Web Link Help File:
Creating Custom Catalogs

Abstract

- The purpose of this help file is to demonstrate how to create custom catalogs and bulk upload part data.

Procedure

1) Sign into the site as website administrator user.
2) The first step is to create a name for the catalog and configure the basic configurations. This is performed from the Add Named Catalog page. Access the Named Catalog page by selecting "Named Catalogs" from the Catalog Management menu option. (fig. 1)
3) Several configuration options are available on the Add Named Catalog page: (fig 2)
    a) Catalog Name: Assign a name for the catalog (In this example we have name the custom catalog simply "New Catalog")
    b) Show in Left Menu: Selecting this option will display a link to this catalog in the "Shopping" module of the left side navigation menu.
    c) Content Provider: Choose "Custom Catalog" from the drop down list.
    d) Application Specific: Custom catalogs can be created for either application specific or non-application specific parts. Placing a check mark in the "Need YMME To Search" selection box will create an application menu for the catalog.
    e) Category Lookup Details: Select "custom catalog" from the drop down.
    f) Category Levels: Catalogs can be created with up to four category levels. Select the appropriate number of levels from the drop down box and assign a title to each of them by entering the desired text in the fields that appear directly below the drop down.
4) Click the "Save" button after all selections have been made. The new catalog will appear in the "available catalogs" section at the bottom of the page. (fig.3)

