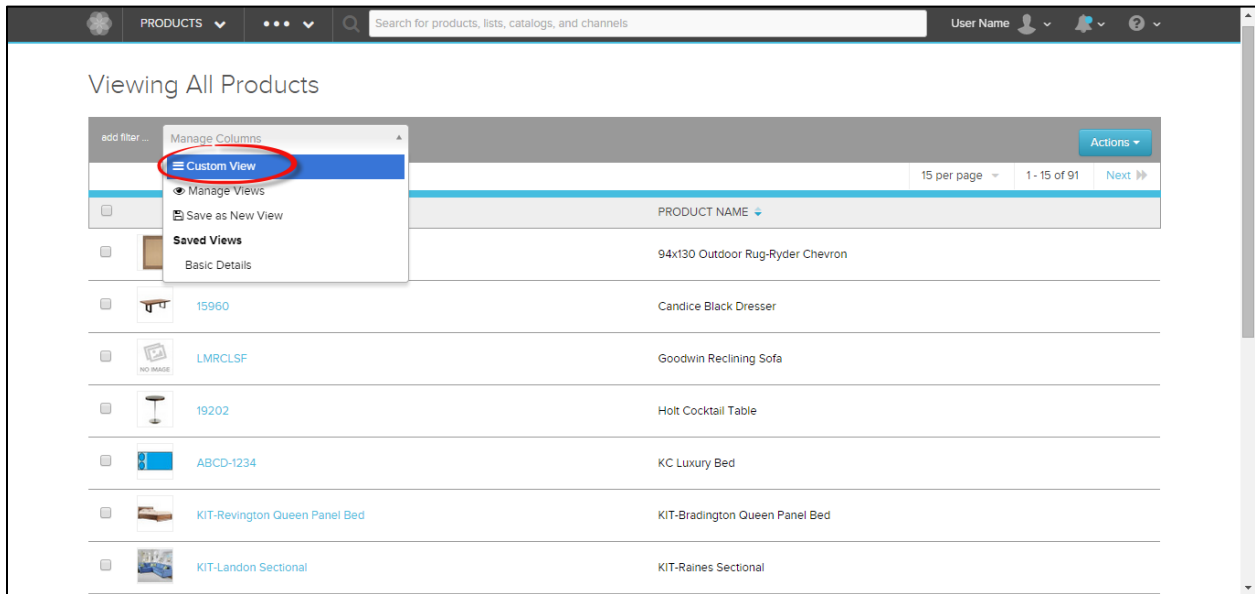


Note: There are now 91 products compared to the 29 products originally on page 4, step 1 image. After your import, the View Products page should update the # of products in your spreadsheet in addition to what you may or may not already have on Salsify.

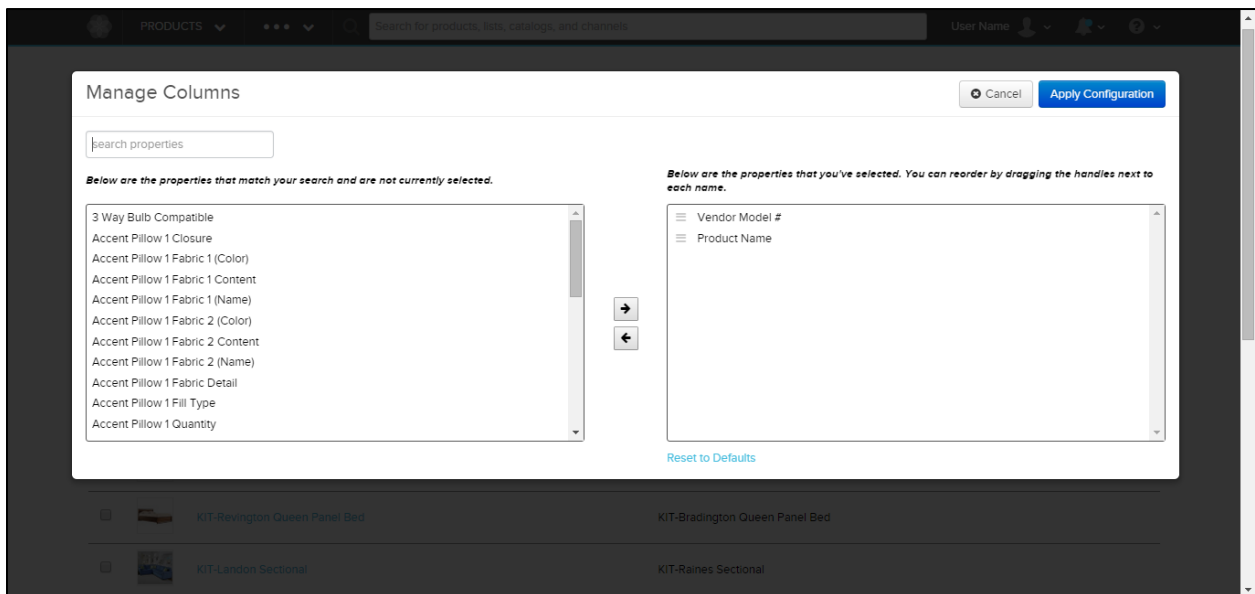
III. Organizing Your Data

A. Customizing the View Product Screen (great help article: <http://help.salsify.com/article/16-customize-the-view-products-screen>)

