

# REVO

## Updating a Product

Staff Quick Guide — Images & Descriptions, step by step

Everything you need to change a product's pictures or wording lives in **one place** — the product window in the Staff Portal. This guide walks you through it click by click. If you only read one thing, read **The 30-Second Version** below.

### The 30-Second Version

- Find the product in the left search box and **click its card** — a window opens.
- To change wording: stay on the **Product** tab, hover the description, click the **pencil** (✎), edit, click **Use**. It saves itself.
- To change pictures: click the **Images** tab, then use [ **Upload** ], [ **Set as Primary** ] (main image) or [ **Set as Secondary (Hover)** ] (the rollover image).
- Refresh the customer website (**Ctrl**■**F5**) to see your change.

**TIP** There is no separate 'Save' button for descriptions — clicking **Use** (or **Save**) in the little editor saves it straight to the live site. Images save the moment you upload or set them.

## 1 Find & open the product you want to change

- 1 Sign in to the **Staff Portal** (the catalog page you use every day).
- 2 In the **left sidebar**, type the product name or SKU into “**Search products, SKUs...**” (e.g. *tapestry* or *26.5268*).
- 3 **Click the product’s card.** A large product window opens in the middle of the screen.
- 4 Across the top of that window are tabs: **Product** tab · **Colors** tab · **Materials** tab · **Size Guide** tab · **Images** tab · **Purchasing** tab. You’ll mostly use **Product** (wording) and **Images** (pictures).

**TIP** A product can come in several versions (levels, colours, men’s/women’s). Each version has its **own** pictures and SKU. If you’re changing an image, make sure the window is showing the exact version you mean — switch versions with the level/colour buttons inside the window.

## 2 Change the wording (description)

- 1 Make sure you’re on the **Product** tab (it’s the one open by default).
- 2 Find the **description** text. **Hover your mouse over it** — a small **pencil** (✎) appears in the corner. Click it. (Tip: you can also hold **Alt** and click the text.)
- 3 A little editor opens with the current text. **Type your changes.**
- 4 Optional — let AI help: type a short instruction (e.g. “*make it punchier*”) and click **Generate**, then **Use this** to drop it in. You can still edit it after.
- 5 Click **Use** (or **Save**). Done — it’s saved to the live website right away.

### Revo wording vs. Billboard wording

Most products have a **Revo** description and a separate **Billboard** description. The editor shows whichever brand is currently selected (look for the brand label above the box). To edit the **Billboard** wording, switch the brand toggle to Billboard first, then edit the description the same way. Editing one brand does **not** change the other.

**TIP** To change the **product name/title**: hover the big title at the top of the window, click the **pencil** (✎) (or **Alt** + click it), type the new name, and Save.

## 3 Change or add pictures

Click the **Images** tab. Every picture for this product appears as a row of **thumbnails**. Click any thumbnail to select it — the buttons below act on the selected one.

Picture type	What it is / where it shows
<b>Primary</b>	The <b>main</b> image — the one shown on the product card and at the top of the product page.
<b>Secondary (Hover)</b>	The <b>rollover</b> image — what customers see when they move the mouse <b>over</b> the card (e.g. a lifestyle/in-use shot). Optional.
<b>Gallery</b>	Extra photos shown in the thumbnail strip on the product page (angles, close-ups, etc.).

### A — Add a new picture

- 1 On the **Images** tab, click [ **Upload** ].
- 2 **Click or drag** your image file into the box (JPG or PNG).
- 3 Click **Save to Server**. The new picture appears as a thumbnail.

### B — Set the main (card) image

- 1 Click the thumbnail you want as the main image.
- 2 Click [ **★ Set as Primary** ]. That picture is now the product's main image everywhere.

### C — Set the rollover (hover) image

- 1 Click the thumbnail you want customers to see **on hover**.
- 2 Click [ **■ Set as Secondary (Hover)** ]. That picture becomes the rollover image on the cards.

**TIP** Don't see your hover image in the list? Upload it first (Step A), then select it and click **Set as Secondary (Hover)**. Every product's primary **and** hover images now show in this thumbnail strip.

## D — Add several pictures at once (Bulk)

- 1 On the **Images** tab, click [ **■ Bulk** ].
- 2 **Drag in multiple** images (and videos) together.
- 3 For each one, click the small ★ to mark the Primary and the ■ to mark the Secondary (Hover); the rest are added as gallery images automatically.
- 4 Click the upload/save button to send them all at once.

## E — Remove or restore a picture

- 1 To remove: select the thumbnail, then click [ **Delete** ].
- 2 Made a mistake? Click [ **■ Restore Deleted** ] to bring back recently-deleted images for this product.

## 4 See your change on the website

- 1 Your edit is saved **immediately** — there's nothing else to publish.
- 2 Open (or refresh) the customer website and do a **hard refresh** so your browser loads the new version: **Windows: Ctrl■F5** · **Mac: Cmd■Shift■R**.
- 3 Still seeing the old picture/text? Wait a few seconds and hard■refresh once more — that's almost always a browser cache, not a lost change.

## 5 Quick reference card

I want to...	Do this
Edit the description	Product tab → hover text → pencil ✎ → edit → <b>Use</b>
Edit the Billboard description	Switch brand to <b>Billboard</b> → same steps
Rename the product	Hover the title → pencil ✎ → type → Save
Change the main image	Images tab → select thumbnail → <b>Set as Primary</b>
Change the hover image	Images tab → select thumbnail → <b>Set as Secondary (Hover)</b>
Add a new photo	Images tab → <b>Upload</b> → pick file → <b>Save to Server</b>

Add many photos	Images tab → <b>Bulk</b> → drag files → mark ★/■
Remove a photo	Select thumbnail → <b>Delete</b> (undo with <b>Restore Deleted</b> )
See it on the website	Hard refresh: <b>Ctrl</b> ■ <b>F5</b> (Mac: <b>Cmd</b> ■ <b>Shift</b> ■ <b>R</b> )

**TIP** Stuck or something looks wrong? Don't guess — grab a screenshot and ask Ken. Nothing you do here can break the catalog: deletes can be restored, and edits can be changed back the same way you made them.