SSL Product Image Upload Module

February 21st, 2024

Agenda

- Overview

- Accessing the Image Upload Module

- Image Upload Module Dashboard

- Individual Image Uploads

- Bulk Image Uploads

- Review Process and Timing

Introductions

Presenter

Aaron Feldman
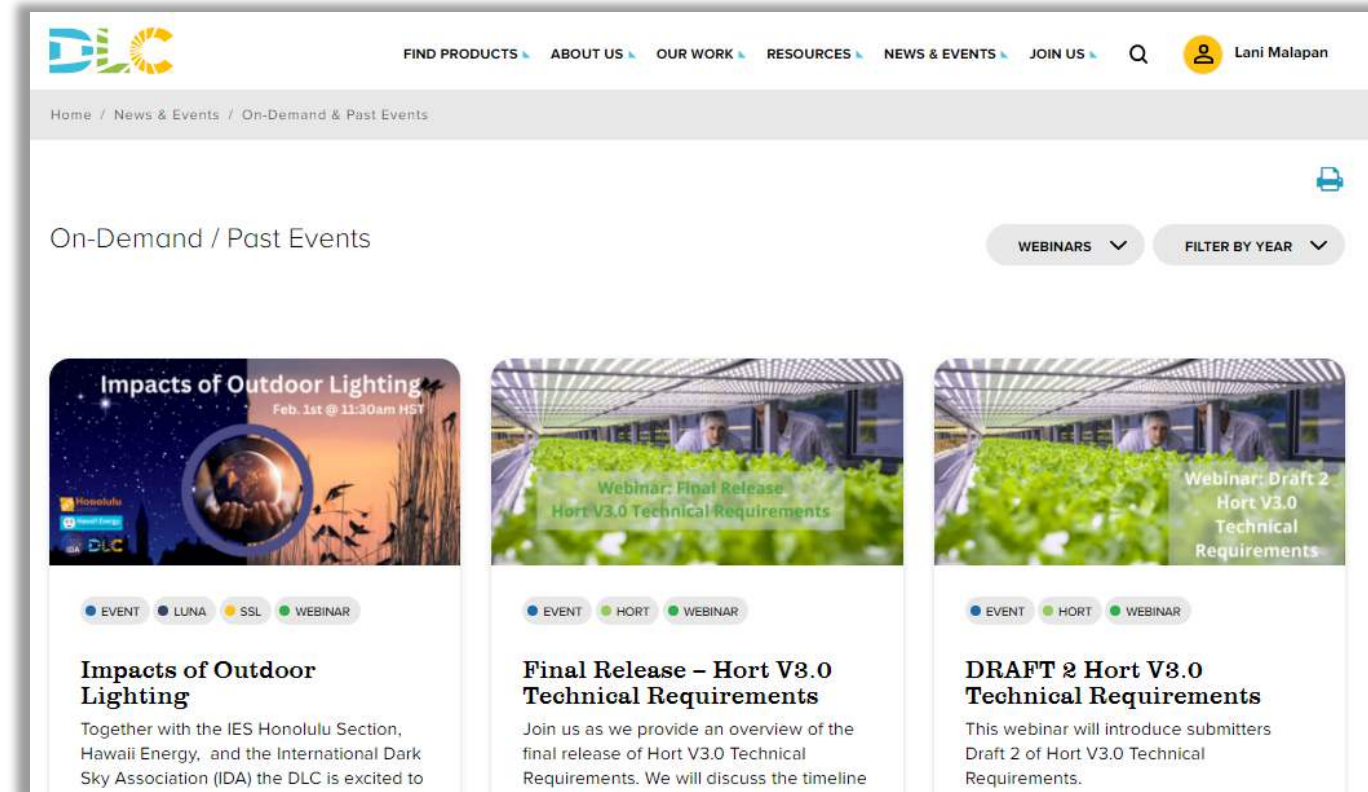*Senior Technical Operations Manager*

