



# ANTHOLOGY

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## **Introduction**

The Visual Anthology Used Books module offers enhanced functionality for those Anthology customers who do a substantial used book business:

Used books are distinguished from new books. In the preferred method, each used book record has a distinct "serialized" Inventory file record, which can have its own SKU, price, condition, and so on. All the records associated with a given ISBN are linked together.

Unique barcode labels can be printed for each copy. This allows staff and system to identify exactly which copy is being utilized by a simple scan of the serialized barcode.

It is also possible to have just a single used book record for all used copies of a given title. This alternative will be explained below.

Used books can be purchased through the Visual Anthology Cash Register screen, or thru the Buy Book screen on the Sales menu.

Rules can be defined to suggest both buying and selling prices for used books at the time of purchase.

You can set the Max field on the first Used copy of an item to indicate how many copies you want in the store at a given time. When Buying items using the BBuy module the program will warn if the current copy being considered will put the total used copies over the Max value.

If your system is equipped with an external database (EDB) of books such as Title Source from Baker & Taylor, Companion from Ingram, or Books In Print from Bowker, then bibliographic information about books you are buying can be imported at the time of purchase, thus eliminating or greatly reducing the need for tedious data entry.

You can upload your used books to various websites that support Amazon UIEE format.

You can issue and track trade credits for customers.

# Used Book Options/Preferences

## Setting preferred options for buying books

You can set certain important options for the way you handle used books related to how they are bought and sold in your business. To begin setting up the Used Book Module go to TOOLS | OPTIONS | USED BOOKS.

The screenshot shows the 'Options' window with the 'Used Books / Remainders' tab selected. The window contains the following fields and options:

- Default pay type for Used books:  Cash,  Credit
- Cash buy price as a percentage of List: 30.00
- Credit buy price as a percentage of List: 40.00
- Sell price as a percentage of List: 50.00
- Default Department for Used Books: USED BOOKS
- Default Section for Used Books: (None)
- Default Department for Remainders: Remainders
- Default Section for Remainders: (None)
- When adding:  Always serialize,  Never serialize,  Ask
- Trade credit coupon message: Trade Credit for Used Books Only Pleas
- Amazon login: Support@anthology.com
- Max trade credit as percentage of sale total: 50.00
- Checkboxes:  Suggest exactly matching ISBN/SKU in Inventory Assistant,  Add automatically,  Enable newly added books for web upload by default,  Do not allow special orders for used books,  Spawn new records with 1 OnHand
- Allow application of trade credits to used books only:

The screen contains the following fields:

### Default Pay Type for Buys

Cash vs. Credit. You can set the preferred pay out tender type. If you have a case where your customer wishes the other pay type you can have the system quickly recalculate the Retail/Sell & List/Buy prices by going to the Actions menu and choosing to "Recalculate the Buy price for Cash/Credit type".

### Cash/Credit Buy price as Percentage of List

Indicate the percentage of the list price you will pay for the book from the customer. In the example listed a title with a list price of \$10.00 would have a Cash Buy price of \$3.00, or 30% of \$10 and a Credit Buy price of \$4.00, or 40% of \$10. This percentage will be used when you fetch a Used copy the program will calculate the Buy % from a title's cover price. Depending on the quality/condition of the title your store may opt to buy the item for more or less than the calculated

amount. Simply edit the final Buy/List price to the actual amount you will be buying that copy for. Serialization helps you keep track of the exact cost and condition of each copy as Buying and Selling prices can vary within an ISBN.

### Sell Price as Percentage of List

Indicate the percentage of the list price you will sell the item for. In the example above a title with a list price of \$10 would be sold to customers for \$5.00, or 50% or the \$10 cover price. Again just as the Buy price, you will set this option according your store formula. You can always later go back afterwards to edit the Selling price once some research has been done as well as print serialized labels.

### Default Department for Used/Remainder Books

This is typically set to Department to which your store assigns used books. The setting in the Tools | Options | External Data tab for books being fetched from Inventory or PO's are for new copies whereas books done as a CR Buy or from the Book Buyer module are for used copies. It is important to set up this default department as it is a required field. It is best to have both a "New Books" and a "Used Books" department to provide separate costing and reporting tools. Default Section: It is recommended that you select one particular "Section", e.g. "Needs Research" so that you will be able to identify them easily later correct once they've finalized the selling price and Condition/Edition/Jacket Condition values. It is not required that you use the Section field.

### Buying & Serialization- Always/Never/Ask

Depending on the volume of Used/Remainder books your store does, along with choosing to print labels (best) or not, your store may wish to always set any used/remaindered title to be serialized and print labels for each copy.

