

## KEY ICONS for RepSpark:

### PRODUCTS PAGE



#### EXCEL IMPORT/EXPORT

You are able to download an excel order template and import or export the order. This is helpful for Customers who utilize excel sheets for their order processing.



#### GRID VIEW / LIST VIEW

You can toggle back and forth to view the Products either as the product images larger in a grid, or showing the Products listed out with more information and ability to select the sizes and quantities without clicking into the Product.



#### ADDING TO CART

Once you started your order, you will be able to add Products to your cart when this is selected.



#### CART TOTAL

This is located on the top right corner of the page and will inform you how many Units and Styles are in your cart currently and when selecting, this will direct you straight to your cart.

### CATALOGS/ASSORTMENTS



#### REDIRECT TO HOME PAGE

This will direct you back to your Branded Landing Page or Product Page when BLP is not Active.

**My Creations (0)▼**

**CREATE CATALOGS**

When in your Assortment, you can view and create your Catalogs with the products selected.



**Favorites**

**CREATE FAVORITES**

When in your Assortment or Catalog, you can view and create your favorites with the products selected.



**Display Options**

**(ADMIN ONLY)**

This will allow you to Hide pricing (wholesale/retail) to specific Roles and display different pricing tiers.



**All**

**REDIRECT TO CATALOGS/ASSORTMENTS PAGE**

This will redirect you back to see ALL the catalogs and assortments.



**Embed code**

**EMBED CODE INFORMATION**

This will provide you with the Image and link needed to embed assortments.



**Excel Export**

**EXCEL ORDER FORM**

This will generate the excel order form with the selected products in the catalog and assortment that can be turned into an order which will populate in MY ORDERS.



**Share**

**EMAIL ASSORTMENT**

This will allow you to share your assortment as an email.



**ADD TO FAVORITES**

This will give you four options when you 'favorite' a product.



### **#1 YOU KINDA LIKE**

This is for the products you kinda like.



### **#2 YOU REALLY LIKE**

This is for the products you really like.



### **#3 BOOKMARK THE PRODUCT**

This is used as a way to mark products for an event or something specific that you define.



### **#4 NOTES FOR THE PRODUCT**

This is used when you want to write down any notes or thoughts that you have regarding the product.



### **SHOW/HIDE CATALOG TOOLS**

When selected, this expands and shows all the catalog tools. When selected to collapse, it hides the tools and makes the page look minimal.



### **EMAIL CATALOG**

This will allow you to share your catalog as an email.



### **DOWNLOAD TO PDF**

This will download the catalog into a PDF file.



### **SET PERMISSIONS - (ADMIN ONLY)**

This will allow you to set the permissions of who can view the catalog and who can edit the catalog. This also is where you can generate a Global Link to send.



### **SINGLE PAGE VIEW**

This will take the catalog into a single page view. This is helpful when viewing the catalog on your mobile phone or tablet computer.



### **CATALOG VIEW**

This will show the catalog with side by side pages resembling you flipping through the pages. This is helpful when you have a Featured Page paired with a Product page to showcase your product with Marketing.



### **FULL SCREEN**

This expands the Catalog to Full Screen.



### **EXIT FULL SCREEN**

This exits out of Full Screen.



### **EMBED CODE INFORMATION**

This will provide you with the Image and link needed to embed catalogs.



### **DUPLICATE CATALOG**

This will create another catalog. This is helpful for when you want to tailor a catalog for a different customer, or add/remove products to an existing catalog.



### **DELETE CATALOG**

This will remove and delete a catalog.



### **OPEN TABS**

This will open up and show you all the tabs that were created in the catalog. This is helpful to quickly jump to a specific area in your catalog.



### **GO-TO PAGE**

You will be able to type in what page you want to go to. It also shows you what page you currently are on.



### **Products**

#### **PRODUCTS VIEW**

This will only show you the products in the Catalog. This is a clean way to view just products and not marketing elements.



### **Showroom**

#### **SHOWROOM VIEW**

This will showcase any videos that were uploaded and associated with products in the catalog.



### **SEARCH BAR**

This will allow you to search for any products that are in the Catalog.