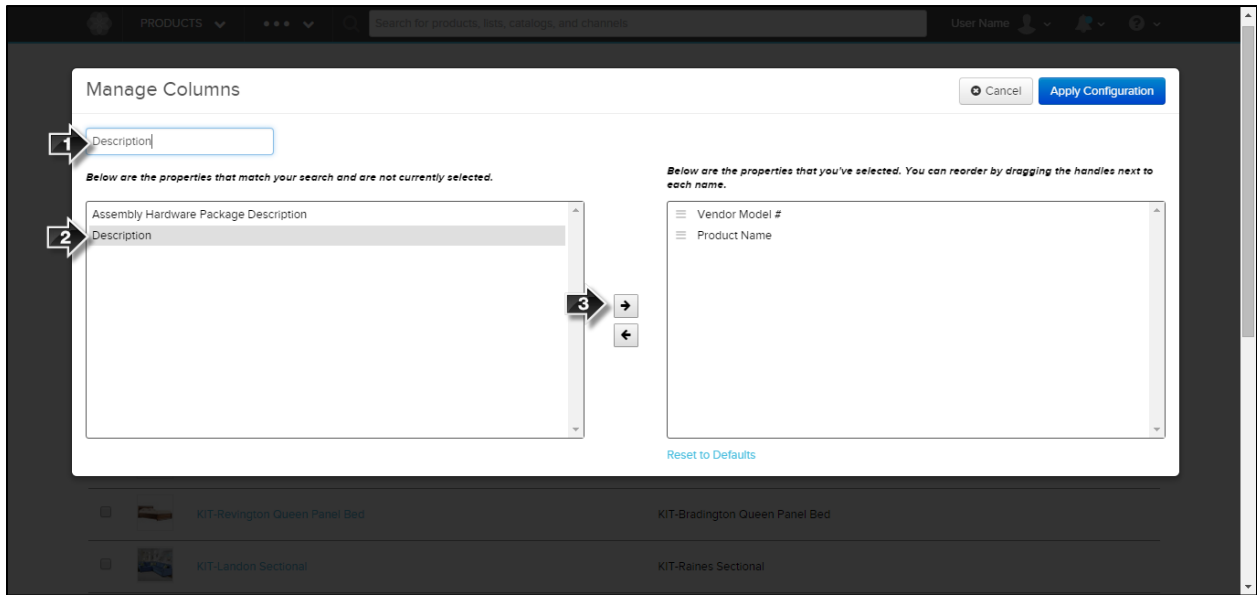
1. Click on Manage Columns Dropdown. Select Column View.



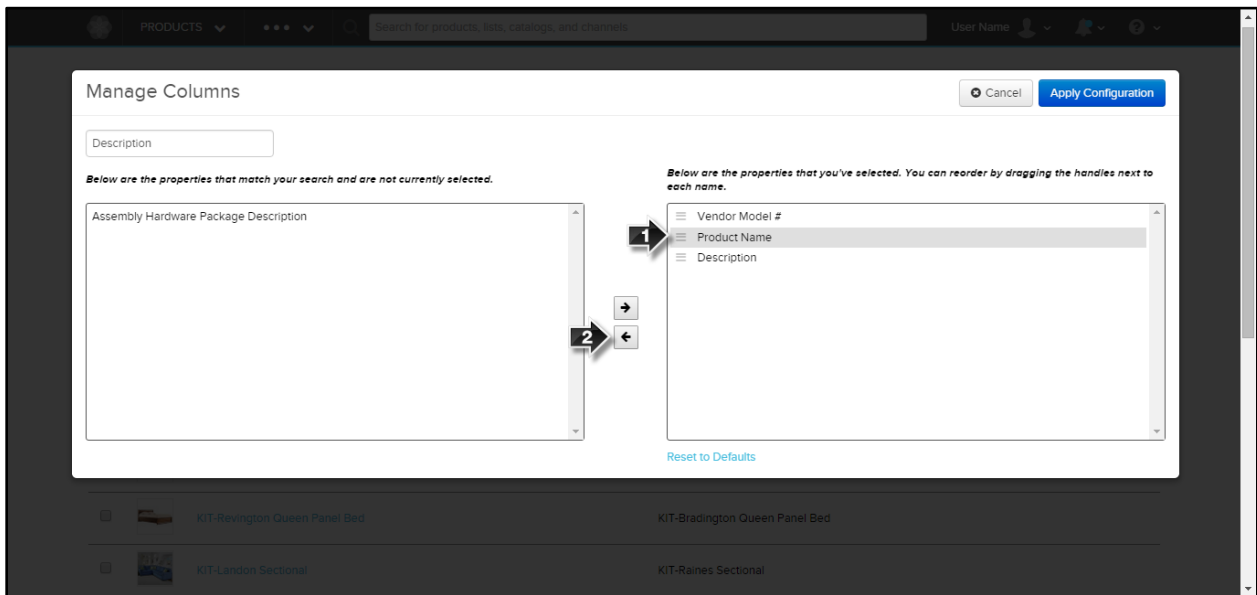
2. You will see the following pop up.



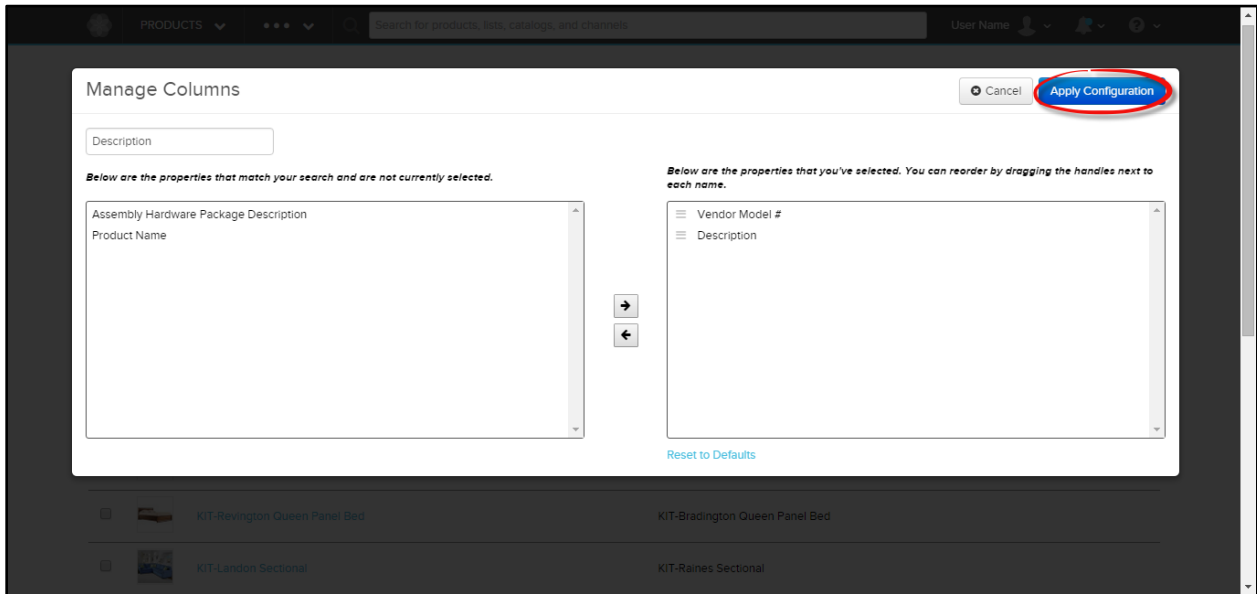
1. Type in description. Select Description, which is a property created by the sample file we imported, and click the arrow positioned in the middle, pointing to the right box to add the Description.



