Understanding the Product Details Page
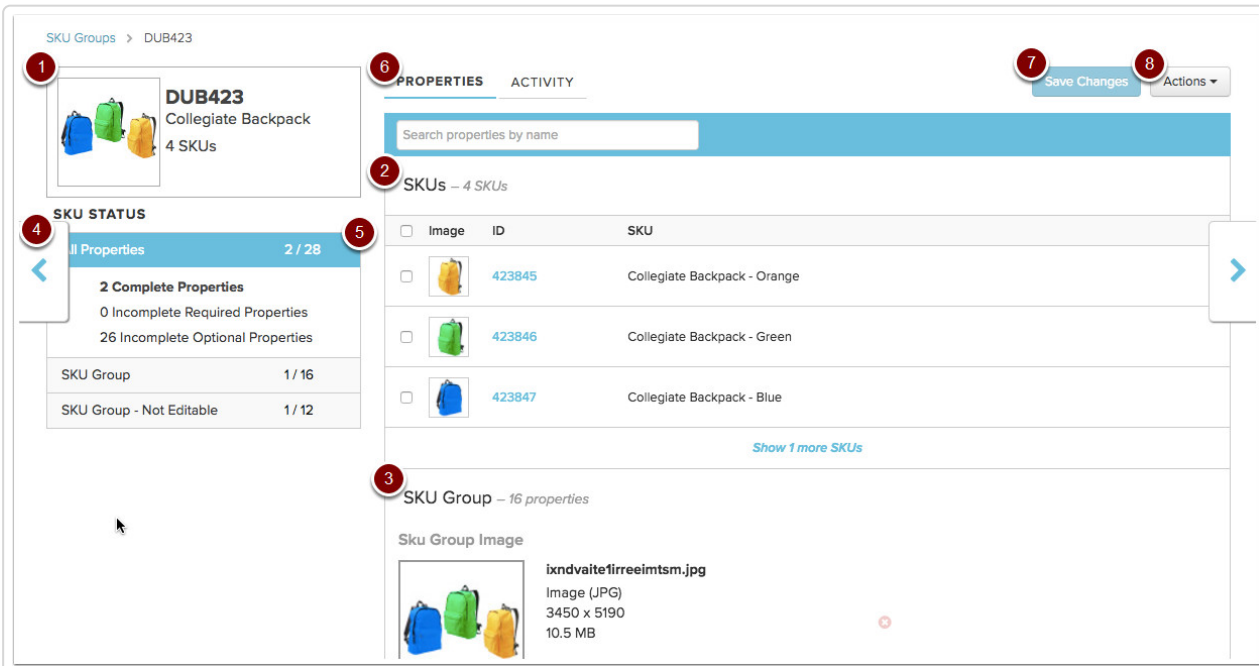
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The product details page is where you'll find all the details about specific products, including publishing status from Essendant after you've submitted products.

You'll view the product details page by either navigating to the product from search or by clicking on a product from the view all products page.

When you first open the screen, you'll see an overview of all the product details about the product.

You'll see two different views, depending on which level of product you're looking at.

