



## MyPromoOffice

### Uploading a data file

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02) 4302 0160 or via email at [help@gunwebsystems.com.au](mailto:help@gunwebsystems.com.au)

# Document Overview

This document outlines and explains the process of uploading a data file to MyPromoOffice.

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MyPromoOffice – Sales order to job order confirmation process

## Step 1.0 – Login

Login to the MyPromoOffice webpage.



### Welcome to the Job Management System

Warning : All users of this system are traceable and any unauthorized usage is prohibited.

Enter login information.

Please fill out the following form with your login credentials:

Fields with \* are required.

Username \*

gunweb

Password \*

\*\*\*\*\*

Remember me next time

Login

[I forgot my password](#) (for customer users only)

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Logged in as gunweb **LOGOUT**

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

### Dashboard

Reminder

#### JOBS

Create New Job

Urgent Jobs	0
Offshore Production	0
New Jobs	0
Jobs In Progress	0
Jobs Past Due Date	0
Total Outstandings	0
All Jobs	0
POs Past Due Date	0
Artwork Past Due Date	0

Last Week All Items: 0

Last Month Last Week This Week This Month

#### Sales Orders

Create New SO

Unconfirmed Sales Orders	1
Sales Orders To Be Converted Into Jobs	0
Total Quotes This Week	1

Last Month Last Week This Week This Month

**You should see this screen once logged in.**

### JOB IN FOCUS

Search Jobs

Master Customer Customer

Customer

### Step 2.0 – Select Products

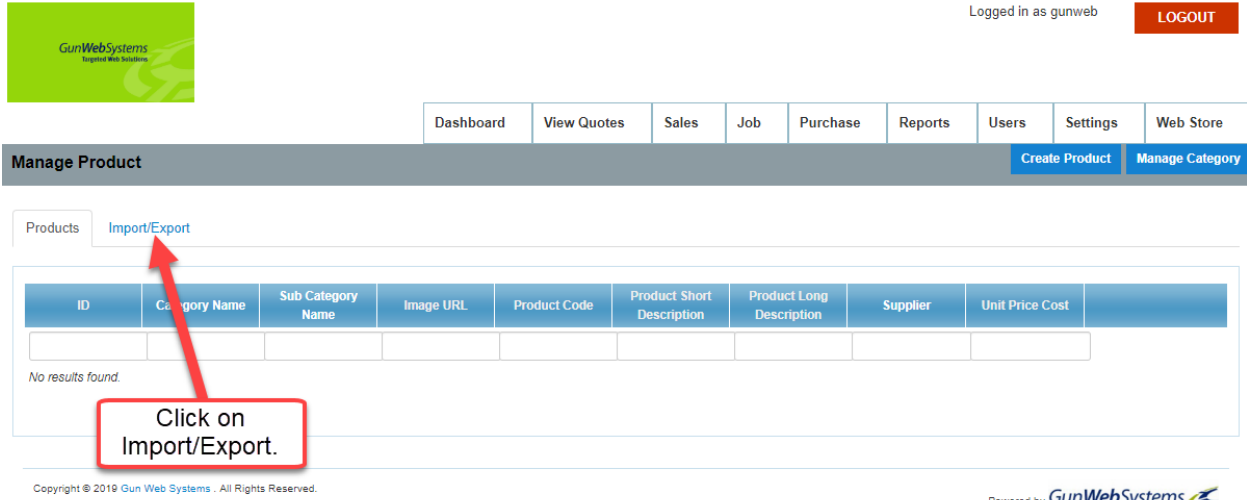
Hover your mouse over products then select products by following the steps below.

The screenshot shows the dashboard with the 'Purchase' menu open. Two red callouts with arrows point to the 'Purchase' menu and the 'Products' option. Callout 1 says 'Hover your mouse over products.' and callout 2 says 'Then click on products.' The dashboard includes a navigation bar with 'Dashboard', 'View Quotes', 'Sales', 'Job', 'Purchase', 'Reports', 'Users', 'Settings', and 'Web Store'. The main content area has a 'JOBS' section with a 'Create New Job' button and a list of job statistics. Below that is a 'JOB IN FOCUS' section with search fields for 'Master Customer' and 'Customer'.

The screenshot shows the 'Manage Product' page. At the top, there are buttons for 'Create Product' and 'Manage Category'. Below that is a table with the following columns: ID, Category Name, Sub Category Name, Image URL, Product Code, Product Short Description, Product Long Description, Supplier, and Unit Price Cost. The table is currently empty, with the text 'No results found.' below it. Three red arrows point from a callout box at the bottom to the 'Sub Category Name', 'Product Code', and 'Product Long Description' columns. The callout box contains the text 'It should look like this.' The footer includes 'Copyright © 2019 Gun Web Systems . All Rights Reserved.' and 'Powered by GunWebSystems Targeted Web Solutions'.

