



Updating Products

Step 1: Login to the products page in RevCascade portal

Step 2: Click **Import** at the top of the page

Step 3: Using the correct template file, update/add product information to the file template
(You should already have your initial Retailer Template, if not reach out to your retailer to obtain the correct template to import)

Step 4: Select the correct template using the drop-down bar

Step 5: Select file to import

Import Products

A screenshot of the RevCascade 'Import Products' page. The page has a navigation bar with 'Catalog', 'Import', 'Update', 'History', and 'Templates'. The 'Import' tab is active. On the left, there is a sidebar with the title 'Import Products' and instructions: 'To add new items to your product catalog, please configure an import using the form on this page.' and 'You may view the progress of existing imports by viewing the queue [History](#).' The main content area contains a form with the following sections: 'Product Information Source' with three radio button options (the first is selected), 'Select Template' with a dropdown menu showing 'RevCascade Product Feed', 'Select File' with a 'Choose File' button and the filename 'RC-Products_fra...211_173101.xlsx', a green checkmark indicating 'File Ready for Import', a 'Show Advanced Settings' link, a note about scheduling, and a 'Save & Schedule Import' button.

Step 7: Click **Save & Schedule Import**