- **Always:** With this option, the system will automatically assume that each CR Buy is Used and should be serialized. This is best for stores that intend to track the quality/condition of every single copy of the same title. Generally stores using this option will print serialized labels for every copy purchased for greater efficiency at the cash register. Serializing every copy and printing labels will speed up CR sales of UB books as the clerk need only scan the store printed barcode of the item, the program will know exactly which inventory record to use in case of different prices across the same isbn.
- **Never:** With this option, the system will not serialize any copy. This is typically used by stores that deal mostly in mass market paperbacks and do not wish to create one serialized record for each copy. Inventory records are still marked as Used but the OnHand values accumulate under one record for that ISBN much like New titles are handled. Unless your store does only Used copies, we do not normally recommend this setting, Always or Ask are the best two options.
- **Ask:** The system will prompt for every buy if the user wishes to serialize the particular copy being bought through the CR or not. Stores that tend to use this option often carry a mix of mass market paperbacks that will not have the quality/condition noted as well as more specialized titles where the

quality/condition will be tracked on each serialized copy. This allows stores to pick and choose. Many stores that typically use this option have a specialist in Used Books on staff that handles most of the buying so they can make the most educated decision based on store policy.

#### Suggest exactly matching ISBN/SKU in Inventory Assistant

Use this option if you wish to have the inventory assistant open showing all possible matches, make the record of focus be the closest match. If a serialized1234567890-03 is scanned vs the core ISBN value of 1234567890, this setting allows clerks to just tap the enter key to automatically use the selected record.

#### Add Automatically

This option allows the system to fetch an additional copy without prompting the user for specifics on the title. This automatically uses the defaults from the Learned Associations list in the Master Files menu. This is rarely enabled by stores as most stores desire to fine tune a new record before adding it to their inventory. You may wish to leave this option off until you are familiar with the module.

#### Enable new books for Web Upload by default (All or Used books only)

You can have the system automatically turn on the "Upload to Web" option for every freshly added record along with choosing to have only Used books or New books as well. Users can manually turn this 'flag' on and off for individual inventory records or mass highlight and change an entire range of records as desired.

#### Do Not Allow SPO's for Used Books

This optional setting lets you to choose whether or not to allow special orders to be placed for used books. You may want to consider the Wants module as better alternative to customer requests for used/remainder copies.

#### Spawn New Records with 1 OnHand

Under Master Files | Inventory | Actions | "Spawn a new Record" allows you to spawn another used-serialized version with the Title, Author, Prices, etc. duplicated. This setting lets you specify if that new record should have an OnHand starting at 0 or 1, depending on how the record will be used next.

#### Trade Credit Coupon Message

This message will show on a customers receipt when a sale involving a Trade Credit Redemption or Issue has been made.

#### Amazon Login

This feature (as of version 6.5) enables users to store their Amazon login (typically their email address) as a login key for pulling in Amazon price/sales ranking information. When using the Buy Book module users can opt to have the Anthology

show them the original Cover price, Amazon Low Price, Avg Low price, High Price and Sales Ranking for the ISBN just entered. From the price check screen users can click on the link presented there to open a browser right to the Amazon page showing that ISBN where they can further access other information such as what other Amazon merchants are selling the title and what comments they've made about their copy (quality/condition) versus the price the item is being sold for.

#### Max Trade Credit as Percentage of Sale Total

This feature (as of version 6.5) enables a store to control how much trade credit a customer can use within one sale. For instance, if this field is set to 35% (of total sales) then a customer that has a stored trade credit amount would only be allowed to use \$2.45 of trade credit on a sale totaling \$7. This rule can be overridden at the cash registered by the clerk during that sale with a different amount typed in as needed.

#### Allow application of trade credits to used books only

At the time of a cash register sale, having this option enabled will result in the Trade Credit to be applied only to Used Book flagged items. Managers and clerks can opt to manually force a higher amount of trade credit to be used if desired.

### **Considerations for Setting options for serialization**

If you want to track each copy of each title with a distinct SKU (stock keeping unit), you will choose the "Always Serialize" option on the Options screen.

If you choose to Always serialize then typically all used books will have a serialized value in the ISBN/SKU field. This is controlled by the "When Buying, Serialize" setting in Tools | Options | Used Books tab. This will be the primary, unique identifier for the book and is in the format (ISBN) + (serializer). For example, the first used copy of *Winter Of The Wolf Moon* (ISBN: 0312974752) will have the ISBN/SKU of 0312974752-01. If you have just purchased it, it will have an OnHand of 1. It will show 0312974752 in the Item/UPC field. The ISBN in the Item/UPC field is the key that binds together all used (and new) copies of this title, and so should not normally be edited or changed.

With the 'Always Serialize' option on and you acquire another copy of *Winter Of The Wolf Moon*, the program will create another, distinct serialized record. In this case, the ISBN/SKU for that record will be 0312974752-02. (again, 0312974752 will be in the Item/UPC field.) This copy can have a different Buy price ("List" price on the Inventory file record) and also a different Selling price ("Retail" price in Inventory), as well as its own description of its condition, etc. Each serialized SKU will have its own OnHand of 1.

