

# How to Upload Brand Images

GTP iCommerce instructions on how to upload images in the correct .jpg format



# Login into the CMS

- Go up to the second tab, 'called images'
- Click on the Edit brand images in the drop down menu
  - (Under the Category and brands subheading)

# Go to the images drop down menu

The screenshot shows the gtp icommerce admin interface. The top navigation bar includes 'Products', 'Images', 'Orders', 'Reports', 'Affiliate', 'Contacts', 'Emails & SMS', 'Web Pages', 'Config', and 'How To's'. The 'Images' menu is open, showing a 'Product Images' dropdown with the following options:

- Manage Images
- Products with No Images
  - List All Products
  - List Active Products
  - Edit Default Image
- Other Images
  - Watermark Image
  - Stationary Images
  - Invoice Image
  - Checkout Image
- Category and Brands
  - Edit Brand Images
  - Edit Category Images
  - Edit Subcat Images
  - Edit Sub-subcat Images
- Misc Field Options
  - PDF File Name
  - Brochure Page
  - Super Category

A red arrow points to the 'Edit Brand Images' option. A yellow callout box with the text 'Select the edit brand images' is positioned over the 'Edit Brand Images' option. Below the menu, a list of brand images is displayed, each with a 'Change Image' button. The brands shown are Aussie Kings, Aussiepacific, Australian Spirit, Beacon, BeSeen, Bisley Workwear, Be Collection, and Be Corporate. A notification box at the top right of the main content area reads: 'Is your image not changing after you have uploaded it? Press the 'Shift' key and right click in the window (where there is white space) and choose 'This Frame' > 'Reload Frame' for Firefox or hold down the 'Ctrl' key and right click in the window and choose 'Refresh' for Internet Explorer to view the correct image.'

# Select a brand that you want to upload an image for

gtp iCommerce

Logged in hotcotton - 20<sup>th</sup> March, 2014 - 13:44:56  
You are using Chrome Version 33.0.1750.154 on Windows

Products Images Orders Reports Affiliate Contacts Email & SMS Web Pages Config How To's Help Logout

iCommerce LIST BRAND IMAGES

Category Images | Brand Images | All Subcat Images | Sub-subcat Images  
No Image Graphic | Watermark Image | Stationary Images | Checkout Header

Is your image not changing after you have uploaded it?  
Hold down the 'Shift' key and right click in the window (where there is white space) and choose 'This Frame' -> 'Rebad Frame' for  
Firefox or hold down the 'Ctrl' key and right click in the window and choose 'Refresh' for Internet Explorer  
to view the correct image.

**Please Note:** The background colour of th image will appear black, but has only been enhanced for displaying purposes

To view your product images click on a category image. If there is no category image you can:  
Upload one to represent that category or  
Click on the broken image to get to your product images.