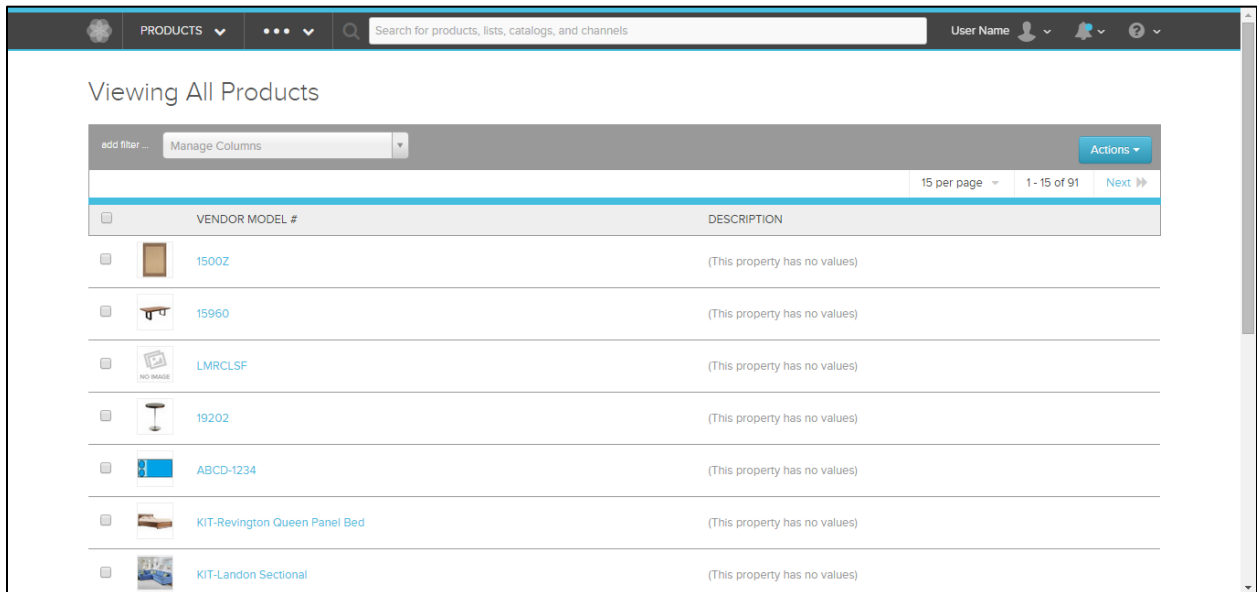
2. Now, click on Product Name in the right box. Click the arrow pointing to the left box.



3. Click Apply Configuration. This will lead you back to the View All Products Screen.



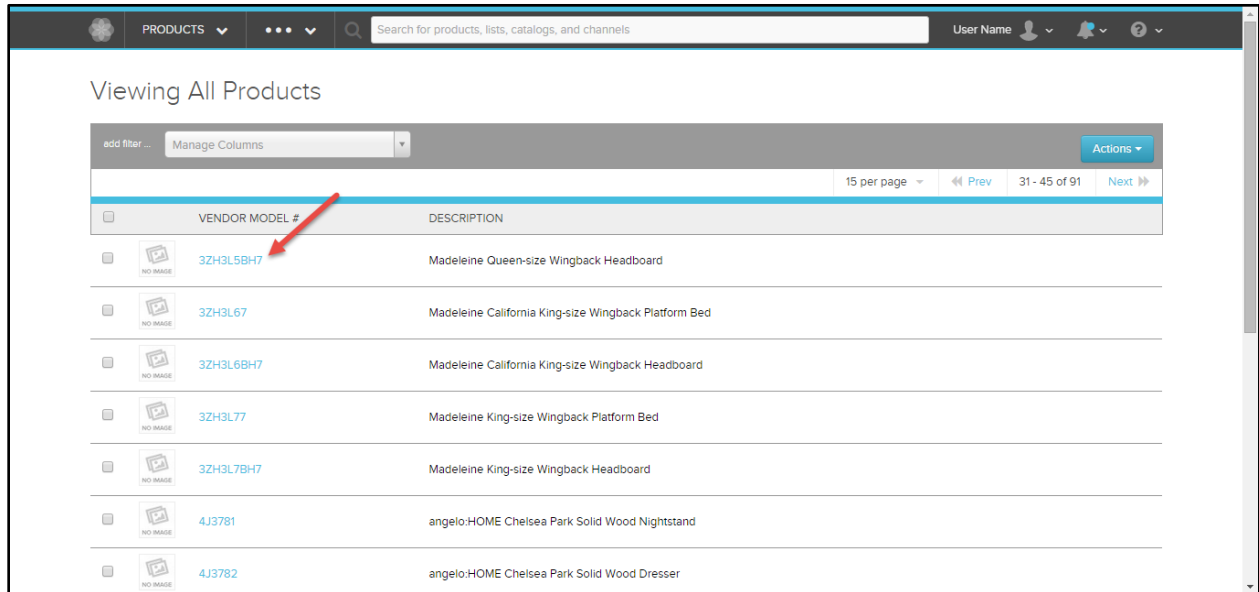
Note that your display has now changed. Previous display had Product Name and Current display has Description column.



B. Filter through Properties (nice help article here: <http://help.salsify.com/article/17-find-products-with-certain-attributes>)

You can filter through the products by any of the properties that describe them. Follow the steps below to view the properties of imported products and so you can filter accordingly.

