

# **Salsify User Guide**

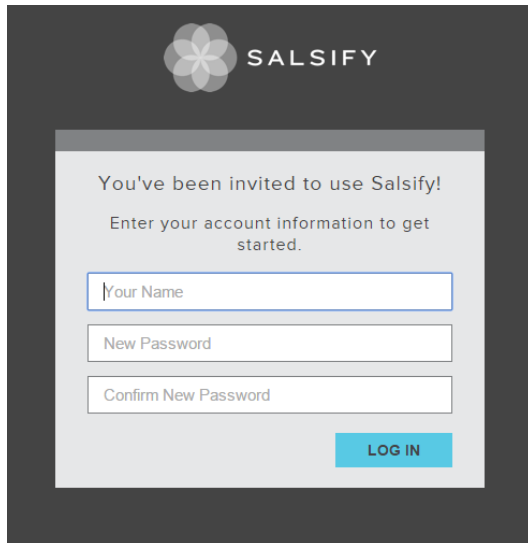
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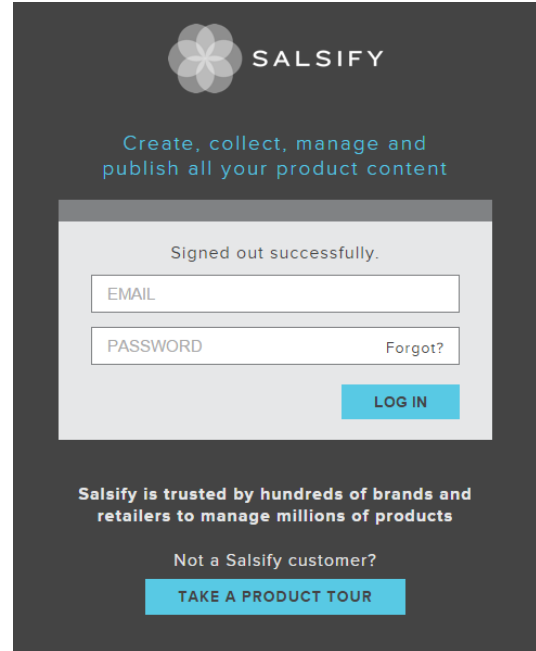
## I. Login

### 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, followed by the tagline "Create, collect, manage and publish all your product content". Below this, the text reads "Signed out successfully." There are two input fields: "EMAIL" and "PASSWORD". A "Forgot?" link is located to the right of the password field. A blue "LOG IN" button is located at the bottom right of the form area. 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](https://app.salsify.com/users/sign_in)

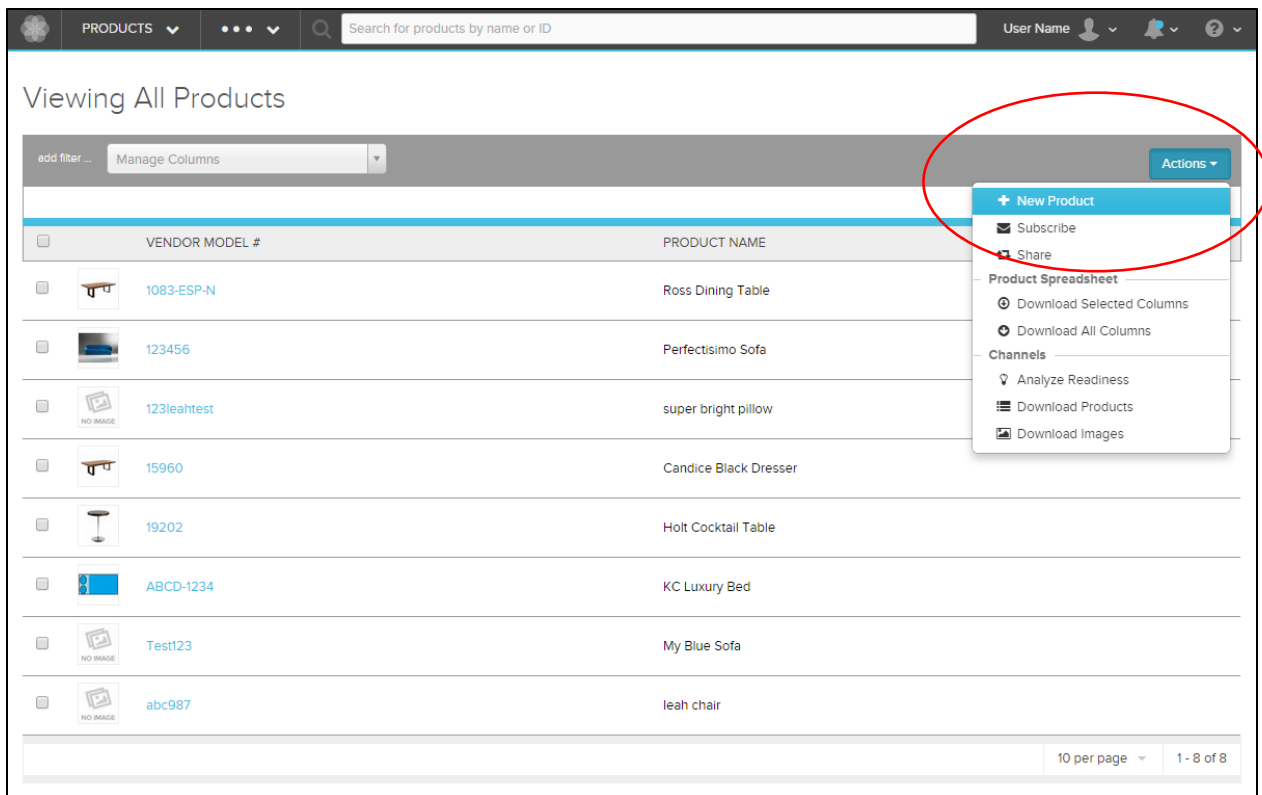
*Note: If you carry multiple lines with Living Spaces, you will have a separate login/account for each line you work with.*

## II. Create or Edit a Product

The Salsify tool will help you walk through product editing and set up to ensure you've entered all necessary data. Follow the steps below to complete product upload or edit an existing product.

