

ONIXEDIT TRAINING DOCUMENT

USERS: VENDOR

Adding New Titles

Latest Version: 2/8/2022



TABLE OF CONTENTS

| | |
|--|-----------|
| Introduction | 3 |
| Login to ONIX EDIT Cloud | 4 |
| Adding New Titles | 5 |
| Add a Single Title Through the User Interface | 5 |
| Upload a Cover Image | 7 |
| Import Metadata from an Excel Template | 9 |
| Import An ONIX file | 12 |
| Upload Cover Images | 14 |
| APPENDIX I: Mandatory Fields | 17 |
| General Information | 17 |
| Imprint | 18 |
| Contributors..... | 18 |
| Supply detail | 18 |
| Subject & Audience..... | 19 |
| Measure & Extent | 20 |
| APPENDIX II: ONIX Code List..... | 21 |
| Notification Type | 21 |
| Product Composition | 22 |
| Product Form | 23 |
| Product Form Detail | 24 |
| Publishing Status | 25 |
| Contributor Role | 28 |
| Product Availability | 28 |
| Appendix III: Validation Score | 33 |
| Updating Errors in the User Interface..... | 33 |
| Updating Errors through an Excel Import..... | 36 |

Introduction

Hello, Indigo Vendor!

This training document is a step-by-step instruction manual (with screenshots) that we hope will serve as a helpful guide for setting up your titles in our new book product information management system, ONIXEDIT Cloud. It is replacing Indigo SYME (SYstem for Manual Entry). Like SYME, ONIXEDIT Cloud is accessible through an internet browser, and allows you to add your products by filling in a web-based form; however, ONIXEDIT Cloud is much more sophisticated and has many additional benefits & features:

- Runs on Mac, PC, and mobile devices
- Compatible Browsers: Chrome, Opera, Internet Explorer, Firefox and Safari
- Import multiple products at the same time with Excel (.xlsx) or ONIX (.xml) files
- Export selected titles or your whole catalogue to an Excel or ONIX file
- Detailed error summary and catalogue validation score

What is ONIX?

ONIX is an acronym for **ON**line **I**nformation **eX**change. The ONIX for Books Production Information Format is the International Standard for representing and communicating book industry product information in electronic form called Metadata. ONIX is an XML-based standard for rich book metadata, providing a consistent way for publishers, retailers and their supply chain partners to communicate a wide range of information about their products.

The need is to maintain reliable and standardized information and to communicate it to your trading partners.

The ONIX standard was designed for this purpose.

What is ONIXEDIT?

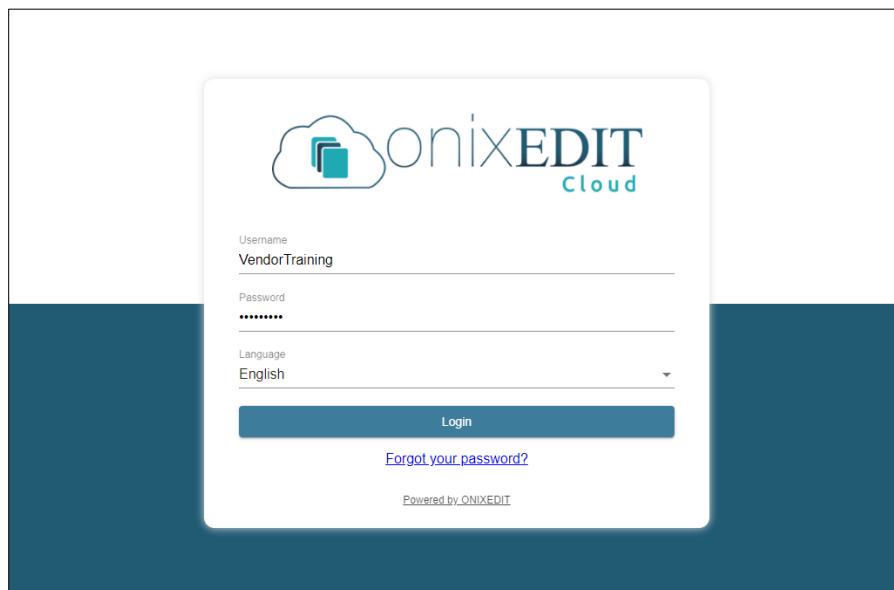
ONIXEDIT is a program for title management to be used by publishers and based on the ONIX Standard. **ONIXEDIT Cloud** is a web application that allows you to manage your ONIX metadata from your Internet Browser.