1. Click on a Product you uploaded from your spreadsheet.



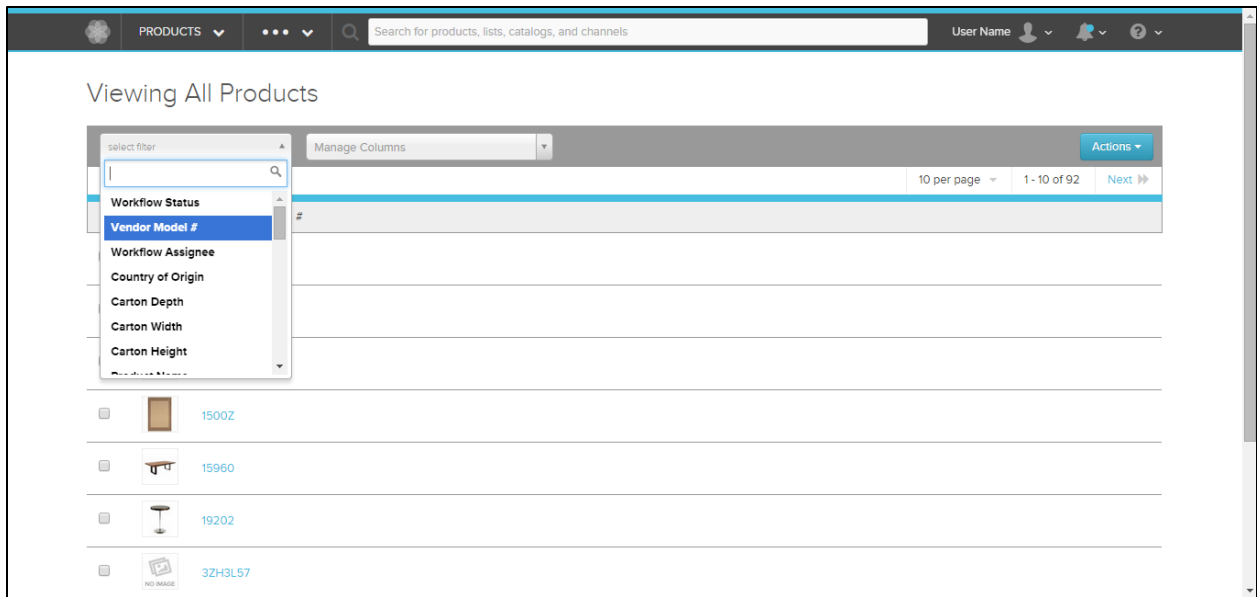
- Now you can view and see the properties from the data you imported to help you choose the filter for the products you want to look at.

Unassigned	
Assembly Required (Y/N)	No
Brand	Modus Furniture International
Collection Ad Copy	Indulgent tufting and cushioning surround you in luxury with the Geneva upholstered bed collection from Modus. Available as headboards or complete beds, each model is wrapped from head to toe in a textural linen fabric for a tailored finish. With styles ranging from sleek and modern to lavishly hand tufted, the Geneva collection features elegant details like hand-hammered nails, high arching curves and piped edges that highlight each angle and shape. Large headboards let you pile pillows high or present a clean, neutral expanse suited to any color palette. Tapered block feet are hand-finished in an Espresso tone, contrasting with the upholstery and broadening the range of compatible colors. Our custom-fit platform bed frame is upholstered in the same linen fabric and includes a European-style bentwood mattress support designed for use without a box spring. Headboards feature built-in levelers and fit standard metal frames with threaded inserts at 5 5/8, 6 1/4, 8 1/8 and 8 3/4 above floor level. Hole centers are 59 inches in queen, 71 in California King and 75 in King. Headboards fit most non-standard frames with a Modi-plate (available from most metal frame manufacturers).
Collection Name	Geneva
Composite Wood (CARB) Status	Phase 2 Compliant
Construction Material	Polyester linen, polyurethane foam, wood, hardwood plywood, low-emission engineered wood
Cubes (ft)	15.5
Date Added	2014-05-15
Description	Madeleine Queen-size Wingback Headboard
Distressed Finish	No
Freight Class	250
Harmonized Code	9403.89.6010

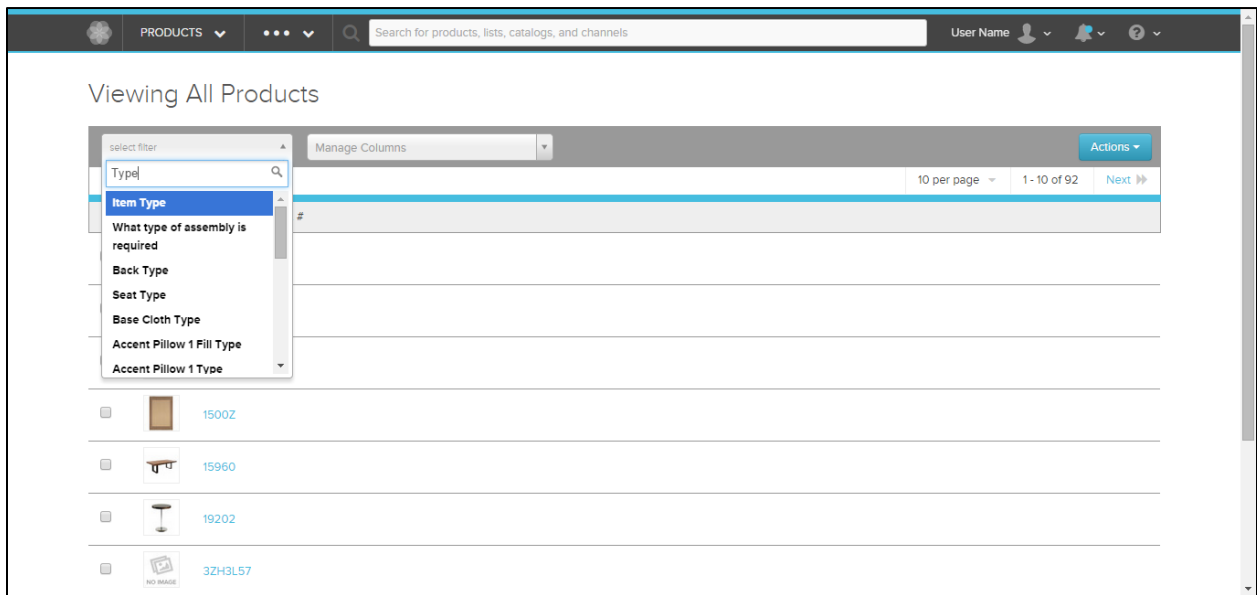
- Click on the flower logo in the top left corner of the screen. This will take you to the 'Viewing All Products' screen. Click 'add filter'.

