

We are currently updating our site; thank you for your patience.

## SALES STUDIO CONFIGURATION

### LINK AN IMAGE TO A SALES PACKAGE

It is very beneficial to have an **image** linked to each Sales Package. Images are memorable and they communicate faster than text. Customers want to see visuals of your product. These images are considered more valuable in the sales and marketing world than product description and a quality image is more likely to result in a **sale**.

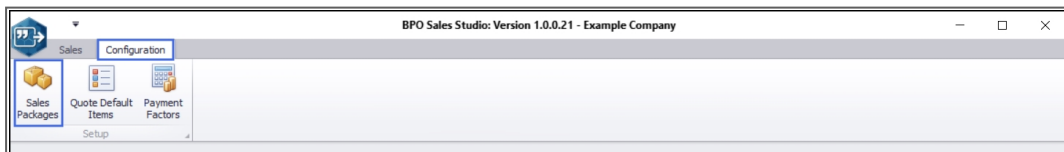
In the case of BPO Sales Packages, it is preferable to have the primary item's image for the package image as this will usually be the main product that your customer will be buying. You can link an image when you **add a new** Sales Package, or when an existing Sales Package is **edited** if, for example, you need to change the image.

The process below, documents the process of linking an image when **adding** (creating) **a new** Sales Package.

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**Ribbon Access:** Sales Studio > Configuration > Sales Packages

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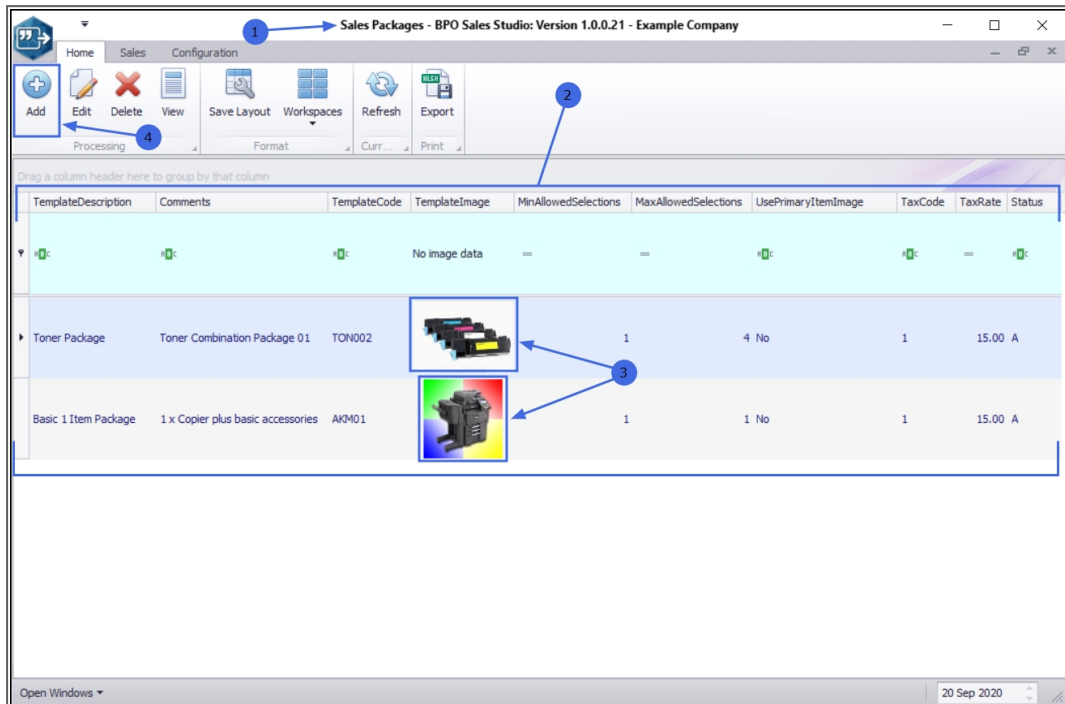


### CREATE A NEW SALES PACKAGE

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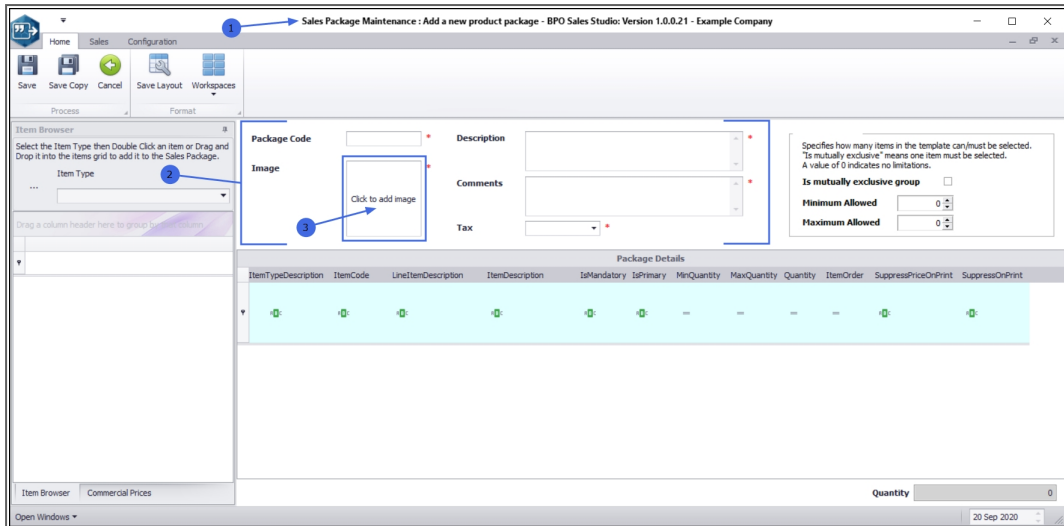
1. The **Sales Packages** listing screen will open.
2. Here you can view a list of all the current Sales Packages on the system.