The 'List price' for the item represents the cost (amount paid) for this book. The 'Retail price' field shows the price it will be sold for. The Web price is generally the same as the Retail price. If your store wishes to always make the Web price slightly below your Retail price use the setting in Tools | Options | General tab for "Web Price Disc %".

The Master Files | Inventory | Copies tab will show all records that share a common core ISBN value in the Item/UPC field.

### **Alternative serialization setup- ASK**

A store may choose to track each copy of some ISBNs while other ISBNs may only have a single, consolidated record. In such a case, the bookseller will choose the 'Ask' option on the Options screen that is controlled by the "When Buying, Serialize" setting in Tools | Options | Used Books tab. When a second copy of an ISBN already in the inventory is bought, the program will ask whether the bookseller wants to create a new serialized SKU or to add a copy to the existing record.

Finally, you might also have one or more new copies of this book. In that case, the ISBN/SKU field will contain the original ISBN for the book (e.g. 0312974752).

The Master Files | Inventory | Copies tab will show all records that share a common core ISBN value in the Item/UPC field.



## Create a Trade Credit Tender

In order to use Trade Credits you'll need to create a special tender with the "tender type" of trade credit. This is found on the Master Files | Tenders menu.

1. Choose F4 New and enter the name for your trade credit tender. Typically TRADE CREDIT is used
2. Choose the tender type "Trade Credit"
3. Choose Ztape Detail
4. Uncheck Bankable
5. Uncheck Allow Change
6. Choose Save

The screenshot shows the 'Tenders' window with the following details:

- Name: TRADE CREDIT
- Short code: TRADE
- Inactive:
- Number of receipts: 1
- Tender types (radio buttons):
  - Cash
  - Credit card
  - In-house gift card
  - Account Sale
  - Gift certificate
  - Store credit
  - Deposit
  - FBC premium
  - Trade credit** (selected)
  - PASS
  - Other
- Options (checkboxes):
  - Allow change:
  - Bankable:
  - Ztape detail:
  - Pop drawer:
  - Accept on web:  (highlighted in red)
- Function keys at the bottom: F1 Help, F4 New, F9 Delete record, F10 Save, F11 Print

## Creating used book records

### Introduction

Used book records can be created in your Inventory file in any one of several ways, through the Sales | Buy Book module, through the CashRegister via a Buy, or simply using Master Files | Quick Inventory Add. Each method has its advantages which will be described further below, but first some important information about printing labels. We will discuss using the CashReg Buy Book and Buy Book module in a later section.

### Printing serialized barcode records

Printing labels is recommended for all used/remaindered books if you plan on serializing some or all copies. When adding serialized UB records to the inventory you will have the option to print a serialized barcode label to sticker the copy with. Although there are costs associated with printing labels, they have important advantages.

When you create a serialized record in the inventory, its original core ISBN will refer to all copies that share that core ISBN. If you were to scan the original publishers barcode for the ISBN the program must ask which exact copy you are referring to. You will be shown of a series of similar records in the InventoryAssistant form. If at the CashRegister it would be up to the clerk to select the correct inventory record

to ensure the right copy/price/quality is being sold. However, if the book has been stickered with a label showing its serialized SKU then scanning that label will directly and uniquely identify the copy being sold, with no need to pick from a list. This is faster, simpler, and less likely to result in mistakes.

**IMPORTANT NOTE:** If you later will use the Physical Inventory module to count each serialized copy in your store, then having the serialized labels printed ahead of time is essential. Saving time early on by not printing serialized barcode labels can lead to significant lost time later. ***Without having serialized barcodes to scan, the physical inventory module would not be able to identify exactly which record you are trying to count***

Serialized barcode labels can be printed via a Barcode Blaster printer which has the ability to print one label at a time for as many records as needed, or they can be printed in bulk after the records are created via an inkjet/laserjet type printer on commonly available label sheets of 30 records at a time. Printing labels in bulk is an economical way to quickly label the items in a new store. Please refer to the Help documentation for more information on setting up label printing and the various label model numbers available. Be aware that running the same label sheet through a printer more than once is not recommended as the stickers could come loose inside the printer and cause damage.

When adding a serialized record to the inventory via spawning or Quick Inventory Add, there is an option for F8 Print Labels as well as an F7 Quick label option. The F8 option allows you to pick from a list of formats first, where the F7 will print a previously defined default format immediately. Go to Master Files | Stations | Details tab to specify what label format that workstation should print when using the F7 Quick label option. You can set the QIA/Fetch forms to automatically print a label upon doing F12 Save. Further, when adding records via Cash Register Buys or Book Buy modules the system will prompt if you wish to print labels.