Change Image

HotCOTTON  
\* Jenny Bobbin  
Change Image

Aussie Chef  
Change Image

HotCOTTON  
\* Johnny Bobbin  
Change Image

HotCOTTON  
Ausseapacific  
Change Image

spirit  
Australian Spirit  
Change Image

HotCOTTON  
Beacon  
Change Image

HotCOTTON  
Beaen  
Change Image

Bailey Workwear  
Change Image

Be Collection  
Change Image

Be Corporate  
Change Image

Click change image

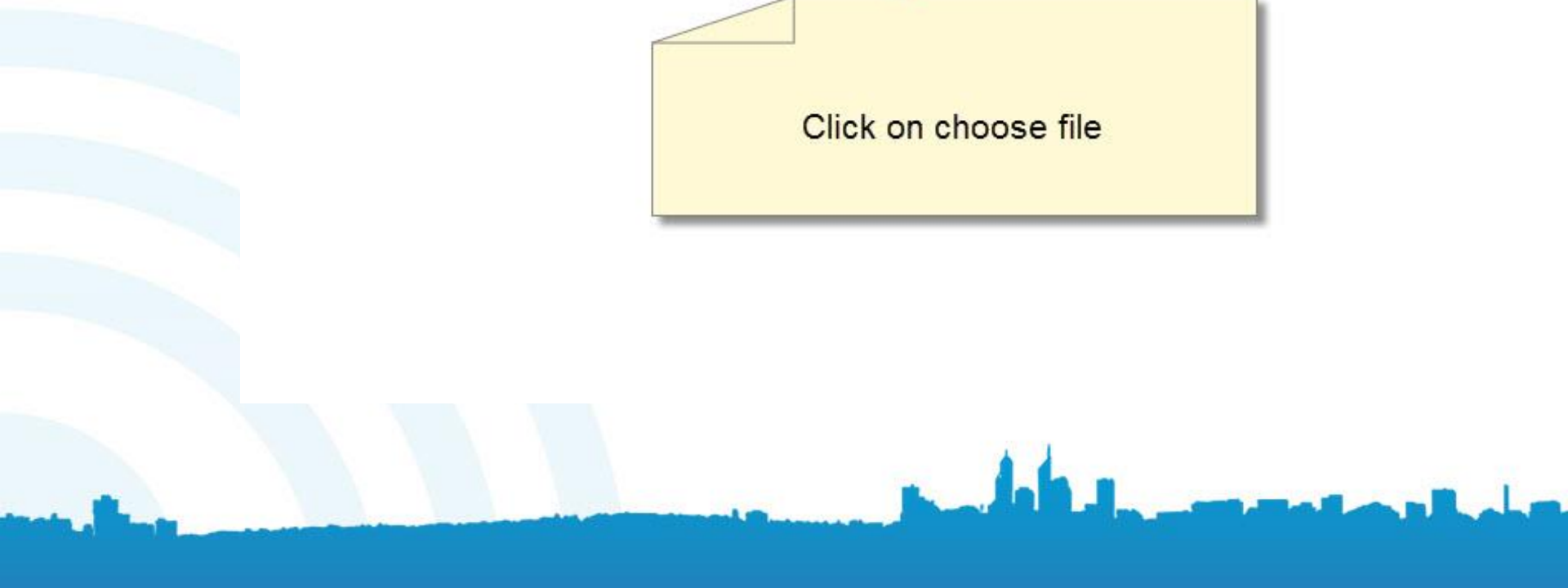
# Select choose file to get a image



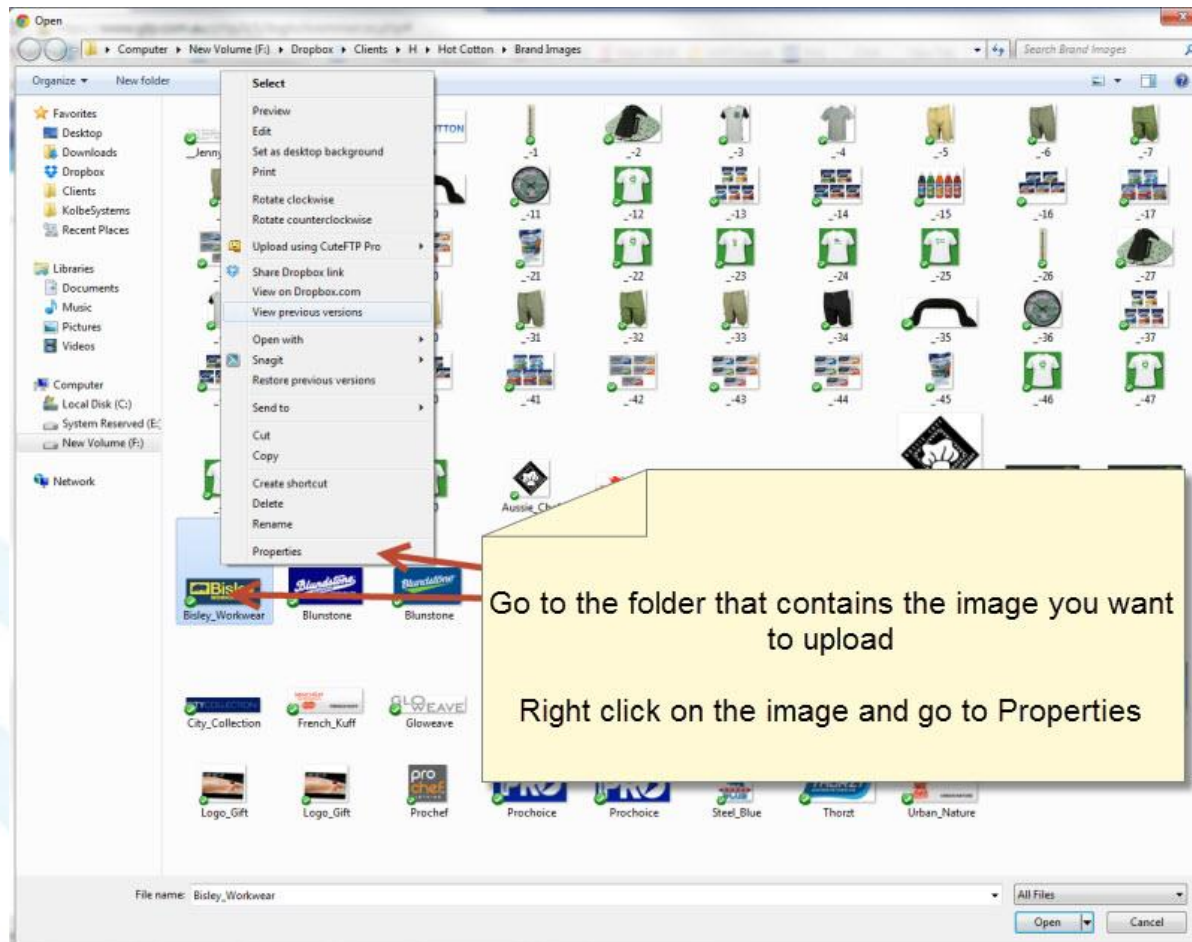