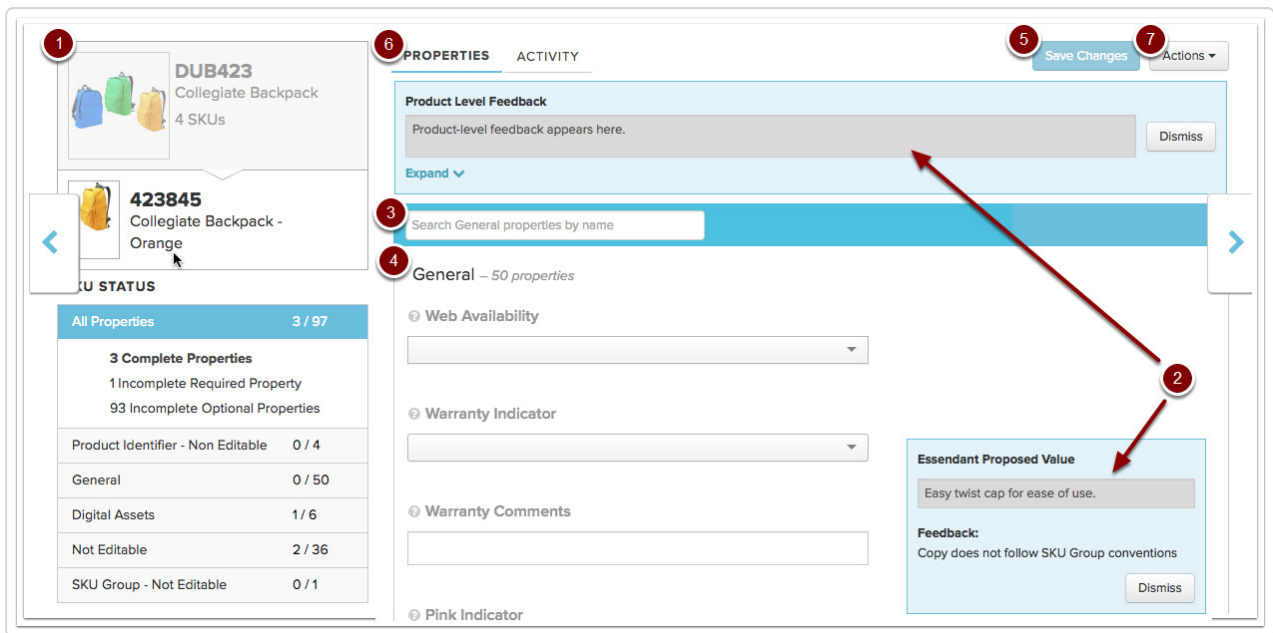# View SKU Group

1. The box on the top left contains the sku group image, ID, SKU group name, and number of SKUs

assigned to the group.

2. The top of the page lists all the SKUs in the group. You can click the ID of any SKU to switch to the product-level view. If there are more than 3 SKUs in the group, click the blue *Show More* link at the bottom to see the full list.

3. Below the list of SKUs in the group are all the SKU group level properties. Making updates an attribute at the SKU Group level will automatically update them across all SKUs in the group.

4. You can navigate to the next or previous SKU group in your list with the forward and back arrows. After saving any updates on the current product, just click the left or right arrow to navigate to other SKU groups.

5. SKU Status gives you a snapshot of how the SKU group level properties compare to Essendant 's requirements.
   - Each header shows how many properties meet requirements to be sent to Essendant .
   - Click to expand a section and see which required and optional properties meet requirements.
   - The default view shows you all SKU group level properties. To see specific types, click on the header. Your properties view will also filter to show only those properties. Click *All Properties* to return to the full view.

6. Click *Properties* or *Activity* to switch between views. Properties is the default overview of the product information you have for this SKU group. Clicking *Activity* takes you to a view of each update that was made to the SKU group properties. You'll see what was changed, who made the update and when the update was made.

7. After editing, click *Save* to save any changes.

8. From the *Actions* menu, you can:
   - Copy - Copy an existing product to base a new product on.
   - Delete - Remove a product from your Salsify.
   - **Add SKU Group to List** - Add a product to a list
   - **Publish SKU Group** - Sends all products in the SKU group to Essendant if they meet all the requirements.

View SKU

1. The top left corner for a SKU shows the SKU group information, then the SKU main image, SKU number and product name below it. Click the SKU group information box to move to view and edit the SKU group level properties.

