

# Assigning images using the association file

This guide will take you through the steps to prepare your image association file, which will sync your images to your items and determine the order that they appear in. You will do this by creating a simple CSV file that lists the Supplier Item IDs alongside the associated file name. This will enhance the look of your content and give the buyer a better shopping experience.

## What you will need before you start

**Images** – Ensure all your images are loaded into the media library of Product Manager. This is described in the ‘How to add images to your content’ guide.

**Supported file formats** –JPG

**Image file names** – A list of all your image names and the extension i.e. Logo.jpg  
N.B. Each image file must be uniquely named.

**Content Loader** – A list of the Supplier Item IDs, this denotes the items your images will be associated with.

## Step 1

The association file to be uploaded should be created using Excel and saved ready for upload as a CSV (comma delimited) file. Shown below is how to populate the file.

TIP: You can associate up to ten images per item.p

	A	B	C
	Supplier Item ID	Index	File Name
2	Footy1		4 Logo.jpg
3	Footy1		2 Shirt2.jpg
4	Footy1		3 Shirt3.jpg
5	Footy2		3 Logo.jpg
6	Footy2		2 Shorts2.jpg
7	Footy3		2 Logo.jpg
8	Footy4		2 Logo.jpg

In the first column (Supplier Item ID) enter the Supplier Item ID of the item you wish to assign the image to.  
TIP: If you want to associate the same image to all your items (your company logo on all items) then simply list all your Supplier Item IDs and put the same image file against each.

In the second column (index) enter a number between 1 and 10 this determines the order the image will be displayed.

In the third column (Filename) enter the name of your image file.  
TIP: Each image file must be uniquely named.

Please note: If the association file is uploaded with the same name as one already in the system then it will replace that one.

## Step 2

The next step is to load this file into Product Manager. To do this simply navigate to the media upload page within Product Manager and select the upload media links button (highlighted below).



You will then need to browse to your saved CSV file and select the upload button. You will be presented with the status bar once the upload begins.

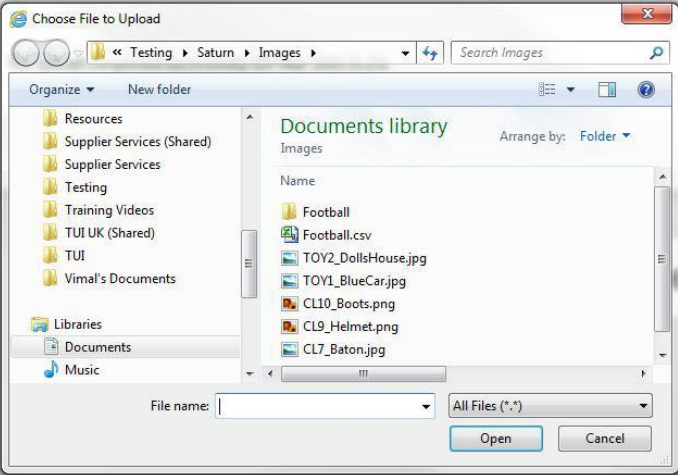
### Media Links

You must have imported your media files to the FTP server or the upload file section on the previous page before uploading your association file

The Media Link screen is where you can load an association file to link your images and the order of those images to your products on mass. This can be done for both new and existing products.

SHOW INSTRUCTIONS ▾

Select File

A screenshot of a Windows File Explorer window titled 'Choose File to Upload'. The window shows the 'Documents library' containing a folder named 'Images'. Inside the 'Images' folder, several files are listed: 'Football', 'Football.csv', 'TOY2\_DollsHouse.jpg', 'TOY1\_BlueCar.jpg', 'CL10\_Boots.png', 'CL9\_Helmet.png', and 'CL7\_Baton.jpg'. The 'File name' field is empty, and the file type is set to 'All Files (\*.\*)'. The 'Open' button is highlighted.

### Step 3

To confirm your images have been successfully associated go to the items tab and select one of your items that you associated multiple images to

Shown below is how your image will appear within the item detail page.

The screenshot shows the 'Items' tab selected in a navigation bar. Below the navigation bar is a 'Back to Items' link. The main heading is 'Footy1' followed by 'Item Details'. The details section contains the following information:

- Item Name: Mens Football Shirt
- Supplier Item ID: Footy1
- Short Description: Mens Football Shirt
- Description: Mens Football Shirt, dry fit, high performance, Size Medium
- Keywords: Football, Shirt
- Manufacturer Name:
- Manufacturer Part ID:
- Environmentally Friendly:
- Hazardous Item:
- Product Type: Standard
- Comparison UOM: Each
- Comparison Scale: 1

Below the details is a 'Classification' section with a list containing 'Footballs'. To the right of the details is a large image of a red and black V-neck football shirt. Below this large image are three smaller thumbnails: a small red and black shirt, a close-up of the shirt's collar, and a logo for 'Vimal Sport Shop'.

Please Note: You will not be able to select the thumbnails to view a larger image, this file is solely to associate a number of images to an item. However this feature will be coming soon.

**For any further information please  
contact the service desk on:**

**0845 603 2885**

**support@procserve.com**

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Find out how Basware helps money move more easily and lets commerce flow at [www.basware.com](http://www.basware.com).

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