

# Editing Products in the Spreadsheet Template

This guide will help you through editing product information for your products on the Encentivizer Catalog Widget. You will be able to control the visibility of products, their display name; add product page links, cutsheet links, image links, and adding variants (if you use them).

# How To Edit Your Products in the Spreadsheet Template for Visibility, Display Name, Variants, Product Page Links, Cutsheet Links, and Image Links

The screenshot shows the awareness.encentivizer.com website. Step 1 is the browser address bar. Step 2 is the 'WIDGET' button in the top navigation menu. Step 3 is the 'PRODUCT' button in the left navigation menu. Step 4 is the 'Product Visibility Template' section in the settings, where an Excel icon is highlighted.

**Step 1:** Go to [awareness.encentivizer.com](https://awareness.encentivizer.com) and login

**Step 2:** Click on WIDGET in the top navigation menu

**Step 3:** Click on PRODUCT in the left navigation menu

**Step 4:** Scroll down to the Product Visibility Template section and click on the Excel® icon

Once the file downloads you can open it and begin editing.

## Step 5: Edit spreadsheet columns G-I and K (Lamp Wattage, Visible, Product Group (:), Display Name)

	A	B	C	D	E
1	Product ID	Manufacturer	Category	Model #	Product Type
2	LLLPP8X47BT	LLB Lighting	Outdoor Wall-Mounted	WPL13-10L850-U-BZ-WCS13-BZ	
3	LLLPDWCAS7P	LLB Lighting	Outdoor Wall-Mounted	WPL13-10L850-U-PCBZ-WCS13-BZ	
4	LLLPFJ3FCN8A	LLB Lighting	Outdoor Wall-Mounted	WPL13-10L840-U-BZ-WCS13-BZ	
5	LLPSMZM9T3	LLB Lighting	High-Bay Luminaires for	VTL8-12K840-U	
6	LLPSMZM9T3	LLB Lighting	High-Bay Luminaires for	VTL8-12K840-U	
7	LLL243299	LLB Lighting	Retrofit Kits for 2x2 Lum	LRK32-30L835-347	
8	LLPDVHFACZ	LLB Lighting	Retrofit Kits for 2x2 Lum	LRK32 - 30L835-U	
9	LLL243301	LLB Lighting	Retrofit Kits for 2x2 Lum	LRK32-30L840-347	
10	LLL243302	LLB Lighting	Retrofit Kits for 2x2 Lum	LRK32-30L850-347	

	F	G	H	I
1	Classification	Lamp Wattage	Visible	Product Group (:)
2	Premium		Yes	
3	Premium		Yes	
4	Premium		Yes	
5	Premium		Yes	
6	Premium			
7	Premium		Yes	
8	Premium		Yes	

**Note:** ALL headers (row 1) need to remain exactly as they were downloaded to be uploaded back into the portal. Do NOT edit or modify columns A-G. **Do not delete any products from the spreadsheet, use the Visible column [H] (select No) to hide products from your Catalog.**

**A. Product ID:** unique identifier for the DLC® QPL or ENERGY STAR® list. \*Do not edit or modify this column.

**B. Manufacturer:** Your company name. \*Do not edit or modify this column.

**C. Category:** this column will be populated with the product's category. \*Do not edit or modify this column.

- For DLC® products it will show the primary use designation
- For ENERGY STAR® bulbs it will show up as "screw"
- For ENERGY STAR® fixtures then it shows the fixture category

**D. Model #:** the model number exactly as it appears on the DLC® QPL or ENERGY STAR®. \*Do not edit or modify this column.

**E. Product Type:** dependent on column C (Category). For linear lamps, tube type (A, B, or C), or for "screw" it would be bulb type. \*Do not edit or modify this column.

**F. Classification:** if the product is DLC® 'Standard' or 'Premium,' or 'ENERGY STAR®'. \*Do not edit or modify this column.

**G. Lamp Wattage:** The bare wattage of the lamp. This can be different from the wattage supplied to the DLC because it requires system wattage. \*Do not edit or modify this column.

**H. Visible:** Select Yes or No from the drop down menu; Yes = your product will be visible, No = your product will not be visible. You can select whether newly qualified products appear by default with the "Should newly added DLC / Energy Star products be visible by default?" setting in your widget portal.

**I. Product Group (:):** Names of the groups the product can be associated with. Used with the grouping capability to limit a version of the widget to smaller subsets of products. Please do not use whitespace characters in the group names.

# Add Product Variants (Optional; if you don't use Variants skip to Step 10)

	J	K	L
1	Is Variant? ▼	Display Name ▼	Variant ▼
2	No		
3	No		
4	No		
5	No	LLB-HB-12K840	
6	Yes		LAMONT SANFORD
7	No		
8	No		
9	No		
10	No		

**Optional Step 6:** Add product variants to your spreadsheet.

If you list products on the DLC® QPL or ENERGY STAR® and make use of variations (or wildcards) such as 'X' or with option brackets "[ ]" in the model number, you can use columns J & L to expand the listing to show the fully specified model numbers. These models are termed "variants."

**Optional Step 7:** To start adding variants, copy the original product row and insert it as a new row right below the original product.