### **Creating records using the Spawn a New Record function**

You can also create used book records from within the Inventory screen. This process is known as spawning a used book record.

To spawn a used book record from an existing Inventory file record (either used or new), go to the Actions menu on the Inventory screen and choose Spawn a New Record while you have the 'original' record open.

A record will be created with the next available serialized SKU. If you have spawned from a new book record as the base, the prices for the serialized record will be calculated on the basis of your buy book rules as described below. If you have spawned from a used book record, the spawned record will have the same prices as its parent.

### **Creating serialized records using Quick Inventory Add**

If you have an external database of books in print, you can quickly and easily add used book records via the Quick Inventory Add function. To do so, take the

following steps.

Quick Inventory Add

ISBN / SKU 0765348284-01 Item / UPC 0765348284 Retail 4.00 Buy 3.20 Web 3.60 Cover 7.99

Alt ISBN Title/Descript Android's Dream

Author Scalzi, John

Add Publisher Preferred Department  USED BOOKS Media  PAPERBACK

Publisher  Section1  O/H 1 Max 0 Min 0

Distrbutor  Baker & Taylor- EO I Section2  Published 10/1/2007 Bin

Keywords

Notes Binding: Mass Market Paperbound Vendor: Forge Subject: Fiction | Science Fiction | Action & Adventure

Text

Make ISBN-13 primary Status (None) Sales discount 0.00

Stock Item  Used book  Trade  Short

Web Exclude  Remainder  No discount

Best Seller's List

User defined field 2

User defined field 3

Amazon ABE

Condition (None)

Publisher Forge Binding Mass Market Paperbou Subject Fiction | Science Fiction | Action & Ad

Auto Save  Increment onhand  Print Labels  Serialize OrigList 7.99

Save Settings F1 Help F2 Create a SKU F3 Clear Locks F7 Quick Label F8 Print Labels F9 Cancel F12 Save

From the Master Files menu, choose Quick Inventory Add. Make sure the Used Book box on the bottom of the form is checked, as well as the "Serialize" option. If you wish to print the serialized barcode label (recommended) also check the option for "Print Labels". Use the small padlock icons to lock down any setting you plan on using across different copies in a batch of items being added at the same time.

Scan (or type) in the core ISBN of the book you want to add. With the UB and Serialize options checked the core ISBN immediately gets changed to the next available serialized number. The Retail and List prices will be populated according to the settings in your Buy Books options. These and other values can be edited. Press F12 to save the record and prepare for another scan.

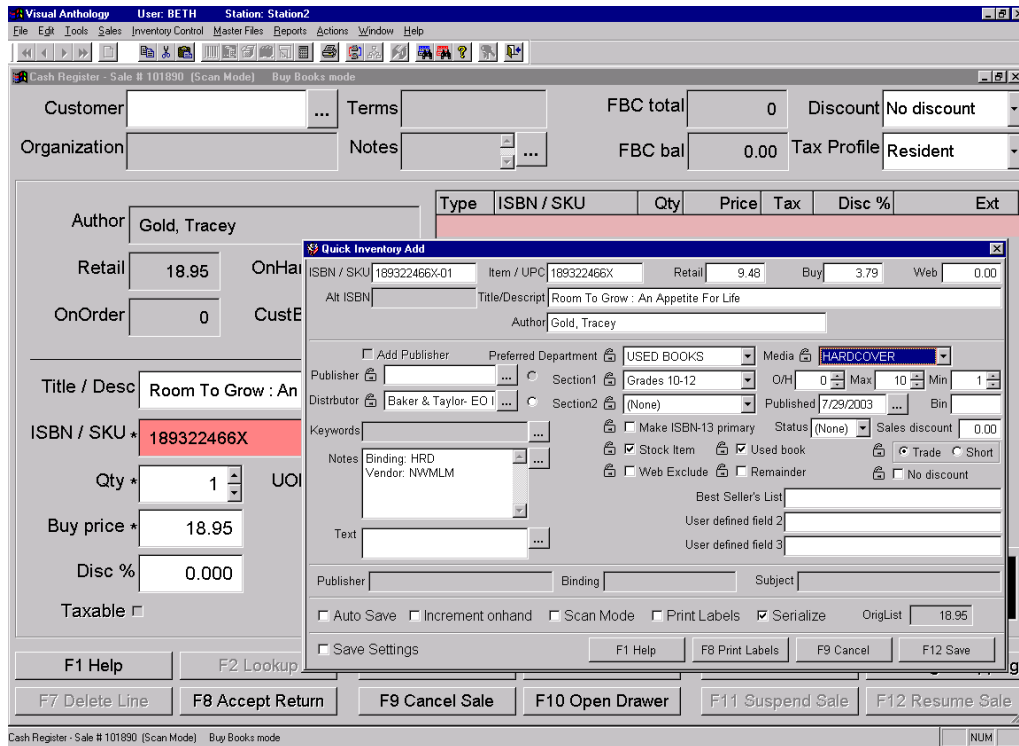
## Buying books

### Buying used books in Anthology through the Cash Register

You can buy and sell books (as well as perform any other cash register function) on a single transaction. This method allows for staff to enter detailed information about each copy as it is being bought. You will also be prompted to print labels at the end of the transaction which is highly recommended for greater efficiency and accuracy.