The screenshot shows the 'Viewing All Products' screen. At the top, there is a navigation bar with 'PRODUCTS' and a search bar. Below the navigation bar, the title 'Viewing All Products' is displayed. A filter bar contains an 'add filter' button (circled in red), a 'Manage Columns' dropdown, and an 'Actions' button. Below the filter bar, there is a table with columns for 'VENDOR MODEL #' and a list of products with checkboxes and model numbers: 1083-ESP-N, 123456, 123leahtest, 1500Z, 15960, 19202, and 3ZH3L57. The table also includes pagination information: '10 per page', '1 - 10 of 92', and 'Next'.

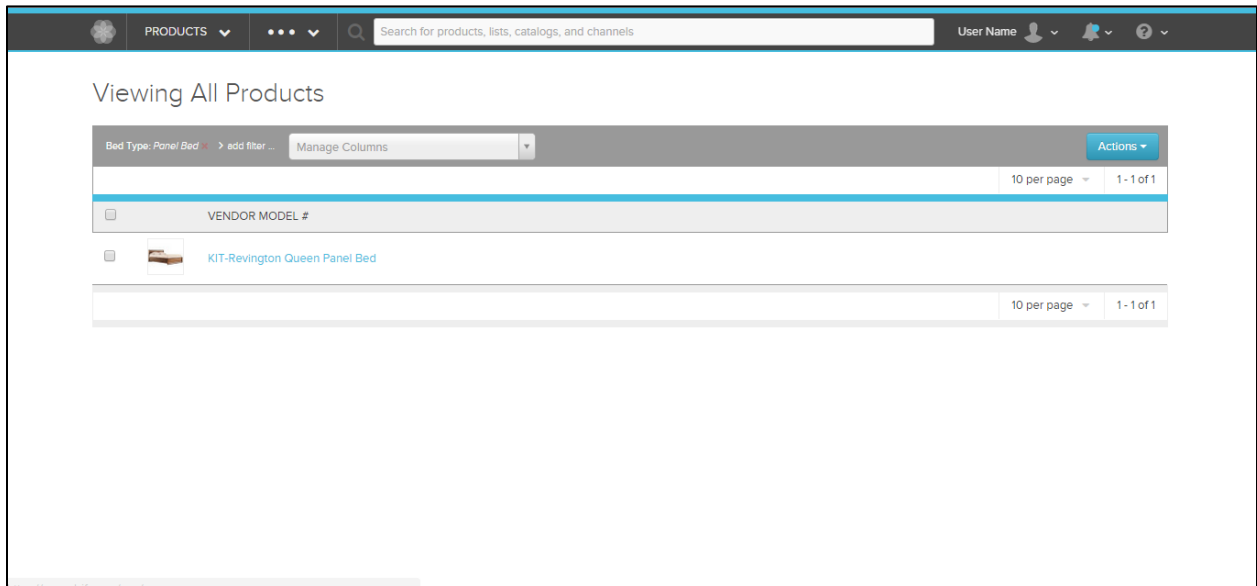
- Select filter of choice by choosing from drop down or simply by typing in filter.



- Next, click all the way through the filter to successfully filter the data you want.
For example, if you want to view Bedroom Products, you would enter Type on Step 2 and click Bedroom for this step.



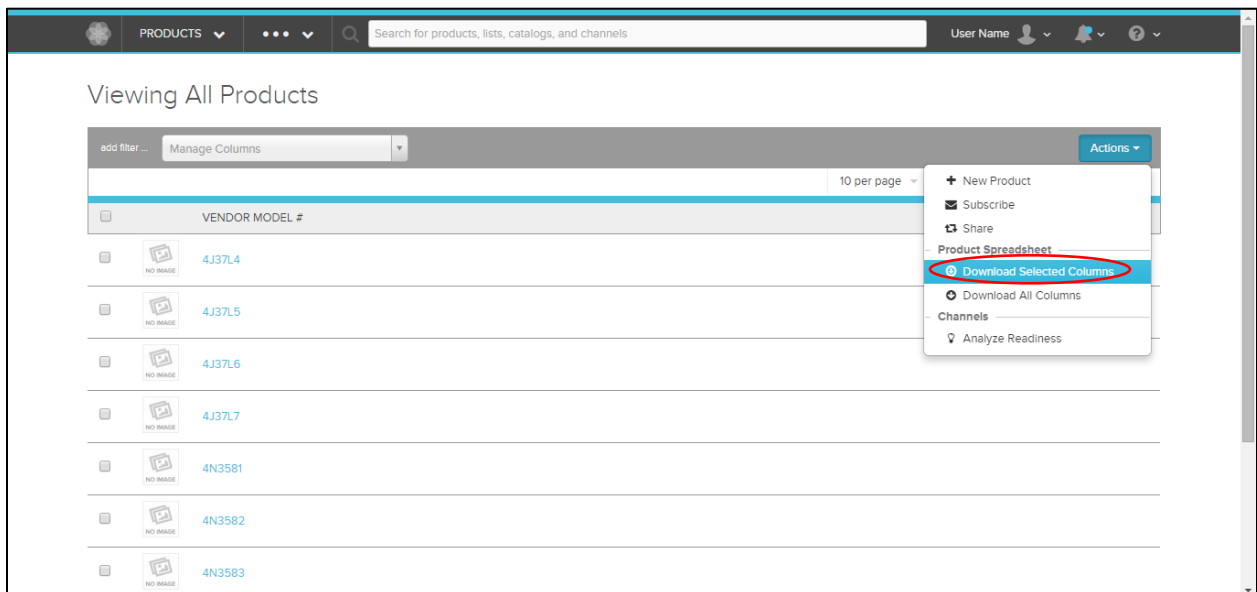
6. Once filters are selected, the products will narrow down accordingly.

