



**Anthology, Inc.**

## Importing data from the Bowker Books In Print website

Visual Anthology provides access to several databases of books (DBOB) including Title Source, Companion, and BIP. Access to these DBOBs is provided via the DBOB interface and Visual Anthology's "Import External Data" module. This module imports the file(s) exported from a CD database or website download.

This document covers the steps necessary to create and download a list from the Books In Print website and import that list into Anthology to either add to your inventory or to build a purchase order as well.

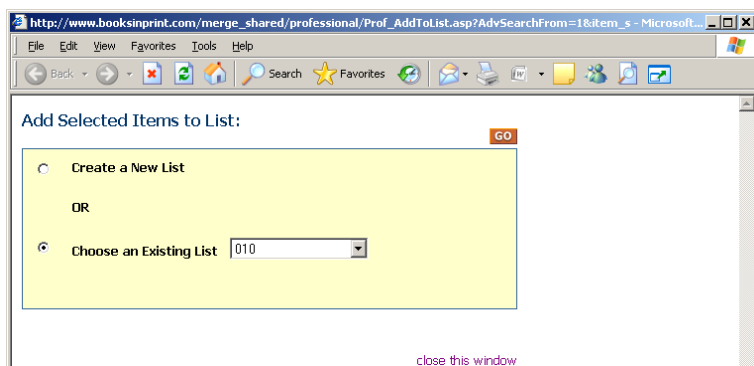
If you have any issues accessing your account on the Books In Print website or need assistance using their website please contact BIP directly. Anthology tech support does not provide assistance on 3<sup>rd</sup> party websites.

## Creating a List to download into Anthology from Books In Print

Depending on if you are looking for one book or multiple books to download, you have the option to create your list from the Search Results page or the Full Description page.

Once you've selected the books to create your list, click on the blue button above the result(s) that says Add to List.

After clicking on the Add to List button, a box will pop up that says **Add Selected Items to List:**



It will give you the option to Create a New List, or Choose an Existing List to add to. If you are adding to an Existing List, just choose that option, click on the down arrow to the right to select the list you are adding to, and click GO

A window will pop up letting you know it has been added to your list.

If you choose to create a New List, a box pops up that says **Create New List**:

Enter your new list name and desired expiration date in the boxes below. You must also specify whether the new list will be public or password protected. If the list is to be password protected, you must create a password and supply a valid e-mail address. Public lists may be viewed by anyone who has access to the account.

**Date:** Aug 12, 2009

**List Name:**

**List Comments:**

**List Type:**

Public

Password Protected

**Enter Password:**

**Re-enter Password:**

**Enter e-mail address:**

**CREATE LIST**

Contained here will be the current date in which this List is being created, a field for you to Name the List and to add any comments to the List. At this time you can either make this List Public or Password Protected.

Once finished, Click on **CREATE LIST**

A window will pop up with the message that your List was **Successfully Created**.

In order to access this list, or any list that was previously created, simply click the **LISTS** option located in the black bar found at the top of any page. This will bring you to the LIST area where you can view the list you have created.

**Lists for: R.R. Bowker (Internal)**

Click on any one of the lists below to view a detailed description of that list. You can also print, download or e-mail the list.

**CREATE NEW LIST**

Order Download Print Download E-mail

LIST NAME	DATE CREATED	LAST UPDATED	EXP. DATE	# OF TITLES
<input type="checkbox"/> 00000001	Mar 25, 2009	Aug 13, 2009	Aug 12, 2012	28
<input type="checkbox"/> 000Anthology	May 19, 2009	Aug 07, 2009	Aug 06, 2012	23
<input type="checkbox"/> 000huyntest	Aug 12, 2005	Aug 05, 2009	Aug 04, 2012	109
<input type="checkbox"/> 001minh	Mar 09, 2009	Aug 13, 2009	Aug 12, 2012	1
<input type="checkbox"/> 00baseball	Apr 15, 2008	Apr 13, 2009	Apr 12, 2012	23

