

The list of the titles that you have selected to buy—that is, there is a positive green quantity for the item—can be exported out of Above the Treeline and then imported into IBID's front-list module, and that procedure is described in this document. To move the file created by this process to your IBID computer, you should log into Above the Treeline on a Windows computer that has a floppy disk drive, and you will need to have floppy disk on hand.

Exporting from Above the Treeline

Step 1: Set your criteria

Only the titles that meet the criteria of your filters at the top of the Buy/Return screen will be included in the ROSI file, and of those, only title that have a quantity of 1 or more to "buy." No returns (red negative numbers) will be included. All titles that meet these criteria will be exported, even if you are only displaying some of them on the page.

You may want to export all titles, or perhaps only the ones for a particular imprint. The imprint names for only titles that are on your Buy/Return list will appear in the **Imprint** drop-down list. Or, you may want to export only the titles that you put on the list, not other staff members' selections. You can choose from the list of user names in the **Source** drop-down list. There is no need to select an **Action Type** as the file will always include only the buys.

The screenshot shows the 'Buy & Return List' interface. On the left, it displays 'Buy & Return List', 'All Stores', and 'Run on 04/11/07 at 5:34:58 PM by JohnAdmin'. Below this are buttons for 'Save Qty Changes' and 'Remove Qty For All Displayed'. The main area contains filter criteria: 'Action Type' (All), 'Imprint' (Warner Books), 'Publisher' (All), 'Source' (All), 'Your Category' (All), and 'Industry Cat.' (All). To the right, there is a 'Titles Per Page' dropdown set to 10, a 'Create IBID File' button, and financial summary: '\$ To Buy: \$109.75' and '\$ To Return: -\$6.99'. A red box highlights the filter criteria, and a red arrow points to the 'Create IBID File' button.

Set criteria for the group of titles you wish to export

Click here to create an export file. No need to increase the Title Per Page displayed - all titles that meet criteria and are marked as buys will be included.

Step 2: Export and Save the file to Disk

Insert your floppy disk into computer you are working on, then you click on **Create IBID File**. You will be prompted to either: **OPEN**, **SAVE** or **CANCEL**. Click **SAVE**, and then navigate through Windows Explorer to your floppy drive, which is most likely the **A** drive. The quickest way may be to go to **My Computer** to see the list of all your disk drives. The filename will default to your storeID + ROSI.TXT. Make a note of the filename shown. You can also change the filename to something else as you save it if you prefer. If you end up using the same disk to do this transfer again and again, you may already have a file with the default filename on the disk, and you will be asked if you want to overwrite the old file. If you have already imported the older file into IBID, you can overwrite the file repeatedly and save space on the disk and also prevent accidentally importing old data.

Remove the disk once the file has finished copying.

Importing Titles from the Floppy Disk

The store can be up and running during this procedure, and will not affect other users.

Go to the main IBID computer, and insert the floppy disk with your Above the Treeline file. From the main menu, go to **F9-Ordering, F5- Front-List Orders**, then **F4-Import Front-List**. This screen is depicted below.

Date: 05/12/03	IMPORT FRONT-LIST	(c) IBID 1999 v13.20
FILENAME	A:DEMOROSI.TXT	FORMAT R
VENDOR	TW	MODE
STORE No.	00001	(1) All Titles.
QUANTITY		(2) New Titles only.
DEPT.	1	(3) New Titles and Old Titles with none on hand and none on order and none to be ordered.
Reads		
Adds		
Updates		

FILENAME: Fill out the filename with the name of the ROSI file on the floppy. In the example below it is **DEMOROSI.TXT** and reading from **A** drive as this is normally your IBID hard drive.

VENDOR: Fill out a valid vendor name.

QUANTITY: This should be left blank – otherwise you will override the quantities from your Above the Treeline file.

DEPT: Use this to assign a default department to all the titles.

FORMAT: Type "R" for ROSI format.

MODE: Normally you would enter a "1" here, which means you want import all titles. 2 will import only titles that are new to your system. 3 will import any new titles, and also any titles you do have in the system, but are out of stock on.

Press **F12-Import** to import titles from your Above the Treeline file.

Reviewing Titles

To review the titles you imports, press **escape** to go back to the front-list menu, and select **F1-Add Front-List**. Type in the vendor code that you used to import the file originally when prompted (in the example "TW"), then press **F1-Front-List Entry**. From this screen you can page through titles, and use other IBID functions to navigate, such as **F4** to find, and so on. You can make adjustments to the order quantity, which will appear on the right opposite your store number. Single stores are usually Store 1. You can also set your category, change the default department, or any other bibliographic field. If you make changes when reviewing a single title, remember to press **F2-Update** before moving to the next title.

Or, you can review all titles at once by selecting **F8-Review**, which is faster for a long list. You will be prompted for the sort order in which you would like to view the titles: either by **ISBN**, **Title**, or **File Order**. **File order** is the order the titles are listed in the Above the Treeline ROSI file. From there you can adjust **Quantity**, **Category**, **Department** or **Vendor** for any title.

Note on category: Currently the category that will appear in the Above the Treeline file will be **ZZZ** which many stores use as a default category for unknown, or unassigned. If this category exists in your system you do not need to assign the category to items at this point and you can always assign by running a report on ZZZ items. This will also allow you to page through to the next pages without getting an error message about the category being invalid.

You can select **F10** to pop out to inventory for items you carry, **F11-Vendor** to change the vendor for all titles, or **F15-Multiply** to adjust the order quantities for all titles, for example multiply by 2 to double all quantities, or by 0.5 to halve them. Before exiting the review file, be sure to save your changes by pressing **F12-Process**.

If you change a quantity to 0, the item will not appear on the purchase order you create, and a record will not be created in your regular IBID inventory if one does not exist already. If you do wish to add a book to inventory but not order it, type the letter **I** (for inventory) in place of a quantity. When you create a purchase order, just the inventory record will be added to IBID.

Creating a Purchase Order

Once you have made all your changes, make sure to process or update, then exit to the Front-List menu. If you make some changes, then want to return later, you can exit and your changes will be saved. All the titles will remain in the Front-List module for under the Ingram vendor until you decide to create a purchase order.

From the Front-List menu, select **F3-Create Purchase Order**. Create the purchase order as normal. Titles that are new to your IBID inventory and have either an order quantity or **I** will get added to inventory, and the purchase order will be created. The purchase order can be transmitted from this screen, or from the back-list purchase order screen.

Note: Ignore the **Multi-Store Info** unless you are trying to create orders for more than one store.