Q&A Support

Andre Cruickshank
Technical Intern

Adrian Martin
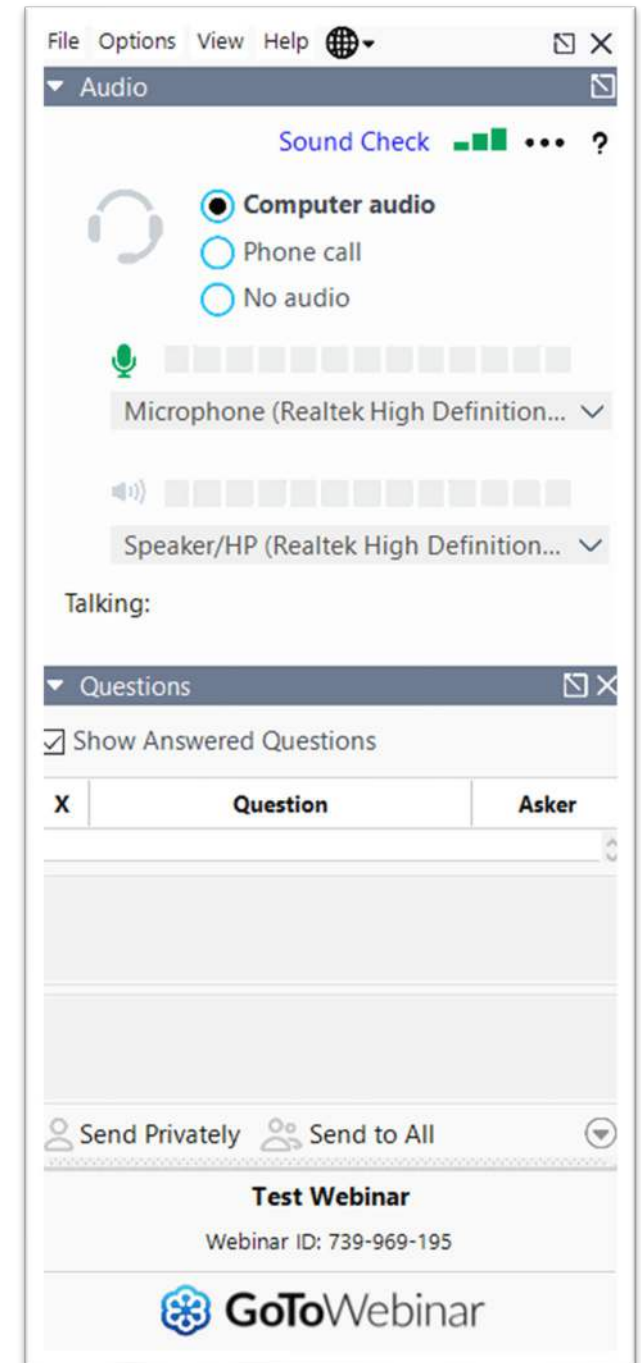*Technical Analyst*

Webinar Logistics

- Slides and webinar recording will be posted shortly after today's presentation [here](#)

- All attendees are muted, if you experience technical issues, please use the Chat feature to let us know

Questions and Answers

- Q&A will be held at the end of the webinar.

- But please enter your questions as they come up into the "Questions" pane in GoToWebinar.
  - Questions will be answered as they come in via the Questions pane
  - Some questions will be answered aloud (anonymously) at the end during the Q&A session

Overview

Overview

- In December 2023, the DLC announced the release of the SSL Product Image Policy

  - Manufacturers can now associate images for their products to display on the QPL
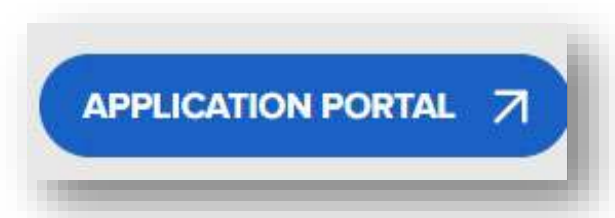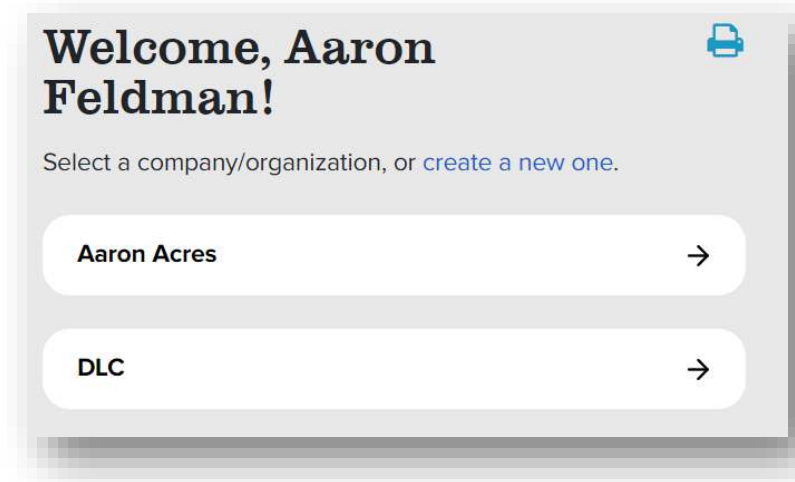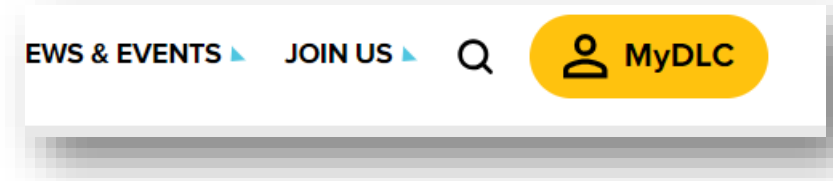
  - Optional

  - No fee

Accessing the Image Upload Module

Logging into Application Portal

- Image Submission Module is housed on the application portal used for product qualification

- Click onto the MyDLC to login, select a manufacturer, and click into the application portal.