### A. Create a New Product

1. Click on Actions, upper right corner.
2. Click on '+ New Product' in the dropdown.



The screenshot shows the 'Viewing All Products' page in the Salsify tool. At the top, there is a search bar and a user profile. Below the search bar, there is a table of products with columns for 'VENDOR MODEL #' and 'PRODUCT NAME'. The 'Actions' dropdown menu is open, and the '+ New Product' option is highlighted with a red circle. The table contains the following data:

VENDOR MODEL #	PRODUCT NAME
1083-ESP-N	Ross Dining Table
123456	Perfectisimo Sofa
123leahstest	super bright pillow
15960	Candice Black Dresser
19202	Holt Cocktail Table
ABCD-1234	KC Luxury Bed
Test123	My Blue Sofa
abc987	leah chair

3. Enter values for Vendor Model # and Product Name, click 'Create'.
  - a. **Start Product Name with LS Collection name**
    - i. If creating a KIT, start product name with "KIT-" , followed by LS Collection Name, then description. Ie. KIT-Romy 4 piece sectional
  - b. Note that duplicate vendor model #'s cannot be used
    - i. If creating a KIT and a vendor model # does not exist, create a unique description or ID

### Create New Product ✕

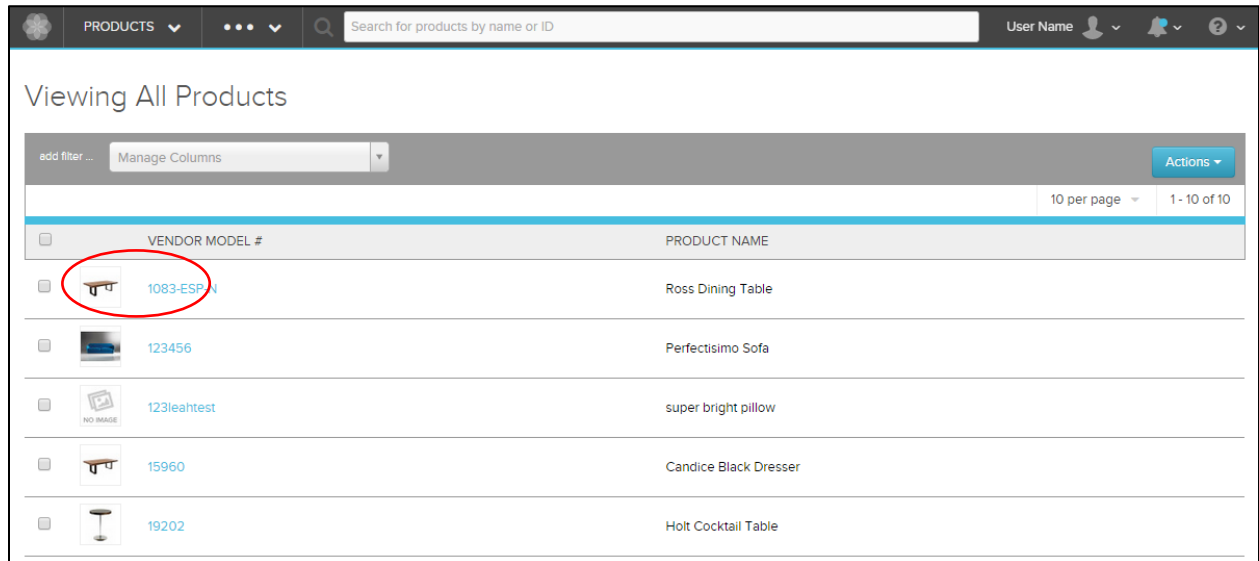
**Vendor Model #** *(required)*

**Product Name**

The **Vendor Model #** and **Product Name** can be changed later.

## Edit a Product

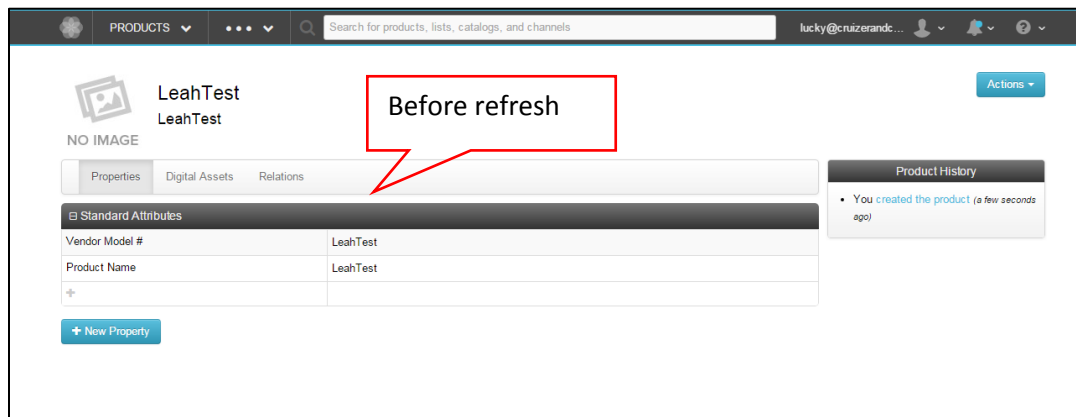
1. Click on the Vendor Model # you wish to edit from the viewing all products page.