## Add/Update Brand Image

Choose File:  No file chosen

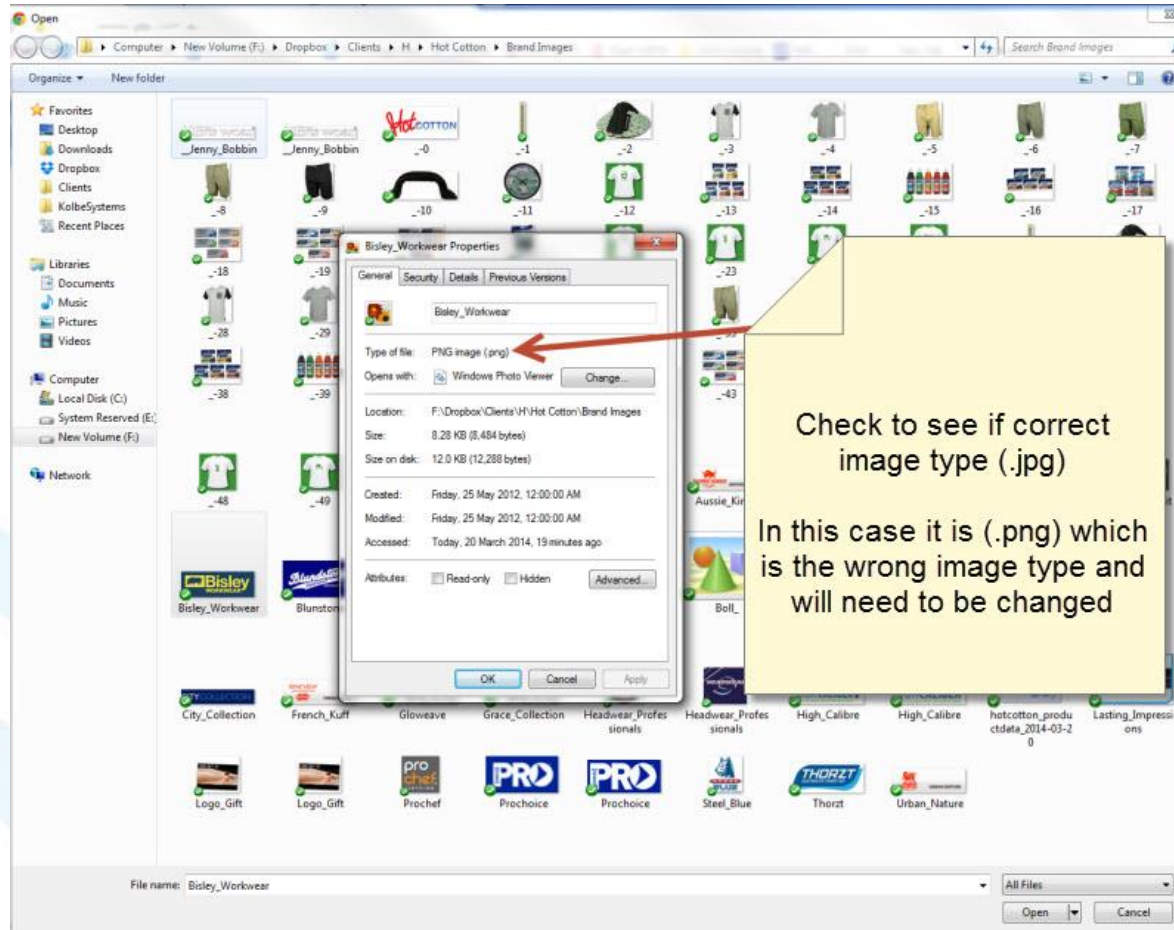
Click on choose file



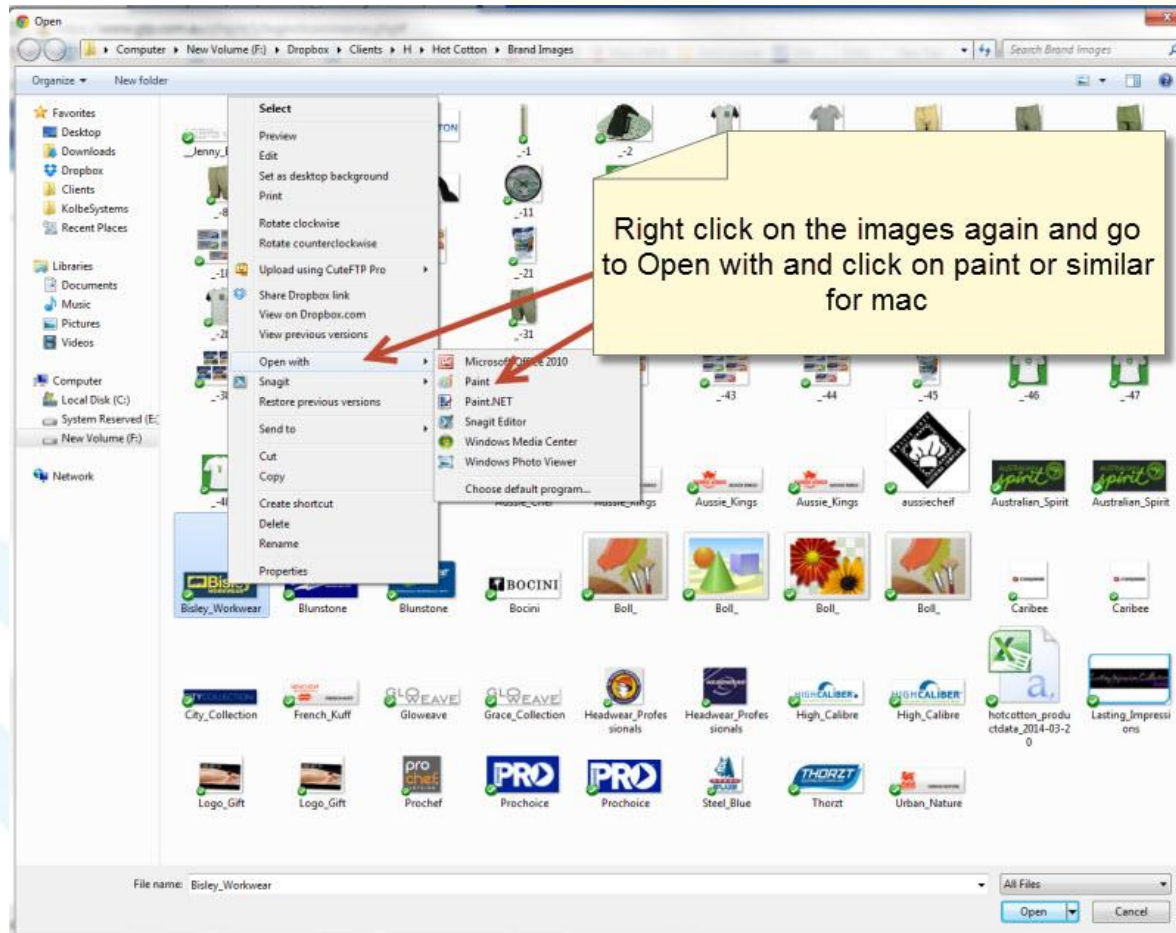
# Select a image from the appropriate file – check the image type



