Images SOP: Uploading Images SalesForce

03/17/2025 8:43 am CDT

> **Who is this for:** Level 2 Personnel

> ✓ **Objective:** Uploading Images in SalesForce and Seller Central

Where to find them: In the Charlie Bean Dropbox

- Level 2 – Brand Management – Choose Name of the Brand you are looking for – Images. In this folder you will find the following for every brand and a few others in some instances:
- Brand Essentials – Brand guidelines including fonts, logos, style guides, research and concepting
- Brand Review – Everything that has been completed and is either being reviewed by the brand or is ready to be sent to the brand for review. o Photography and Assets – Setup files and photographs o Working Files – Files currently being built and worked on
- Listings – The subfiles in this folder designate where the images belong for each item:
- Main Imagery and Infographics
- These images will be named with the item sku. The Main image will just be the sku and every other image will have a .1 , .2 , .3 etc. signifying where they belong in relation to URL location in Sales force.
- A+ and Brand Story ■ Store Posts ■ Storefront ■ Videos Uploading FileZilla/Sales Force:
- Open FileZilla: Click on the 3 Towers logo in the top left corner- Connect to "Charlie Bean"
- In the box on the left side showing "Filename" go to the correct brand's images and go to "Listings" and then "Main Imagery and Infographics"
- Highlight all images you need to upload and drag them into the box on the right side of the screen and place them. Any images that are already there can be "overwritten".
- Go to Sales Force: Easiest to start with a photo URL from an image already in Sales force.. https://www.charliebean.net/images/ADS15000280.png
- Choose the Brand and Item you want to upload pictures for o Under Images:
- Image 1 URL is your main image and will have just the sku as the image name
- Image 2-8 URL you can copy paste the main image URL and add the .1 , .2 , .3 etc to the end of the sku before the .png and it will automatically pull the images from the FileZilla photos you uploaded.
- Click on an image to make sure the correct image populated. Uploading through Seller Central: Mostly used when we have already uploaded through Sales Force and it has been 48 hours and the photos have not hit the Live Listing.
- Go to the brand you need to upload files to and Manage All Inventory
- Click on the 3 dots at the far right of the item you need to upload for and click "Manage Images"
- Select the Images option at the top of the screen
- You can Drag and drop the images needed out of the Dropbox folder "Main Imagery and Infographics" used for the upload to FileZilla
- Hit Save and Finish at the bottom of the screen.