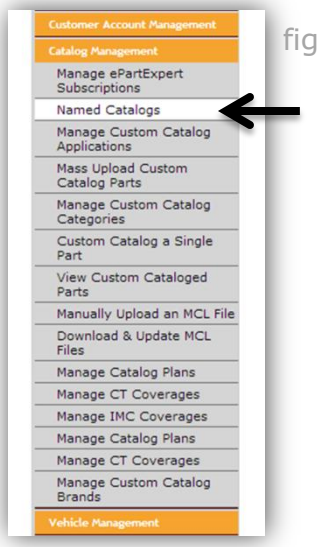

fig.1

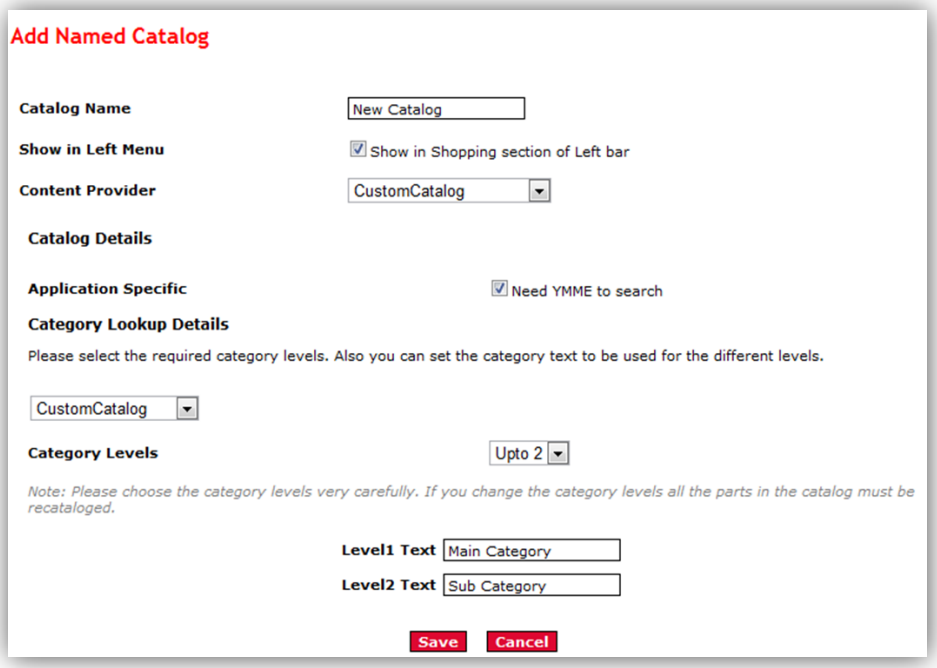

fig.2

fig.3

5) Now that the catalog has been created the part data can be uploaded to it. Select the "Upload Bulk Parts" module from the Catalog Management menu to begin.(fig.4)
6) Choose the newly created catalog from the "Select Catalog" drop down box. Click on the "Choose File" button to select the part data spreadsheet file located on your local computer to be uploaded to the catalog. After the file has been chosen, click on the "Upload" button. Please note that only 150 parts may be uploaded at a time. If a large number of parts must be uploaded please submit the completed spreadsheet file via the support portal.(fig. 5)

Please see the addendum at the end of this support document for explanation of the various data fields contained in the spreadsheet template.

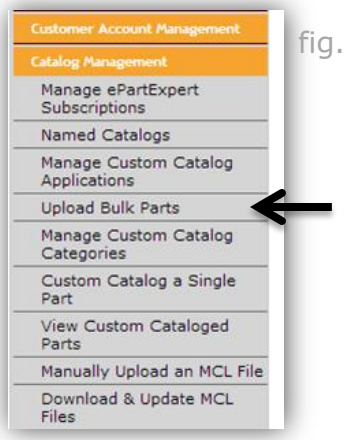

fig.4

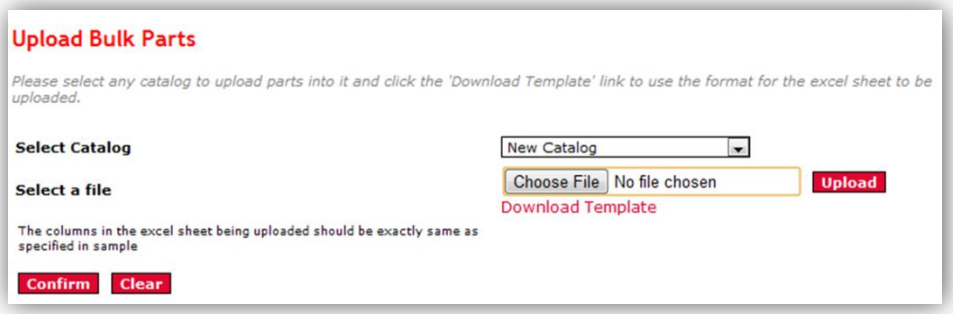

fig.5

7) The page will reload and display a listing of all the part items contained in the spreadsheet file that was just uploaded. By default the "Merge Data" option is selected; this will effectively add all of the data contained in the spreadsheet to any existing data in the catalog. It is advised to uncheck this option only if you are uploading data that contains parts that have been assigned to multiple categories (i.e. part #51515 assigned to both "engine filters" and "air filters"). Click on the "confirm" button at the end of the list to finalize the upload.(fig.6)

