Add New Product

Enrich New Product

Edit Existing Product

 Change to Sale

 Change to Discontinued

Add/Edit Product Categories

Add/Edit Product Sub Categories

Add/Edit Color Categories

Add/Edit Fabric Categories

Add/Edit Size Scales

Add/Edit Care Groups

Product File

Pass list of new/discontinued products on to John Olsen

Submit list of ‘out of the norm’ swatches (if any) for John to associate with new products

Review product file for new products/discontinued, making sure correct image shows for style

Use file for search engines and customer requests

Search Engines

Submit Product file or Site-specific file

Submit product images/swatches

Submit list of discontinued products to be removed

Submit digital catalog if required

Review/Verify products