



# Anthology Web Commerce Tools - User manual

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## Overview of Anthology Web Tools

Anthology provides tools for uploading inventory and downloading website sales information with third-party ecommerce websites.

This involves two programs, Import Web Sales and Third-party Upload. They are designed to work with many ecommerce providers, so you are not locked into one solution. These programs run independent of each other and outside of the Anthology program itself. This allows you to schedule them to run at different intervals throughout the day or night using Windows Task Scheduler®. These tools may also be executed manually using their respective screens.

## Supported Web Platforms

As of February 2023, IndieCommerce Full (1.0 & 2.0) and Chrislands are in use with several stores. Currently there are over thirty-five different formats that have already been programmed, such as Amazon Marketplace, ABE, Alibris and other platforms. Other platforms like WooCommerce and Shopify are being reviewed for development as well.

## Anthology Web Store (In Development)

As of February 2023, Anthology is working with Chrislands to develop a more integrated website and online inventory tool for easier start up and site maintenance. More news in Spring 2023 to come.

## General implementation & Setup

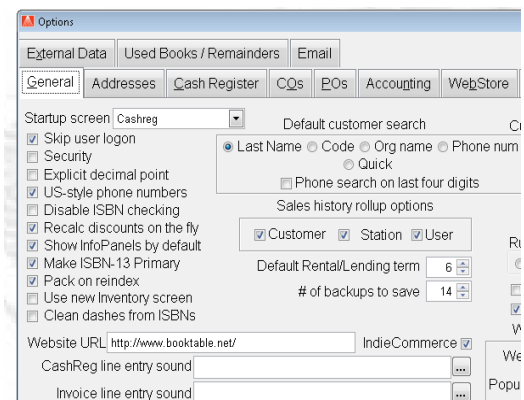
Once your store has purchased the add on WebTools module, an Anthology tech will contact you to start the process of gathering the needed web credentials for uploading inventory and downloading web orders. As those web credentials and supplemental details come in, an appointment will be made for your tech to log into the server and begin setting up the WebTools and the endpoints for accessing data. Your tech will have some introductory questions that will help fine-tune the behavior.

## Searching online store inventory from Anthology Cash Register

### Enabling CR searches of IndieCommerce website

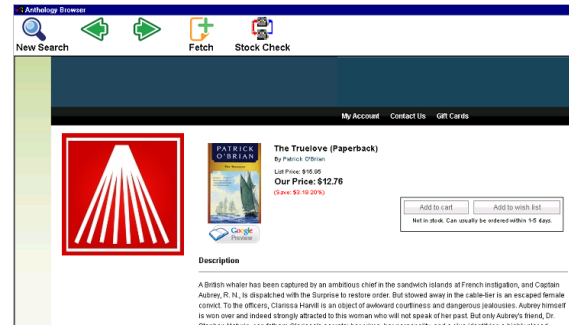
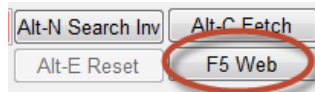
Opening any web browser, go to your store's home page. Copy the entire website URL address, including the HTTP://. With everyone else briefly out of the program go to Tools | Options | General tab. On the bottom left, enter the store website URL into the "Website URL" field. Also check the IndieCommerce box. F10 to Save Changes.

Go to Master Files | Web Resources. Select the existing IndieCommerce entry and go to Details tab and ensure the "Enabled" box is checked. F10 to Save Changes and Close/Reopen to program to take effect.



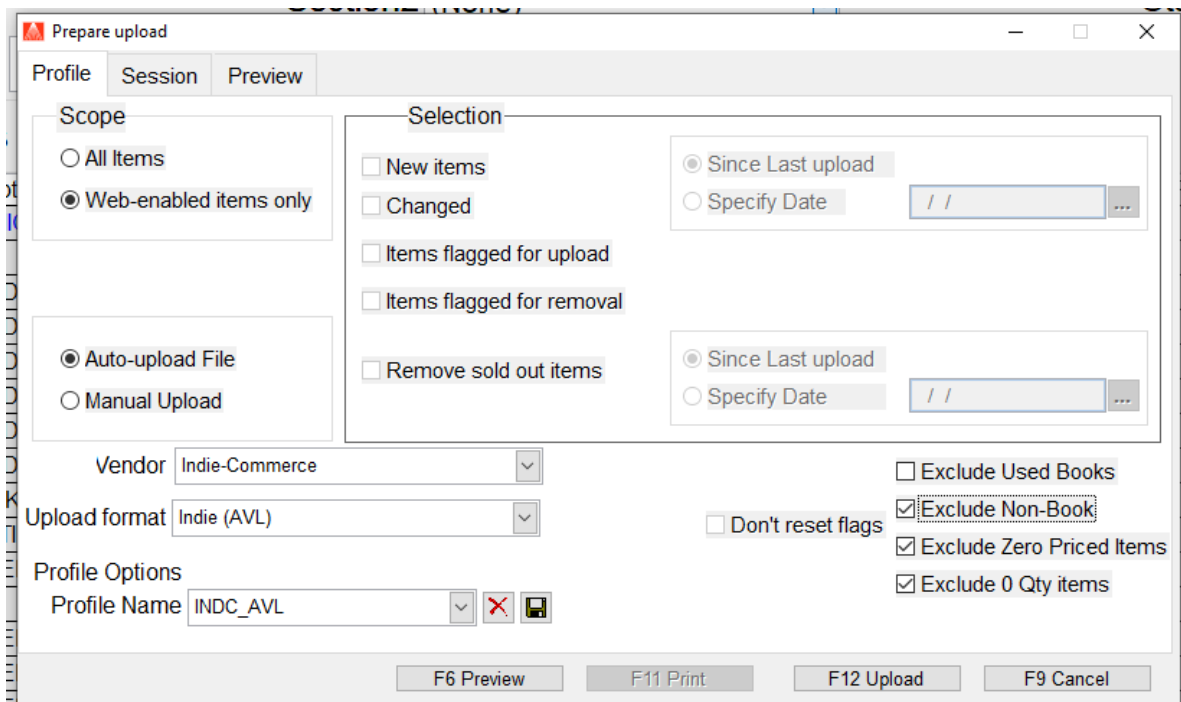
## Searching IndieCommerce site from within CashRegister