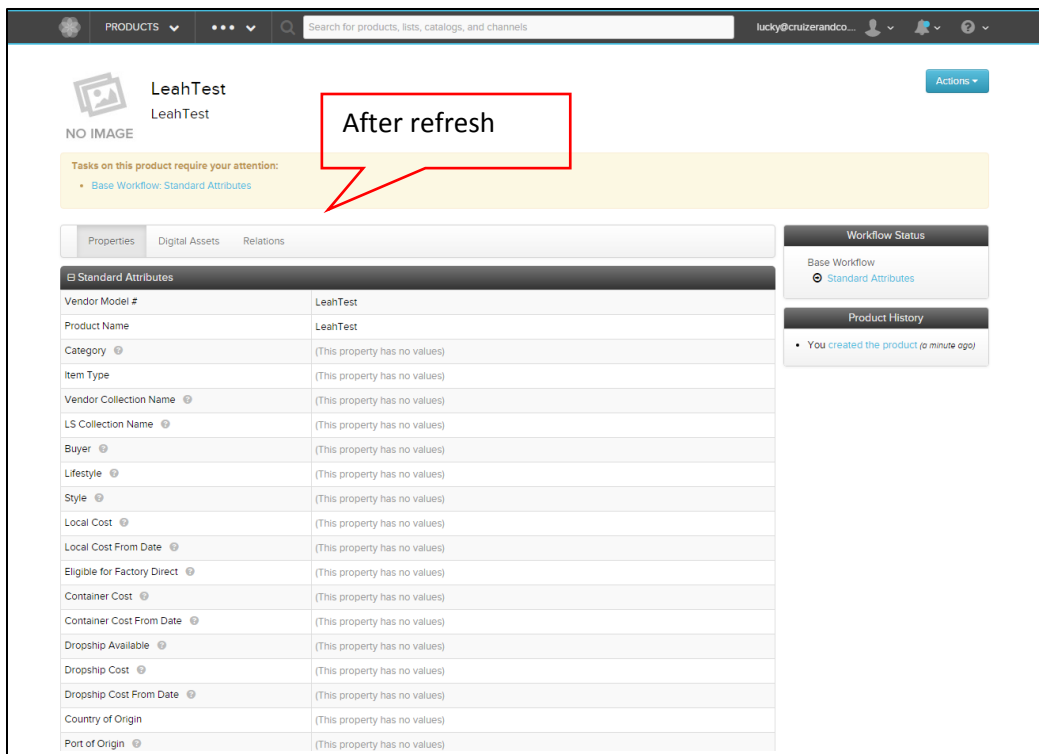


## B. Fill Out Product Details - Attributes

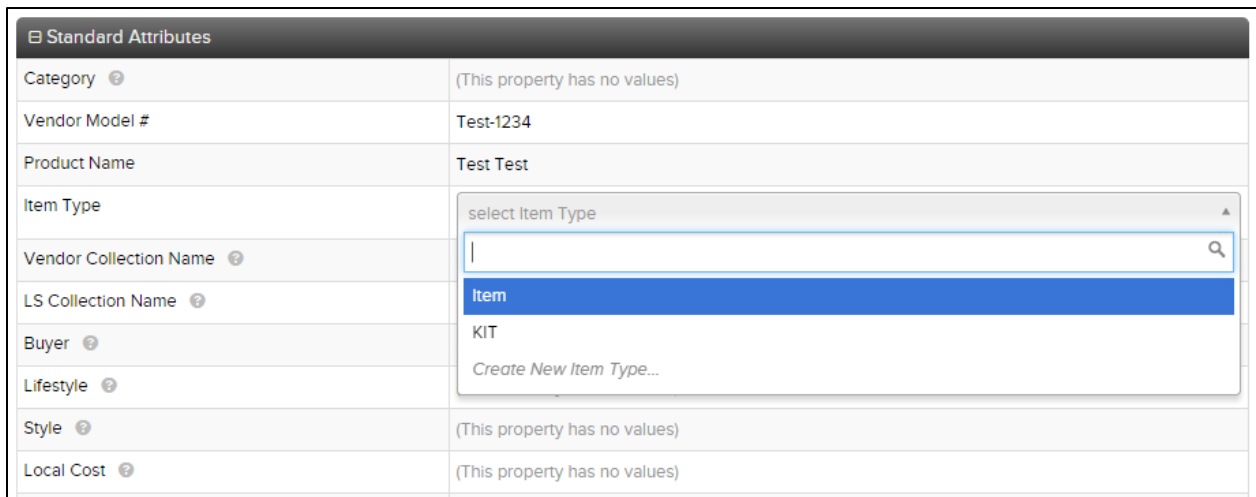
Next, the Salsify tool will walk you through product attribute set up. Follow the form instructions to enter all standard attributes required by Living Spaces.

*Tip: If the form does not load the list of standard attributes, refresh the page. Example below:*





1. Fill out each field by clicking in the box. A drop down list or free text form will appear. After filling in a value, click the green checkmark to save the entered value before moving onto the next field.




For the attribute 'Category' click through the hierarchy (See Children ►) until you get to the end (See Children will not show). You should have a 4 level selection.

**IMPORTANT:** Make sure you drill through all 4 levels of the hierarchy or the product attribute information on the website will not show properly (example: Furniture -> Bedroom -> Beds -> Bed).