## Step 3.0 – Import/Export

Select Import/Export.



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Logged in as gunweb **LOGOUT**

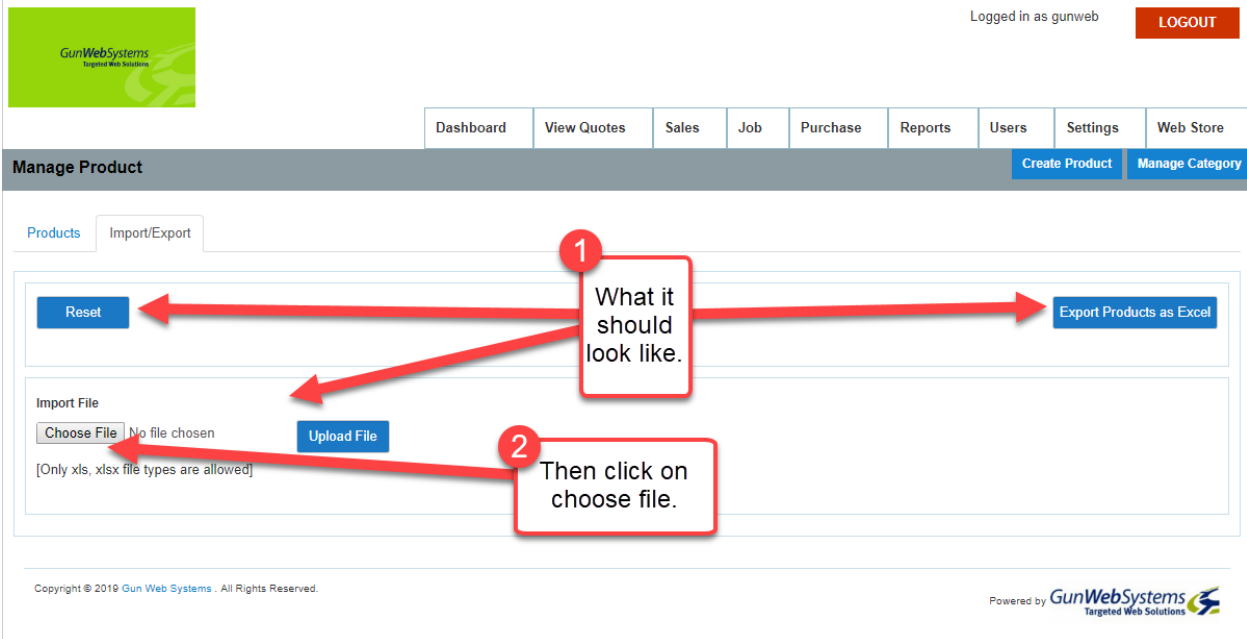
Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

**Manage Product** Create Product Manage Category

Products **Import/Export**

ID	Category Name	Sub Category Name	Image URL	Product Code	Product Short Description	Product Long Description	Supplier	Unit Price Cost
No results found.								