# Needs to be .jpg image type

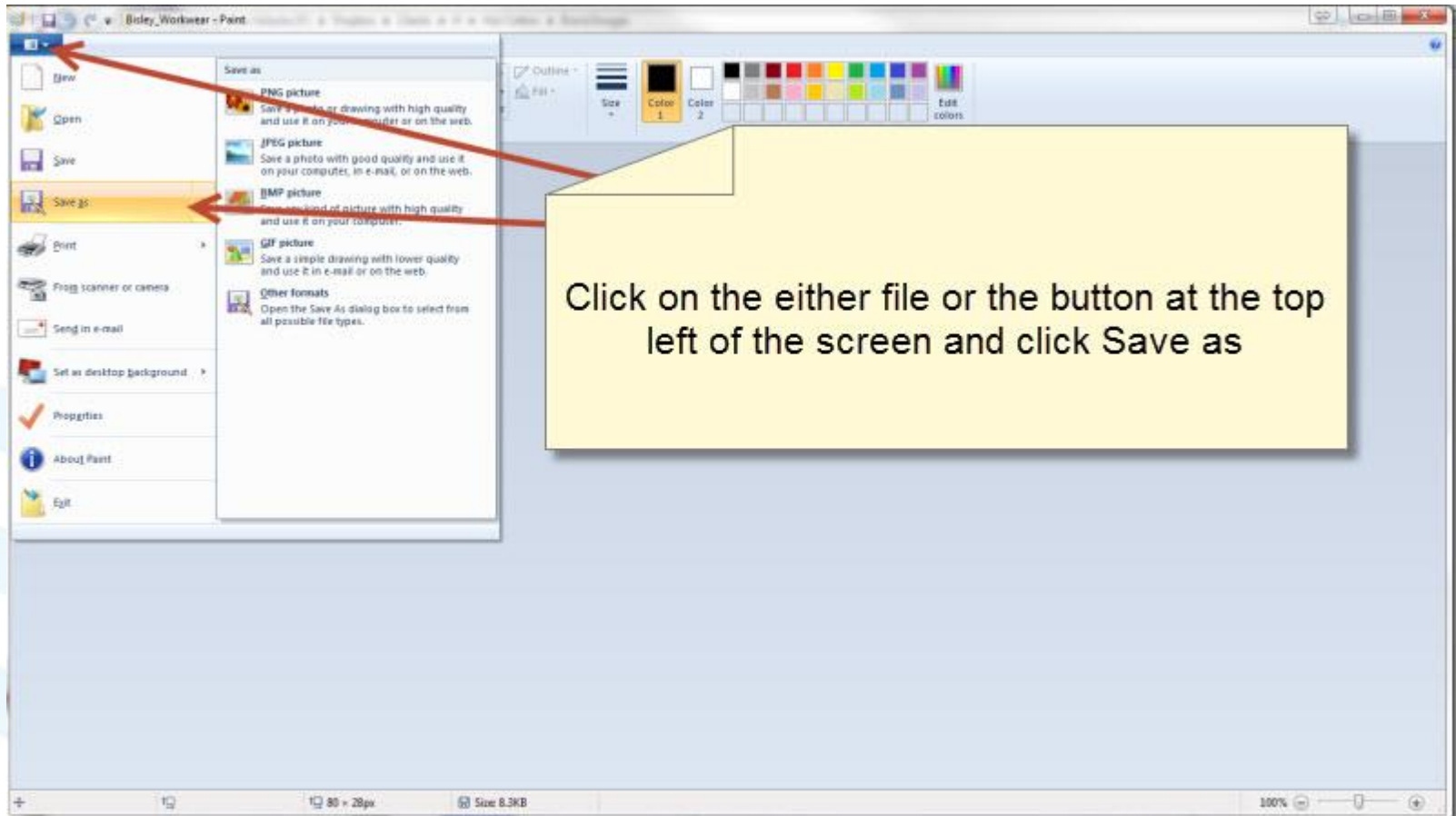


# Changing Image type – can use