



Address: 24 Luna Close Swindon Wiltshire SN25 2LZ UK
Phone: +44 (0) 7792951549
Email: info@holbi.co.uk
Internet: http://www.holbi.co.uk

User's Manual

Project name: TrueLoaded

Module: Easy Populate

Project Leader: Vladislav Malyshev

QA: Eduard Shutenko

Technical Writer: Yana Lovyagina

version 1.4

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

Table of Contents

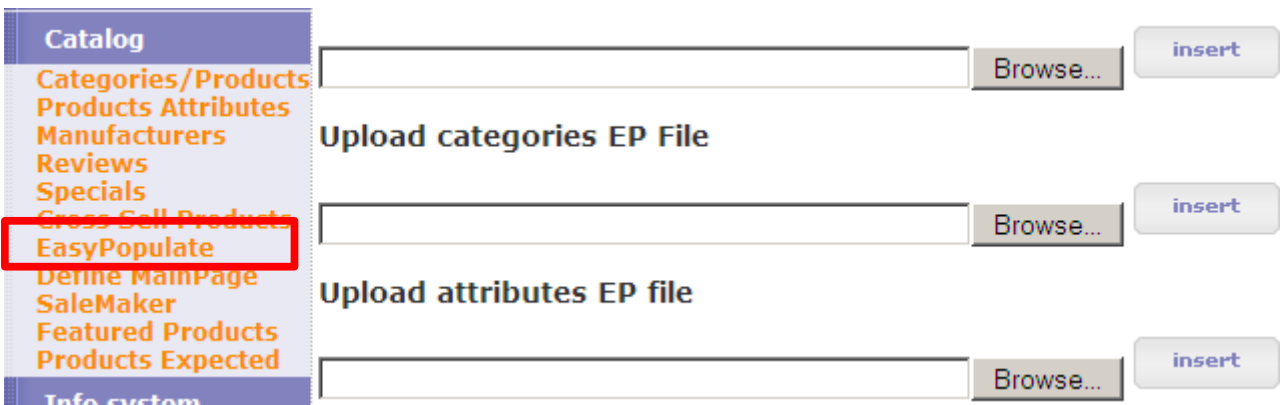
Introduction.....	3
Downloading The Products File.....	3
Uploading The Products File.....	8
Downloading The Categories and Attributes File.....	9
Uploading The Categories and Attributes Files.....	10

Introduction

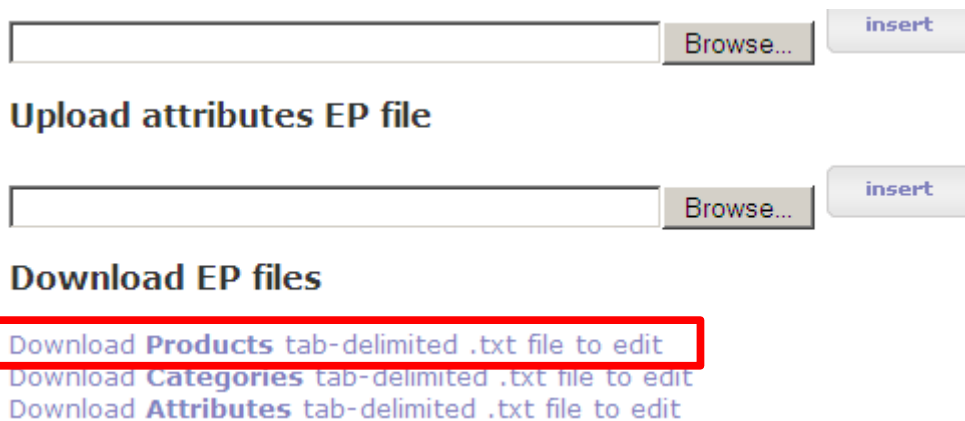
The Easy Populate feature presents a convenient way of editing the data in your web-store. You can download information about all products, categories, and attributes stored in your website database in order to edit these in a csv file locally on your PC. Then, you can upload the data back to the website using the Easy Populate feature. With this feature you are also able to download/upload the web-store data in and out of your accounting software.