- For troubleshoot please review the [Account Roles Resource Guide](#)

Accessing the Image Upload Module

- The image upload module can then be found on the menu to the left

Selecting a manufacturer

- After clicking "Upload Product Images", you must select a manufacturer

- List will reflect the associated manufacturer to your account

- Click on the appropriate manufacturer for your image submissions

SELECT MANUFACTURER

Images are managed on a per-manufacturer basis. You have access to the following manufacturer(s) in MyDLC:

DLC

ELC 16

ELC 17

ELC 18

ELC 19

ELC 20

Dashboard

Image Upload Module Dashboard

- Image upload instructions can be found on the right side of the page

- Progress Tracker

- Dynamic List of manufacturer's products, images, and image status

- Two methods to upload images

  - Individually

  - Bulk

Individual Image Uploads

Individual Image Uploads

- Select the product from the dashboard
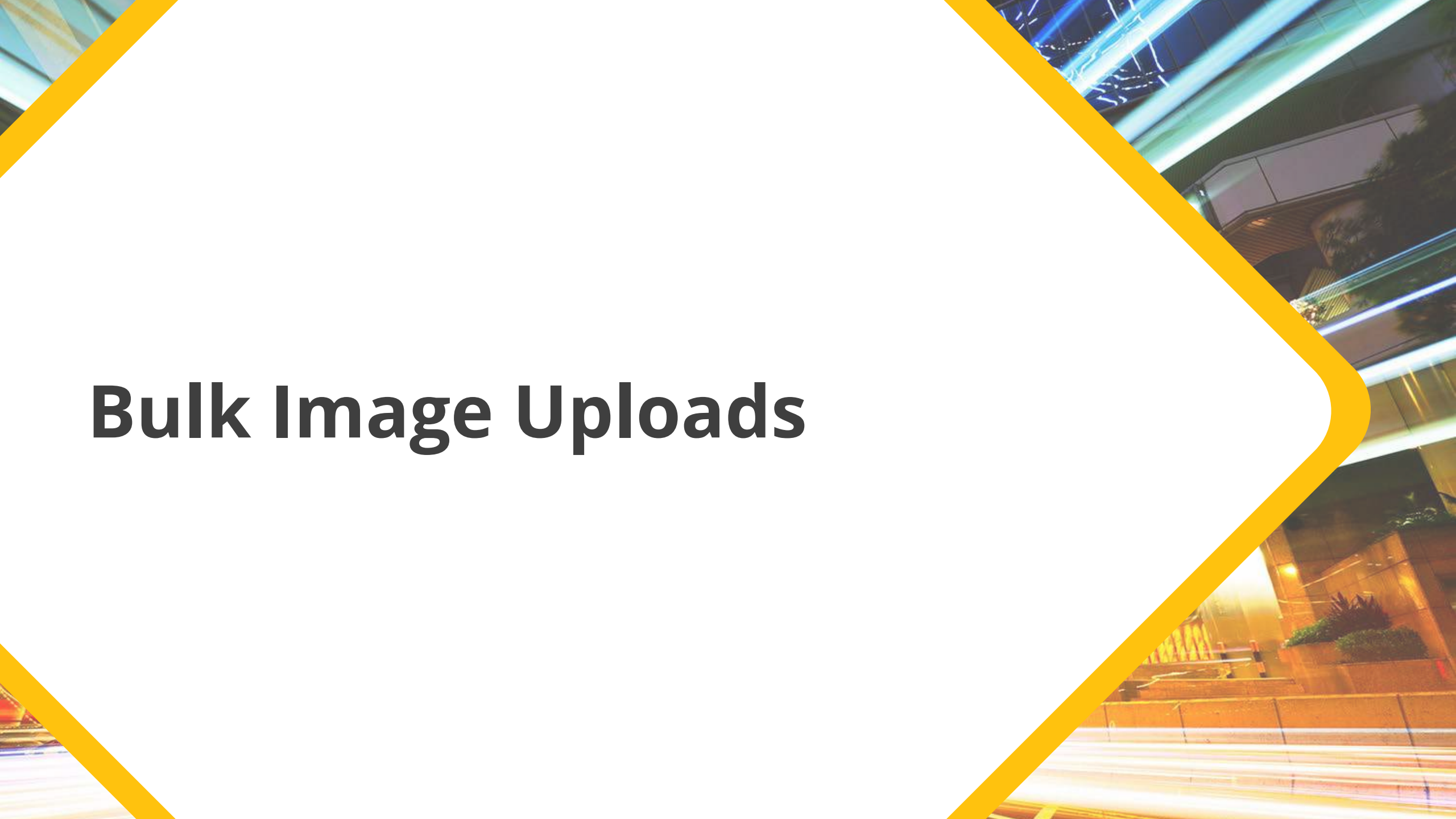- Hit "Choose file" and select an image