Properties	Digital Assets	Relations
Standard Attributes		
Category ?	<input type="text" value="select Category"/> <ul style="list-style-type: none"> <li>Accessory <span>See Children ▶</span></li> <li>Furniture <span>See Children ▶</span></li> <li>Create New Category...</li> </ul>	
Vendor Model #		
Product Name		
Item Type		
Vendor Collection Name ?		
LS Collection Name ?	(This property has no values)	

*Tip: Need information as to what value to enter for an attribute? Hover your cursor over the question mark (?) icon. If you need to edit a value/selection, click on the pencil icon.*

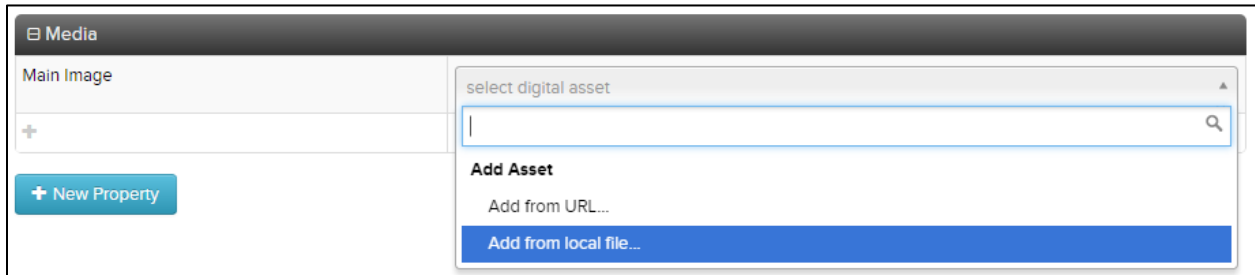
Eligible for Factory Direct ?	(This property has no values)
Container Cost ?	(This property has no values)
Container Cost From ?	Enter values using 2 decimal format (This property has no values)
Dropship Available	(This property has no values)
Dropship Cost ?	(This property has no values)
Dropship Cost From Date ?	(This property has no values)

Standard Attributes	
Vendor Model #	Test-1234 
Product Name	Test Test
Category ?	(This property has no values)
Item Type	(This property has no values)
Vendor Collection Name ?	(This property has no values)



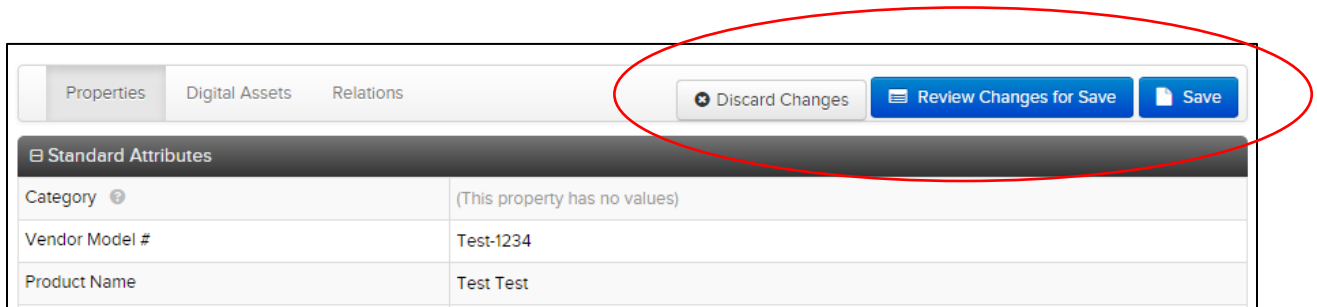
### C. Adding an Image

1. There are two options for adding an image: URL or local files.
  - a. For URL - copy and paste the link into the popup box and click the check mark to upload it.
  - b. For local files - you can drag and drop a file or select a file from your computer.

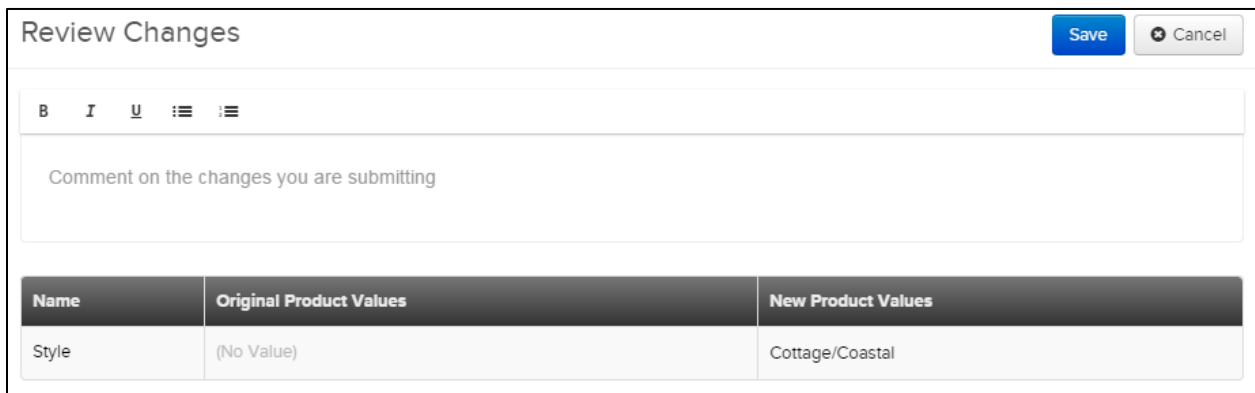


### D. Review Changes and Save

Once standard attributes are complete, you may choose to 'review your changes for save' or simply 'save'. Warning, be sure to choose one of these two options. If you do not save, all information entered will be lost.



If you select the 'review changes for save' you have the opportunity to look over your changes, then click 'Save'.



If you click 'Save' instead of review changes for save you will see a quick popup in the bottom right corner of your screen that says 'Product Saved Successfully'.