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

**Manage Product** Create Product Manage Category

Products **Import/Export**

Reset Export Products as Excel

Import File

Choose File No file chosen Upload File

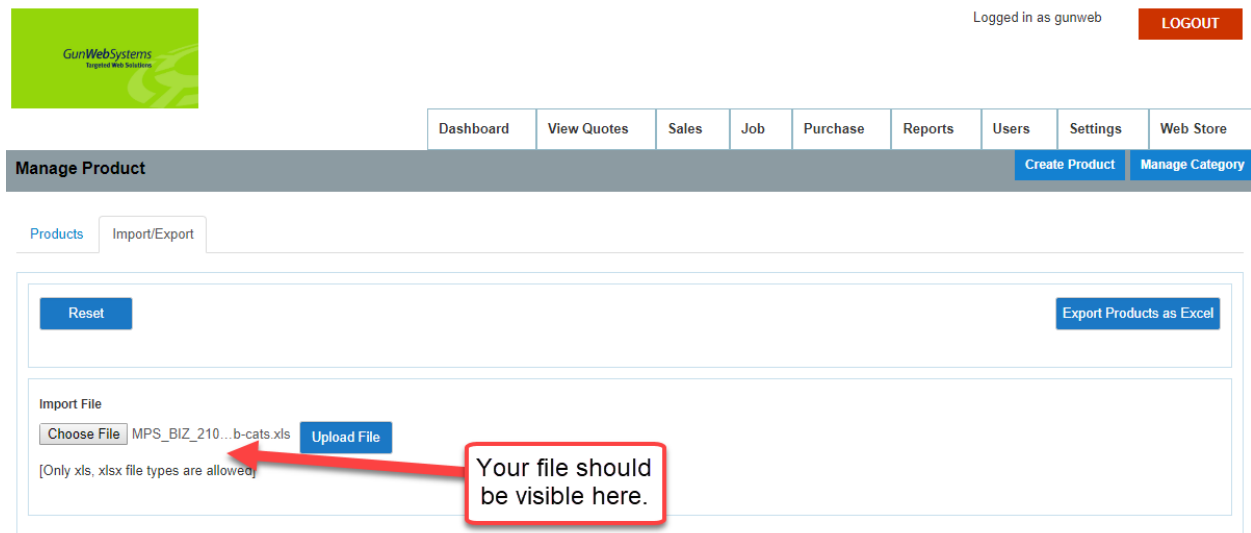
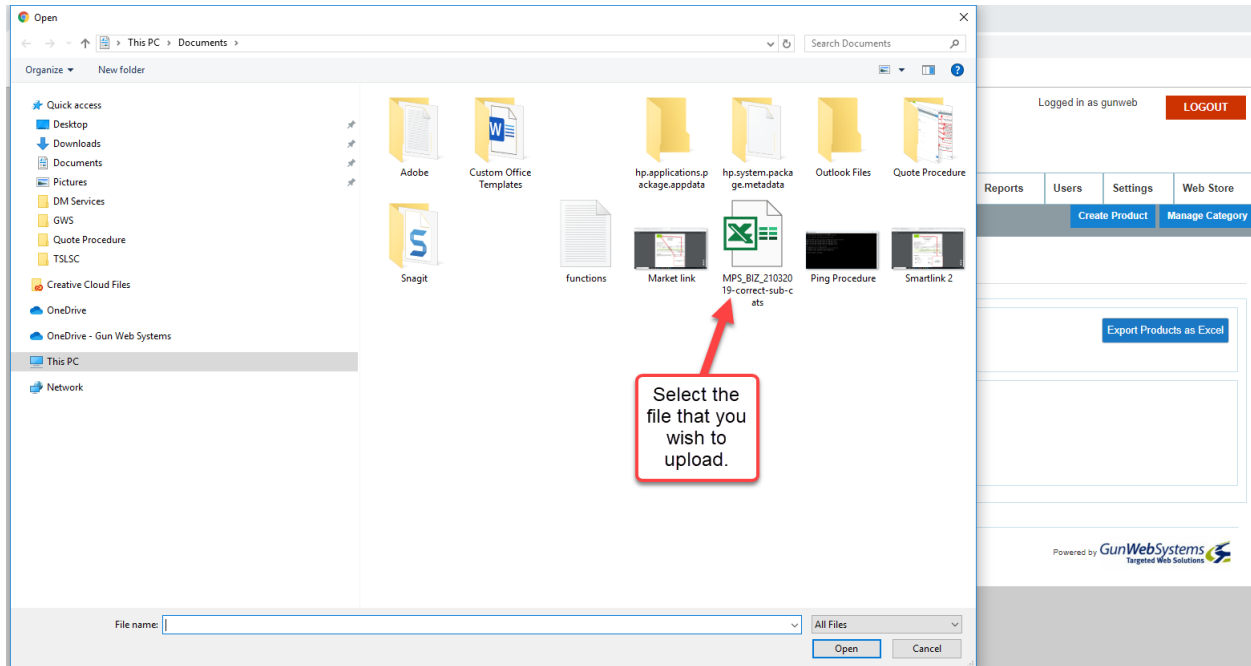
[Only xls,xlsx file types are allowed]

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## Step 4.0 – Select file.

Select the products file that you wish to upload.



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## Step 5.0 – Upload the selected file

Click on upload file, now your products are uploaded. TO view and edit a product click on update. To add more products simply repeat steps 1-5.

Logged in as gunweb **LOGOUT**

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

**Manage Product** Create Product Manage Category

Products Import/Export

Reset Export Products as Excel

Import File

Choose File MPS\_BIZ\_210...b-cats.xls **Upload File** **Click on upload file.**

[Only xls,xlsx file types are allowed]

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Dashboard View Quotes Sales Job Purchase Reports

**Manage Product** Create Product Manage Category

Products Import/Export

Displaying 1-2 of 371 result(s).