paint

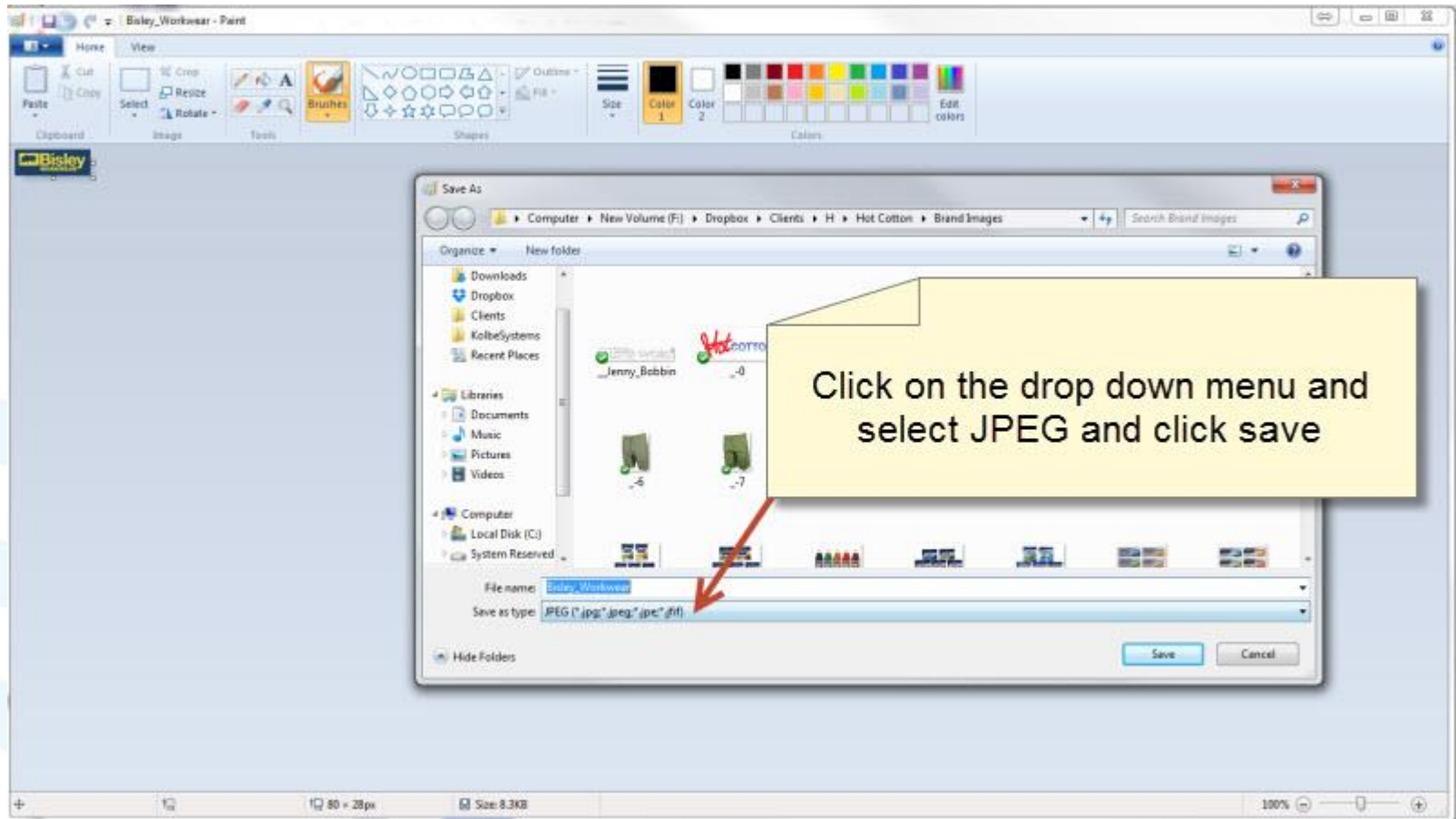




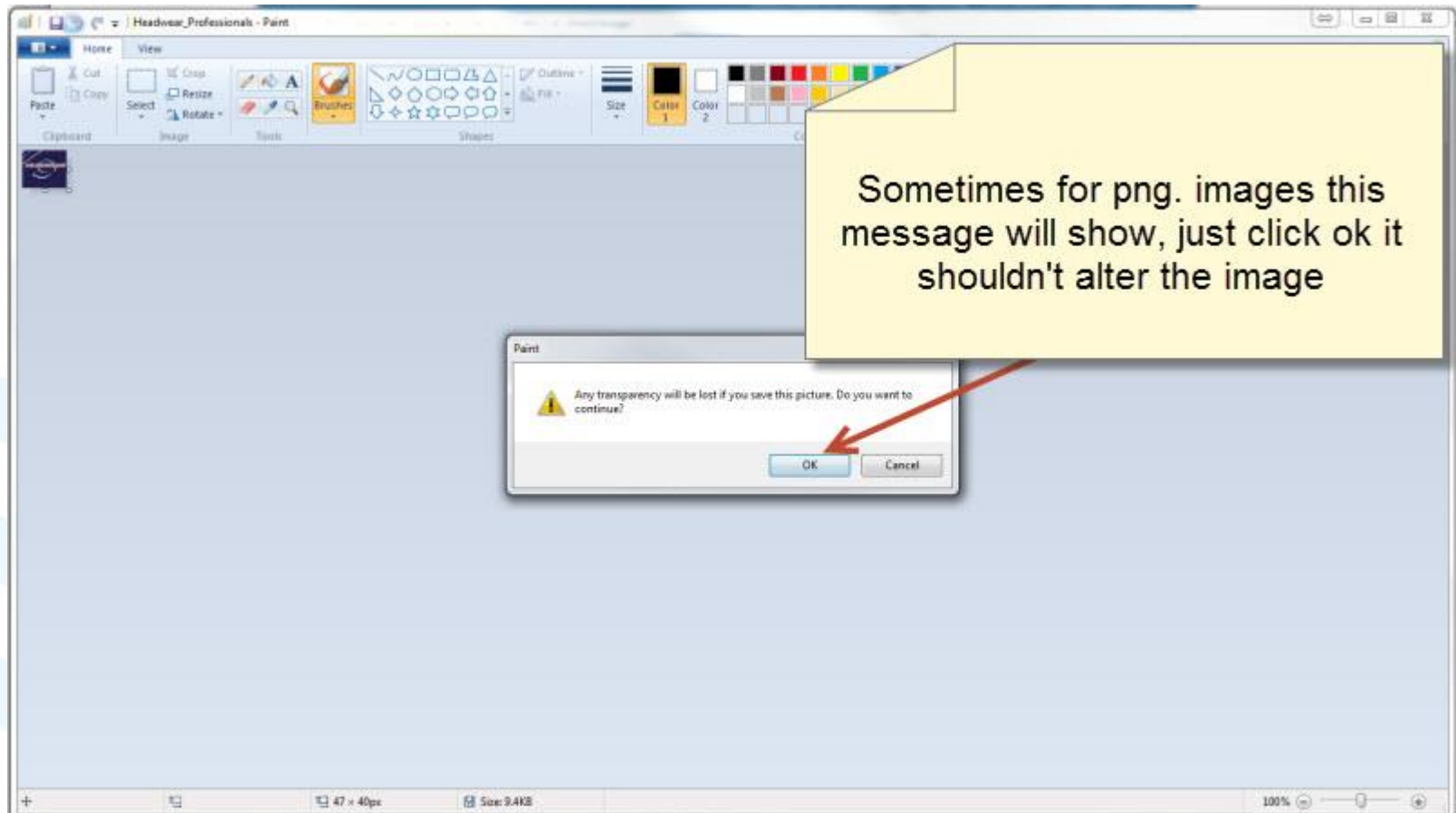
