

# Third-party Upload / Import Web Sales

SALES DOCUMENT  
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## OVERVIEW:

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.

## THIRD-PARTY UPLOAD:

### Manual Operation

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.

**Prepare upload**

Profile | Session | Preview

**Scope**

- All items
- Web-enabled items only

**Selection**

- New items
- Changed
- Items flagged for upload
- Items flagged for removal
- Remove sold out items

Since Last upload  
 Specify Date / / ...

Since Last upload  
 Specify Date / / ...

Auto-upload File  
 Manual Upload

Upload file [ ] ...  Exclude Used Books

Upload format [ ]  Don't reset flags  Exclude Non-Book

Profile Options  
Profile Name [ ] [X] [ ]

F1 Help | F6 Preview | F11 Print | F12 Create | F9 Cancel

## Automation with Profiles

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 vendors requirements.

This may also be used to upload changes to inventory at any time by selecting F12 Upload. This will not interfere with your scheduled upload, if you are using them.

The screenshot shows the 'Prepare upload' dialog box with the following settings:

- Profile:** Profile, Session, Preview (selected)
- Scope:**
  - All items
  - Web-enabled items only
- Selection:**
  - New items
  - Changed
  - Items flagged for upload
  - Items flagged for removal
  - Remove sold out items
- Upload criteria:**
  - Since Last upload
  - Specify Date [ / / ]
  - Since Last upload
  - Specify Date [ / / ]
- Vendor:** Indie-Commerce
- Upload format:** Indie (QTY)
- Profile Options:** Profile Name: INDIE\_OH
- Additional options:**
  - Exclude Used Books
  - Don't reset flags
  - Exclude Non-Book
- Buttons:** F1 Help, F6 Preview, F11 Print, F12 Upload, F9 Cancel

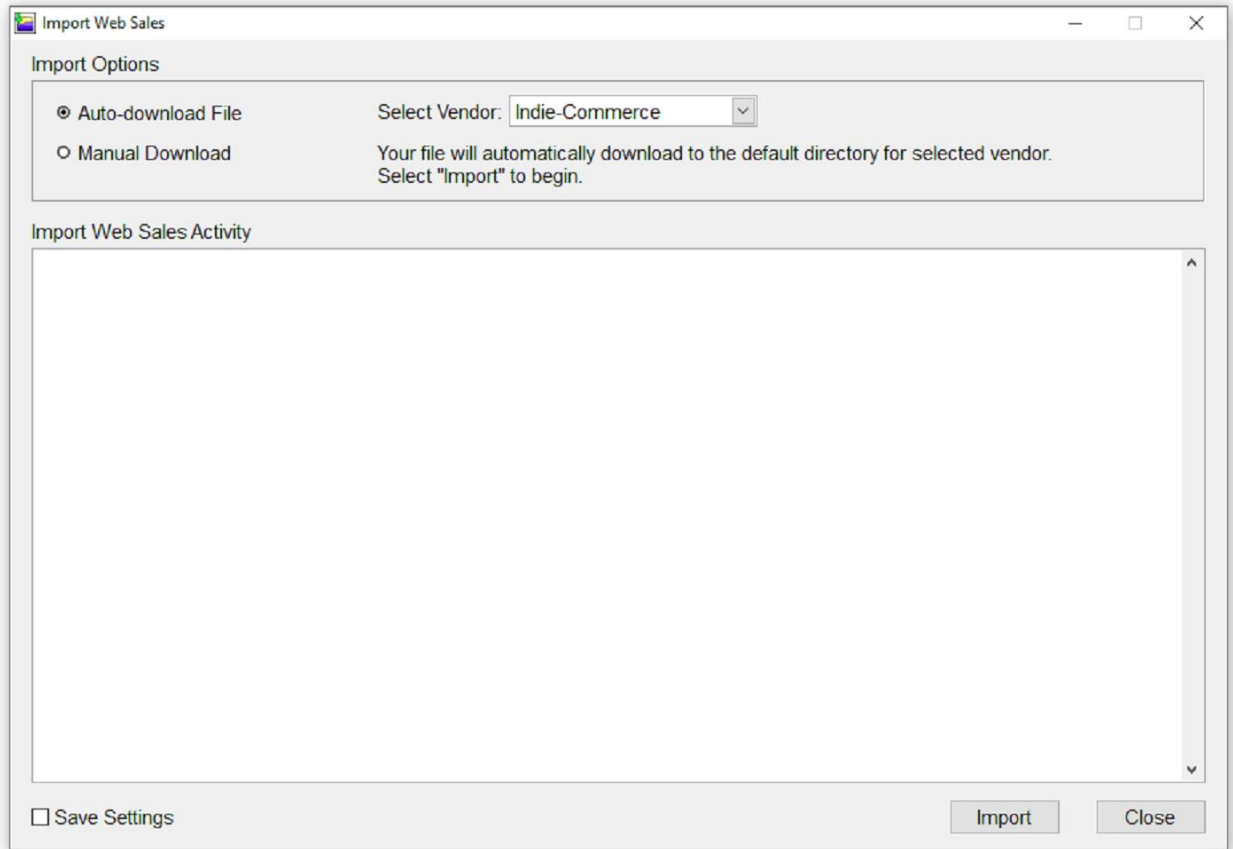
## IMPORT WEB SALES

Importing your web sales can be done either manually or automatically using the Import Web Sales screen.

### Automatically

As with the Third-party Uploader, you will need to be working with a vendor that supports this functionality, such as Indie-commerce. Simply choose Auto-download, select the vendor, and put a check the save settings option. Again, this operation is designed to be handsfree and is typically assigned to a "Task" in Windows Task Scheduler®. You may also choose the Import button and the operation will run on demand, between scheduled tasks.

The activity section of the screen shows the orders being recorded in Customer Order.



### Manual operation

The major difference here is that you download the file yourself and provide the download location and file name to the import tool. When you choose "import" the Customer Orders are created.

