

## Etail Systems Tip Sheet

*Objective: To add files such as PDFs, MP3s & YouTube videos to your products, or flags, such as small images highlighting something about your products.*

The following tells you how to achieve this;-

### Files

There are many different reasons as to why you may need to add a file to a product e.g. if products have manuals or safety guides with them, customers can download them directly from the product page.

To do this, you need to search for the product in Products > Product Search & click 'Edit Product'. To search for all products, click the 'Search' button without entering any search information.

CHL	Product	Reference / Description / Price	Skus	Depts	Info	Relations	Status	Image	Edit
1		CG805B Blue Record Book Baby Boy Record Book 11.0550	1	0		Associated: 0 Recommended: 0 Related: 0	Live		

You'll then need the 'Files & Flags' mini tab.

Editing: Baby Boy Record Book   Additional Info & Overrides   Departments   **Files and Flags**

Product Information for (Baby Boy Record Book)

### Product Specific Information

If you want to upload a PDF or MP3 that's product specific, you can use the first box, 'Product Specific Files'. You can add a title to it if you wish. Choose your file & click 'Add New Product File'. You can add as many of these as you wish. You can update & remove them here also.

Editing: Baby Boy Record Book | Additional Info & Overrides | Departments | **Files and Flags**

Product Specific Files

Type	Title	Size	Display order
Select PDF/MP3: <a href="#">Choose File</a> No file chosen			<a href="#">Add New Product File</a>
No Product specific Files found			

## Common Product Information

### Adding a file

If you have some products that have the same manual for example, the following might be easier than uploading the same file each time.

Go to Products > Files

Orders | **Products** | Members | Sites | Site Admin | New Site | Admin | Reports

Product Search | Import Export | Image Check | Attributes | Types | Lists | **Files**

You'll see you have the option to upload files, usually PDF, MP3, image or a video (you can also link from YouTube, please see later on in this walkthrough).

If you're not sure if your file type can be uploaded – try it & see! COMS will tell you if it can't accept it.




**NB: If COMS throws an error message, try shortening your file name & reuploading if it's an accept file type.**

Choose your file, & add some remarks to remind yourself what the file is (this won't be shown on the site) & a title (which is shown on the site), if you wish. If you want it to be a zoom image, tick the box. If you need a predefined width & height, enter that in the relevant boxes. Then click 'Add New File'.

File Upload

File	Remarks	Title	Zoom	Width	Height	
<a href="#">Choose File</a> No file chosen			<input type="checkbox"/>			<a href="#">Add New File</a>



File Manager

Type	Remarks	Title	Size	Status	
PDF  /csii/287899850/ff/pdf/1.00_v1.1_coms_-_overview_of_coms.pdf	Test PDF	Test PDF	422 kb	Live	 

If your upload is successful, your file will be uploaded & appear underneath.

If you need to edit your Remarks or Title, do this & then click the green 'update' button.

To suspend a file, click the red 'remove' button.

Status
Suspended  

To set it live again, click the green 'add' button. To set it to dead, click the red 'x' button. This will remove it from all products it's associated with & delete it from the system.

## Adding a file to a product

To add one of these files to a product, go to the 'Files & Flags' mini tab in the 'Edit Product' menu, & go to the 'Common Files and Images' sub-heading.

Select the type of file you want to add from; Image, PDF, Unknown or Video.

Type	Remarks	Title	
Please select ▼			Add File
No Files found - Please add a File above			

A new dropdown will then appear under 'Remarks' – select which file you want from the dropdown menu & click 'Add File'.

Type	Remarks	Title	
PDF	Please select ▼		Add File

Your files will then appear underneath – you can have as many files as you want attached to a product. To remove a file from the product, click the red 'remove' button.

Type	Remarks	Title	
Please select ▼			Add File
PDF	Test PDF	Test PDF	Remove
PDF	Test PDF	Test PDF	Remove

It will look something like this on your product page, but will differ from site to site:

**Holdsworth Trentino Medium - Green/White/Black**

Model No: H1190

Price in GBP  
Was: £1,299.99  
Now: £899.99  
Save: £400.00 (30.8%)

This item may still be ordered but we cannot guarantee delivery for Christmas.