While in the Sales | Cash Register screen, select the **Alt-N Search Inv**, **Alt-C Fetch**, **Alt-E Reset**, and **F5 Web** buttons. This will bring up a simple web page window showing you the search results on the store's webpage. Select the title of the specific item for more details. If the book item is not one already in your Anthology inventory, select the **FETCH** button at top to bring the item into your system.



## Web Tools - Inventory Upload

When uploading inventory records to your website, there are 35+ different formats already programmed for, with the flexibility to edit or create more in addition to the standard formats required for IndieCommerce and another for Chrislands system. The control screen can be found under the Master Files | Inventory | Actions | Prepare-Upload.



### Scope

Scope controls if all items in the inventory should be looked at for the subsequent filters or if only items assigned to specific Departments, Sections or Inventory item specific should be included or not using the "Exclude from Web" setting available on the Details tab for the given group or item.



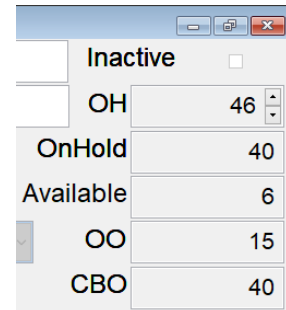
## Auto-Upload vs Manual Upload

Fresh Inventory Upload files can be exported and uploaded on a manual as needed basis using the Manual Upload option. For stores that wish to have regularly scheduled updates that run automatically in the background, a task can be created using the built in Windows Task Scheduler tool to run every few hours.

## OnHand vs Available Upload Format

Stores can opt to upload the exact OnHand amount as shown at the time the export file is being created. Alternatively, stores can opt to send the “Available” units. When reviewing the Inventory record from various areas like PO (Purchase Orders) vs CBO (Customer Back Order) Manager, different calculations are made to indicate availability of an item. OnHand is the number of units expected to be on the floor and ready for sale. OnHold the number indicates the number of units claimed for some other event or customer.

OnHold units can be the units claimed for the hold shelf for special order pickups, as well as any unit on an Open BookFair, Overstock Returns and Open status CustomerOrders. OnOrder (OO) is the number of units on still Open status Receiving memos still outstanding and unreceived/posted. CBO are the units that were special requests, either via the CashRegister as a Special Order or via the Customer Order module flagged as BackOrdered. **The Available number is a calculation that gets updated each time a form is opened, this is the OnHand minus any OnHold**, the units claimed by other requests. In the example above, the item shown has 46 units OnHand but 40 units have already been claimed for an Open CO that has not yet been shipped. There are 15 more units waiting for arrival on an Open Receiving memo. The 6 units marked as Available are the OnHand minus the OnHold (46 – 40). Many stores opt to upload the Available units instead of the actual OnHand to prevent over promising available units online.

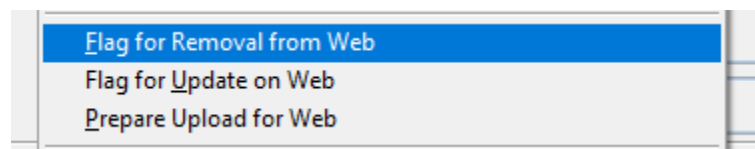


Inactive	<input type="checkbox"/>
OH	46
OnHold	40
Available	6
OO	15
CBO	40

## Selection - new records vs updating existing

Selection covers if just brand-new items should be included in the export and upload or if changed items should be included as well, such as items with a new price or a changed title. Additionally, specific inventory records can be flagged as needing to be included in the upload or excluded by using the Actions menu item options for “Flag for Removal from Web” and “Flag for Update on Web”.