Generally buying UB books through the cash register is recommended for 1-2 quick items. If you have a much larger stack the separate Buy Book module under the Sales menu can help you create a list of what you would be willing to offer your customer and pay out the credit and print labels as well. More info later on that

option.



To buy books while on the Cash Register screen:

1. Go to the Actions menu and choose Buy Books
2. 'Buy Books mode' will appear in the title bar of the Cash Register window.
3. Scan or otherwise enter the ISBN of the book you want to buy in the ISBN/SKU field.
4. If the scanned ISBN is not found in your Inventory but is found in your external database, a popup screen with information allowing you to edit information about the serialized record that will be created comes up. You can take the opportunity now to edit the Sell price and any quality/condition information or put the books aside and edit that information later. You should however note the Buy price at this time that you will purchase the book for. Press F12 to save.
5. If the scanned ISBN is found in your Inventory -- either as ISBN/SKU or as Item/UPC, and the title that is in your Inventory is a **new** book:
6. The Inventory screen will come up with a new serialized record based upon the existing new book record. You can edit the prices or other values and Save your changes. You will be returned to the Cash Register screen with the book entered as a Buy.
7. If the scanned ISBN is found in your Inventory -- either as ISBN/SKU or as Item/UPC, and the title which is in your Inventory is a **used** book, what happens now will depend on the settings in Options, Buy Books. As discussed above, you can:
8. Create a new, serialized used book record, or
9. Increment OH for the existing record

If the scanned ISBN is not found in either your Inventory or in your external database: The Inventory screen will come up and you can manually enter the information for this book.

### **Buying used books through Buy Books module**

Note that more detailed information on the Buy Book module is available on the Customer Zone in a document titled "Using Buy Books".

You can acquire used books through the Buy Books module (as of version 6.5). This module was designed to allow batch entry and pricing of copies with the added functionality of the Amazon Price check utility. This module was designed for quick entry of titles in order to give a waiting customer an estimate of Buying price but the batch can be saved and held for later tender arrangements or editing of the specific titles. Items added through the Buy Book module do not get added to the Inventory until after the BBuy has been posted to completion.

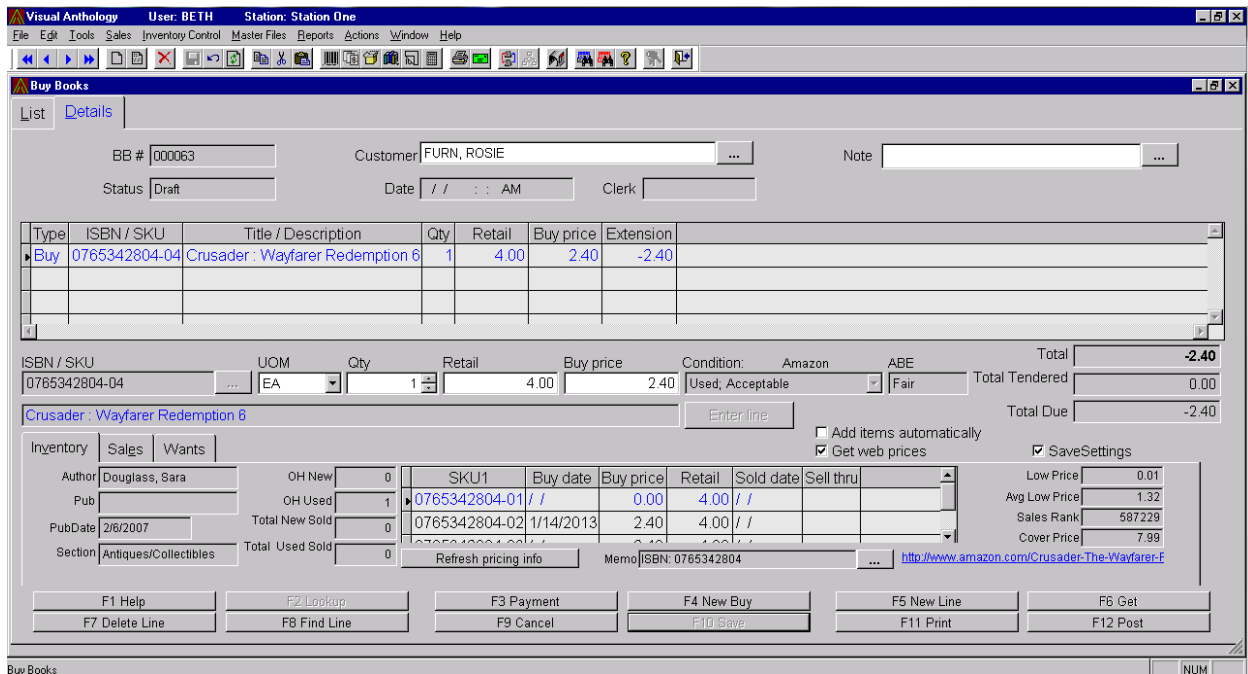
If you wish to see the Amazon price information be sure to check the option marked "Get Web Prices" on the details tab and save settings. Having the option checked will allow the program to pull back various details from Amazon on the core ISBN entered. You can click on the link presented to open a web page with even more detail as needed. If you need details on an item already added to the BBuy grid, just select that item again and choose to "Refresh Pricing Info".