**Add to Basket**

Holdsworth Trentino Medium - Black/Red/Blue/White

Frame - Unidirectional organic carbon fibre construction  
Fork - Unidirectional organic carbon fibre with alloy steerer fitted with FSA headset  
Cassette - Shimano Tiagra 11-23T  
Chainset - Shimano Tiagra 52/39  
Gears - 20 speed compact Tiagra  
Shifters/Brake levers - Shimano Tiagra  
Brakes - Shimano BB-551 with cartridge pads  
Wheels - Exile deep section race wheels  
Tires - Kenda Kampayun 700 x 23  
Handle bars - Alloy 6061 drop bar  
Stem and seat post - lightweight 6061 alloy  
Saddle - Selle Royal Seta  
Total Weight: 9.1kgs

Frame Spec:  
Frame Weight Approx.: 1000g  
Material: Full Carbon  
Type: 700C Racing Frame  
PE For: 031, 032, 254at Post  
MT Size: 1-1/8"

Image gallery:

Email a friend

Add to favourites

Ask a question about this product

Medium Frame Geometry 55cm

## Adding YouTube Videos

There are two different ways of adding YouTube videos – the first is just creating a link that customers can click on to view the video in a pop-up on your product page, or by clicking a specific image.

### Pop-up Video

YouTube videos			
Link title	Embedded code	Display order	
<input type="text"/>	<input type="text"/>		<input type="button" value="Add Video"/>
No YouTube videos found - Please add a YouTube video above			

Your Link Title will be the words the customer clicks on to view the pop-up, or if it's an image, it'll appear when a customer hovers over the image.

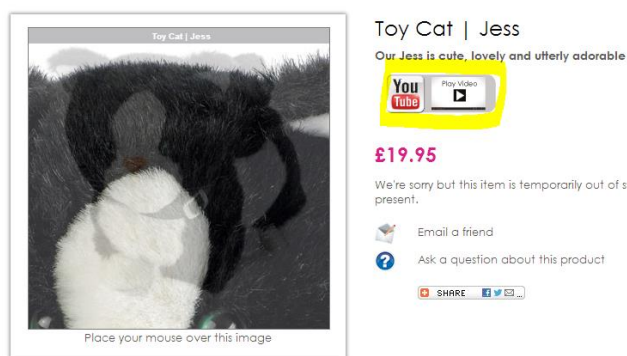
You'll be able to get your Embedded Code from the YouTube website – YouTube changes its interface quite often, so please ask if you're having trouble finding your code. Once you've added all your information, click 'Add Video'. It will look like this in COMS:

YouTube videos			
Link title	Embedded code	Display order	
<input type="text"/>	<input type="text"/>		<input type="button" value="Add Video"/>
Jess the battery operated toy cat, walking toy cat	<pre>name="allowscriptaccess" value="always"&gt;&lt;/param&gt;&lt;embed src="http://www.youtube.com/v/ZuLu3zF0lKs?fs=1&amp;hl=en_GB" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="640" height="385"&gt;&lt;/embed&gt;&lt;/object&gt;</pre>	1	<input type="button" value="Add Video"/>

If you edit any text or code, click the green 'update' button to save your changes. If you want to remove the video from the product (this will delete all the information about that video from the product), click the red 'remove' button.

If you want to change the order of the videos on the site, use the dropdown under 'Display order' to change the numbers (1 being at the top), & click 'update'.

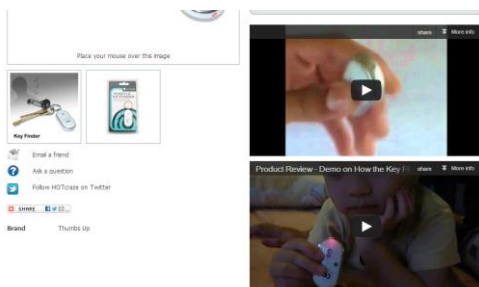
If you have an image on your site, instead of a link, it looks like this:



If you would like an image made, or you have an image to use for this, please let us know.