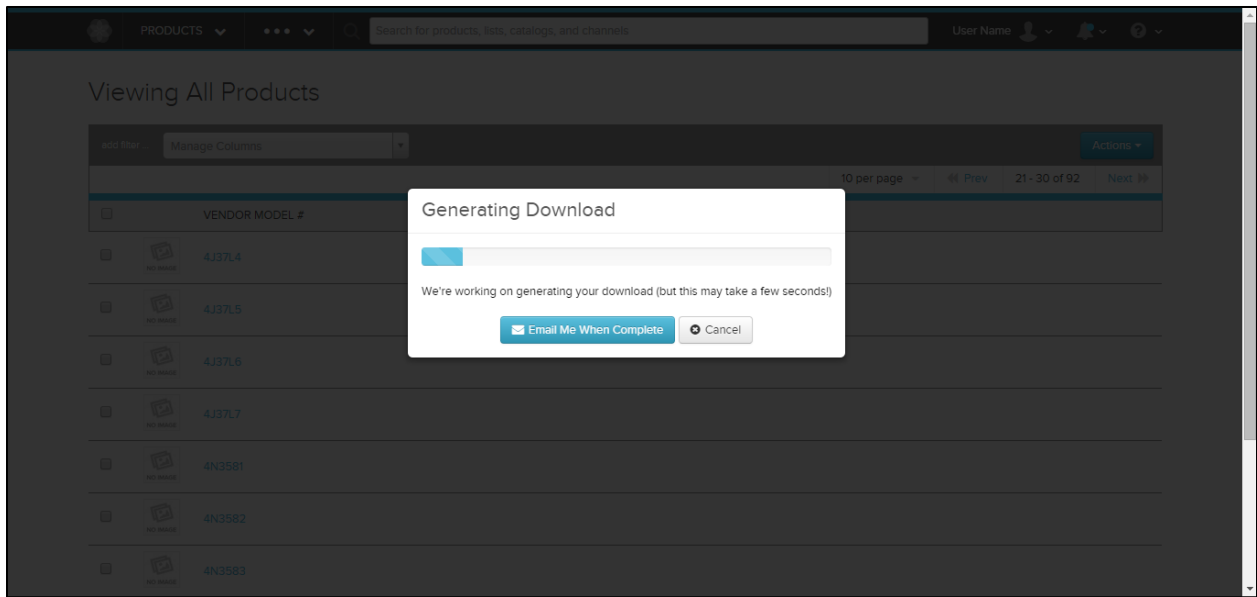


C. Editing Bulk Products (see help article here: <http://help.salsify.com/article/64-edit-the-details-of-many-products-at-once>)

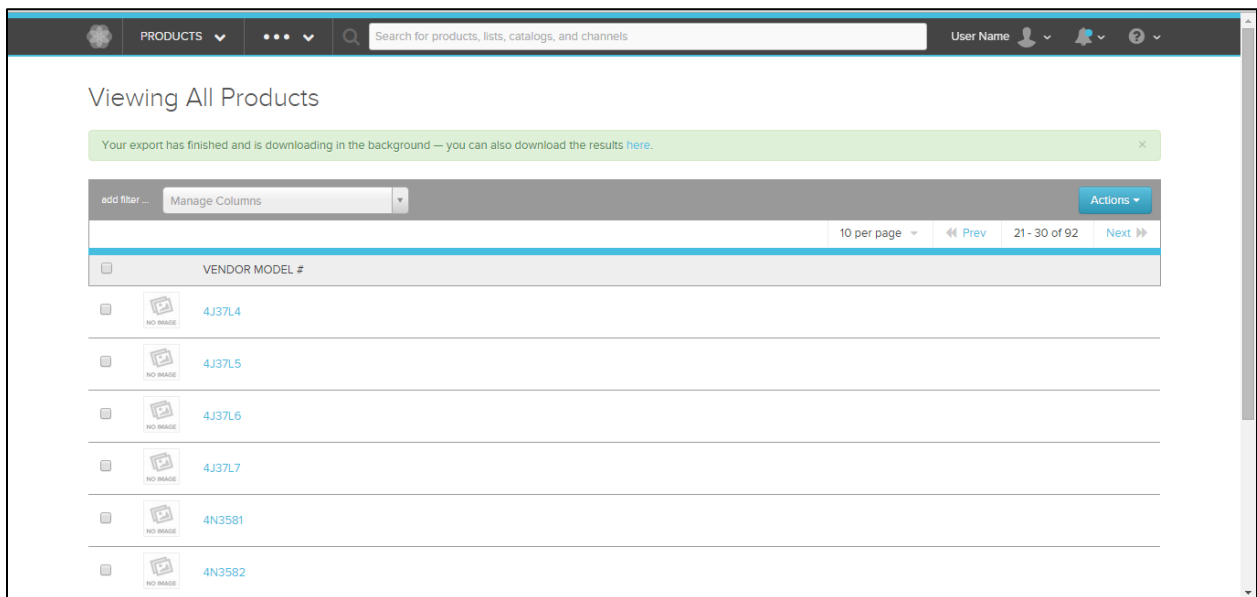
Follow the steps below in order to edit bulk products to match up existing content (imported data) with Living Spaces requirements.