Individual Image Uploads

- Once your Image is selected, hit the blue upload button

- Will be displayed on the product's page

- Status will change to "Submitted"
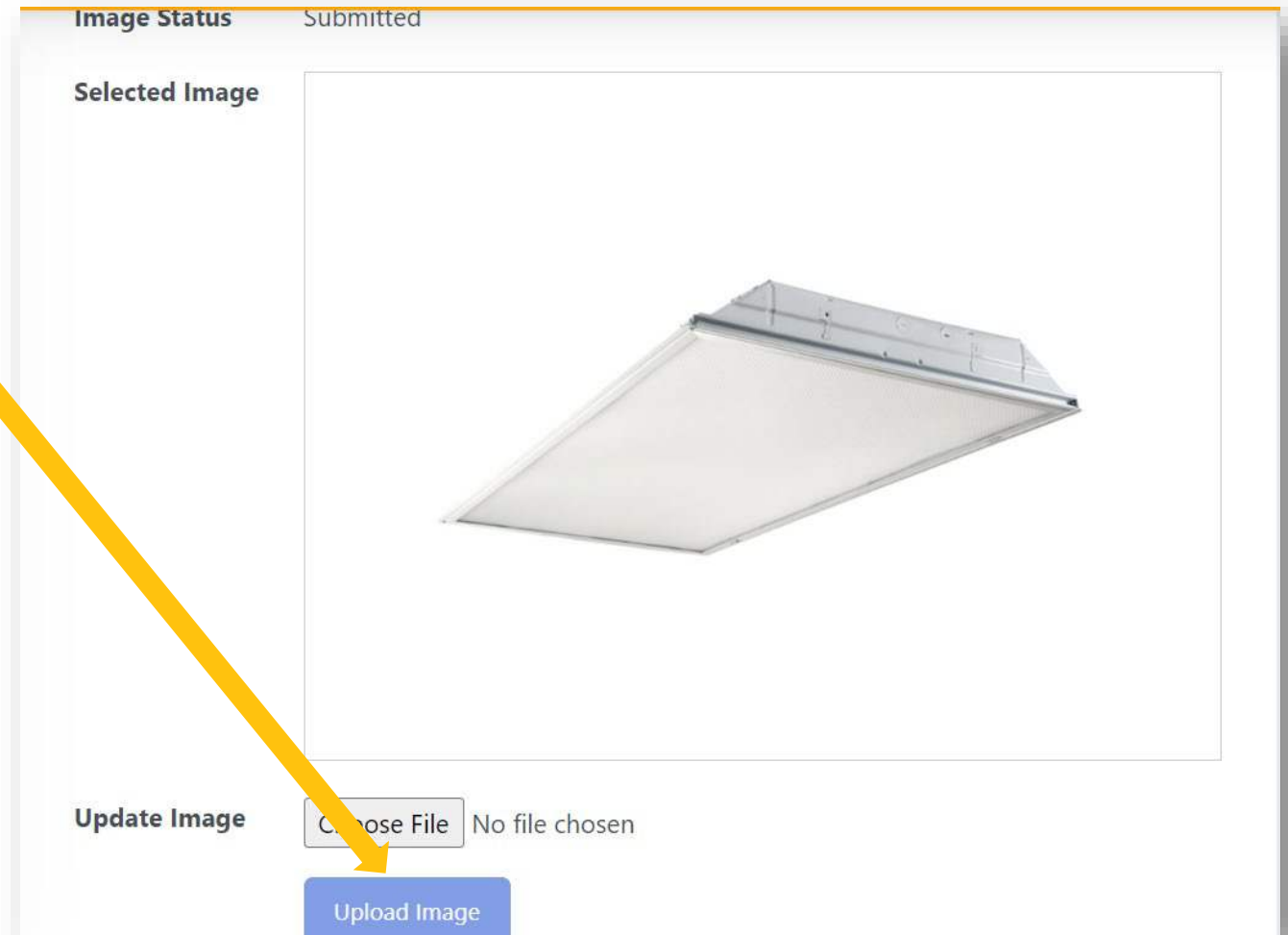
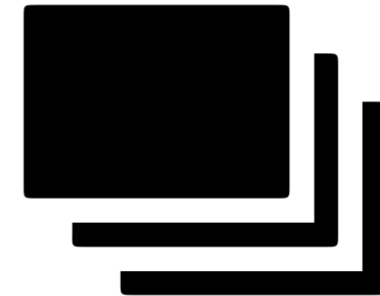# Bulk Image Uploads

Bulk image Uploads

- The bulk upload tool is the right way to go for those uploading higher numbers of images
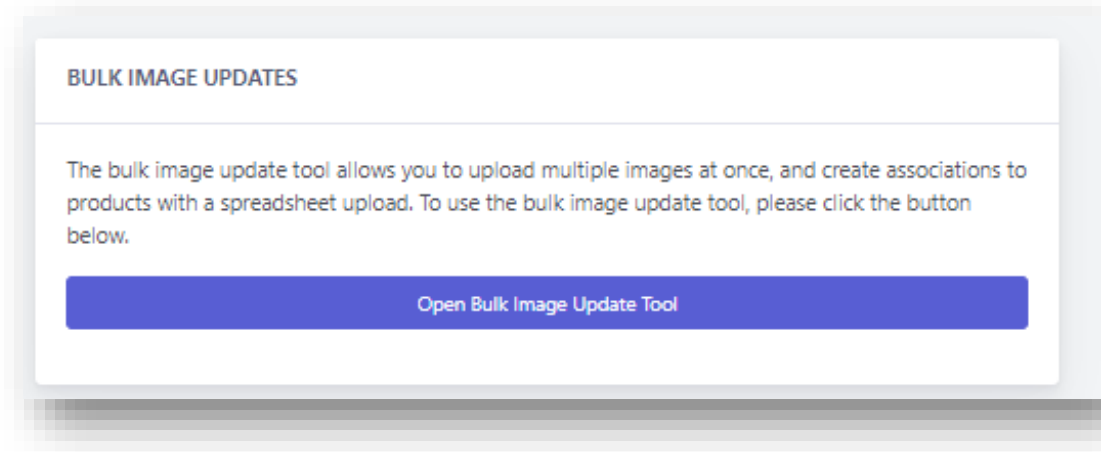
Higher upload efficiency   for   Higher Image Quantities

Bulk Image Uploads

- Click onto the Bulk Image tool on the Upload Product Images Dashboard.

