Using Salsisheet Catalogs

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The Salsisheets catalog is where you can review all the product information a retailer currently has available for your products. Review the information provided, and select products that you have new information for. Then you'll download a spreadsheet to make updates to them. Click here to learn more about the Salsisheets process.

Navigation, Search & Filtering

To use a Salsify catalog, click the provided URL to open the product index page. If enabled, you may see a splash screen appear over the catalog when you open it. Click anywhere to continue to the product index page.

The catalog index page has the full list of products available. You can scroll through all the products included in the catalog, you can search for a specific product, or where enabled, use filters to narrow to a specific set of products.

You can click on the logo on the top left to return to the product index view from any screen. When you click the logo, it will also clear any filters you've selected.

Search

To search for a specific product, enter either the product name or product ID in the search box at the top of the page and press enter, or click the magnifying glass to search.

Product Filters

On the left side of the page, you can filter products by the attributes listed. You can collapse and expand the lists of options by using the + or - in front of the filter's header. Click an option to narrow your results to those products. The number next to the option indicates how many products will be returned with the option. As you select filters, active filters will appear at the top of the filter column.

Select Products

You can further narrow your results to only the products you want to update by selecting them. Hover over the product index results and click Select to add products to your selection list.

You can also select products from the product's details page, which you can view by clicking on the product thumbnail on the product index page. Selected products will display a green checkmark

circle displayed on the top right corner of the thumbnail image.

To view the products you've selected, click the green View Selected button at the top right menu bar. The number next to View Selected indicates the number of products you've selected. You can view individual products by clicking the thumbnail image. To remove product(s) from the selected products, either:

- Hover over the product you want to remove and click the Selected bar at the top of the product to remove it.
- Click the red Clear Selected button at the top of the page, then click Clear All to confirm your choice to clear the products.

As you're choosing products, best practice is to use the left navigation filters to simplify product selections. We recommend starting with 5-10 products across 1-3 categories, then add more as you get comfortable. Update products in your first submission, then add new products when you've completed the first batch.

When you're ready to add new products, select an existing product from the same category to include in your spreadsheet download. This will include the category-specific tab so that you can fill in those properties for the new product. When you fill in the spreadsheet, either delete the existing product, or don't make any changes to it in the spreadsheet. Click here to learn more about adding new products.

View Product Details Page

Click a product's thumbnail to view the product content included in the catalog. Content is organized into sections, with digital assets appearing along the left column.

If a digital asset property has more than one asset to view, a series of dots will appear under the first asset indicating the number of assets in the property. Use the left and right arrows to navigate through them.

In catalogs configured to allow individual asset downloads, use the button under the digital assets you want to download. When configured, you can also use Export Digital Assets to have a link to a zip file of digital assets delivered to your email.

You can also add a product to your selected products list from the product details page. Click the blue Actions button, and choose Select Product.

Export Product Details

You can export either the entire catalog, or the products you've selected.

When you choose to export, you'll receive an email with a link to the requested file.

Export Catalog

To export the entire catalog or a category, either clear your selection or don't select any products. From the product index page or the category index page:

1. Click the blue Export Catalog button. Choose whether to export a product spreadsheet, or product assets, where available. The Product Spreadsheet will export the details configured for the catalog.
2. Type the email address where you want to receive the download, and you'll receive an email with the link where you can download it.

Export Selected Products

To export selected products, select products, then click the green View Selected button. Then click the blue Export Selected button and choose Product Spreadsheet. Enter the email address where you want to receive the download, and you'll receive an email with the link where you can download it.