Questions?

If you still have questions about how to use ONIX Edit Cloud after going through this training document, please reach out to the Master Data team at MasterData@indigo.ca with any questions you have. If the question is regarding a specific title or titles you are trying to add or update, please include the ISBN13(s) and your Vendor ID in your email so we can better assist you.

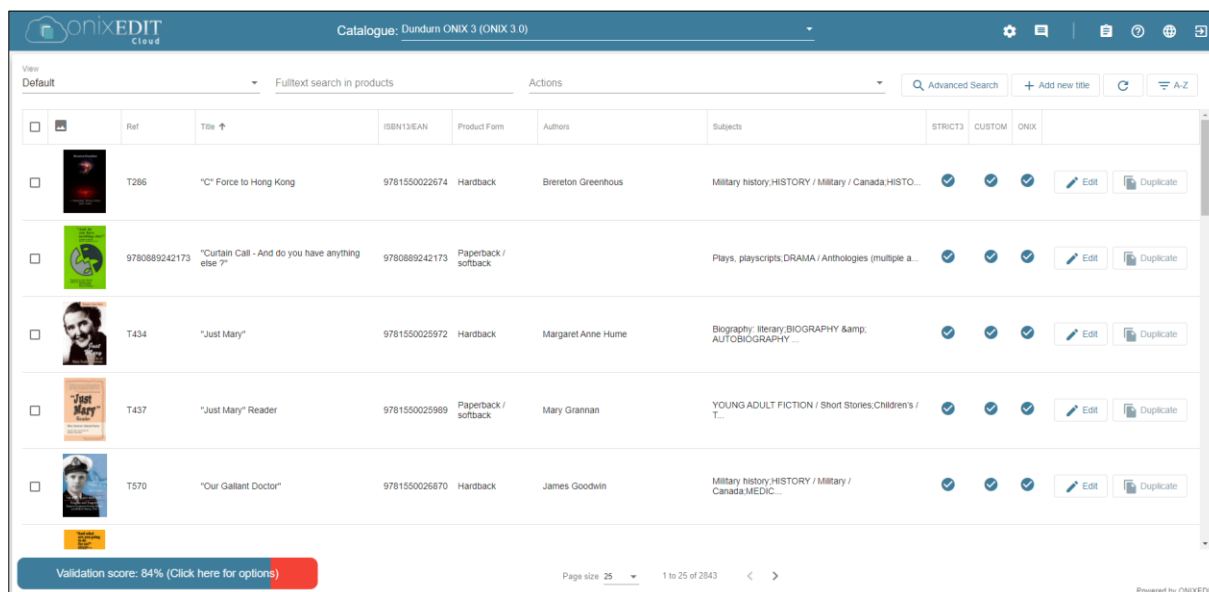
Login to ONIX EDIT Cloud

1. Go to <https://onixdata.indigo.ca/cloud>
2. Enter your Username and Password.
3. Click Login



Note: The first time you login you should reset your password - click on "Forgot your password?" and follow the prompts to reset it.

After a successful login you will be taken to the Default View of your Catalogue.



| View | Ref | Title | ISBN13/EAN | Product Form | Authors | Subjects | STRICT3 | CUSTOM | ONIX | Actions |
|--------------------------|---------------|---|---------------|----------------------|--------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | T266 | "C" Force to Hong Kong | 9781550022674 | Hardback | Breton Greenhouse | Military history;HISTORY / Military / Canada.HISTO... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Duplicate |
| <input type="checkbox"/> | 9780889242173 | "Curtain Call - And do you have anything else?" | 9780889242173 | Paperback / softback | | Plays, playscripts,DRAMA / Anthologies (multiple a... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Duplicate |
| <input type="checkbox"/> | T434 | "Just Mary" | 9781550025972 | Hardback | Margaret Anne Hume | Biography; library.BIOGRAPHY & AUTOBIOGRAPHY ... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Duplicate |
| <input type="checkbox"/> | T437 | "Just Mary" Reader | 9781550025989 | Paperback / softback | Mary Grannan | YOUNG ADULT FICTION / Short Stories;Children's / T... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Duplicate |
| <input type="checkbox"/> | T570 | "Our Gallant Doctor" | 9781550026870 | Hardback | James Goodwin | Military history;HISTORY / Military / Canada.MEDIC... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Duplicate |

