



ANTHOLOGY

Anthology BookScan Reporter Utility

Using BookScan Reporter

The Anthology BookScan Reporter allows users of Visual Anthology to report on their sales to BookScan. You can contact Rachel Ehrentreu at 914-684-5577 or rachel.ehrentreu@nielsen.com for more information on the BookScan service.

Communications take place via the internet, using ftp (file transfer protocol). You must have an internet connection to use the Anthology BookScan Reporter.

Installation instructions

The Anthology BookScan Updater should be installed on a computer that has access to the Anthology data and internet, as it uses ftp (file transfer protocol) to send your information to the BookScan server. It only needs to be installed and setup on one machine, the one you plan on running the reporting utility from each week.

To install Bookscan Reporter from the Anthology website:

1. Go to www.anthology.com, log into the Customer Zone. If you do not have access at this time, please contact Support@anthology.com.
2. Go to the Downloads area, Other Downloads and select the download file called "SETUP Bookscan Install.zip".
3. You will be prompted to either Open or save this file. Choose Save button.
4. You will be prompted to "SAVE AS". Click on the DESKTOP button on the far left. This will save the compressed file right to your desktop.
5. When done downloading close the browser window and return to the desktop.
6. Locate the new icon called "SETUP Bookscan Install.zip" and double-click to Extract.
7. A new window should open showing you the contents of the zip file. There should be a single "SETUP.EXE" file contained in the zip.
8. Depending on what native compression utility is loaded on your machine the next step could vary. Essentially follow the soft ware prompts/buttons to extract the Setup.exe to the Desktop of the computer.

9. Locate the new SETUP.EXE on the desktop and double click to run. Follow all prompts, taking all default settings. You may be prompted by your own security software as it recognizes a new FTP connection based program. Be sure to allow the new program, do not block its access.
10. A new icon should now be available on your Start menu under All Programs.
11. You can do a Right-click on top of this icon and choose "Send to Desktop" if you wish.



To Install Bookscan Reporter from a CD:

1. Place CD in the drive
2. Double Click on the My Computer Icon
3. Locate the SETUP.EXE on the CD and double click to run.
4. Follow all prompts, taking all default settings. You may be prompted by your own security software as it recognizes a new FTP connection based program. Be sure to allow the new program and do not block its access.
5. A new icon should now be available on your Start menu under All Programs.
6. You can do a Right-click on top of this icon and choose "Send to Desktop" if you wish.



Setting up the Bookscan Reporter

Now that you've installed the program, you must enter in your account information in the program. Once you've contacted them for the account information they'll send it directly to you or may send the setup info to Anthology tech support. Typically there are two pieces of information that BookScan provides, a Store # (also known as UserID) that is usually 8 characters long and a Password.

In some cases Bookscan may provide four pieces of information.

Chain: #####

Store: #####

ID: ##### <-----Should be the "Bookscan Store Number" and "UserID"

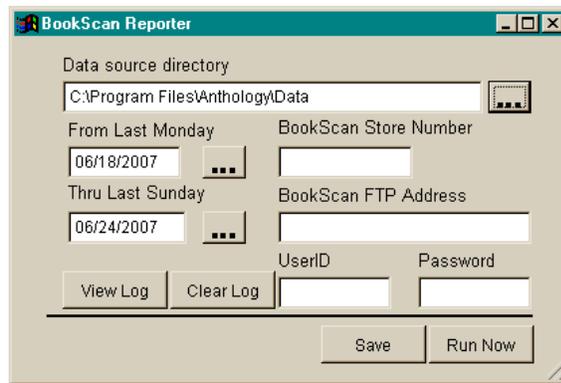
PW: an##### <-----Should be "Password"

FTP: retail.vnureig.com

1. To start the program, double click the icon
2. A screen will appear that requires some initial information to be filled in. Most of this information needs to come from BookScan directly.



- ❖ The Data Source Directory is the path to the Anthology Data folder on your server.
- ❖ The Bookscan Store Number is the account provided by Bookscan.
- ❖ The UserID is the same as the Store Number. The Password is the account password provided by Bookscan.



3. Fill in the fields on the BookScan Reporter screen as follows- be sure to use the Save option to save the input.
4. **Data source directory:** This is the location of your Anthology Data files. No matter what machine you are at, this path must always end with the **Data** folder.

On any machine, whether a Server or a Workstation, this will be similar to the directory where you are running the VAL.EXE over the network to the server. An easy way to find out what this path is to locate your Anthology icon on the workstation desktop. Then do a Right-Click and select Properties on top of this icon. The Properties window will appear. Look at the Shortcut tab and the Target field. This is the path this workstation uses to start the anthology program. The Data Source Directory for bookscan will need to be set to this path and must also end with the \Data folder.

If your Anthology Icon Target Path is:

G:\Program Files\Anthology\Val.exe

G:\Anthology\Val.exe

G:\Val.exe

Z:\Anthology\val.exe

Then your Bookscan Data Source Directory must be:

G:\Program Files\Anthology\Data

G:\Anthology\Data

G:\Data

Z:\Anthology\Data

You can navigate to the directory you want to choose by clicking on the ellipsis control to the right of the Data source directory field.

5. **From Last Monday:** By default, last Monday's date will be selected. You can click on the ellipsis control to select another date.
6. **Thru Last Sunday:** By default, a date six days after the one selected in the From Last Monday field will display here. You can click on the ellipsis control to select another date.
7. **Book Scan Store Number:** Use the user id (store number) from BookScan in this field
8. **Book Scan FTP Address:** Type in: **RETAIL.VNUREIG.COM**
9. **User Id:** The User ID is the "Username" from BookScan

10. **Password:** The password is the “Password” from BookScan, it often starts with “an” and is case sensitive.
11. When the fields are populated be sure to click Save.

Running the reporter

BookScan will tell you how often to run this program. To run the program, do the following steps.

1. Open the BookScan Reporter and enter the date ranges to report on.
2. You must be connected to the internet at this point, click RUN Now. The first time you run this reporting utility, you will likely be prompted by your security or Anti-virus software to block/allow the new program from accessing the internet- do not block the software.
3. When the reporting completes, you will be shown a log of the session. You can periodically clear this log from the Edit menu if you like. Scroll to the bottom of the log to see the information about the session just completed. Firewall software/hardware will often block these transmissions, it is important to review the log to verify the transmission went through.
4. When you are done, click on the Files | Exit menu to close the program.

Security Settings

Like any program that needs access to the internet, various security/anti-virus programs may block the application when launched the first time. We recommend setting any needed exclusions/exceptions in all of your security programs to explicitly exclude the Bookscan.exe. Check the properties of your Bookscan properties to find the exact path/location to the Bookscan.exe (right-click and Properties on the icon) to use when setting up the exclusion/exception. Use the Customer Zone whitepaper called “SYS Windows Security and Anti-Virus Software” for examples of setting these exclusions.

NOTE: If you run the Bookscan Reporter and see a reference to “Win32 API: The Specified procedure could not be found” in the log file it may mean you need to set an exclusion/exception in the Windows Firewall. Some older versions of Windows XP would still block programs from accessing the internet even if the Windows Firewall was turned OFF. In those cases it is still necessary to set an exclusion/exception. Below is a sample log for a problematic transmission that was blocked by a computer's security.

```
11/03/17 12:28:04 PM Connecting to retail.vnureig.com
11/03/17 12:28:05 PM Could not connect by FTP to retail.vnureig.com
Win32 API: The specified procedure could not be found.
```