Colavita Catalogs

Catalogs are a way that product information and digital assets are shared electronically so that the Colavita team can view up-to-date product collections, details about those products and supporting sales assets. As Colavita product content is updated, the catalog is updated with the latest product content.

Navigation, Search & Filtering

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

The main page has the full list of products and/or assets 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 Colavita banner to return to the main view from any screen. When you click the banner, it will also clear any filters you've selected.

Search

To search for a specific product or asset, enter either the product name 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.

You can click more than one filter to combine filters and narrow results even further. Click the x next to a filter option to remove the filter and expand your product results.

Select Products

You can further narrow your results to only the products you're interested in 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 main page. Selected products will display a green checkmark circle displayed on the top right corner of the thumbnail image.

To view the assets 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.

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 Asset*s 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 Content & Digital Assets

Exports are an optional catalog feature and may not be available in the catalog you're viewing. Catalogs may have options to export a products spreadsheet, a zip file of digital assets, or both.

In catalogs with exports enabled, you can export either the entire catalog, or the products you've selected. Exports are configured separately, so they may contain different information from what is displayed on the product details page.

Digital assets shown on the product details page may be exported, or others associated with the product may be exported. Digital asset files may also be transformed to a specific size and/or naming convention.

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

Export Catalog

To export the entire catalog, either clear your selection or don't select any products. From the product index page, 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, and *Product Assets* will send a link to a zip file of digital asset files.

Either option will deliver a link to the output to your email. 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*, or *Product Assets*.