If your customer would like a receipt of your offering prices before they agree to finalize, F11 Print before the buy is being completed will print a receipt with the word "Draft". Further, the BBuy can be started at one workstation but completed at another. The X/Ztape will report the buy for the station it was completed at. If your customer changes their mind use the Void Buy option from the Actions menu.

Additionally in version 7.4.200 and above the BBuy module can now warn if too many copies of that core ISBN already exist. As you create the first used/serialized record of a core ISBN, use the Max field to specify the max number of copies you wish to have in the store. When that same core ISBN is entered in the BBuy module the program will check how many copies are already OnHand and compare with the Max value on the authoritative record (the oldest, active, used version). If the copy being considered will put the store over the defined Maximum amount a warning will appear, you can choose to continue or abandon that title. If the Max is set to zero on the authoritative record, no warning will appear.

If you want to automatically add the new UB record directly to the BBuy grid without being prompted to edit then check the box for "Add Items Automatically". Most stores leave that option off so they will have the opportunity to edit the record information for Quality/Condition and Price for each copy.

The info tabs at the bottom of the BBuy module for Inventory, Sales, and Wants give you additional details on the selected isbn. The Wants tab will turn red if a possible match is found.



To buy books through the Buy Books screen:

1. Go to Sales | Buy Books.
2. Select F4 New, enter in Customer.
3. Begin entry of core ISBN being bought.
4. If the BBuy is not set to add automatically (recommended) you will be prompted with a QIA/Fetch form where you can edit various details on the copy being added. When done F12 to Save the record back to the grid detail.
5. The line item entry area will show the details pulled from the QIA form, where you can also change the Amazon/Abe Condition field if needed.
6. Continue entering in titles.
7. If any titles need editing, right click on the item in the grid and choose "Edit Inventory". This brings up the small edit record screen where you can modify various details about the title including the quality/condition fields.
8. Save settings then F3 Take Tenders to finalize payment being given to the seller.
9. Print the serialized barcode labels that will be used later to identify the exact copy.

## Customer Requests (Wants)

As customers ask you for a certain title, you can record the Want in the system in case later on you acquire that title. This allows you to notify the customer you now have the title they were looking for. If you are using the Book Buy module to purchase used titles you will be visually notified of a potential match. Alternatively you can run a report periodically to check your current inventory for possible

matches to existing Wants.

## Tracking requests from customers through the Wants module

The Wants module allows you to record the customer name, the title, the ISBN, and any special notes for the item they are looking for. One customer can have many recorded Wants. Since customers do not often know the exact ISBN, the Wants module allows you to focus on the title of the item where needed.

A report can be run at any time showing you the current Wants and any potential matches in your existing inventory.

The screenshot shows the 'Wants' module interface. At the top, there are fields for Customer name (Smithe, Suzanne), Phone, and Email (susmithe@webmail.net). Below this is a Note field containing 'teststst'. The main part of the interface is a grid with the following columns: Want #, ISBN, Title, Author, Qty, Last name, First name, Note, and Status. The grid contains two rows of data:

Want #	ISBN	Title	Author	Qty	Last name	First name	Note	Status
000001		Eat, Pray, Love		1	Smithe	Suzanne	paperback only please	
000003	0441015905	Children of Dune	Herbert, Frank, Herbert,	1	Hinkle	Brenda		

Below the grid, there are checkboxes for 'Show completed items' and 'Save Settings'. There are also input fields for ISBN / SKU, Title (Eat, Pray, Love), Author, and Qty (1). A Note field contains 'paperback only please'. At the bottom, there are several function keys: F1 Help, F4 New Want, F5 New Item, F7 Delete, F10 Save, and F11 Print.