**Optional Step 8:** Go to column J, "Is Variant?," and select Yes from the drop down menu (Note that the original product should have No selected).

**Optional Step 9:** Fill out column L, "Variant" with the fully specified model number. Note that columns G-I are inherited from the original product when you copied the new line; they are automatically greyed out.

**J. Is Variant?:** Please note "Is Variant?" (J) column is required. Duplicate original products, duplicate variants, variants defined before original products will result in failed uploads.

**K. Display Name:** If you would like to display something other than the QPL model # for this product, you can enter it in column K and it will appear instead of column D (model #). Note that this can only be used if you're not using Variants.

**L. Variant:** List the model number that represents the variant.

# Adding Product Assets

**Note:** These steps are optional but provide users with a great experience when they use your widget.

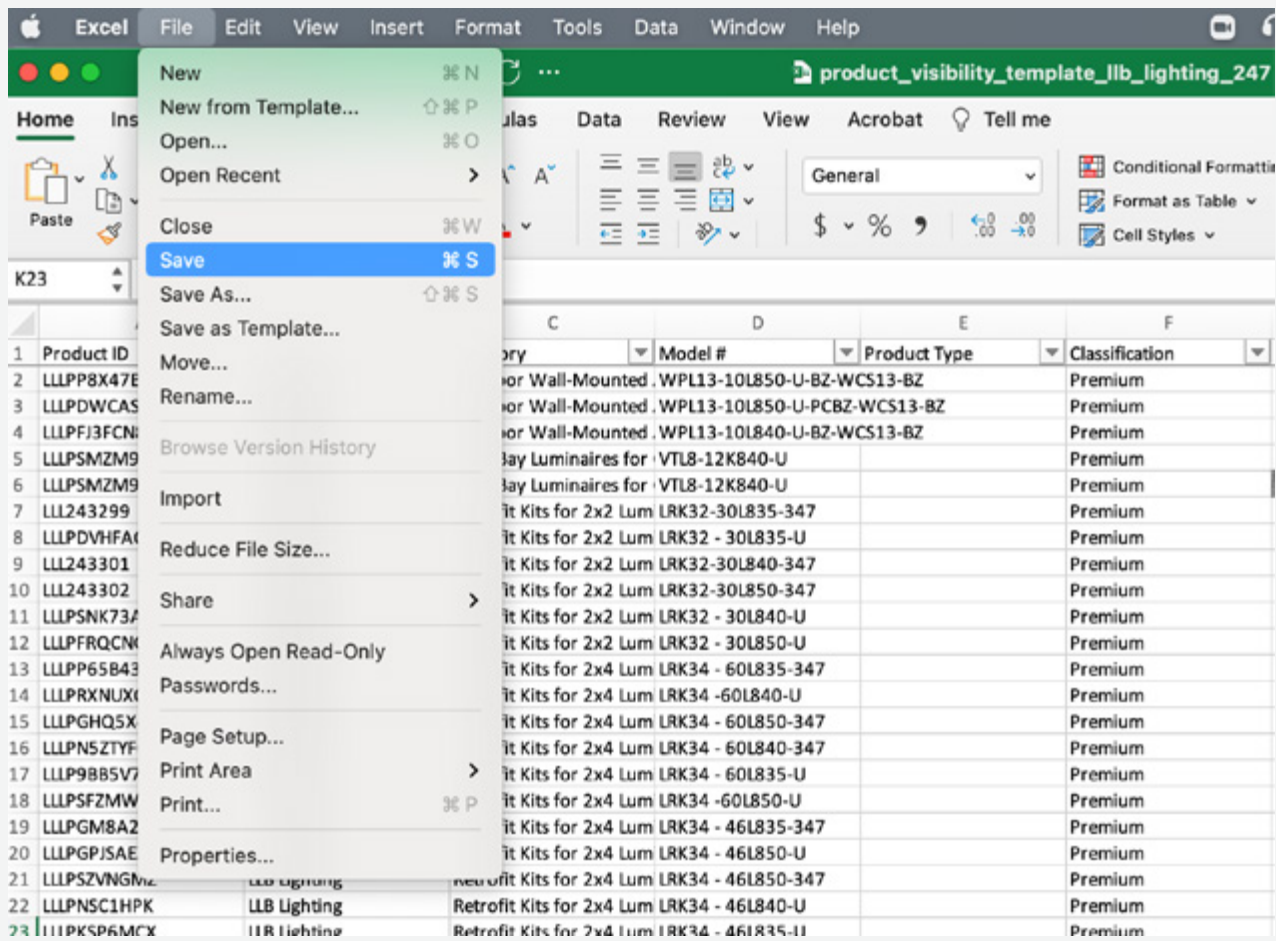
## Step 10: Add links to product assets and/or product descriptions.

**M. Product Page Link:** Insert a link that goes directly to a product page on your website.

**N. Cutsheet Link:** Insert the link to a product cut sheet \*ensure the link is to an actual asset, such as a pdf or another document file type.