3. In this example, there are 2 packages listed and each one has an image linked to it.
4. Click on **Add**.



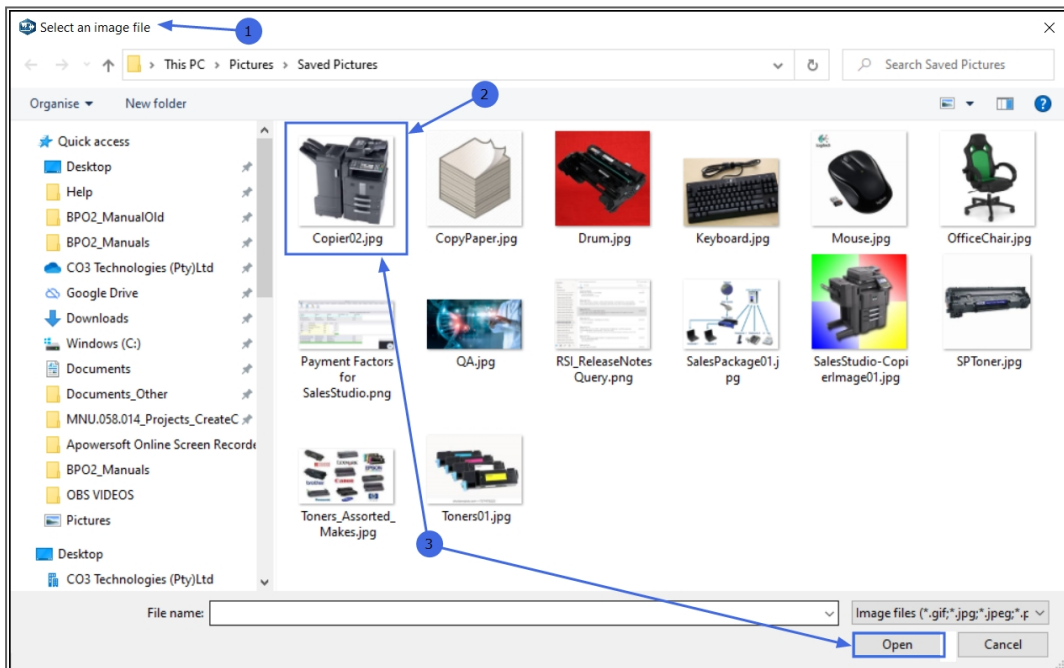
## ADD IMAGE

1. The **Sales Package Maintenance** screen will open.
2. In the new **Package information** section,
3. Click on the **Click to add image** button,

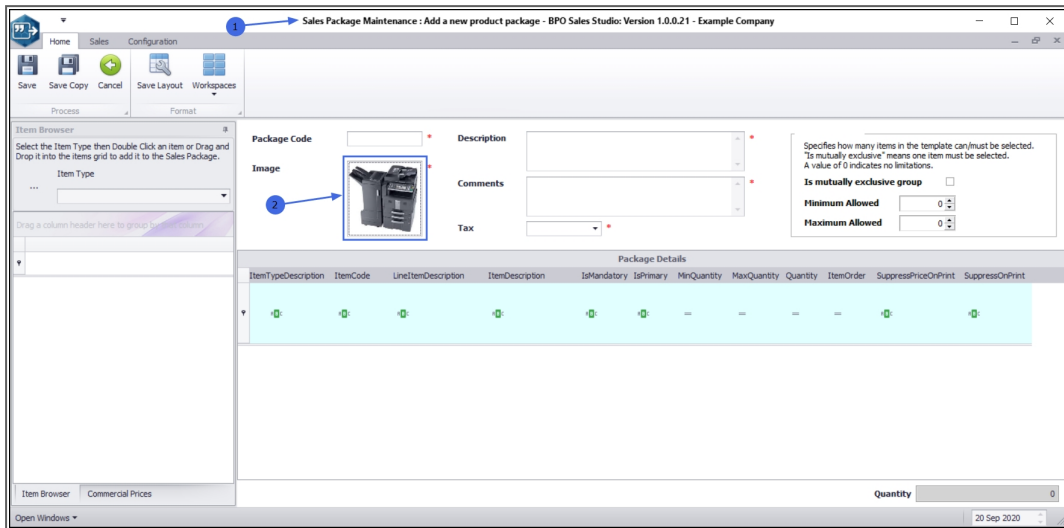


## SELECT IMAGE TO BE LINKED

1. The **Select an image file** screen will open.
2. Either, **double click** on the image you wish to link or,
3. **Single click** on the image and then click on **Open**.



1. You will return to the **Sales Package Maintenance** screen.
2. The image will now be linked in the new package information section.



## SAVE LINKED IMAGE

Continue to enter the mandatory new package information and details as set out in the [Add Is Mutually Exclusive Group](#) manual or the [Add Min / Max Allowed](#) Sales Package manuals.

**Note:** The image will be saved when all the mandatory information has been added and the **Save** button has been selected.

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