# Click Save as



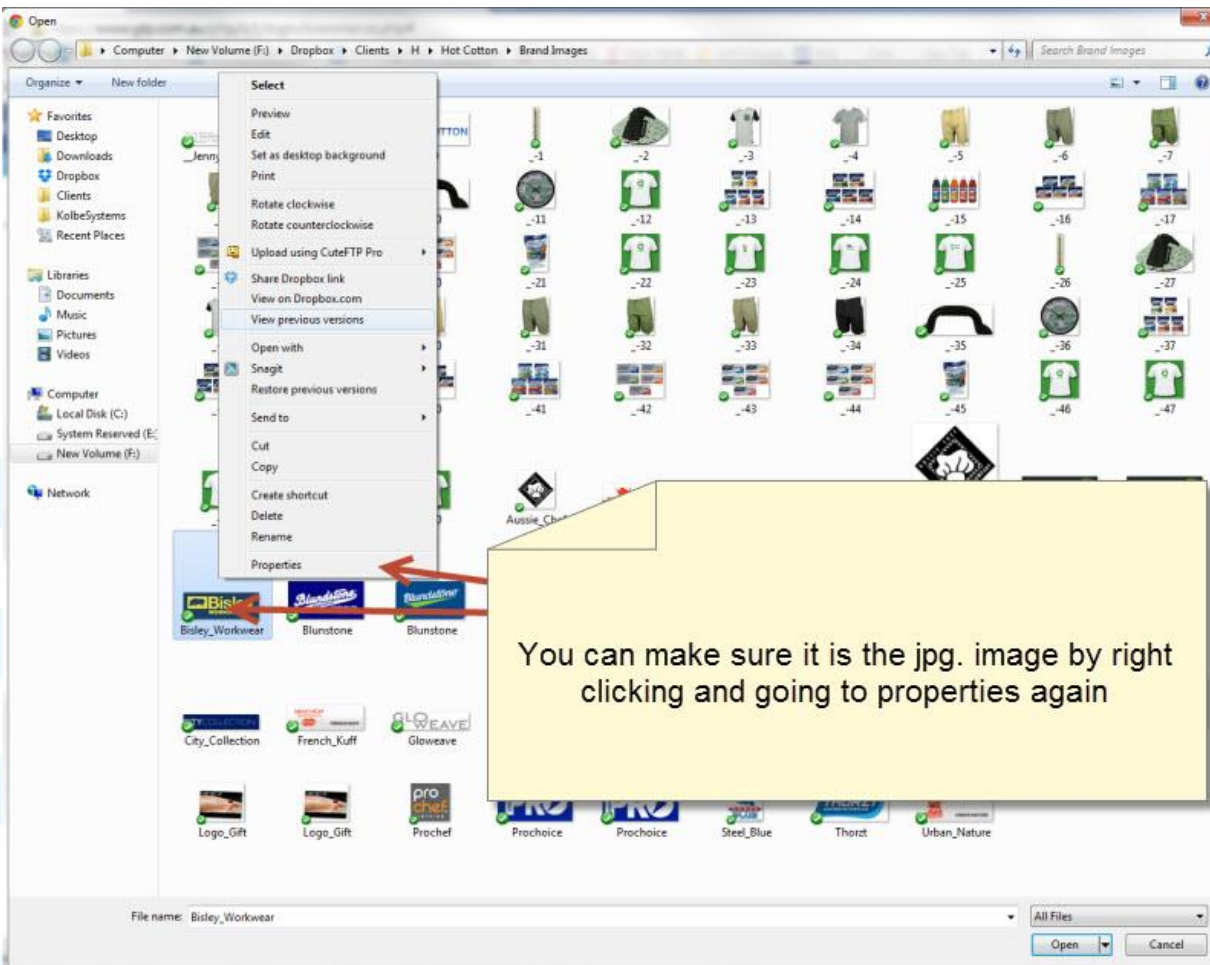
# Change to JPEG in the 'Save as type' drop down menu



