## **Uploading Images**



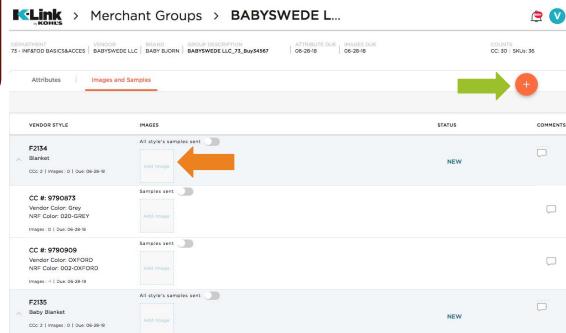
Clicking on the <u>"edit" button for the image</u> <u>line</u> on your merchant group page takes you to the image upload screen. All styles living within this merchant group appear on this page.

## Mass Upload

Click the "+" button to upload images for multiple styles in your group. There is no limit to the number of images you can upload. If you have multiple colors per style, name images by vendor style\_vendor color so the system will automatically assign the image to the appropriate color choice.

## Single Style & CC Upload

Clicking on the "Add Image" placeholder next to a style or customer choice allows you to upload images for that style or color. If you upload at a style level, and your style has multiple colors, you'll either need to add the vendor color to the image name, or manually move the images to the CC line.



## **Uploading Images Cont'd**

- After clicking add images, a pop up will appear. Click Browse to add the image(s) you want to upload from your computer. Then click "Open".
- The system will check the image name and file specifications. If the image doesn't meet the requirements, an error message will appear. Verify the image and try again.
- When successfully uploaded, a green checkmark will appear. You now have the option to click "Done" or select the orange "+" button to add more images.
- For styles with multiple colors, the thumbnails will appear next to the color choice if the image name has the vendor color.
- For styles with one color, the thumbnail will automatically route to the color choice under that style.