**Refresh page.** Select perspective for the Product to move to next set of product specific attributes.

Properties	Digital Assets	Relations
<b>Select Perspective:</b>		
Base		
Base		
View: Accessory > Accessory > Accent Pillows > Pillow		
Standard Attributes		
Vendor Model #		- 4567
Product Name		Test Item
Category		Accessory > Accessory > Accent Pillows > Pillow

Scroll down. Enter values. Click save.

Product Specific Attributes	
Pattern	(This property has no values)
Accent Pillow 1 Quantity	(This property has no values)
Accent Pillow 1 Type	(This property has no values)
Accent Pillow 1 Size	(This property has no values)
Accent Pillow 1 Fabric Detail	(This property has no values)
Accent Pillow 1 Fabric 1 (Name)	(This property has no values)
Accent Pillow 1 Fabric 1 (Color)	(This property has no values)
Accent Pillow 1 Fabric 1 Content	(This property has no values)
Accent Pillow 1 Fabric 2 (Name)	(This property has no values)
Accent Pillow 1 Fabric 2 (Color)	(This property has no values)
Accent Pillow 1 Fabric 2 Content	(This property has no values)
Accent Pillow 1 Trim	(This property has no values)
Accent Pillow 1 Fill Type	(This property has no values)
Accent Pillow 1 Closure	(This property has no values)
Removable Cover	(This property has no values)
Washable Cover	(This property has no values)

Once you have clicked save you will be notified if there are tasks that need your attention with a link in a light colored box. If nothing requires your attention this box will not display.

The screenshot shows a product page for 'Test-1234'. At the top, there is a header with the product name and a 'Test Test' label. Below this, a yellow notification box contains the text 'Tasks on this product require your attention:' followed by a single bullet point: '• [Base Workflow: Standard Attributes](#)'. This notification box is circled in red. Below the notification, there are tabs for 'Properties', 'Digital Assets', and 'Relations'. The 'Properties' tab is active, showing a table with one row: 'Category' with the value '(This property has no values)'.

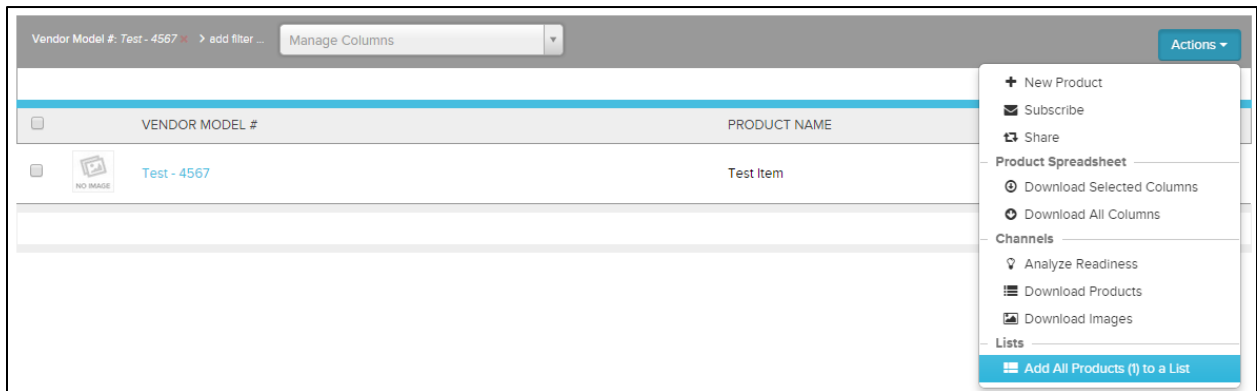
If you do receive the box with tasks requiring your attention, click on the link provided. It will load validation rules that you need to complete. As you work through each task, the to-do list will contract accordingly. Work through all items that need attention and then save.

The screenshot shows the 'Base Workflow: Standard Attributes' task page. The page header includes 'PRODUCTS' and a search bar. The main content area shows the product name 'Test-1234' and 'Test Test'. Below this, it lists 'Assignee: Administrators' and 'Started: 19 hours ago'. A yellow notification box contains the text 'The following validation rules must be addressed to complete this task:' followed by a list of 10 bullet points, each describing a property that needs values. The list includes: 'Property "Assembly Hardware Details"', 'Property "Assembly Hardware Included in Carton"', 'Property "Assembly Hardware Location in Carton"', 'Property "Assembly Hardware Package Description"', 'Property "Assembly Time"', 'Property "Care Instructions"', 'Property "Carton Depth"', 'Property "Carton Height"', 'Property "Carton Weight"', and 'Property "Carton Width"'. Each item states 'This property requires 1 or more values.'

### III. Publish to Living Spaces

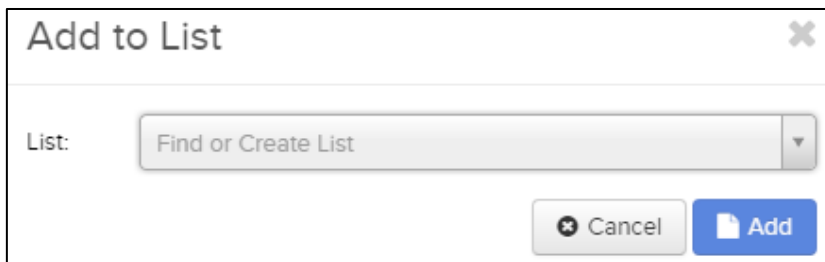
#### A. Create List of Products

1. Click on the flower logo in the top left corner of the screen. This will take you to the 'Viewing All Products' screen. Select items created.
2. Click on 'Actions' and then select 'Add All Products () to a List'.