ID	Category Name	Sub Category Name	Image URL	Product Code	Product Short Description	Product Long Description	Supplier	Unit Price Cost	
371	EMBG,SCRG,DIGTRANS	WV619M_BIZ	Mens Milano Vest	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   50% Pre-Shrunk Wool, 50% Acrylic - 12 Gauge Machine washable on wool setting   Features:   Contemporary V-neck style Ribbed side panel detail. Product Materials: Wool Blend   Wool   Acrylic. Colours: Black. Colours: Navy   Charcoal. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
370	EMBG,SCRG,DIGTRANS	WV6007_BIZ	Mens Woolmix Vest	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   50% Wool, 50% Acrylic - 12 Gauge Machine washable on Wool setting. Product Materials: Wool Blend   Wool   Acrylic. Colours: Red   Black. Colours: Charcoal Marle   Navy. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
369	EMBG,SCRG,DIGTRANS	WP916M_BIZ	Mens Roma Pullover	Sizes:   XS - 5XL Size Guide   Fabric:   50% Merino Wool, 50% Acrylic - 14 Gauge Machine washable on wool setting   Features:   Mens classic fit V-neck with relaxed ribbed cuff and hem thats not too tight or loose. Product Materials: Wool   Acrylic. Colours: Black   Silver. Colours: French Blue   Navy. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
368	EMBG,SCRG,DIGTRANS	WP6008_BIZ	Mens Woolmix Pullover	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   50% Wool, 50% Acrylic - 12 Gauge Machine washable on Wool setting. Product Materials: Wool Blend   Wool   Acrylic. Colours: Red   Black. Colours: Charcoal Marle   Navy. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
367	EMBG,SCRG,DIGTRANS	WP417M_BIZ	Mens Milano Pullover	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   50% Pre-Shrunk Wool, 50% Acrylic - 12 Gauge Machine washable on wool setting   Features:   Contemporary V-neck style Features: ribbed side panel detail. Product Materials: Wool Blend   Wool   Acrylic. Colours: Black. Colours: Charcoal   Navy. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
366	EMBG,SCRG,DIGTRANS	WP131ML_BIZ	Mens Origin Merino Pullover	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   100% Merino Wool - 12 Gauge Fine yarn   Features:   Fully fashioned, V neck basque Contemporary styling and fit. Product Materials: Wool. Colours: Black. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
365	EMBG,SCRG,DIGTRANS	WP10310_BIZ	Mens 8020 Wool-Rich Pullover	Sizes:   XS - 3XL, 5XL Size Guide   Fabric:   Wool-Rich - 80% Merino Wool, 20% Acrylic - 12 Gauge Machine washable on Wool setting   Features:   Fully fashioned needle out knit Contemporary styling, low pill. Product Materials: Wool Blend   Wool   Acrylic. Colours: Black. Colours: Navy. Product Sizes: XS   S   M   L   XL   2XL   3XL   5XL.	BIZ	10.00	<a href="#">View</a>   <a href="#">Update</a>   <a href="#">Delete</a>		
					Sizes:   XS - 3XL Size Guide   Fabric:   Black, Navy; 65% Polyester 35% Cotton Grey Marle; 50% Polyester 45% Cotton 5% Viscose Premium double faced interlock Fabric:   Features:				

1 Now all products are uploaded.

2 To view and edit a product, click on update.

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## Step 6.0 – Save uploaded product.

If required, you can now edit all your product details. To upload a picture of your product, choose file, then select the desired image.

To save your changes click save. You can then follow the above steps on all your products.

The screenshot shows the 'Update Product 371' form with the following fields and values:

- Category: [Dropdown]
- Sub Category: EMBG,SCRG,DIGTRANS
- Is Custom Product: No
- Customer Specific: [Dropdown]
- Product Short Description \*: Mens Milano Vest
- Product Code \*: WV619M\_BIZ
- Product Long Description \*: Sizes: | XS - 3XL, 5XL Size Guide | Fabric: | 50% Pre-Shrunk Wool, 50% Acrylic - 12 Gauge Machine washable on wool setting | Features: | Contemporary V-neck style Ribbed side panel detail. Product Materials: Wool Blend | Wool | Acrylic. Colours: Black. Colours: Navy | Charcoal. Product Sizes: XS | S | M | L | XL | 2XL | 3XL | 5XL.
- Unit Price Cost \*: 10.00
- Selling Price: 0.00
- USD Unit Freight: [Input]
- USD Unit Freight Mark-Up Rate (%): [Input]
- Supplier \*: BIZ
- Lead Time: [Input]
- Upload Image: Choose File | No file chosen
- Image URL: [Input]
- Image URL 2: [Input]
- Image URL 3: [Input]
- Save: [Button]

Three numbered callouts are present:

- 1** All product details can be edited. (Arrows point to Category, Sub Category, Customer Specific, and Product Code fields)
- 2** To upload an image of your product, choose file, then select your image to attach it. (Arrow points to the Upload Image section)
- 3** Once all desired changes have been made, click save. (Arrow points to the Save button)