




















## Sharp, Skyler

---

**From:** Nelson, Blake  
**Sent:** Wednesday, March 6, 2024 12:25 PM  
**Subject:** PowerSell image and document file names.

All -

IT has noticed that some of the files being sent up to PowerSell are incorrect. Please see the image below (files highlighted).

Name	Date modified	Type	Size
 2_504116_1	9/27/2023 10:44 AM	PNG File	187 KB
 2_616093_1	3/22/2023 8:55 AM	PNG File	57 KB
 2_616097_1	3/22/2023 8:52 AM	PNG File	88 KB
 2_618420_1	2/5/2024 12:39 PM	PNG File	121 KB
 2_618430_1	2/5/2024 12:55 PM	PNG File	136 KB
 2_625418_Screenshot 2023-09-05 085547	9/5/2023 8:56 AM	PNG File	441 KB
 2_625530_1	2/5/2024 12:56 PM	PNG File	120 KB
 2_661608_Screenshot 2023-09-05 085244	9/5/2023 8:53 AM	PNG File	353 KB
 2_730912_Chicken nuggest	9/6/2023 9:22 AM	PNG File	183 KB
 2_769280_1	11/28/2023 10:28 AM	PNG File	590 KB
 2_774925_1	2/5/2024 12:42 PM	PNG File	144 KB
 2_921223_1	9/27/2023 2:24 PM	PNG File	382 KB
 2_951786_1	8/25/2023 2:57 PM	PNG File	283 KB
 2_969039_1	8/25/2023 3:05 PM	PNG File	155 KB
 2_969340_1	8/17/2023 4:36 PM	PNG File	109 KB
 2_191228_1.webp	10/6/2023 10:25 AM	WEBP File	22 KB
 2_191229_1.webp	10/6/2023 10:26 AM	WEBP File	21 KB
 2_191331_1.webp	10/6/2023 10:28 AM	WEBP File	20 KB
 2_191332_1.webp	10/6/2023 10:29 AM	WEBP File	21 KB

As a reminder, the naming convention of the images and sell sheets needs to be in the correct format or they will not process. **2\_787900\_salessheet\_1.pdf** is not in the correct format, so will not process properly and gets stripped.

## **Step 2 - Attach Product Documents**

Use this procedure to attach a document file to an item. The document is added to the **Documents** menu when you select the item and click the **Documents** button throughout the Power Sell application.

Ensure the following naming convention is used for all product document files:  
`company_item#_displayname`

---

Naming convention is critical. The displayname must have no spaces and be in camel format.

example: EveryWordNewCap

Full example: 2\_787900\_SalesSheet1.pdf

There can only be two '\_' in the name, as they are separators from the company\_item#\_displayname. That means the displayname can not contain and underscore '\_'

Thanks, and let me know if you have any questions. These images are used not only for PowerSell, but also Pepper and DSSI. We are going to start the integration of Syndigo in the near future, which will help us with updated images and sell sheets.

Thanks,

**Click or Scan the QR code to access the Help Desk Ticket System**

**Blake Nelson | IT Technician**

(479) 471-6800 EXT: 6828