1. Click 'Download Selected Columns' from Actions drop down list.





2. Once your download is complete, you should be redirected to the Home Page again. (See Below.)

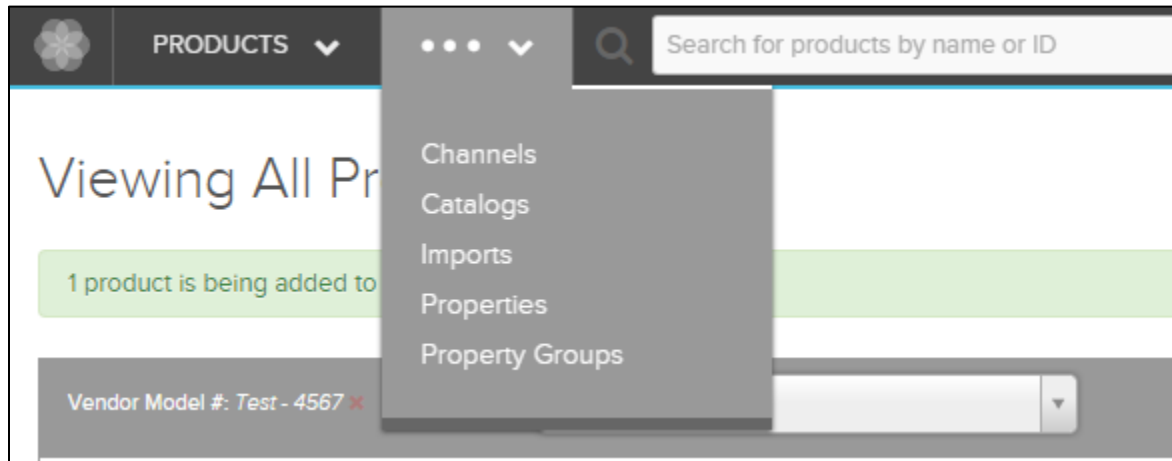


3. Open export spreadsheet. You can now add or update multiple products using Excel.

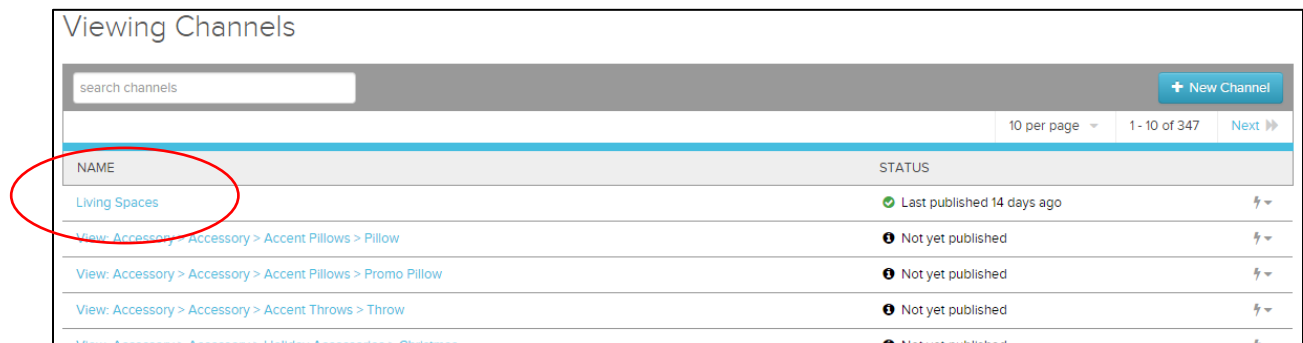
IV. Publishing Bulk Data

A. Validation

1. Click on the three dots at the top menu bar and select 'Channels'. *Channels are the different ways that products are being published out of Salsify.*

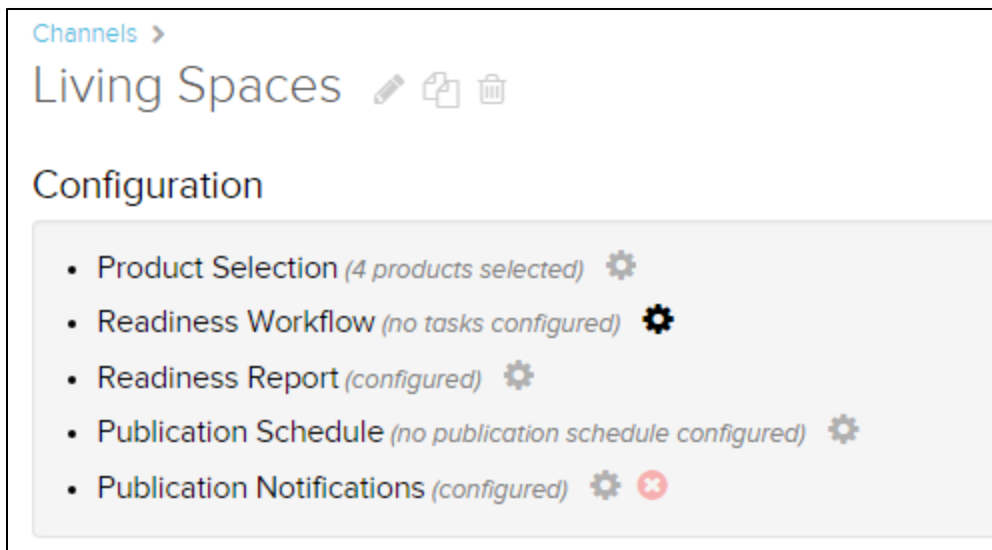


2. Click on the 'Living Spaces' Channel. *You will only be using Living Spaces.*

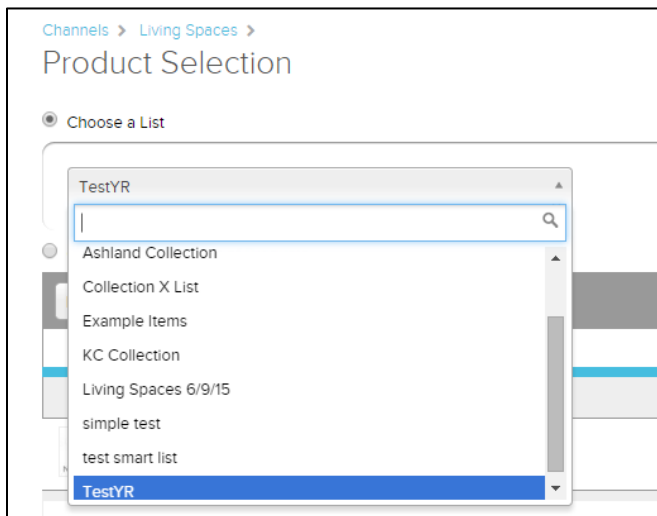
A screenshot of the 'Viewing Channels' page. It features a search bar at the top left, a '+ New Channel' button at the top right, and a table below. The table has two columns: 'NAME' and 'STATUS'. The 'Living Spaces' channel is circled in red. The table also includes pagination controls showing '10 per page' and '1 - 10 of 347'.