Downloading The Products File

1. From Admin Panel of the web-store click the **Catalog** link and select the **Easy Populate** item.



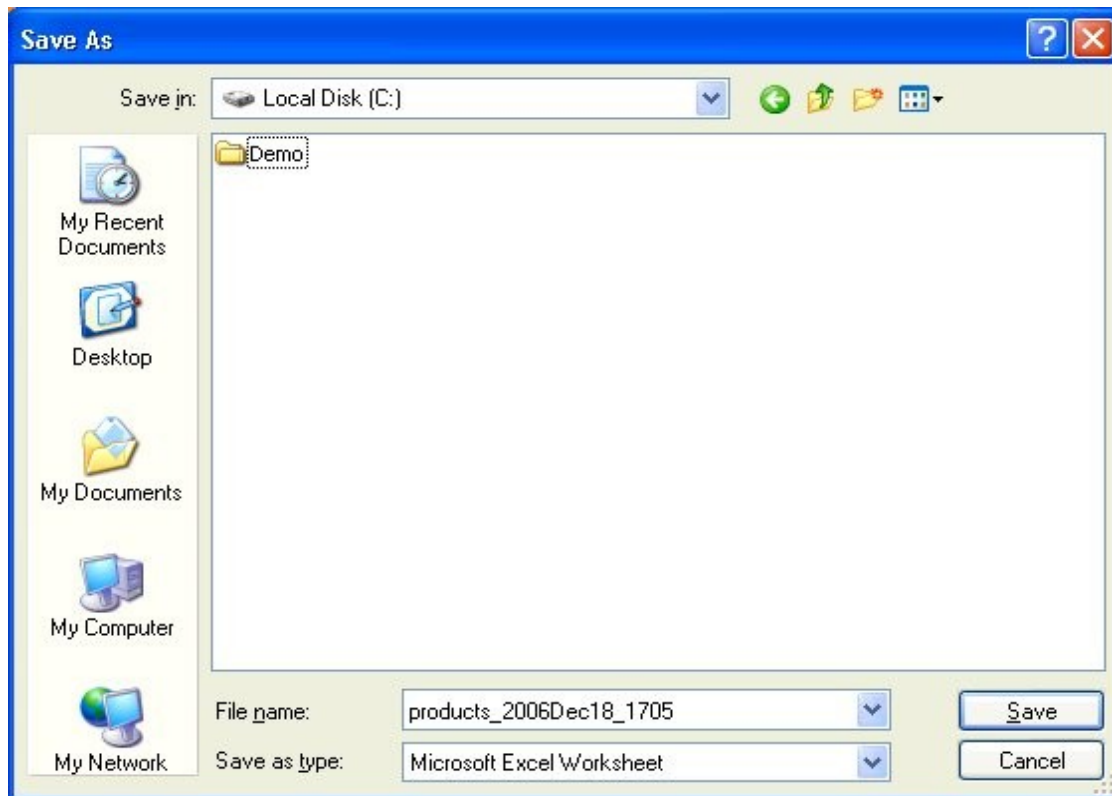
2. Click the **Download Products tab-delimited.txt file to edit** link to download the Products file.



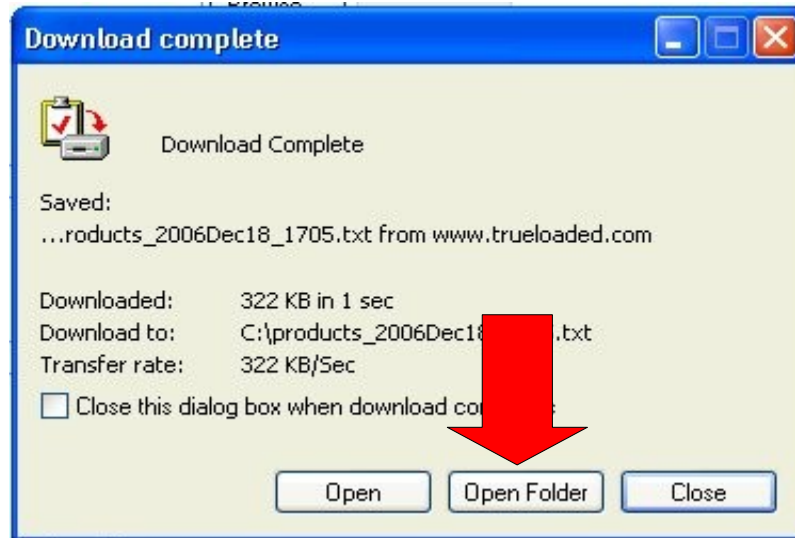
3. Click the **Save** button in the popup window on the screen.