2. If there's new product feedback available, product-level feedback will appear above the search box, and property-specific feedback will appear to the right of the property.
   - When reviewed, click *Dismiss* in the box to hide it, or *Dismiss All* to remove all new feedback from the current view and *Save* to finalize.
   - Feedback will remain available in the Activity screen.
   - If the property value has changed since Essendant has reviewed it, the value they reviewed will appear beneath the current value.
   - If Essendant changed the value, the new value will appear in the feedback and as the new property value.
   - Begin typing the name of a property in the search for properties box to narrow your view to properties that match what you've typed.
   - All sku-level product properties and their current values will be shown in this section.
     - Properties are grouped by property type.
     - Where available, the ? in front of the property name will indicate any definition or requirements Essendant has provided for the property.
     - Click a property to make edits to the value(s).
   - After editing, click *Save* to save any changes.
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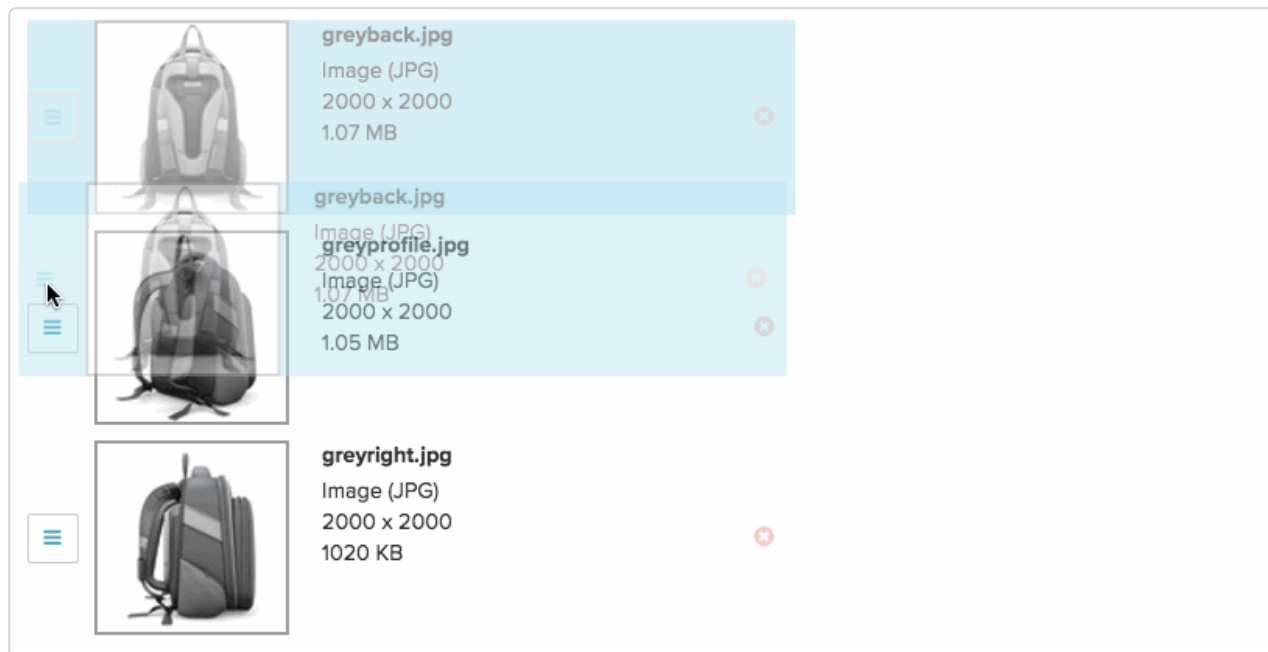
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Drag and Drop Reordering for Multivalue Properties

For properties with multiple values, the order the values are shown in the product details screen is how they will be sent to Essendant . For example, if you have alternate images, the first image will be sent first.

To rearrange your values, you can drag and drop the values into the position you want to send them. Click the icon in front of the value and hold, then drag into the position you want to send it in, then save your changes.

Property Errors

If a required property value is empty, or the value does not meet Essendant requirements, an error will appear for the property.

- If you try to add an invalid value by entering it on the product details page in Salsify, a yellow error will appear at the top of the page, and the invalid value wlll not be saved.

> Request failed: Invalid number value for property MSRP: sdfdf

- If an existing value is invalid, or the propety is required but the value is empty, red text will appear under the property on the product details page.

> ⓘ **RegularPrice** *
>
> At least 1 value is required.

Activity View

1. Each update that's been made to a product's detail will be listed in the *Activity* feed, showing the

user who made the change, the date and a summary of the change. Both your users' updates and Essendant's feedback will be listed in chronological order from the most to least recent change.

2. Click a change to expand and view the details. All properties that were updated in a single save will be listed together, showing the property name, old value and what it was updated to.

   - *No Value* means the property is or was blank.
   - Where Essendant sends back feedback or makes changes, the new property values, comments and status will be shown in an entry here.