- Here you'll find the instructions for bulk upload

- Image URLs are used to upload the images
  - You can use your own image URLs if available
  - Otherwise you can upload your images and we'll provide the URLs

Bulk Image Upload Process

- Step 1: Upload Assets

- Step 2: Download Mapping Spreadsheet

- Step 3: Edit the Spreadsheet

- Step 4: Upload completed spreadsheet

Step 1: Getting Image URL's

- Upload all images to your staging area

- Click "view all uploaded files" to see what was previously uploaded

- Tool will create URLs for images in Step 2

- Skip Step 1 if using public URL's

21
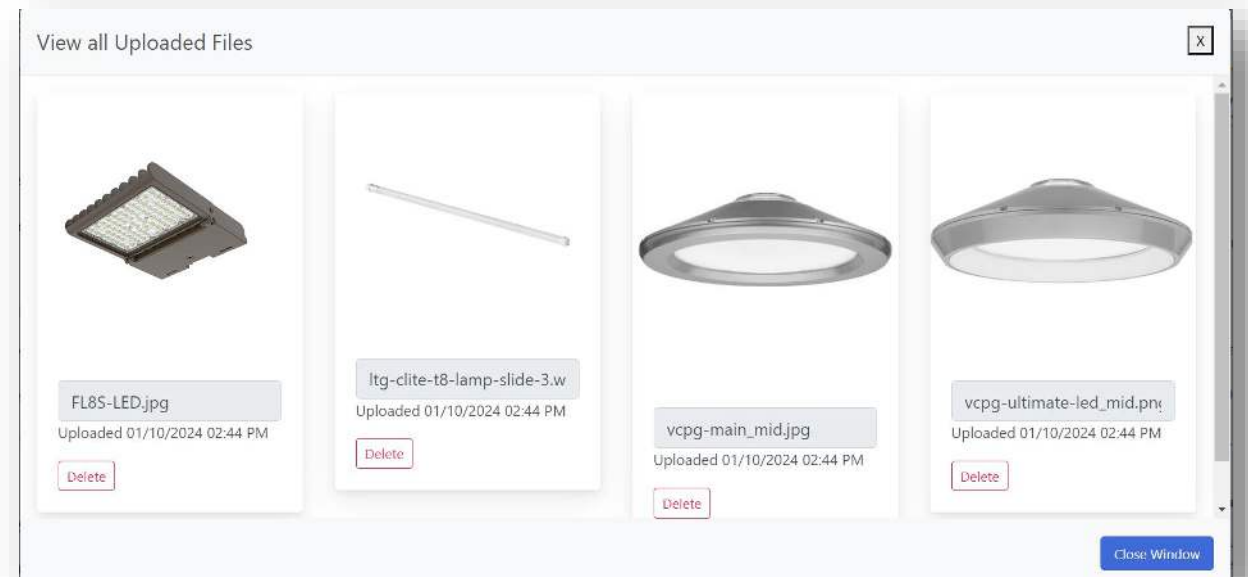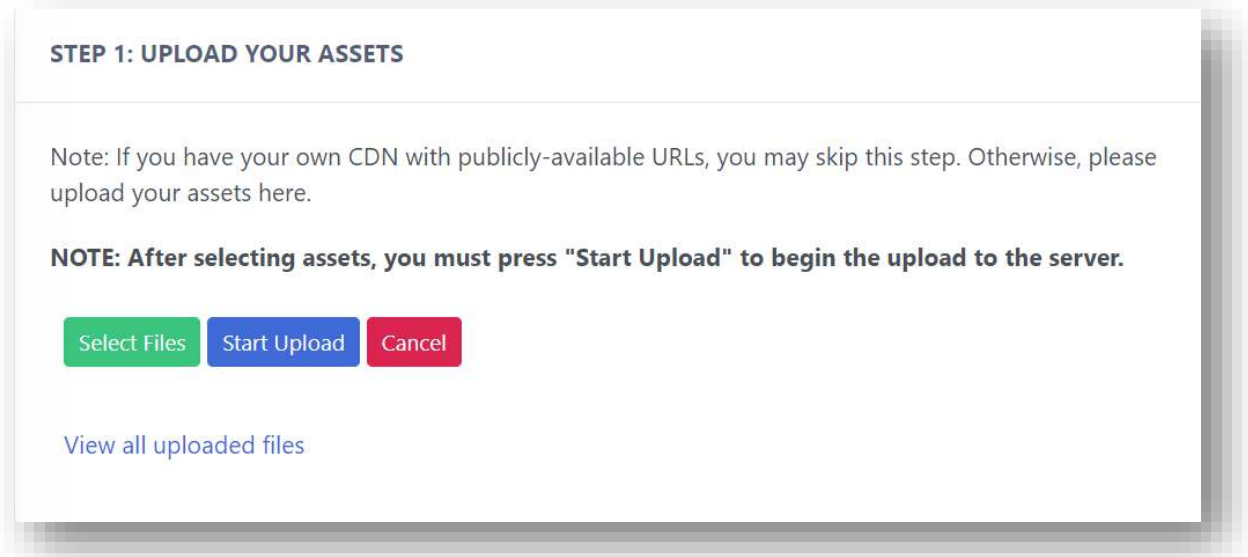
Step 2: Downloading the Mapping Spreadsheet

- Mapping spreadsheet associates images to the products
  - Download the mapping file on the bulk import page