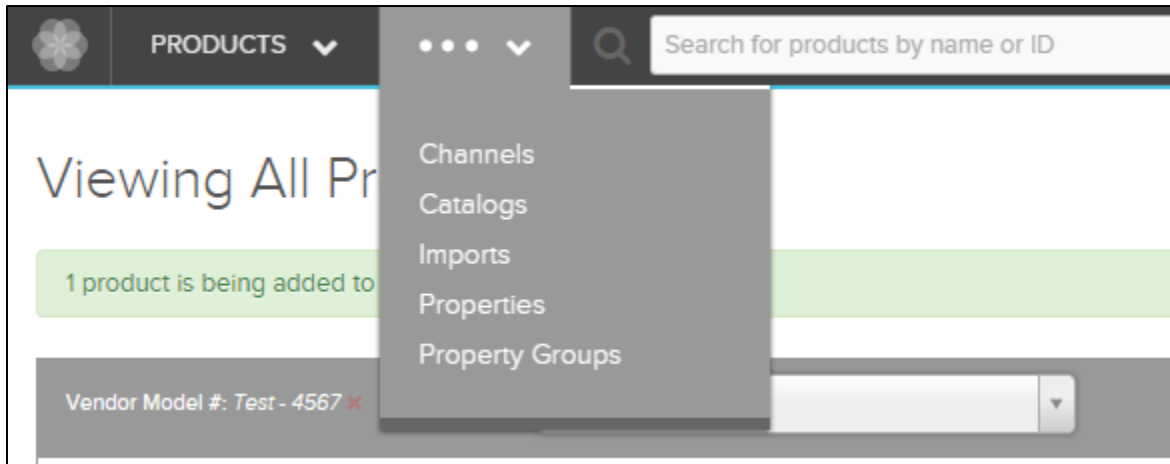
3. Select an existing list or create a new simple list.

If you are creating a new list select 'New...' from the drop down, enter the name, and click 'Add'. If you are adding to an existing list use the drop down to select a list and click 'Add'.

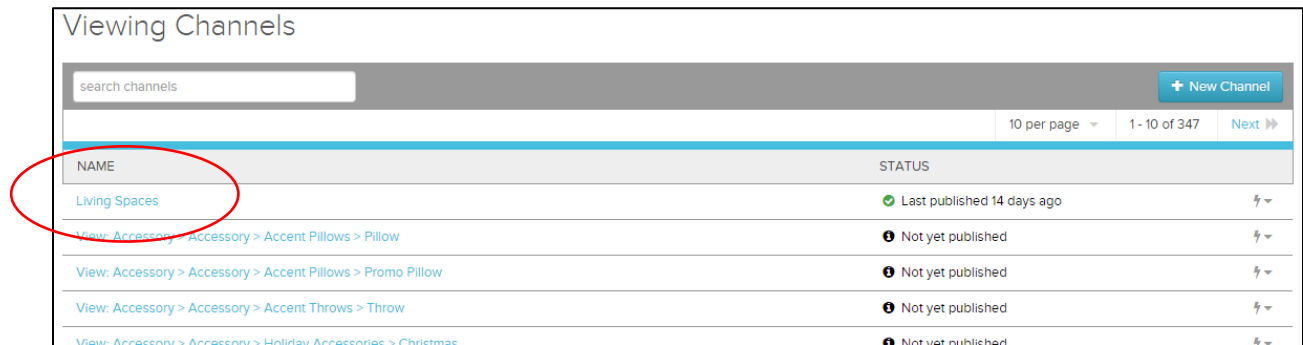


## B. Validation

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' link. *You will only be using Living Spaces.*