# Click yes

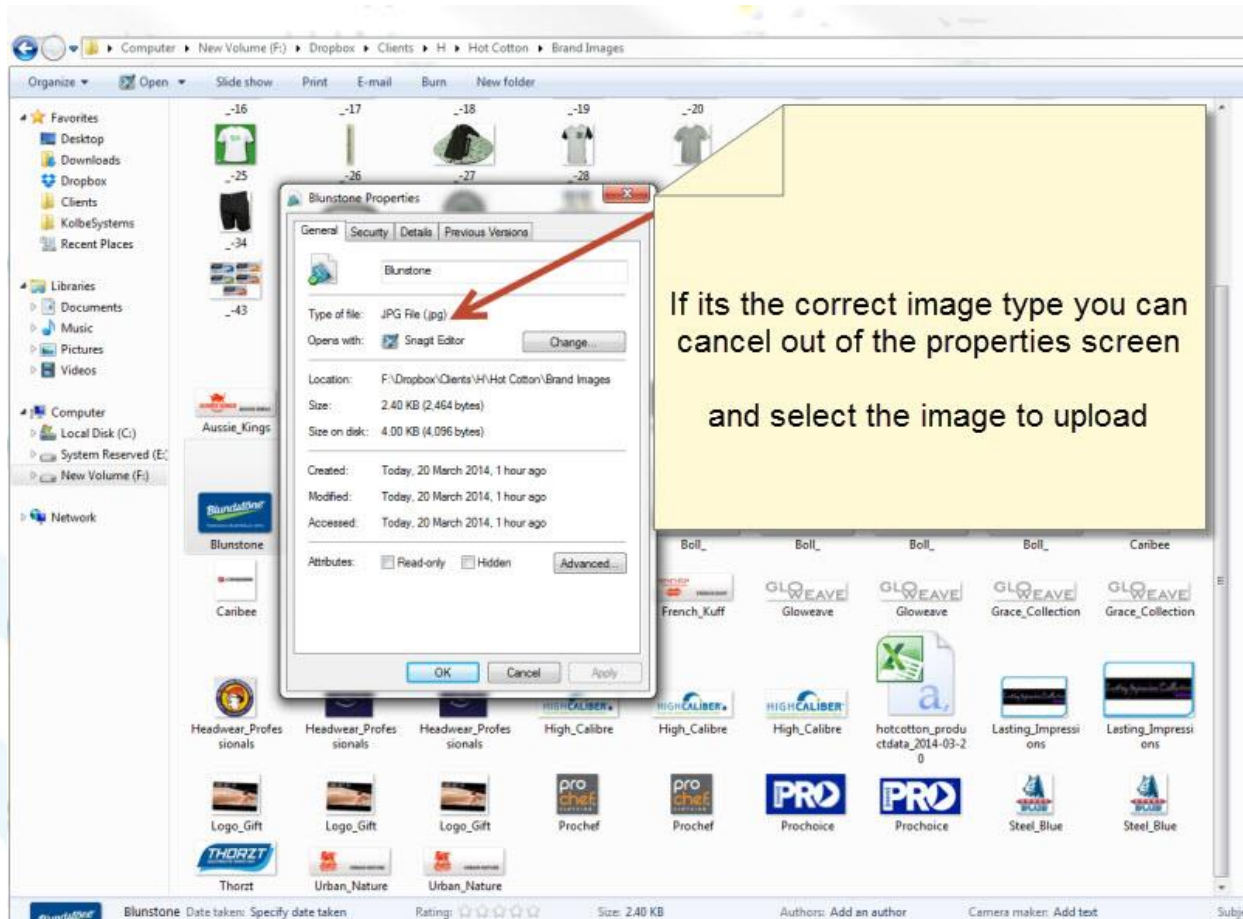


# Go back to the image selection screen and select the new .jpg type



- Close paint and go back to the image selection screen
- You should see the new jpg image being displayed

# Select the image



# Upload image



The screenshot displays the iCommerce administration interface. At the top, a navigation menu includes links for Products, Images, Orders, Reports, Affiliate, Contacts, Emails & SMS, Web Pages, Config, and How To's. The main content area is titled 'Add/Update Brand Image' and contains a 'Choose File:' label, a 'Choose File' button, and an 'Upload' button. A red arrow points from a yellow callout box to the 'Upload' button. The callout box contains the text 'Click the upload button'. The text 'IMAGE FO' is partially visible on the right side of the interface.



# Image Uploaded

Hold down the 'Shift' key and right click in the window (where there is white space) and choose 'This Frame' > 'Reload Frame' for Firefox or hold down the 'Ctrl' key and right click in the window and choose 'Refresh' for Internet Explorer to view the correct image.

**Please Note:** The background colour of th image will appear black, but has only been enhanced for displaying purposes

To view your product images click on a category image. If there is no category image you can:

Upload one to represent that category or  
Click on the broken image to get to your product images.

Once uploaded the image should be displayed in the brand images, and on the website



# Check the website for the new brand images

The screenshot displays the Bisley Workwear website interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Site Map, View Basket, View Quote, and Checkout. Below this is a banner for 'Hot COTTON' with the phone number 1300 888 546. The main navigation menu includes categories like UNIFORMS, PROMOTIONAL PRODUCTS, DIGITAL PRINT, SIGNAGE, and GRAPHIC DESIGN. The page content is divided into several sections:

- Left Sidebar:** Contains navigation menus for 'Uniforms & Clothing' (Chef Wear, Clothing, Hats, Hospitality, Workwear), 'Safety Items' (Boots, Safety Products), 'Promotional Items' (Bags, Promotional Products), 'Print & Signage' (Hot Printing, Hot Signage), 'Buy Specials' (Clearance, Special Offers), and 'Buy Gifts' (Personal Gifts, Parties & Events, Clubs & Functions, Corporate Gifts).
- Main Content Area:** Titled 'Search Results', it lists three workwear items:
  - 'Bisley Workwear' Hi-Vis Shir... (S-BS-CBS6...)
  - 'Bisley Workwear' HiVis Polarfleece 2 Tone Long Sleeve Jumper (F-BS-BK6353)
  - 'Bisley Workwear' HiVis Polarfleece 2 Tone Long Sleeve Zip Pullover (F-BS-BK6889)Each item includes a product image, a price field, and options for Colour, Sizes, Application, and Quantity. A yellow callout box with the text 'Uploaded images' and a red arrow points to the Bisley logo on the right side of each product listing.
- Right Sidebar:** Contains utility sections: 'Quick Find' (search bar), 'Member Login' (Email Address, Password, Remember Me), 'Email List' (newsletter sign-up), and 'Featured Products' (showing a 'Love' T-shirt).



# End of Presentation

- GTP iCommerce Support
- Email [support@gtp.com.au](mailto:support@gtp.com.au)
- <http://gtpsupport.gtp-icommerce.com.au>
- Ph: 1300 853 533
  
- [www.gtp-icommerce.com](http://www.gtp-icommerce.com)
- [www.gtphub.com](http://www.gtphub.com)