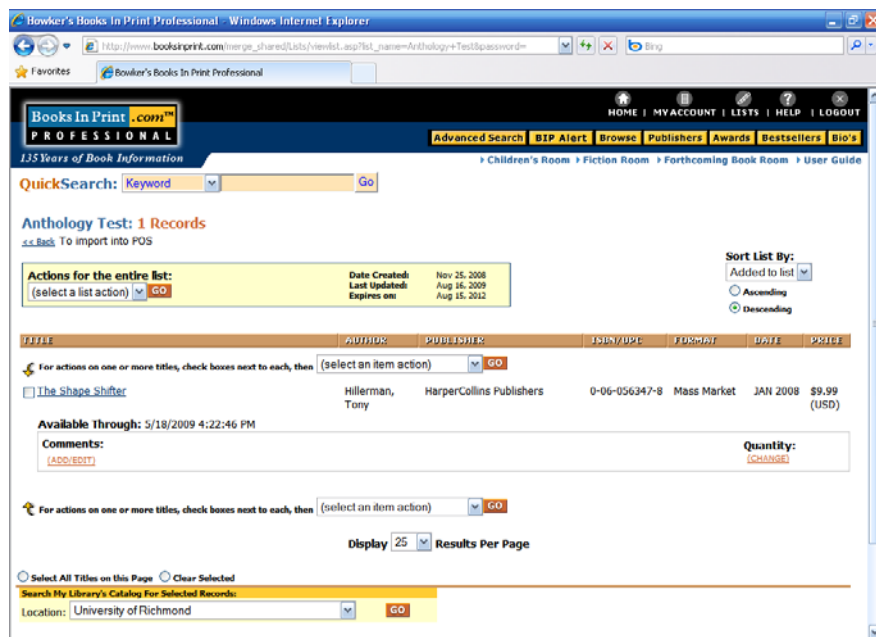
**LEGEND**

Password Protected

**TITLE** Click on any header name to sort descending.

On this page it will also tell you the date it was created, when it was last updated, an expiration date and number of titles in that list. You can add up to 200 records per list you create.

If you click on your List Name, it will take you to more detailed information about that list, such as the Title, Author, Publisher, ISBN, Format, Date and Price

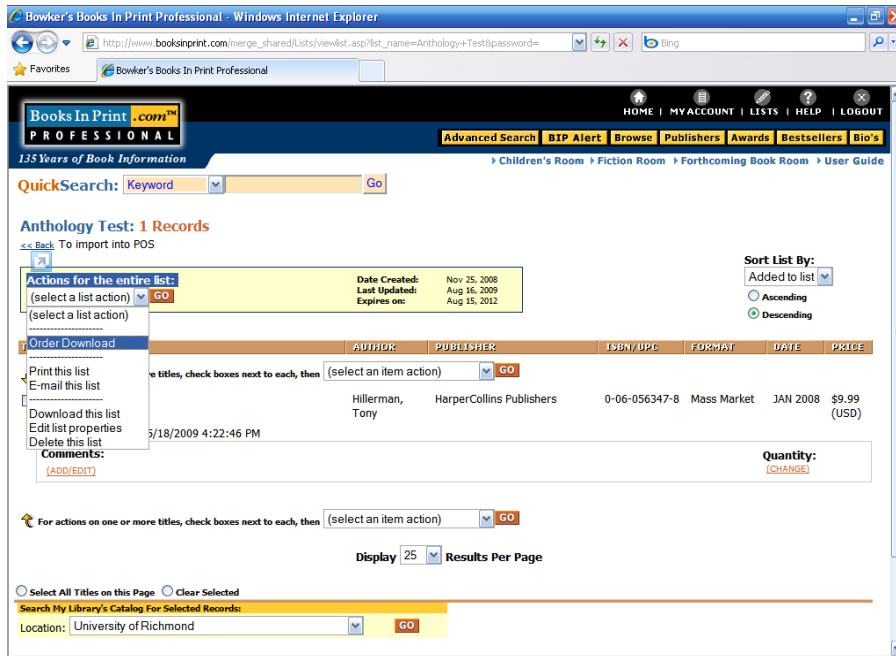


The brown bar that the criteria is listed in can be sorted by clicking on each criteria. You will know how it is sorted by the criteria being highlighted in yellow with a down arrow. If you click on a Books Title it will link back to the full details of the book in the Full Description page.

#### Important Notes:

- You also have the option to do other things with your list, such as Add/Edit notes, change quantity, Move titles, copy titles, Print the List, download the list into other formats (such as an Excel spreadsheet), Email the List, and Delete the List.
- You can bypass creating a LIST and just download the records directly to Anthology by clicking on the Blue button next to the Add to List button that says Download.
- The **Standard Download** selection is the format to choose to download into other programs such as Excel etc. This is not the same as the **Order Download**, which allows you to download the list into the Anthology format. Also, in the **LIST** Area you must select **Order Download** from any drop down in order to download into the proper Anthology format. **Download this List** and **Download Selected Titles** from the drop down list in the **LIST** area will only allow you to download into Excel and other Windows program formats.

If you are ready to Download the List to Anthology, select those titles (one by one, or at the bottom check off "Select All Titles on this Page") then go to the box that says, **Actions for the entire list** and from the drop down select "Order Download" and Click GO



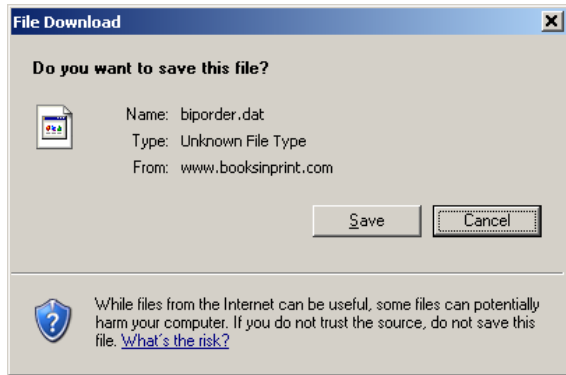
A box will appear that will ask you to select option to Download or change:



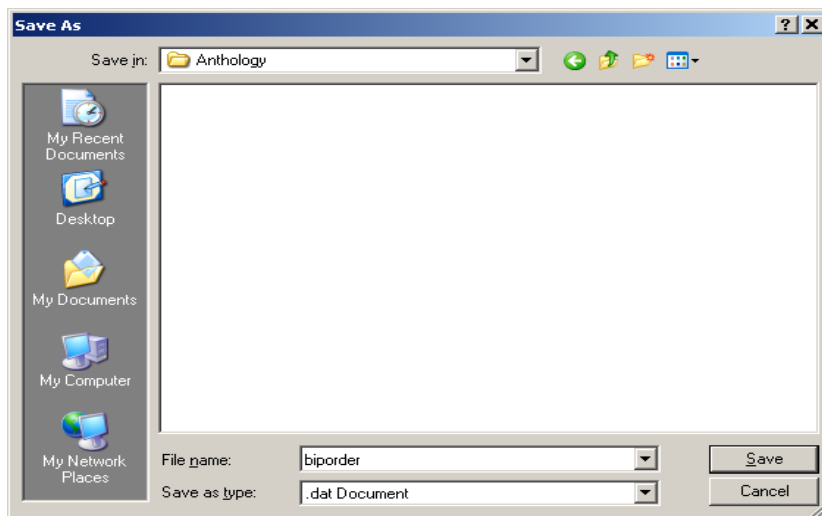
It will show how many records you have. Anthology should be the default, but make sure it says **ORDER DOWNLOAD Selected Format: Anthology** then Click GO

(You can make sure Anthology is the default, by going to MY ACCOUNT section, then Detailed Account Information, scroll down to where it says "Click here to modify your Order Download Profile." You'll see a box with a drop down for choosing what POS System. Anthology is the first in the list. Make sure you save your changes by clicking on the Save button).

After you click go, a windows Box will open asking you if you want to Save this file.



Click SAVE and a SAVE AS box will come up:



Here you can name this file and also select the Anthology folder you want to save it in. Once you do this the first time, it will always default to this folder.

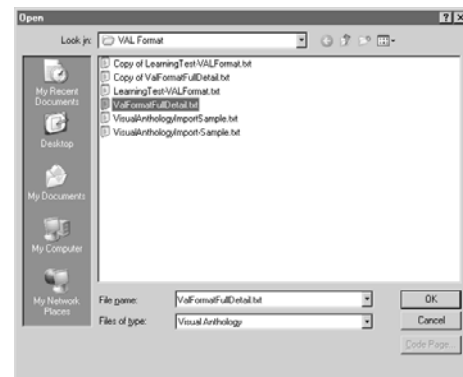
A Download Complete box will then open that you can click close.

Your List is in now ready to Download into Anthology.

## Importing into Anthology

Once you have created the format and saved the file you can begin the process of importing into Visual Anthology.

- Go to TOOLS | IMPORT EXTERNAL
- On the new screen press "F6 Get" to begin browsing for your file.
- You must select the appropriate "Files Of Type" of "VisualAnthology" for the import utility to locate your file.
- Next you must browse to find the file you created.
- When you select OK on the file you will be back on the CD Import screen, and seeing the titles you have selected to import.



## **IMPORTANT! Dealing with Reference values**

When you import the file the program does not pre-fill in your Department, Section, Media or Publisher directly. Instead the grid will show those values in a special set of "Reference" fields. This is so you can accurately select those exact pre-existing values from the drop down lists. Note that you must already have those values existing before the import, the import cannot create them for you.

<u>Import File Field Name</u>	<u>Import Screen Column Name</u>
Type-DeptCode	RefDepartment
Binding-MediaCode	RefBinding
Subject-SectionCode	RefSubject
Publishercode	RefPub

To speed up the selection of the actual values for the records being imported, you can sort the grid by a particular column and then mass highlight all the items with the same RefSubject and mass reassign (shift+click on first and last record in the bunch). Then go to the Actions menu and choose Reassign. For example, say your items had "Grade 1-3" and "Grade 3-5" in the import file under Subject-SectionCode itself but in reality you just store those items in the Section called "Childrens". Just click once on the column header for RefSubject which will sort/group all similar records together. You can then mass highlight, go to Actions, choose Reassign and change the Section on all of those items at the same time.

## **Putting items on an order**

If you wish to add these records to an existing order or memo use the field marked "Add Listed Records To:" to choose purchase order, receiving memo, customer order, etc. As you post the records you will be asked to select the memo/order from a list. You may need to create the PO or Receiving Memo just before starting the import.

## **Completing the Import**

When you have made all the needed modifications press "F12 Post" to begin adding the items to your inventory.

If you have chosen to add listed records to a PO or Receiving Memo you will be asked to "Select" the item from a list. Select the item, you will be then asked to add the items or cancel, choose OK. The importing process will begin. If you are adding a large amount of records please wait for the processing to complete before continuing on.