### To track a new customer Want:

1. Go to Master Files menu, choose Wants
2. A detailed list appears showing any existing wants. Press F4 New Want.
3. Enter the customer name first
4. If the exact ISBN is known you can enter it, adding it to your inventory for ease of tracking later.
5. The Title of the item is essential. The reporting function and the visual notification will rely on the keywords of the title.
6. Fill in the Author field if known, however it is not required. The Qty field will automatically default to 1 but can be increased if needed.
7. The Notes field is where you can store special information, as in the example above the customer is looking for a paperback copy only. This note field is separate from the Note field for the Customer's found under the Master Files menu.
8. Press the Enter Line button to save the line item information to the grid above.
9. Be sure to F10 Save Changes.
10. If you have several titles being requested by the same customer, select any record in the grid for that customer and press F5 New Item. The customer will be automatically assumed for the new item.

## Identifying possible fulfilled Wants

The Wants module offers a group of report options which use ISBN or Title Keywords to match against. While in the Wants module, pressing F11 Print brings up the available options:

- All Wants- prints all existing Wants, along with possible inventory matches that have an OnHand of 1 or more.
- Exact Matches- all exact matches, ideal only if you have the exact ISBN and Title noted.
- All Matches- Only possible matching inventory items based on keywords will be shown which must have an OnHand of 1 or more.

Last name	First name	Want ISBN/SKU	Want Title/Descrip	Suggested ISBN/SKU	Suggested Title/Descrip
Hinkle	Brenda	0441015905	Children of Dune Biohell		
Smith	Suzanne		green dragon Eat, Pray, Love	0143038419-01	Eat, Pray, Love: One Woman's Search for

## Wants Notification during Book Buy

The Buy Book module will visually notify you during the buy process that a potential match has just been entered. The lower portion of the Buy module screen includes the Wants tab, alongside the other info panels for Inventory and Sales. When an item has been entered and there is a possible match the Wants tab turns red as show in the image below.

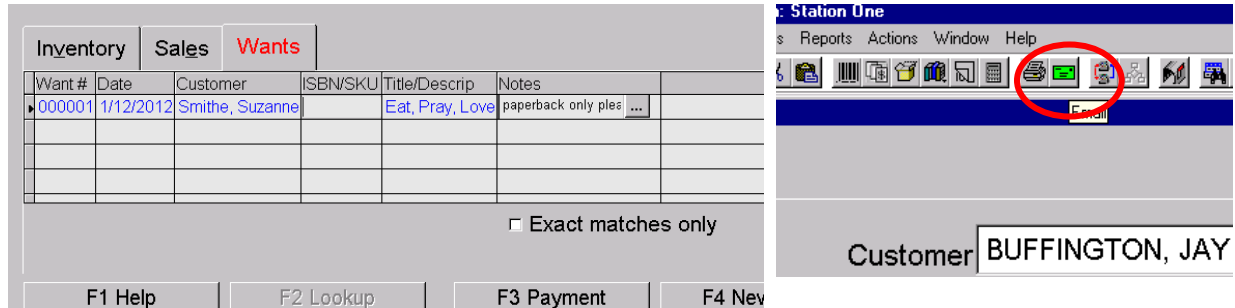
Type	ISBN / SKU	Title / Description	Qty	Retail	Buy price	Extension
Buy	0785342804-04	Crusader: Wayfarer Redemption 6	1	4.00	2.40	-2.40
Buy	0983574294-02	Life Blood	1	9.00	7.20	-7.20

ISBN / SKU	UOM	Qty	Retail	Buy price	Condition	Amazon	ABE	Total
0983574294-02	EA	1	9.00	7.20	Used, Acceptable	Fair		-9.60

Author	OH New	OH Used	SKU1	Buy date	Buy price	Retail	Sold date	Sell thru	Low Price
Savage, H. K.	0	1	0983574294	/ /	0.00	17.99	/ /		0.00