- If you completed step 1, the "Uploaded Files" tab has the URL's for those images
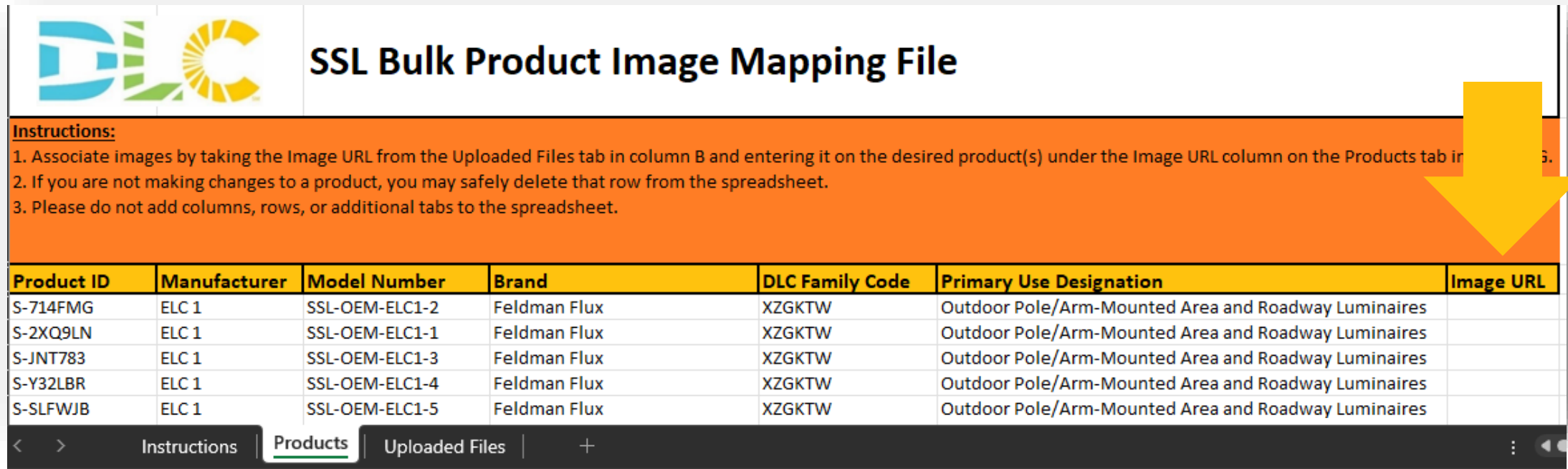
Using a Public URL

- You can use images from your own manufacturer's website or server

- Step 1 on the bulk module isn't necessary if using this method
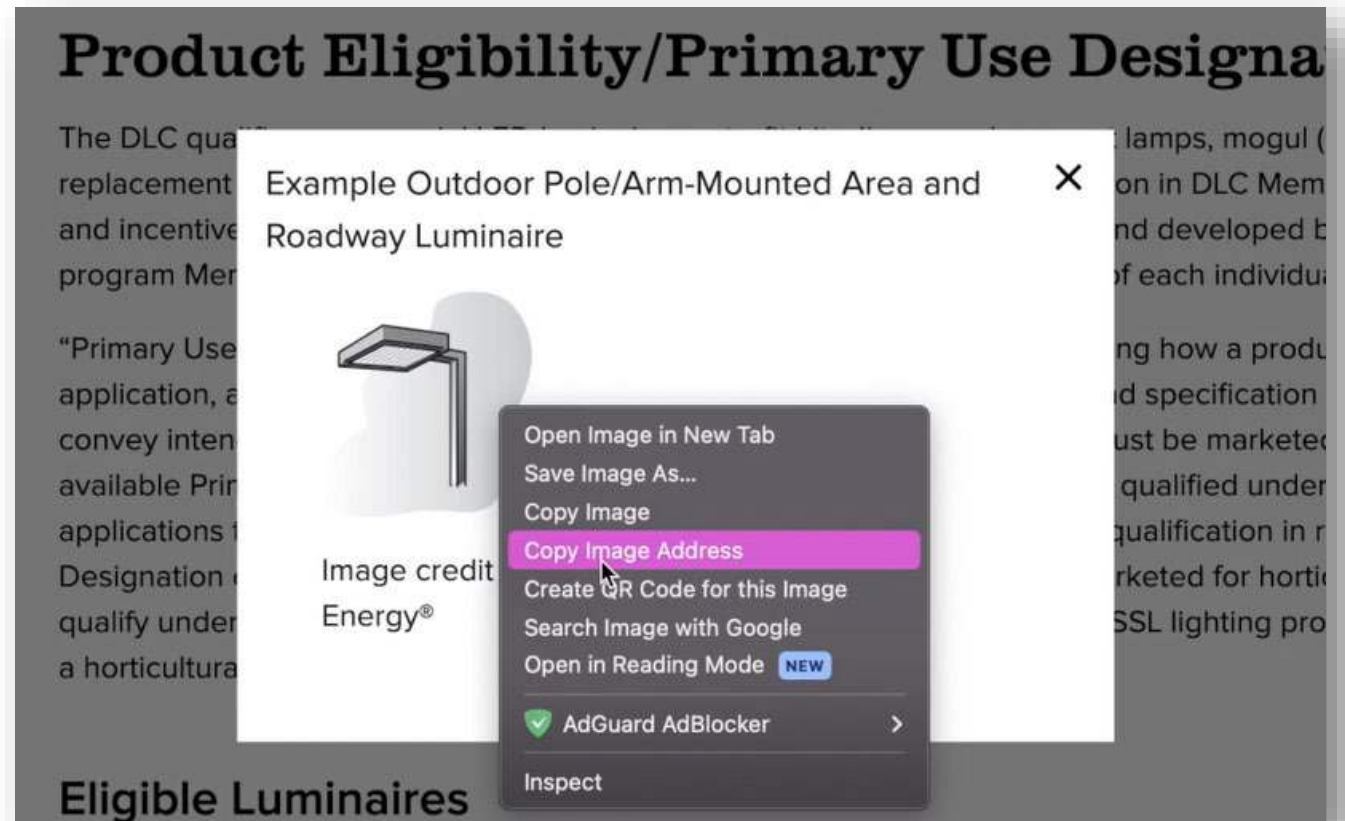
Step 3: Complete the Spreadsheet