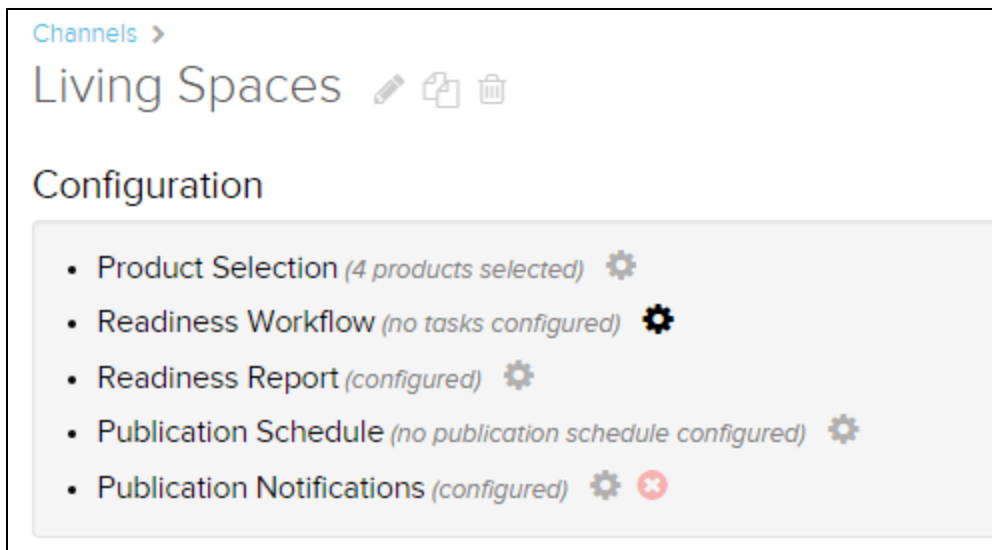
Viewing Channels

search channels + New Channel

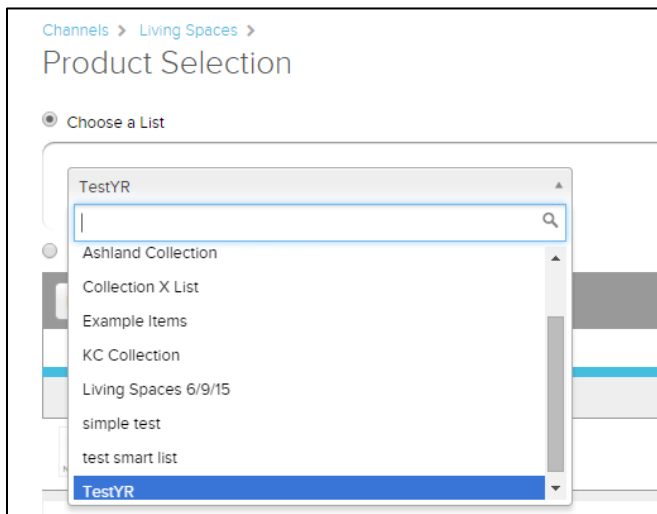
10 per page 1 - 10 of 347 Next >>

NAME	STATUS
<a href="#">Living Spaces</a>	✔ Last published 14 days ago ⚡
<a href="#">View: Accessory &gt; Accessory &gt; Accent Pillows &gt; Pillow</a>	⚠ Not yet published ⚡
<a href="#">View: Accessory &gt; Accessory &gt; Accent Pillows &gt; Promo Pillow</a>	⚠ Not yet published ⚡
<a href="#">View: Accessory &gt; Accessory &gt; Accent Throws &gt; Throw</a>	⚠ Not yet published ⚡
<a href="#">View: Accessory &gt; Accessory &gt; Holiday Accessories &gt; Christmas</a>	⚠ Not yet published ⚡

You are now at the 'Configuration' page.



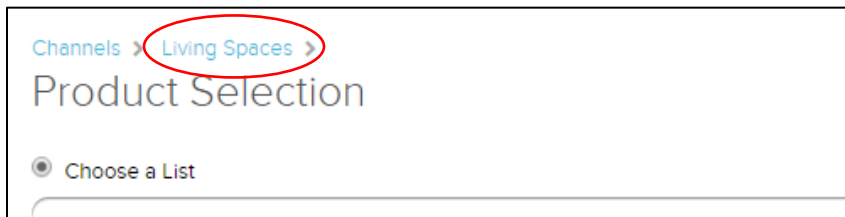
3. From the configuration page, click 'Product Selection'.
4. Select the radio button 'Choose a List'.
5. Using the drop down, select the list you created or added to.



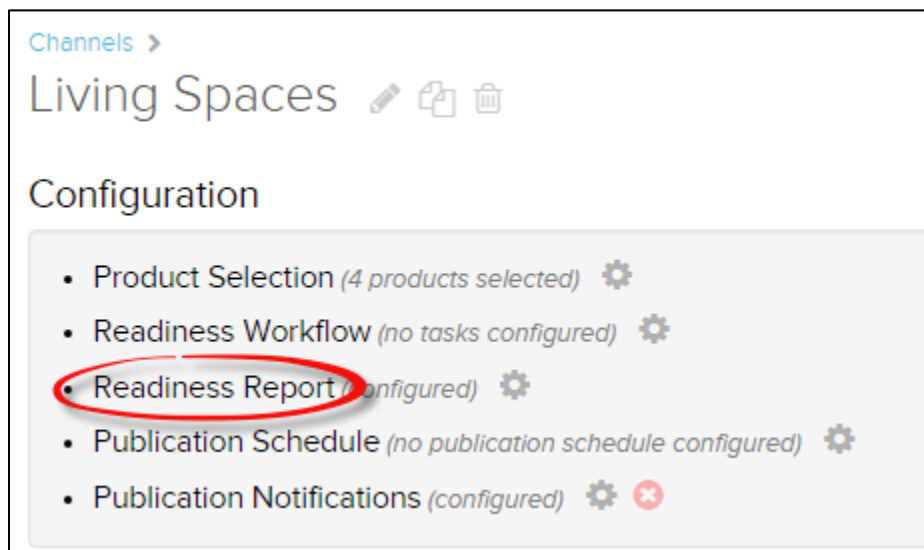
6. Click 'Save'.



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 missing.



You MUST Click "Refresh Now" button to load the selected list.

Channels > Living Spaces >  
Readiness Report: 3 Products Ready of 4 Total

Last run a day ago **REFRESH NOW**

0 REQUIRED ATTRIBUTES MISSING SOURCES	1 REQUIRED ATTRIBUTES MISSING DATA	63/87 ATTRIBUTES COMPLETED	23 OPTIONAL ATTRIBUTES MISSING DATA	0 OPTIONAL ATTRIBUTES MISSING SOURCES
---------------------------------------	------------------------------------	----------------------------	-------------------------------------	---------------------------------------

Show attributes for... search attributes Actions

LIVING SPACES ATTRIBUTE	REQUIRED	DATA TYPE	COMPLETION	SOURCE
Fixed				
Vendor Account #	Y	String	100%	"PULASKI"
Media				
Main Image		Digital Asset	25%	Main Image
Standard Attributes				

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%.

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... search attributes Actions

LIVING SPACES ATTRIBUTE	REQUIRED	DATA TYPE	COMPLETION	SOURCE
Fixed				
Vendor Account #	Y	String	100%	"PULASKI"
Media				
Main Image	Y	Digital Asset	75%	Main Image
Standard Attributes				
Category	Y	Picklist / Category	100%	Category



Click the checkbox underneath Attributes Completed to view Product Attributes that are not completed.