4. Save the **products_2006Dec18_1604.txt** file to your PC.



5. Open a folder containing your *.txt file on your PC. To do that, you can easily click the **Open Folder** button in the window on the screen. Or, browse for the PC directories and find the file.



6. To make the information more readable, you should open the file in any csv editor, for example, in the "Excel". First, run the editor (e.g. the Excel), and then select **File > Open** in the upper menu and choose your "products_2006Dec08_1604.txt" file.

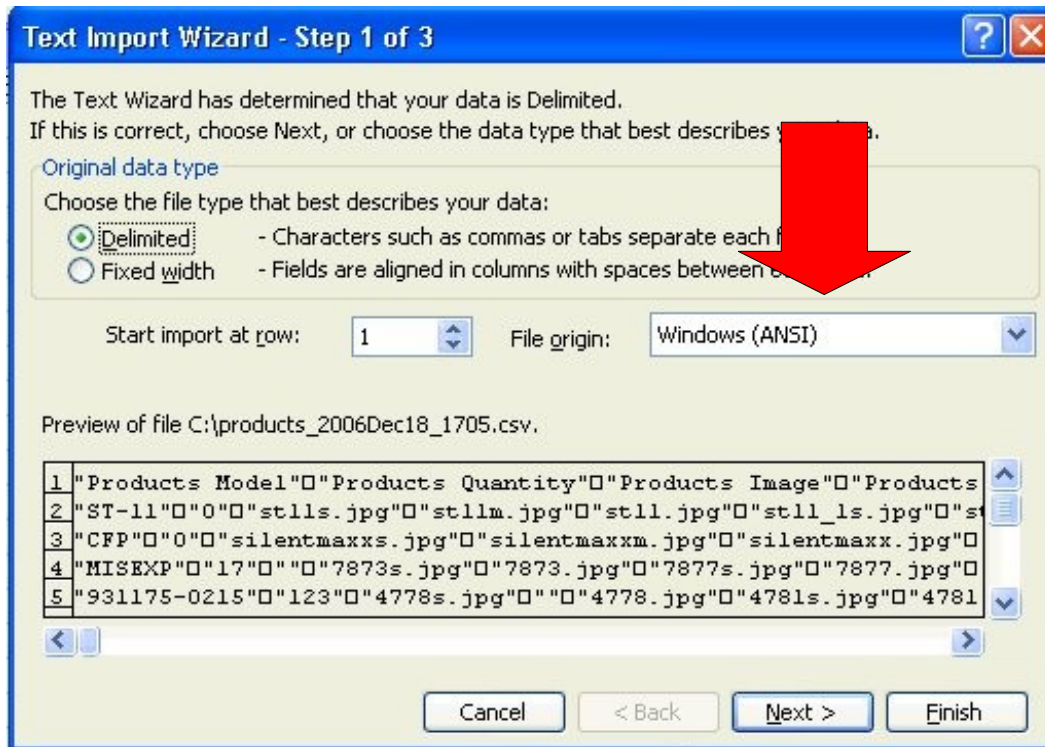
But we strongly recommend using of OpenOffice.org Calc program to open the file if you have a huge products database.

Important notes:

When you try to import a *.txt file into the Excel, the software asks you to make some settings in the **Text Import Wizard** dialog before importing the file. *Note: Use the Next/Back buttons for navigation between steps in the Wizard.*

It is strongly recommended to keep the following rules:

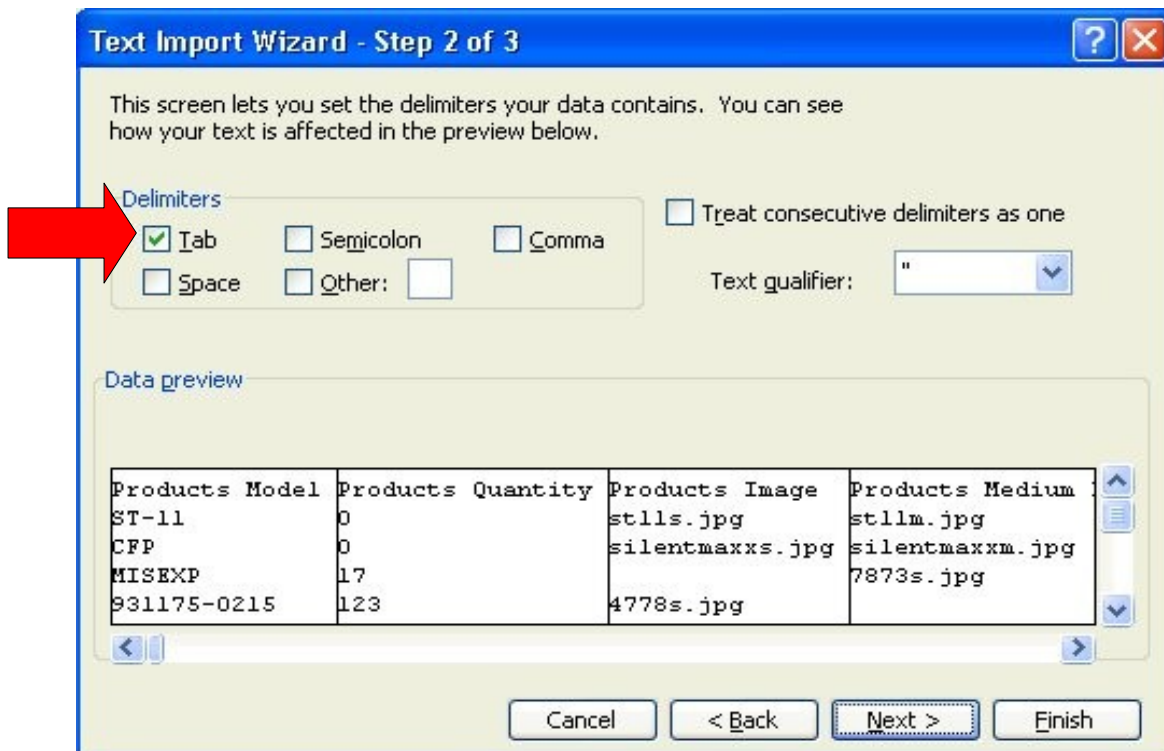
- (a) Encoding should be **Windows (ANSI)**. If it is not, please select it in the **File Origin** dropdown list.



(b) Fields Delimiter should be the “Tab” (only):

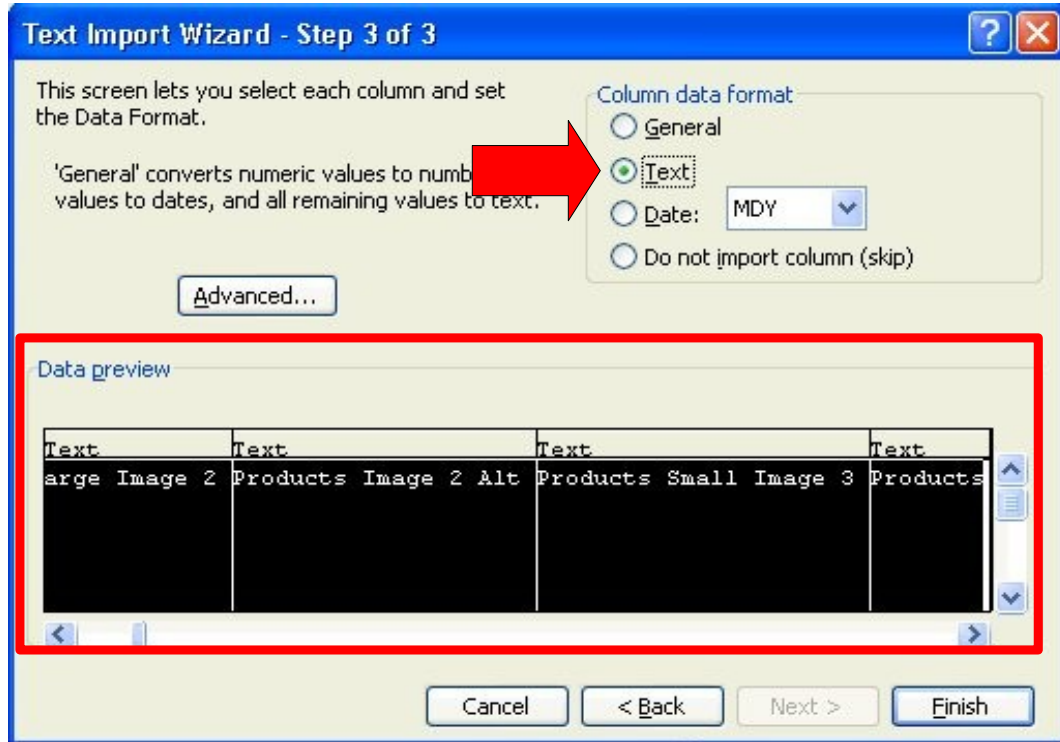
-Click **Next** to move to the **Step2** window

-Select the **Tab** checkbox and unselect all other checkboxes.