- Go to the "Products" tab, and put the URL's in their corresponding products rows in the "Image URL" column
  - Both public URLs and URLs provided in the "Uploaded Files" section will work

Step 4: Upload Completed Spreadsheet

- Save and Upload the file in the step 4 section

- The confirmation screen will pop up showing the images and how many products each is connected to

Review Process and Timing

Review Timing

- 1-2 weeks for images to be reviewed

- Once approved images will show on the QPL the following date

Rejection Notice

- If submissions are rejected, you'll receive an email notifying you check the image upload module

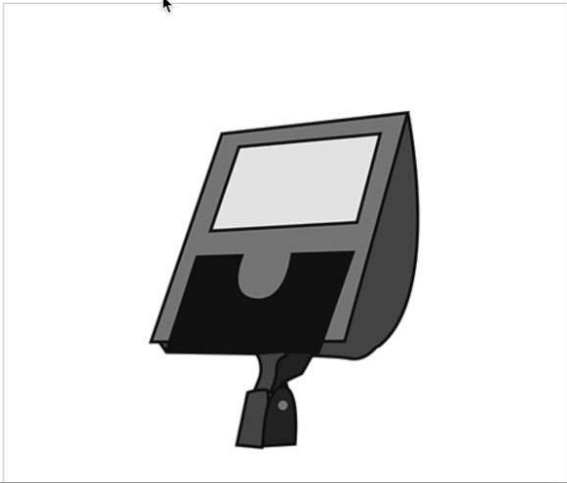- Sign into the portal to see what was rejected and why
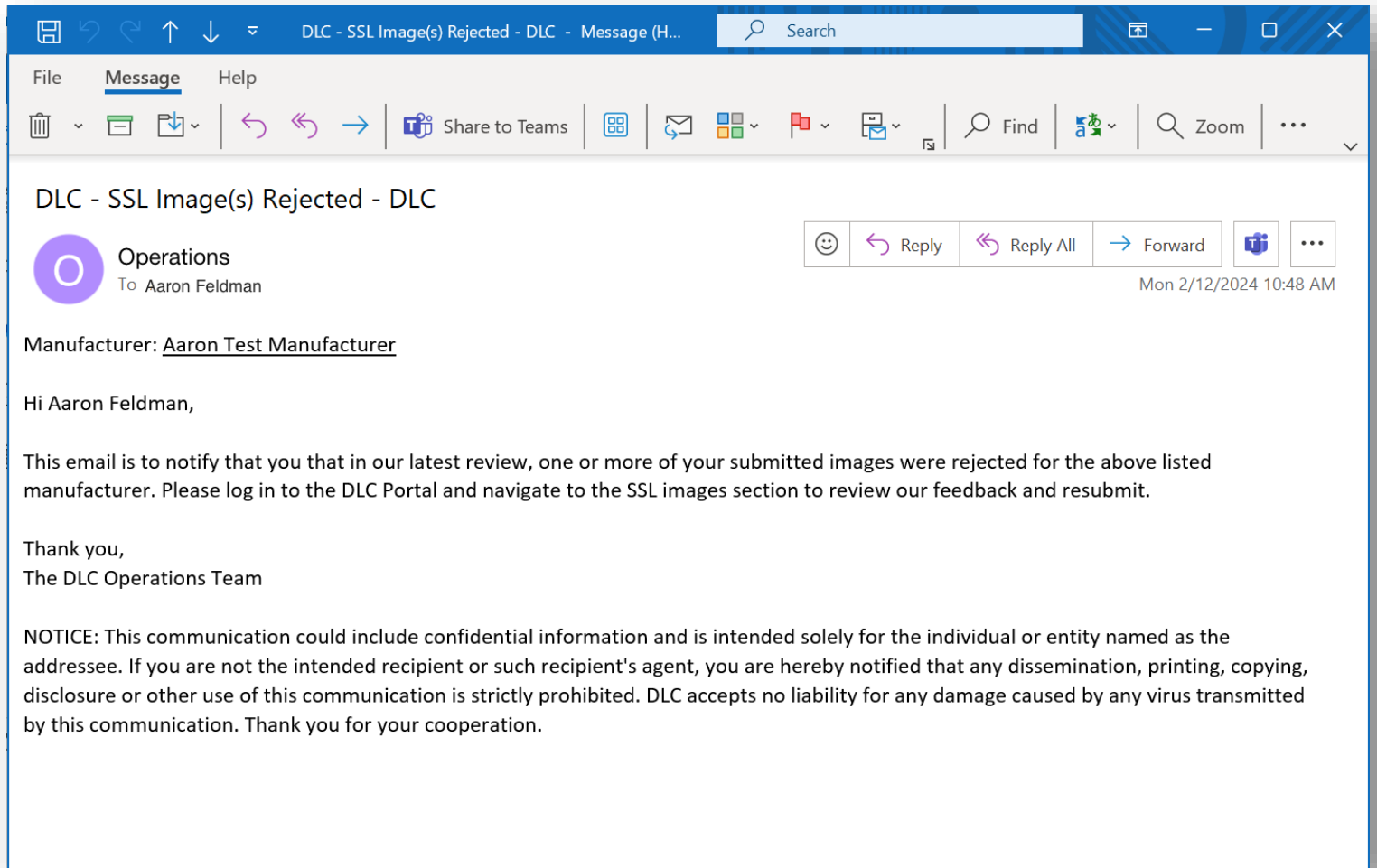
Replacing Rejected Images