The screenshot shows a 'Readiness Report: 3 Products Ready of 4 Total' dashboard. At the top, there are five summary cards: '0 REQUIRED ATTRIBUTES MISSING SOURCES', '1 REQUIRED ATTRIBUTES MISSING DATA', '63.87 ATTRIBUTES COMPLETED', '23 OPTIONAL ATTRIBUTES MISSING DATA', and '0 OPTIONAL ATTRIBUTES MISSING SOURCES'. A blue arrow points to a checkbox under the 'ATTRIBUTES COMPLETED' card. Below the summary cards is a search bar and a table with columns: 'LIVING SPACES ATTRIBUTE', 'REQUIRED', 'DATA TYPE', 'COMPLETION', and 'SOURCE'. The table is divided into 'Media' and 'Standard Attributes' sections. In the 'Media' section, the 'Main Image' attribute is listed with a 25% completion bar and a 'Main Image' source icon. In the 'Standard Attributes' section, 'Dropship Cost' (String, 0%), 'Dropship Cost From Date' (Date, 0%), and 'State' (Picklist / Category, 0%) are listed with their respective completion bars and source icons.

If an attribute is not at 100%, click on the attribute name in the left column. This will direct you to the products that are missing required values.

This screenshot is identical to the one above, but with a red circle highlighting the 'Main Image' attribute name in the 'Media' section of the table. The 'Main Image' attribute is currently at 25% completion.

Click the checkmark under 'Complete' to hide the completed products. Now you can see the product attributes that are missing data.

The far right column will show you the missing data required to complete the product.



Channels > Living Spaces > Readiness Report >

Target Attribute: Main Image

Last run a day ago [REFRESH NOW](#)

Accepted values, format and instructions for: Main Image Type: digital\_asset | Optional

4 PRODUCTS Show 3 MISSING 0 INVALID 1 COMPLETE

VENDOR MODEL #	PRODUCT NAME	MAIN IMAGE	TARGET	MAIN IMAGE
<a href="#">LeahTestRLS</a>	Queen Panel Rails	(This property has no values)	▲	(Missing Required Value)
<a href="#">LeahTestHB</a>	Queen Panel Headboard	(This property has no values)	▲	(Missing Required Value)
<a href="#">LeahTestFB</a>	Queen Panel Footboard	(This property has no values)	▲	(Missing Required Value)

Enter the Missing Required Values by clicking on the Vendor Model # products in the left column. This will redirect you to the Product Attribute Screen.

PRODUCTS Search for products, lists, catalogs, and channels lucky@cruizerandco...

**LeahTest**  
LeahTest

NO IMAGE

Tasks on this product require your attention:

- Base Workflow: Standard Attributes

Properties Digital Assets Relations

Standard Attributes

Vendor Model #	LeahTest
Product Name	LeahTest
Category	(This property has no values)
Item Type	(This property has no values)
Vendor Collection Name	(This property has no values)
LS Collection Name	(This property has no values)
Buyer	(This property has no values)
Lifestyle	(This property has no values)
Style	(This property has no values)
Local Cost	(This property has no values)
Local Cost From Date	(This property has no values)
Eligible for Factory Direct	(This property has no values)
Container Cost	(This property has no values)
Container Cost From Date	(This property has no values)
Dropship Available	(This property has no values)
Dropship Cost	(This property has no values)
Dropship Cost From Date	(This property has no values)
Country of Origin	(This property has no values)
Port of Origin	(This property has no values)

Workflow Status

Base Workflow

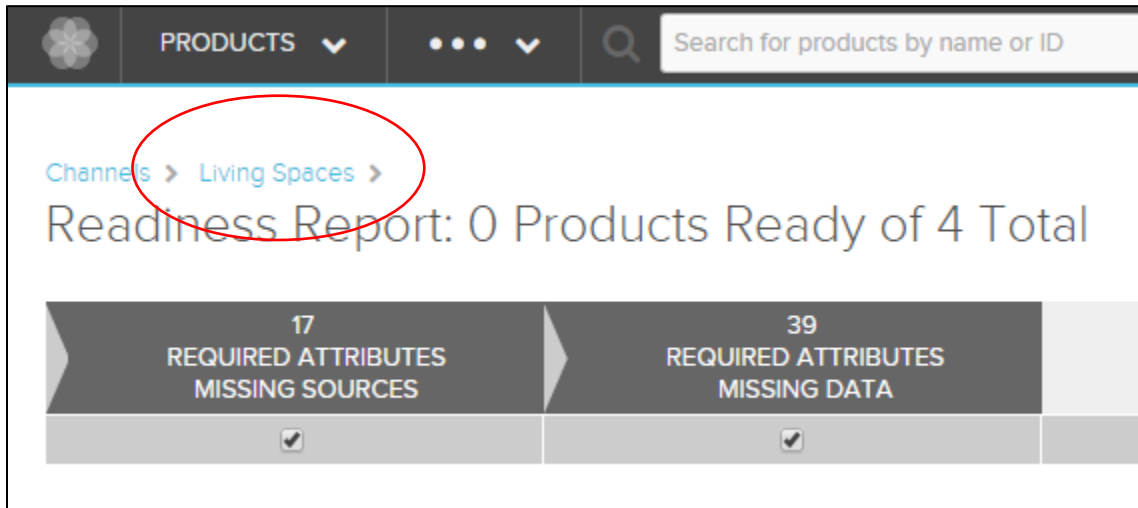
- Standard Attributes

Product History

- You created the product (a minute ago)

Once you have completed the necessary steps and 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).

8. Click ‘Living Spaces’ link at the top left in the breadcrumbs. This will take you back to the configuration page.



### C. Publish

1. On the configuration page, click ‘Publish’ in the top right corner.

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