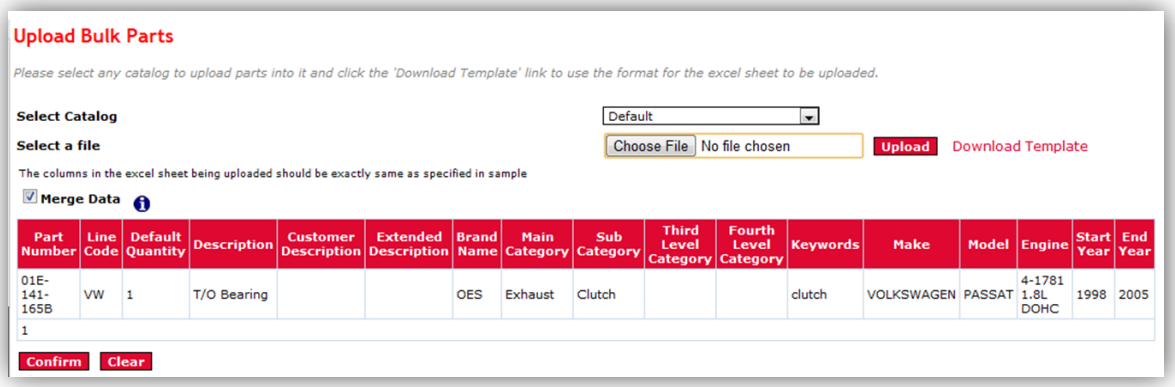

fig.6

8) After a catalog has been created and parts have been uploaded, parts can be edited at any time. Select the "View Custom Cataloged Parts" module from the Catalog Management menu. (fig. 7)
9) On the Cataloged Parts page select the desired catalog from the "select catalog" drop down or search for a specific part by entering the part number in the "Search By Part" field and select the "go" or "search" button respectively. The applicable parts will be displayed after the page has refreshed. (fig. 8)

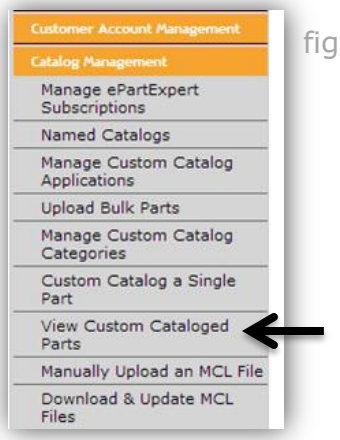

fig.7

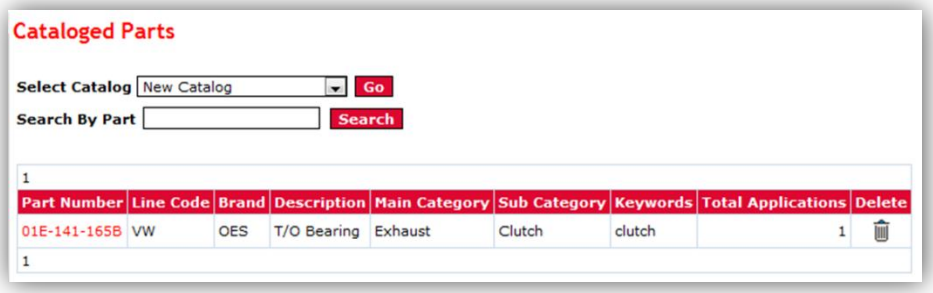

fig.8

10) Click on the part number link to access the "Catalog a Part" screen. This screen contains all of the data about the part that was included in the Excel spreadsheet that was uploaded to the catalog. Part descriptions can quickly be edited from this page and images can be uploaded as well. This is the preferred method for making edits to a small number of parts. Click the "save" button at the bottom of the screen to save all changes made to the part item. (fig. 9)

Part images can be uploaded to the catalog in bulk by means of FTP upload. FTP accounts can be setup by submitting a request through the Web Link support portal.