**O. Image Link:** Insert a link to a product image. \*make sure this link is to an actual asset (.png, .jpg); will auto-resize to 50x50px

**P. Product Description:** Used for adding a series, family, or product line name.



The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save' option is highlighted in blue. The spreadsheet data is as follows:

Product ID	Model #	Product Type	Classification
LLPP8X47E	WPL13-10L850-U-BZ-WCS13-BZ	for Wall-Mounted	Premium
LLPDWCAS	WPL13-10L850-U-PCBZ-WCS13-BZ	for Wall-Mounted	Premium
LLPFJ3FCN	WPL13-10L840-U-BZ-WCS13-BZ	for Wall-Mounted	Premium
LLPSM2M9	VTL8-12K840-U	Day Luminaires for	Premium
LLPSM2M9	VTL8-12K840-U	Day Luminaires for	Premium
LL243299	LRK32-30L835-347	Kit Kits for 2x2 Lum	Premium
LLPDVHFA	LRK32-30L835-U	Kit Kits for 2x2 Lum	Premium
LL243301	LRK32-30L840-347	Kit Kits for 2x2 Lum	Premium
LL243302	LRK32-30L850-347	Kit Kits for 2x2 Lum	Premium
LLPSNK73A	LRK32-30L840-U	Kit Kits for 2x2 Lum	Premium
LLPFRQCN	LRK32-30L850-U	Kit Kits for 2x2 Lum	Premium
LLPP65B43	LRK34-60L835-347	Kit Kits for 2x4 Lum	Premium
LLPRXNUX	LRK34-60L840-U	Kit Kits for 2x4 Lum	Premium
LLPGHQ5X	LRK34-60L850-347	Kit Kits for 2x4 Lum	Premium
LLPN5ZTYF	LRK34-60L840-347	Kit Kits for 2x4 Lum	Premium
LLP9BB5V7	LRK34-60L835-U	Kit Kits for 2x4 Lum	Premium
LLPSFZMW	LRK34-60L850-U	Kit Kits for 2x4 Lum	Premium
LLPGM8A2	LRK34-46L835-347	Kit Kits for 2x4 Lum	Premium
LLPGPJSAE	LRK34-46L850-U	Kit Kits for 2x4 Lum	Premium
LLPSZVNGM	LRK34-46L850-347	Kit Kits for 2x4 Lum	Premium
LLPNSC1HPK	LRK34-46L840-U	Retrofit Kits for 2x4 Lum	Premium
LLPKSP6MCX	LRK34-46L835-U	Retrofit Kits for 2x4 Lum	Premium

When you're done making edits, save the spreadsheet.



# How to Upload Your Changes

The screenshot shows the awareness.encentivizer.com website. The top navigation bar includes WIDGET, PRODUCT AWARENESS, PROJECT ESTIMATOR, RESOURCES, and DOCS. The WIDGET menu is highlighted with a blue bar showing 3350 Utilities, 1112 Programs, and 969 Open Programs. The left navigation menu is open, showing ENCENTIV, ADMIN, PRODUCT, SETTINGS, CATALOG, PAYBACK, CSS, and USAGE. The PRODUCT menu is highlighted with a blue bar. The main content area shows the Utility Programs section with a search bar and a map of the USA. The Recent Activities section lists Zip / Postal Codes, Utilities, and Product Categories. The Product Visibility Template section is visible, showing a dropdown menu for the template name, an upload icon, and a territory report dropdown menu set to Alaska. A Save button is visible in the top right corner of the Product Visibility Template section.

**Step 11:** Go to [awareness.encentivizer.com](https://awareness.encentivizer.com) and login

**Step 12:** Click on WIDGET in the top navigation menu

**Step 13:** Click on PRODUCT in the left navigation menu

**Step 14:** Scroll down to the Product Visibility Template section and click on the upload icon, select your file and it will publish on upload.

# Add columns to your Encentivizer Catalog Widget

**Note:** These steps are only required if you populated links and/or product descriptions on the Adding Product Assets page above.

The screenshot shows the Encentivizer settings interface. The left navigation menu is highlighted with blue circles and numbers 15 through 17, indicating the steps to reach the 'Catalog Data Fields' section. The main content area is divided into two sections: 'Product' and 'Catalog Data Fields'. The 'Product' section has a 'Save' button and three settings: 'Should newly added DLC / Energy Star products be visible by default?' (Yes selected), 'Should Product Awareness only show products visible in the widget?' (No selected), and 'Use remote search' (No selected). The 'Catalog Data Fields' section has a 'Save' button and a table with columns: Column, Display Name, Default, Gated, and Disable. The table lists various data fields with checkboxes for each column.

Column	Display Name	Default	Gated	Disable
Image Link	Product Image	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product	Product	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Page Link	Product Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutsheet Link	Spec Sheet PDF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dlc Cutsheet Link	DLC@/ENERGY S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wattage	Wattage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lumen	Lumen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rebate	Rebate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes	Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payback Widget Url	Payback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 15:** Click SETTINGS on the left navigation menu

**Step 16:** Click CATALOG

**Step 17:** Click DATA FIELDS

**Step 18:** Under the Default column click the checkbox for Image Link, Product Page Link, Cutsheet Link and click the SAVE button to publish your changes.