(c) Column data format should be the “Text”:

- Click **Next** to move to the **Step 3** window.
- Highlight all the columns in the **Data preview** box.
- Select the **Text** radio button.
- Click **Finish**.

**(d)** The **Product Model** field is required to be filled in on the web-site and the values should be unique for each product model.

Please remember that prices displayed in the file do not include taxes.

7. Edit information in the document (e.g. change products names, prices, images, descriptions, etc.) and save it to your PC: click the **File > Save As** items in the upper menu and save the file. *Note: Make sure the *.txt type is selected in the **Save as type** dropdown.*

Uploading The Products File

1. From Admin Panel of the web-store open the Catalog > Easy Populate section.
2. Click the **Browse...** button adjacent to the **Upload Products EP File** field.



The screenshot shows three form sections. The top section is titled 'Upload products EP File' and contains an empty text input field, a 'Browse...' button, and an 'insert' button. A large red arrow points down to the 'Browse...' button. The middle section is titled 'Upload categories EP File' and contains an empty text input field, a 'Browse...' button, and an 'insert' button. The bottom section is titled 'Upload attributes EP file' and contains an empty text input field, a 'Browse...' button, and an 'insert' button.

3. Select the *.txt file that you've edited and saved to your PC.
4. Click the **Insert** button to upload information from the file to the website database.



The screenshot shows the same three form sections. The top section, 'Upload products EP File', now has the file path 'D:\WORK\products_2006Dec08_1604.txt' entered in the text input field. A large red arrow points down to the 'insert' button. The middle and bottom sections remain the same as in the previous screenshot.

5. Go to frontend of the web-store and preview the results.

Downloading The Categories and Attributes Files

You can download Categories and Attributes information in the *.txt file from the website the same way as it is described for the Products.

- ◆ To download the Categories file, go to the Admin Panel > Catalog > Easy Populate section and click the **Download Categories tab-delimited.txt file to edit** link. Then, save the *.txt file on your PC.

The screenshot shows the 'Easy Populate' interface with three upload sections and a download section. Each upload section has a text input field, a 'Browse...' button, and an 'insert' button. The download section lists three links: 'Download Products tab-delimited .txt file to edit', 'Download Categories tab-delimited .txt file to edit', and 'Download Attributes tab-delimited .txt file to edit'. The 'Download Categories' link is highlighted with a red box.

- ◆ To download Attributes, go to the Admin Panel > Catalog > Easy Populate section and click the **Download Attributes tab-delimited.txt file to edit** link. Then, save the *.txt file on your PC.

This screenshot is a zoomed-in view of the 'Download EP files' section. It shows the 'Download Attributes tab-delimited .txt file to edit' link highlighted with a red box. The 'Upload attributes EP file' section above it is also visible, showing an empty text input field, a 'Browse...' button, and an 'insert' button.

Uploading The Categories and Attributes Files

You can upload Categories and Attributes information saved in *.txt format to the website the same way as it is described for the Products.

- ◆ To upload the Categories file to your website go to the Admin Panel > Catalog > Easy Populate section and click the **Browse...** button adjacent to the **Upload Categories EP File** field. Open *.txt file stored on your PC. Then, click the **Insert** button.

The screenshot shows a web interface with three sections for uploading files:

- Upload products EP File**: An empty text input field, a "Browse..." button, and an "insert" button.
- Upload categories EP File**: A text input field containing the file path "E:\WORK\categories_2009Apr17_0909.txt", a "Browse..." button, and an "insert" button. A red arrow points from the "insert" button of the previous section down to this one.
- Upload attributes EP file**: An empty text input field, a "Browse..." button, and an "insert" button.

- ◆ To upload the Attributes file to your website, go to the Admin Panel > Catalog > Easy Populate section and click the **Browse...** button adjacent to the **Upload Attributes EP File** field. Open *.txt file stored on your PC. Then, click the **Insert** button.

Upload products EP File

Upload categories EP File

Upload attributes EP file