- The rejected image can be replaced by a single or bulk upload
- Approved images can be replaced as well

Resources

Resources

- [SSL Images Webpage](#)
- [SSL Image Submission Video](#)
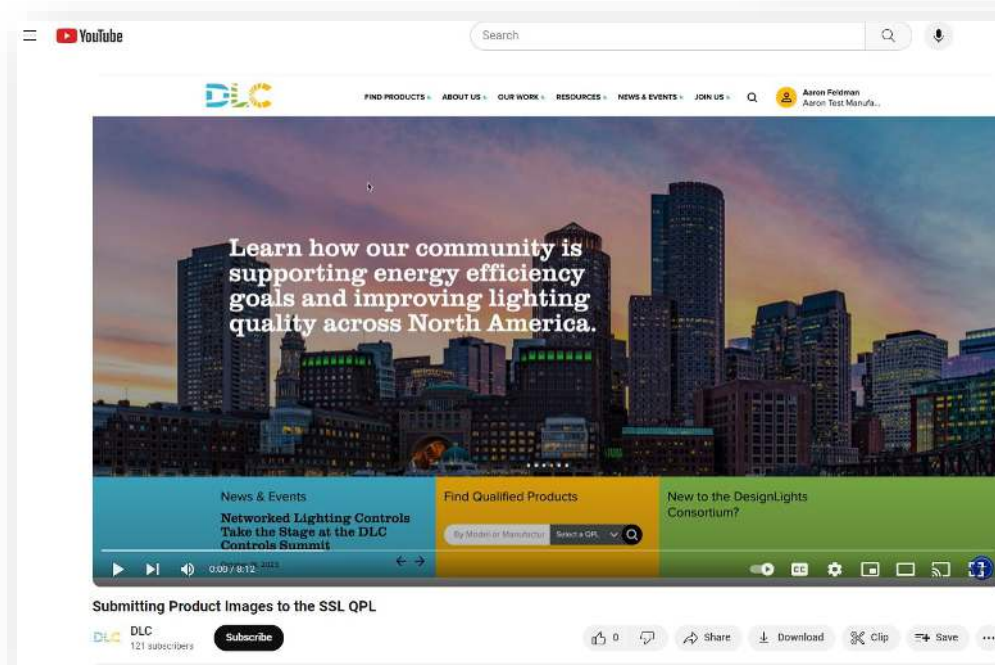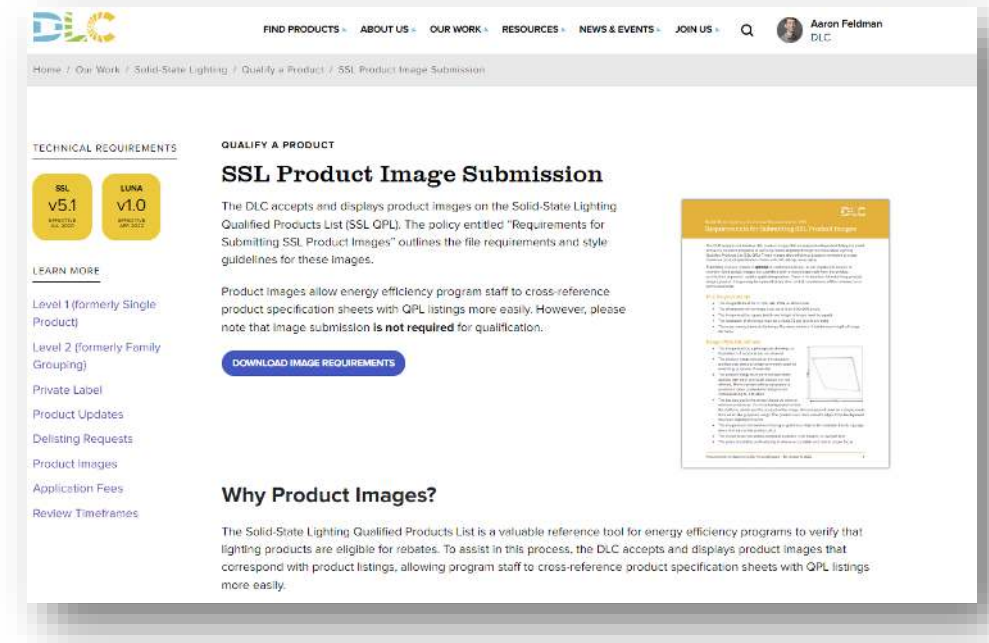
Further Questions and Inquiries

- If you have any other questions
  - Please email operations@designlights.org
  - Schedule a meeting