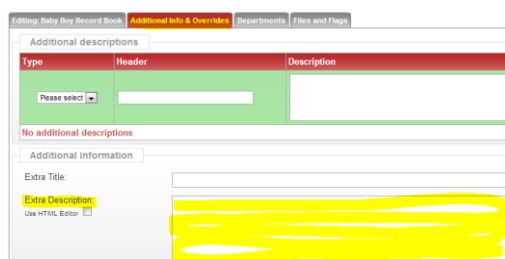
## Embedded Video

If you would prefer to have videos actually embedded on your page (as below), follow the steps below:



Search for your product again, & click the 'Edit Product' button.

You'll probably have to enter the embedded code into the 'Extra Description' box, but please ask us about this, as it'll differ from site to site. This is in the 'Additional Info & Overrides' mini tab.



Just paste the embedded code there, scroll to the bottom & click the 'Update Product' button on the left.

If your video looks too big on the page, you should be able to edit the height & width of it in the code from within COMS. When you make a change, don't forget to click 'Update Product' again.

### Flags (Manual) – Product Page

Flags can be used to highlight something special about some of your products e.g. if you sell shoes & you have a matching item that can go with that item, you could have a flag (a little image) on your product page letting your customers know that particular shoe has matching items (& you should add these item to your related products on the product page).

## HB Green Floral Peep Toe Shoe

Add A Hint Of Summer To Any Outfit

Matching handbag available

To do this is the same as uploading **common product information**, but you'd upload this in the 'Flags' tab instead.



The uploading process & how you add it to a product is the same as a File.

### Flags (Automatic) – Product Page

There are automatic flags, which appear when certain conditions are met e.g. an item is out of stock. The options are listed below:

#### **Stock (you need to use stock control for this to work):**

No stock - On order (only used if using our Purchase Order system)

No stock

End of line

Low stock

Low stock part (to show if a certain variation of that item has low stock)

Back in stock

In stock

#### **Status:**

New release product (Flagged as 'New release' with new release date due)

New product (Created or release date within last month)

On offer

**ONE of the above checked flags in order of preference will be displayed at any one time, plus the following:**

Drop ship

Order in

Free shipping

Priority shipping

Gift wrap available

Gift text available

On a site, these can look like this:

#### **BIA Camembert Cheeseboard**

- ◊ Charming rustic continental style cheese board.
- ◊ Can also be used as a serving board for bread or tapas.
- ◊ The perfect gift for a 'Foodie'!

Product Code: 4004

 **In Stock**

 Express Delivery Available

 Gift Wrap Available

 Gift Messaging Available

### Flags on Image – Featured Products

#### **Stock:**

No stock - On order (only used if using our Purchase Order system)

No stock

End of line

Low stock

Back in stock

In stock

#### **Status:**

New release product (Flagged as 'New release' with new release date due)

New product (Created or release date within last month)

On offer

Drop ship

Order in

**ONE of the checked flags in order of preference is overlaid on the product image (Displays drop ship / order in if not new or on offer).**

On a site, it usually looks like this:



595003 CK Tools Electrician's  
Premium Tool Kit



MA2632 CK Tools Magma  
Technician's Tool Case Plus



MA2630 CK Tools Magma  
Technician's Tool Case



MA2631 CK Tools Magma  
Rucksack

### **Flags (Automatic) – Featured Products**

#### **Stock:**

No stock - On order (only used if using our Purchase Order system)

No stock

End of line

Low stock

Back in stock

In stock

New release product (Flagged as 'New release' with new release date due)

New product (Created or release date within last month)

On offer

**Displays ONE of the above checked flags in order of preference plus the following:**

**Status:**

Drop ship

Order in

Free shipping

Priority shipping

Gift wrap available

Gift text available

On a site, they can either look like flags on an image, or they can come near the price etc, like this (below right):

**NB: You can set how long your flags are enabled for e.g. New Release in Sites > Settings.**

Please let us know if you want to use either sort of Flags, as we'll need to turn this on on your product pages for you.

If you'd like any further information on this feature, please call 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com)