Some platforms like Chrislands also provide additional selection if items should be flagged for removal from the online listing (aka Purge/Delete).



## Books vs Used-Books vs Non-Book

Additional filters can be set to Exclude or Include records based on their Book, Used Book or Non-Book classification. Anything that has a genuine 10 digit, or 13-digit ISBN would be considered a Book item, while anything not flagged explicitly as a UsedBook that does not have a true ISBN would be considered a Non-Book (Sideline) item. Items with a 12-digit UPC code or a manually created skus would be considered Sidelines, like toys, clothing, food, event tickets, etc.

## Zero price vs Zero Qty items

Stores can also opt to exclude or include inventory records that have a zero retail price, often used for generic inventory records to use in the CashRegister. As well, if an item has zero OnHand (or is a negative amount) they can be excluded from the uploads as well.

## Jacket Art & Annotations

Starting in version 9.6.328, Anthology now offers the add-on data tool for Ingram Data Services. This new WebFetch source now allows for accessing Jacket Art images to be viewed as well as the extended annotations about the item. This ability does require having an active Anthology Maintenance contract and an Ingram subscription. For stores using other platforms besides from IndieCommerce or Chrislands, this data could be made available for your website.

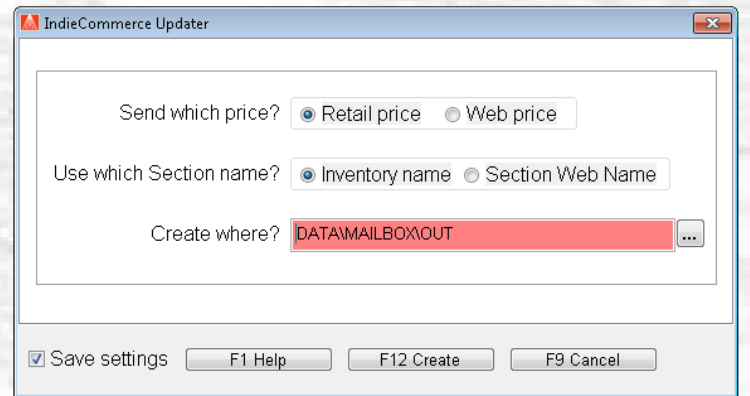
## Frequency of updating online data

Stores can opt to upload their inventory manually as needed, automatically once a day via the nightly Anthology scheduler runs after ztape, or multiple times a day every few hours using Windows Task Scheduler jobs.

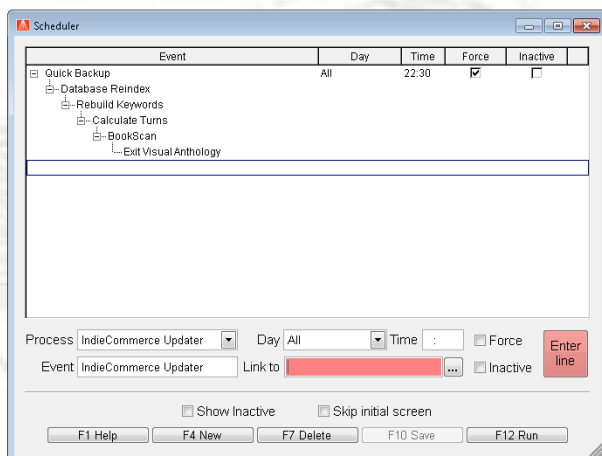
## Manual Inventory Uploads

Using the Prepare Upload screen you select the criteria that will define your upload. For example, you may want to upload items that have changed since the last time you uploaded. When using the program in manual mode only the file is created, you will be required to upload the file to your site yourself. Once you have the options you want to use selected, choose F12 Create to build the upload.

You may save these settings to a profile that keeps them for the next time you are ready to upload.



## Automated – once daily using nightly anthology scheduler



Once the updater has been tested, the task can now be added to the Anthology list of scheduled tasks. Go to Tools | Scheduler | Maintain.

Do F4 New and select the “IndieCommerceUpdater” from the Process drop down list. Select the “Link To” drop down list and select the last task listed. Enter Line once back at the scheduler screen and F10 Save.

Note, it may be necessary to first F7 Delete the very last entry if it is the “Exit Visual Anthology” for the IndieCommerce task to run before the program closes. Once the Exit Anthology task is

temporarily deleted, add the Indie Commerce task and Link to the last task listed. Then F4 New and reselect the Exit Anthology option, linking it to the previous task of Indie Commerce. F10 to Save changes.

### **Automation with Profiles - every few hours using Windows Task Scheduler**

Enter the Profile name of your choice and click the save icon, the settings you choose are saved to a special file that also contains your unique login credentials for uploading to your site, providing your vendor supports it. You can use one of the prebuilt file formats or our staff can easily create one for you to match nearly any vendor's requirements.

### **Web Tools - Importing Web Sales**

More detail to be added soon! Contact [Support@AnthologySoftware.com](mailto:Support@AnthologySoftware.com)