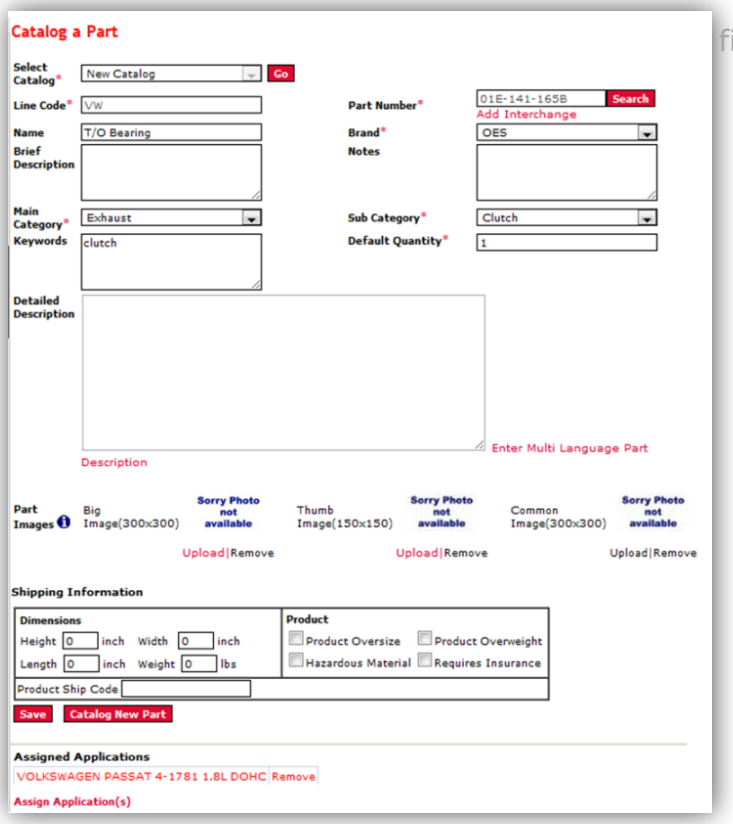

fig.9

Addendum

1) The part bulk upload template contains several data columns some of which are mandatory and others that are optional (fig. 1)

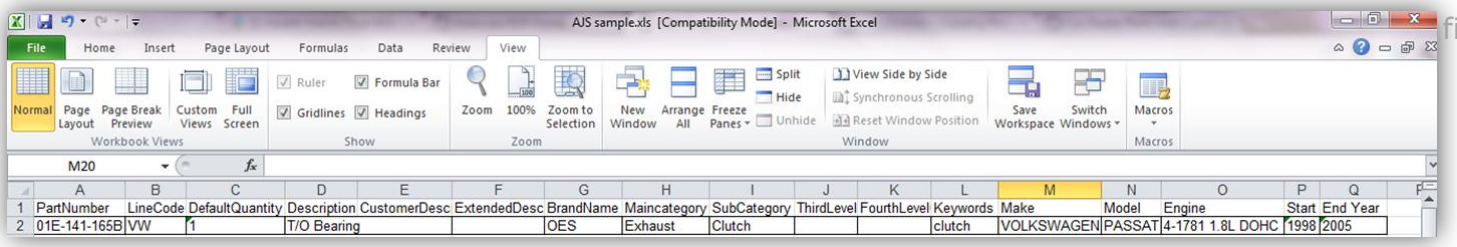

fig.1

2) Below is a brief outline and description of each of these items from left to right:
   a) PartNumber: Enter part number. (required)
   b) LineCode: Enter line code for part item. (required)
   c) DefaultQuantity: Enter the quantity that should be displayed by default on the website results page when this item is returned. (required)
   d) Description: Enter basic product description that is displayed to customers on the parts results pages. (optional)
   e) Customer Description: Enter an additional description that is displayed to customers on the parts results pages. (optional)
   f) ExtendedDesc: Additional description that is italicized on the results pages (optional)
   g) BrandName: Enter manufacturer name for the given part item (required)
   h) Maincategory: First level categorization for all catalog items (required)
   i) SubCategory: Second level categorization for all cataloged items (required)
   j) ThirdLevel: Additional sub-category level that can used to further refine a catalog search (optional)
   k) FourthLevel: Additional sub-category level than can be used to further refine a catalog search (optional)
   l) Keywords: Enter additional terms that users are likely to use when searching for the part. This requires that the SmartSearch application be turned on for your site. Contact customer support to request that this be enabled if desired.(optional)
   m) Make: Provide the applicable make(s) for the part item. If the part fits more than one make a separate line entry will need to be created for each application. (required for application based catalogs)
   n) Model: Provide the applicable model(s) for the part item. If the part fits more than one model a separate line entry will need to be created for each application. (required for application based catalogs)
   o) Engine: Provide the applicable engine(s) for the part item. If the part fits more than one engine type a separate line entry will need to be created for each application. (required for application based catalogs)
   p) Start Year: Provide the earliest year that the part is available for the make/model selected above.(required for application based catalogs)
   q) End Year: Provide the last year that the part is available for the make/model selected above. (required for application based catalogs)