



Anthology

Introduction

The Visual Anthology import file format allows users to create files for importing inventory information into Visual Anthology. Typically the import files will be created in MS Excel or some other spreadsheet program. The import file should be a text file whose name ends with a .txt extension (e.g., "Import.txt"—without the quotes). The import file should be in the standard Tab Delimited format.

NOTE: The import file MUST have every single field noted below, i.e. you must have exactly 26 columns even if not every column will be imported. Failure to setup the import file exactly as specified will result in a failed import attempt. If the field has **'s in front of the name that means you can skip putting a value in the field as it will not be used.

A sample Visual Anthology import file is available on the on the Downloads page in the Visual Anthology Customer Zone (<http://anthology.com/AnthologyWeb/CustomerZone/CZDownload.aspx>). This file is called "VisualAnthologyImport-Sample.zip". You can download this sample file to your machine, extract it, open with MS Excel, and then begin editing it to add your own records. Please note that the file you create should also end with the .txt extension.

Files created in the Visual Anthology format are imported into Anthology through the Tools, Import External Data menu option. See below for detailed instructions. You must be using Visual Anthology version 6.3.041 or higher in order to import the Visual Anthology format.

Required fields for importing

If you are working on your import file in a spreadsheet program like Excel, you will have columns created for each of the required fields listed below. These columns may or may not contain values for some or all of the rows in the spreadsheet. Even if a field value is not needed, the space for it must be included in the sequence of columns; otherwise the import will not be read correctly.

Every record to be imported into Anthology should have a value for the fields listed below in **boldface**. Every record must include a value in at least these fields to be a "legal" Visual Anthology record. Fields in italics are recommended but not required.

Fields that are marked with a double asterisk (**) are not currently supported in the Visual Anthology format import. Even if you supply values for these fields, they will not be imported. Nevertheless, you must include the empty fields in the tab sequence for the file to be imported successfully.

1. **ISBN/SKU1** (max 18 characters)
2. *UPC* (max 18 characters)
3. **Description** (max 100 characters)

4. *Author* (max 25 characters)
5. **Type-DeptCode**
6. **Type-DeptCode (fields with **'s can be left blank)
7. *Binding-MediaCode*
8. **Binding-MediaName
9. *Subject-SectionCode*
10. **Subject-SectionName
11. **Subject2-Section2Code
12. **Subject2-Section2Name
13. *Publishercode*
14. **PublisherName
15. **Supplier-DistributorCode
16. **Supplier-DistributorName
17. **ShortDiscount
18. **NonReturn
19. *Pubdate* [Format as such: 12/31/2006]
20. **Cost
21. **ListPrice** [Format as such: \$10.99]
22. **RetailPrice** [Format as such: \$10.99]
23. *Qty*
24. **Memo-Comment
25. **ListType
26. **Action

Creating the spreadsheet

Ideally you'll use Microsoft Excel to build this list of records. This can be done in a simple notepad window as well but Excel is significantly easier to use in creating this file.

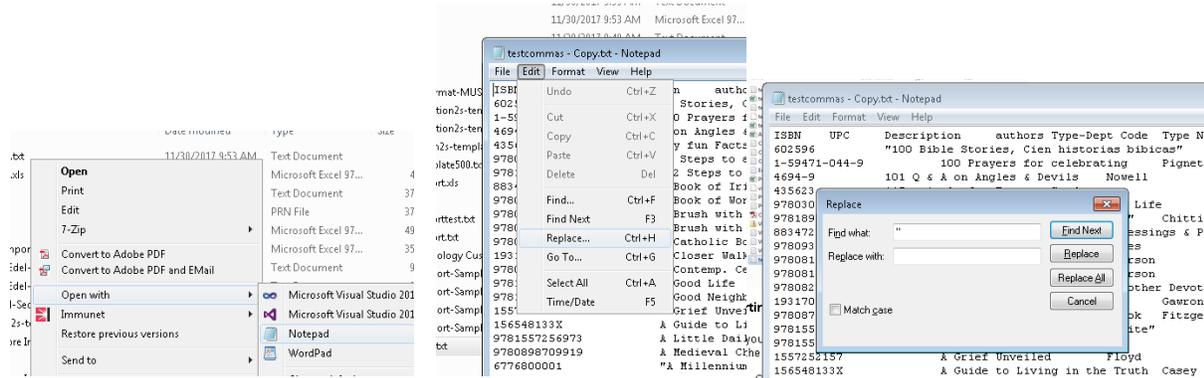
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If you use the sample file or are creating your own custom import file with Excel you should keep in mind that Excel by default will want to treat the ISBN and UPC fields as number values. However it's not uncommon to have leading 0's or X's or other letters in a sku. **If your column is not formatted to a TEXT value instead of a NUMBER value then leading 0's will be stripped off by the Excel program.** Just click on the column header for those fields, right click, and choose Format Cells. On the Number tab are several Categories, choose TEXT and click OK.

Once you've populated all of the columns and their values choose File | SAVE AS. On the lower portion of the Save As window is a field marked "Save As Type". Set this to "Text (Tab Delimited) (*.TXT)". Give

the file a name and save it to the desired location. Make a note of what you call the file and where you save it as you will need to locate that file once in the Anthology Import screen.

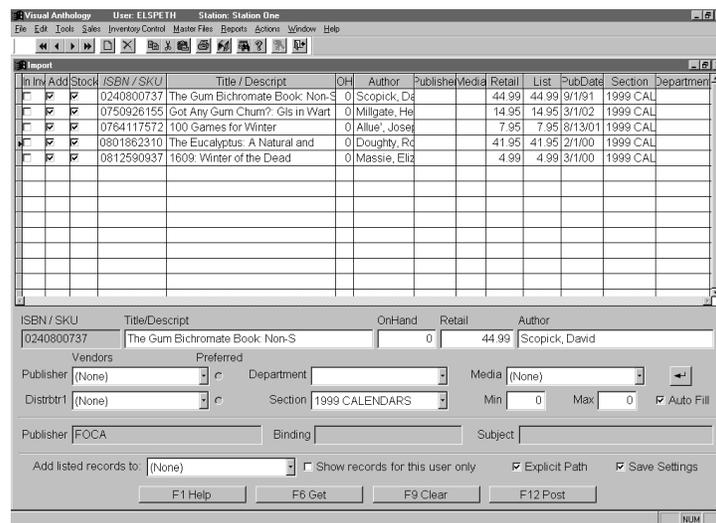
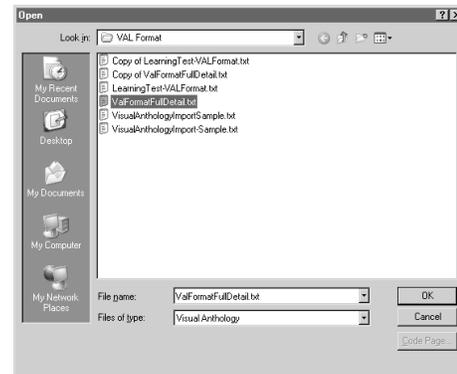
Note- Excel may insert “s around fields with commas, most typically titles and author names. You will need to open the finished file with Notepad, use Edit | Replace and have it find “ and replace with an empty value. This will strip the “s from the file and allow for clean importing.



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.