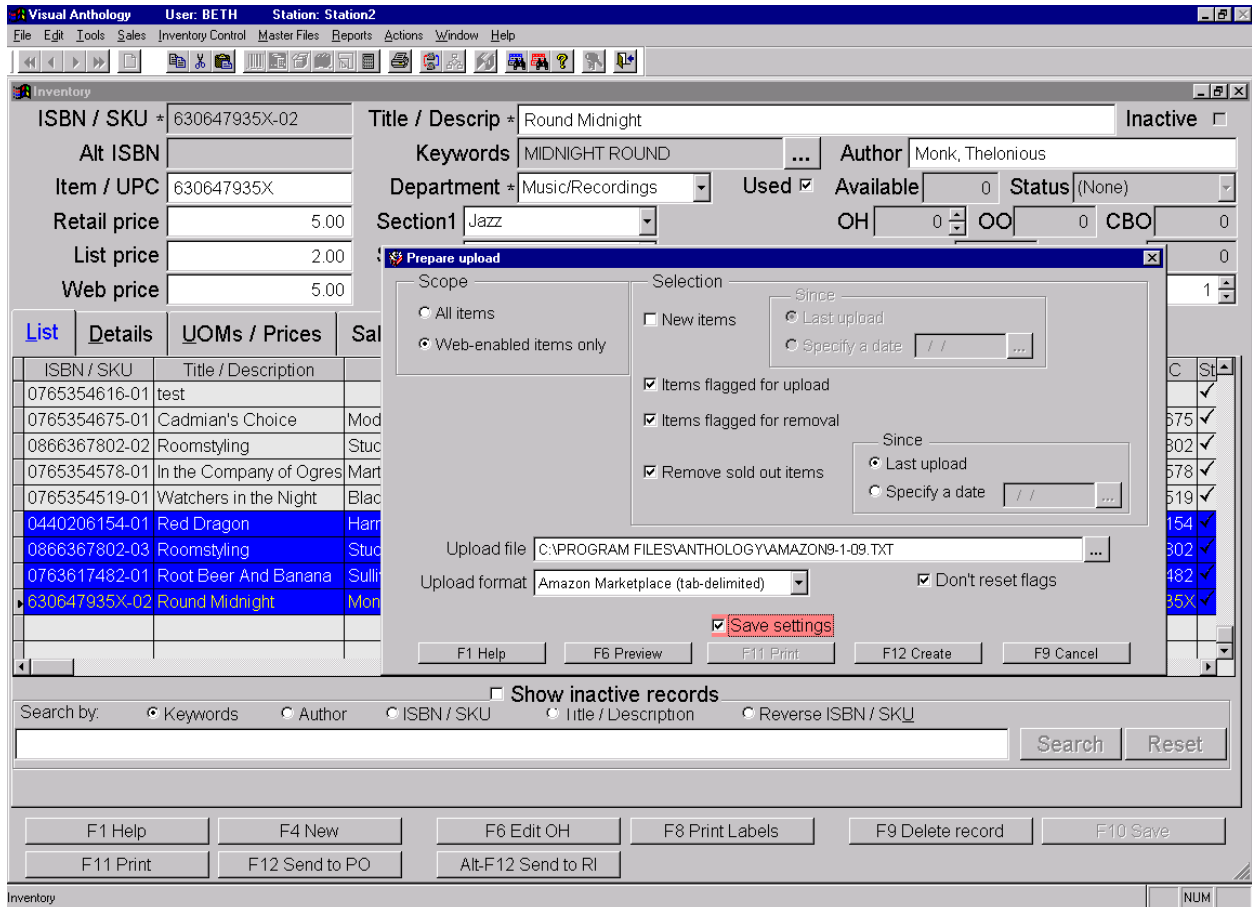


Selecting the Wants tab will show the requesting customer(s) for the newly bought used title. If the customer record has an email address, and your system has been set up for email, the mail icon above will turn green. This allows you to send an email to the requesting customer notifying them of the now available title.



## Uploading your used books to Amazon and other sites

Visual Anthology allows you to upload information about the books you have on sale to Amazon, ABE, Alibris and other sites using the standard Amazon UIIEE format.



To do so: go to Master Files | Inventory | Actions | Prepare for Upload.

This screen contains a number of options:

**Scope:** All items or Web-enabled items only

If you want to distinguish in your Inventory between books that can be sold on the Web and those which cannot, you can mark the books you don't want to sell as 'Exclude from Web' on the Inventory General page.

If you are making such a distinction, you will want to choose 'Web-enabled items only' under Scope. The uploader will then ignore any books marked 'Exclude from Web', even if they meet the other criteria for upload.

Selection

*New items:* If you check this option, all newly added, eligible books added to your Inventory will be added to your upload. You can define new books as those that have been added since the last upload or as those added after a certain date.

*Items flagged for upload and items flagged for removal:* you can, if you prefer, explicitly flag items for addition or removal from the Web. Simply go to the Actions menu and choose Flag for Update or Flag for Removal. You can highlight a range of items in the Inventory | List tab, by using the windows "Shift+Click" technique and then do the "Flag for Update" or "Flag for Removal" options. Likewise if you go to the Inventory List page, you can find columns for both kinds of flags. By sorting on either column, you can get a quick overview of flagged records of both types.

Bear in mind that in order to be uploaded, a book must have an OnHand of at least 1. Books with an OnHand of 0 will be ignored.

*Remove sold out items:* In a similar way, and with a similar set of options, you can upload records removing your listings for books that have sold out. You can choose to remove items that have sold out since the last upload file was generated or per a specific date.

### Upload File

Choose the directory you wish to copy the inventory items to and the file name by using the [...] button on the right side.

### Upload Format

This is the specific format the file should be built in. There are several different choices here, each has its own particular fields in Inventory that it pulls from and each has its own structure along with particular file extension. For more information on exactly what each format contains please refer to "Understanding ThirdParty Uploads for Amazon UIEE" found on the Customer Zone whitepapers.