

Product Document & Video Links

Overview

If the nature of your business means you've got multiple products that share one document (e.g., a size guide or standard material safety data sheet) or video, use the Product Document & Video Import feature to assign one file to many product codes.

This will not only save you data storage, but it also means you need to update the document or video link (YouTube or Vimeo) just once when there is a change - instead of creating and uploading a separate file or link for every product individually.


For example, a site sells apparel. There is one size guide PDF for women's shirts, another for men's, another for kids'. Ideally, each size guide is uploaded *just once*, then associated with every applicable shirt's product page. Or if there is a video relevant to more than one product, it can be bulk-uploaded and associated with relevant products. Video are displayed and played in the product gallery.

On this page:

- [Overview](#)
- [Step-by-step guide](#)
 - [Prepare your CSV file](#)
- [Additional Information](#)
- [Related help](#)

Dickies Ladies Oxford Weave Long Sleeve Shirt

Product Code: CV143



\$36.99 inc GST


-+

[Add to cart](#)

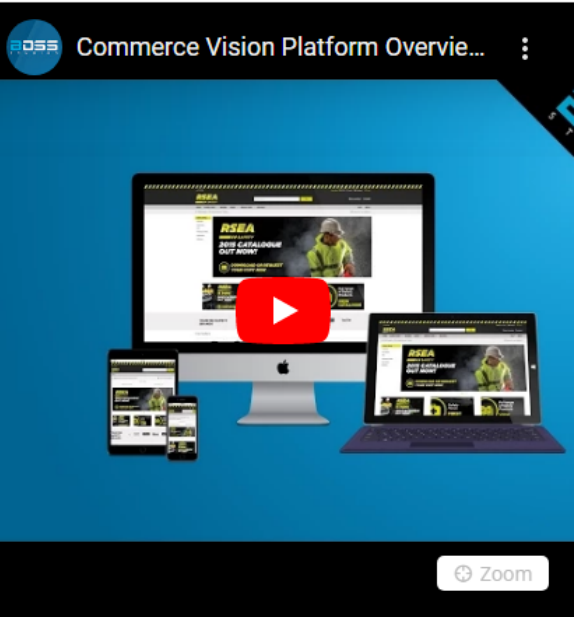
Technical Specifications


Brands Dickies

[Documents](#)

 Size guide

136.4 KB





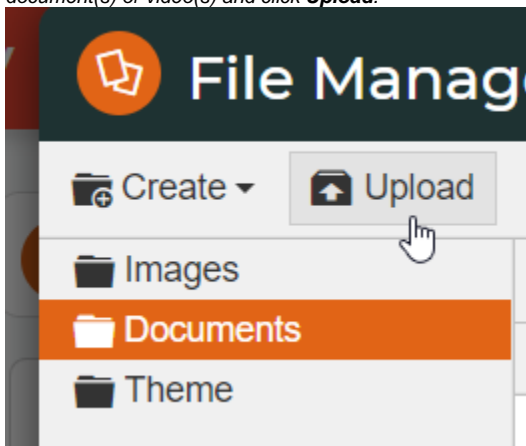
Step-by-step guide

Here's how to use Product Document Import.

Prepare your CSV file

1. If your document file(s) haven't already been uploaded to the CMS, do this first. To check the settings and document file types, see: [Product Documents](#).

Go to **File Manager**, select the **Documents** folder and go to the correct sub-folder. Click **Upload**, browse to your document(s) or video(s) and click **Upload**.



2. Next, get your CSV file ready. You can download an example template on the import page, or use this one - [product-document-example.csv](#).

3. Check the CSV file has 5 columns:

Column A - ProductCode: Product code a document/video is for in this import.

Column B - Label: Text the user clicks to open the document/video. Example: "Size guide"

Column C - Path: Path to document on website. Use folder path + file name. Example: "/Documents/Size-Guide-Womens.pdf". For a video, just enter the Video ID, e.g., 3kN8n-ZavKg

Column D - Tag: (optional) Words you want to associate with this product and document combination. Tags can be used as a filtering device in the [Product Documents Widget](#) on the product page.

Column E - Type: File type: document, Vimeo or YouTube.

If you have more than one tag for a product document, separate each one with a comma. **Example:** shirts, womens

	A	B	C	D	E
1	ProductCode	Label	Path	Tag	Type
2	CV143	Size guide	/Documents/Size	shirts, women, fema	document
3	CV183	User Help	3kN8n-ZavKg		youtube
4					

4. Save your file in .csv format.
5. In the CMS, go to **Products & Categories** **Product Document & Video Import**.
6. In **Default Media Type**, enter the default media type for this download. If no 'Type' is entered for a product in the CSV file, this default is used.
7. If tags are used, in the **Default Tag** dropdown, select an existing tag to use for this import.



If you do not choose a default, you'll need to make sure the 'Tag' column is populated for every item on your spreadsheet.

File Upload

Import Product Document Data

Default Tag

** No Default Tag Selected ** Must be in CSV to import.

Import Type *

Append

ⓘ Adds documents in the import file to existing products.

Select files...

8. Select the **Import Type** you're after:

Append - Adds documents to the products on the CSV file, but does not affect existing product docs **IMPORTANT-** Make sure there are no duplicate lines in the CSV file or that the product does not already have this file as this will result in duplicate document links in the product's page.

Overwrite - Replaces existing documents on products in the file with the new documents specified. It will only do this where the tag on the existing document matches what is on your CSV file (or the default tag if none is specified on the spreadsheet). **NOTE** - Duplicate lines will be skipped and noted in the Import Log. We will not cancel the import.

Delete - Removes all existing specified documents. Here you can choose to delete by tag (where there is a match), or by file path (where there is a match)

9. Click '**Select files**' to browse to your saved CSV. Once you select the file, the import will begin automatically.

10. When complete, the Import Log shows the results of your import, including any errors.

The screenshot displays the 'Product Document Import' window. At the top, a green banner indicates 'Import Successful' with a checkmark icon and the text 'Product Document information has been successfully imported'. Below this, a message states '** No Default Tag Selected ** Must be in CSV to import.' The 'Import Type' dropdown is set to 'Append'. A file selection box shows a file named 'product-document-sample-data.csv' (0.16 KB) has been selected. At the bottom, the 'Import Log' section shows a single entry: 'Import Successful'.

Additional Information

Minimum Version Requirements	**.*.*
Prerequisites	--
Self Configurable	Yes
Business Function	Products & Categories
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- [Custom Fields](#)
- [Customisation Resources](#)
- [Settings and Functions Available in the PRONTO Order and Receipt Import Program](#)
- [Product Features](#)
- [Default Product Image in a List](#)