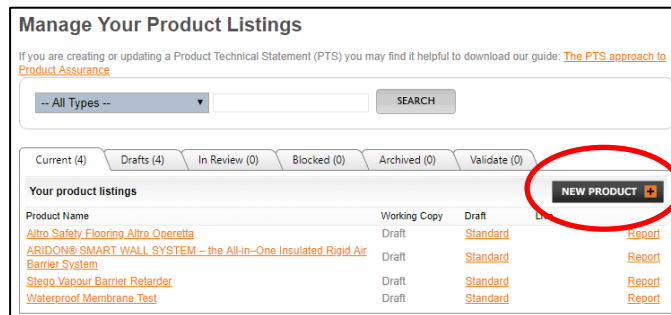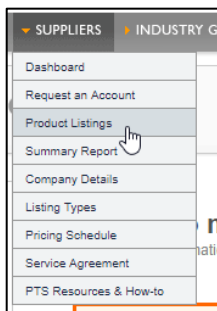# miproducts

Create / Edit miproducts Product Listing

PRIOR TO THE WORK SECTION GOING LIVE it is necessary to create at least one Miproducts listing. These listings sit alongside your work section, are free and you can list as many as you like. They are there to assist the specifier with a factual summary of information about your products, and also provide live links to your website for more in depth technical data.

Masterspec will set up your miproducts company profile and email you with a password. Check these details by logging in to **www.miproducts.co.nz** and click on COMPANY DETAILS. Make any changes as required.
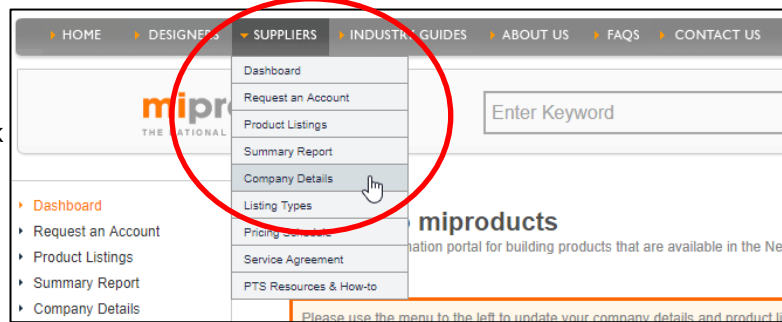
STEP 1.

Once you have logged in, select SUPPLIERS>PRODUCT LISTINGS. To create a new product listing, select NEW PRODUCT. Or, if you'd like to edit an existing listing, select the product under the "Product Name" list.

From here, you can choose a STANDARD PRODUCT LISTING or a PRODUCT TECHNICAL STATEMENT

Follow the on-screen prompts to create your basic listing details.

Tip: The name of the product and the first description line are searchable within miproducts. Use the extended keywords for additional tags.

Select SAVE AND CONTINUE to move onto Step 2.

STEP 2.

Input FEATURES OR PRODUCT INFORMATION (1000 character limit) into description. Include a description of what it does, where the product can be used, details including size, colour etc.

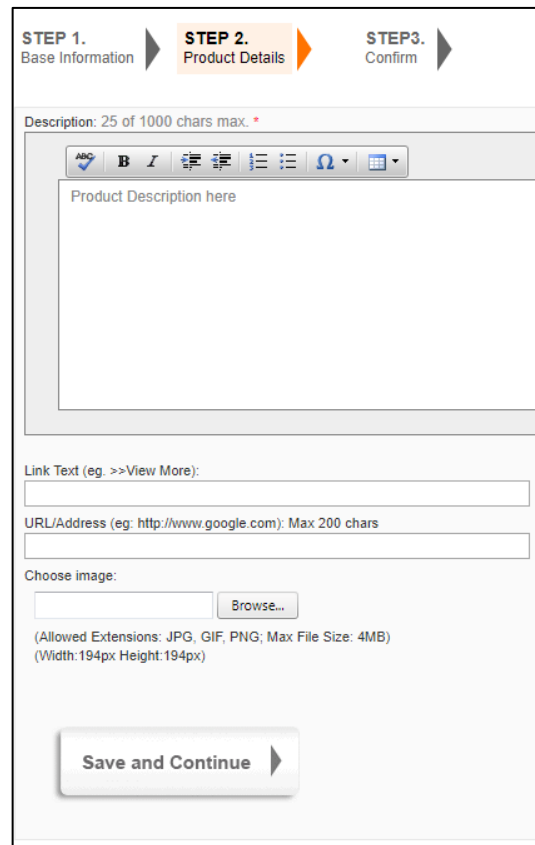Tip: Leave out marketing phrases that can't be validated.

Insert LINK TEXT - ie. "View More", "technical data sheet" or CAD Drawings".

Insert the URL ADDRESS of where additional information can be found.

Tip: Ensure this goes to a precise page so the specifier doesn't have to click through a myriad of other links or pages to get what they need.

Insert a great IMAGE (4MB). Remember it's your chance to show the specifier your product. Remember it is a small image - try and keep them consistent
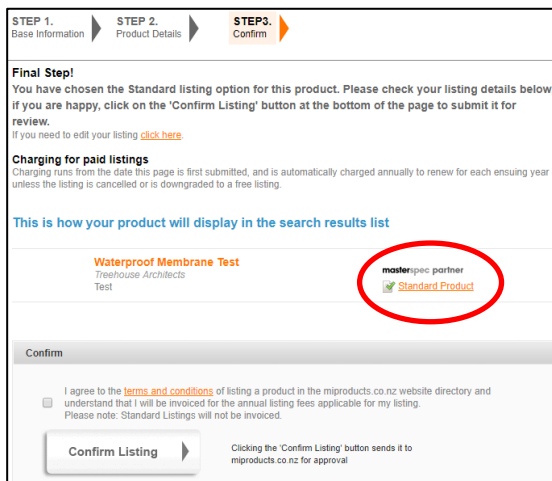
Select SAVE AND CONTINUE

STEP 3.

Select STANDARD PRODUCT to review your listing information. Ensure the link is working correctly. If you need to make further changes, click on the STEP icons to return to that area.
Click the CONFIRM tick box to submit your listing for approval. They will now go into a queue for our team to review and assign a CBI code. This process will take at least one full business day.

Once all your listings are live, it is your responsibility to continue to maintain the information provided to the specifier. Any changes you make to your marketing/technical material, should be reflected in your miproducts listings.

Don't forget to assign the listing to your work sections! See the document HOW TO ASSIGN MIPRODUCTS PRODUCT LISTINGS.

** Product Technical Statement: PTS are available on request. All Product Partners are assigned five PTS with their agreement. For further information and assistance with this, please contact Masterspec.