NAME	STATUS
Living Spaces	✔ Last published 14 days ago
View: Accessory > Accessory > Accent Pillows > Pillow	❌ Not yet published
View: Accessory > Accessory > Accent Pillows > Promo Pillow	❌ Not yet published
View: Accessory > Accessory > Accent Throws > Throw	❌ Not yet published
View: Accessory > Accessory > Holiday Accessories > Christmas	❌ Not yet published

You are now at the 'Configuration' page.



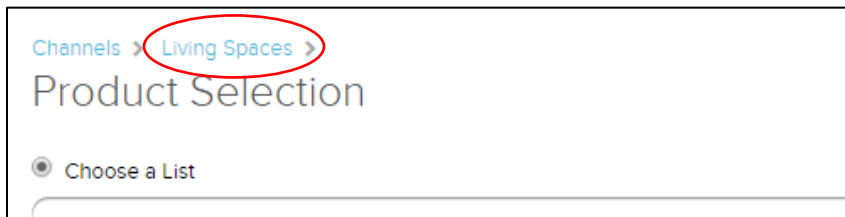
3. From the configuration page, click 'Product Selection'.
4. Select the radio button 'Choose a List'.
5. Using the drop down, select the list you created or added to. (Here's a help article explaining how to create lists: <http://help.salsify.com/article/37-creating-new-product-lists>)



6. Click 'Save'.



This will take you back to the configuration page. If it does not, use bread crumb bar and click "Living Spaces."



7. Click 'Readiness Report' to validate nothing is missing.

a. You MUST ***Click the "Refresh Now" button in the upper right corner***

Each Living Space Attribute should be at 100% completion. If not, please take the necessary actions to make sure the attribute is completed at 100%

Once all attributes are at 100% you will see at the top "Readiness Report: 4 Products Ready of 4 Total" (depending on how many products you have).

PRODUCTS ▼ ... ▼ User Name ▼ ... ▼

Channels > Living Spaces > **Readiness Report: 0 Products Ready of 4 Total** Last run a day ago REFRESH NOW

17 REQUIRED ATTRIBUTES MISSING SOURCES	39 REQUIRED ATTRIBUTES MISSING DATA	69/185 ATTRIBUTES COMPLETED	47 OPTIONAL ATTRIBUTES MISSING DATA	13 OPTIONAL ATTRIBUTES MISSING SOURCES
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Show attributes for... Actions ▼

LIVING SPACES ATTRIBUTE	REQUIRED	DATA TYPE	COMPLETION	SOURCE
Fixed				
Vendor Account #	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	"PULASKI"
Media				
Main Image	Y	Digital Asset	75% <div style="width: 75%; height: 10px; background-color: yellow;"></div>	Main Image
Standard Attributes				
Category	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Category

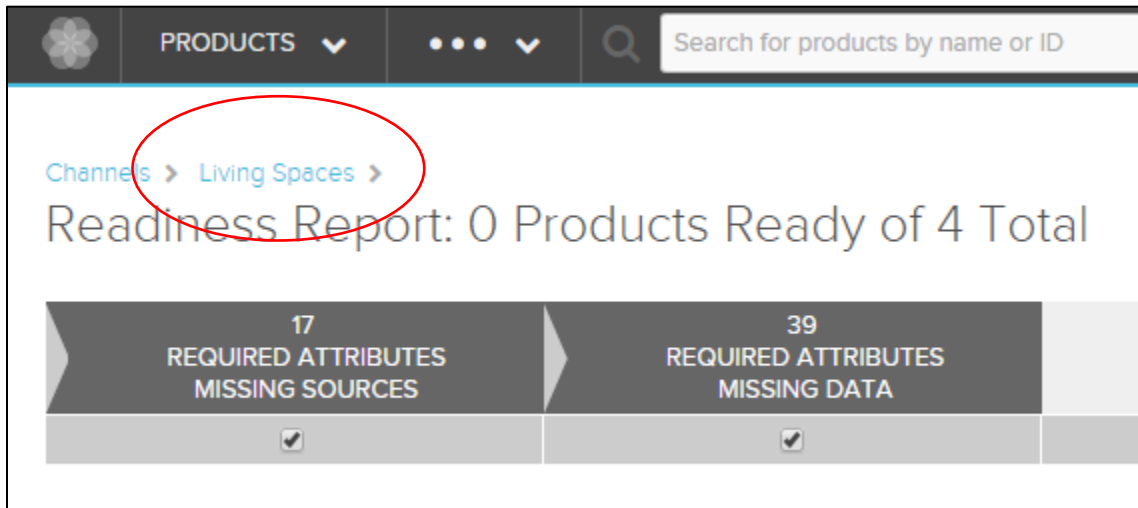
8. To obtain a list of valid values acceptable by Living Spaces via their channel, click on the appropriate attribute name (eg. Lifestyle) to drill down into that attribute's detail.

LIVING SPACES ATTRIBUTE	REQUIRED	DATA TYPE	COMPLETION	SOURCE
Standard Attributes				
Vendor Model #	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Vendor Model #
Product Name	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Product Name
Category	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Category
Item Type	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Item Type
Vendor Collection Name	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Vendor Collection Name
LS Collection Name	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	LS Collection Name
Buyer	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Buyer
Lifestyle		Picklist / Category	80% <div style="width: 80%; height: 10px; background-color: yellow;"></div>	Lifestyle
Style	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Style
Local Cost	Y	String	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Local Cost
Local Cost From Date	Y	Date	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	COALESCE(VALUE("Local Cost From Date"), TODAY())
Eligible for Factory Direct	Y	Picklist / Category	100% <div style="width: 100%; height: 10px; background-color: green;"></div>	Eligible for Factory Direct
Container Cost		String	50% <div style="width: 50%; height: 10px; background-color: yellow;"></div>	Container Cost

- Then select the Actions button and the “Download List of Allowed Values” link. A spreadsheet with the allowed values for that attribute (eg. Lifestyle) will begin downloading.



- Click 'Living Spaces' link at the top left in the breadcrumbs. This will take you back to the configuration page.



B. Publish

- On the configuration page, click 'Publish' in the top right corner.

NOTE: Products that are not 100% validated will not be published.