Validation score: 84% (Click here for options)

Page size: 25 1 to 25 of 2843

Powered by ONIXEDIT

Adding New Titles

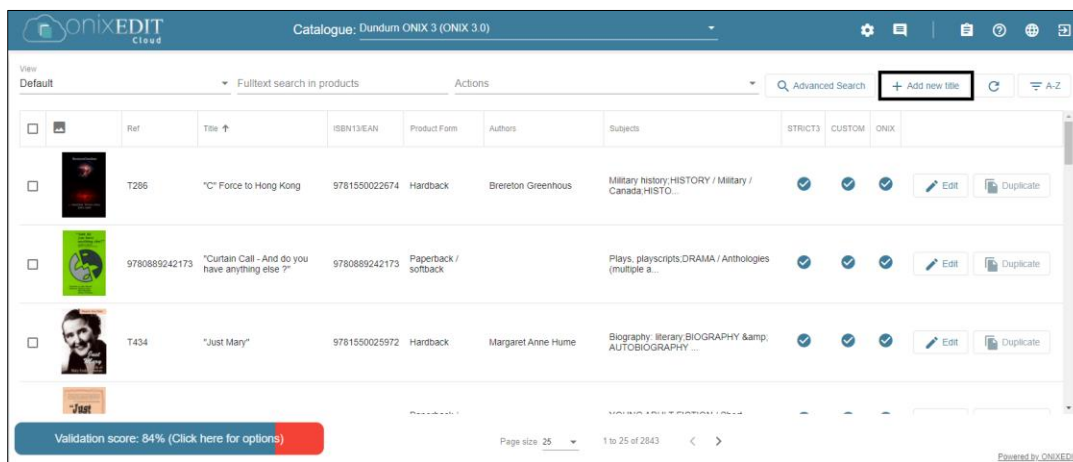
There are three ways you can add new titles to ONIX Edit Cloud:

1. Add a Single title through the User Interface
2. Import metadata from an Excel template
3. Import an ONIX file

Add a Single Title Through the User Interface

If you only need to add a single title, you can do it directly through the user interface in Onix Edit.

1. From the catalogue screen, click on **+ Add new title**.



2. Fill in all Mandatory fields, and any additional fields that you have the data for. Mandatory fields are **highlighted in red**. You can also find a list of all mandatory fields in [Appendix I](#). ONIX Code Lists and definitions can be found in [Appendix II](#).

The screenshot shows the 'Simplified Form' for adding a new title. At the top, there's a warning message: 'This product is invalid! (View error summary)'. Below this is a section for 'Record reference' with a field for 'ISBN13' and a note 'You must add at least one ISBN13 or one EAN'. There are also fields for 'EAN' and 'ISBN 10'. The 'Title' field is highlighted in red and has a note 'Title must contain a TitleText or TitleWithoutPrefix'. Below the title field is a 'Title prefix' field. The 'Subtitle' field is also highlighted in red. At the bottom, there's a 'Notification type' field with a value of '03 - Notification confirmed on publication' and a field for 'EPUB technical protection'. The form has tabs for 'General information', 'Imprint', 'Contributors', 'Text', 'Supply detail', 'Subject & Audience', 'Measure & Extent', and 'Illustration'.

NOTE: Some fields will be filled in with default values, but you can update them if required for the product.

3. Until you have filled in all required fields, the notice at the top will state “This product is invalid! ([View error summary](#))”

onixEDIT Cloud Catalogue: Dundum ONIX 3 (ONIX 3.0)

Simplified Form

Add media file by dropping it here! Or click to browse

Record reference: 1157

ISBN13: 9782318237491

EAN: 9782318237491

ISBN 10:

Title prefix: Title without prefix:

Title: Sample Title

4. Click on the “[View error summary](#)” link to see a list of errors. Clicking on “[Show this error](#)” will take you directly to the required field that needs to be corrected/filled in.

5. Once you have added all required fields, you will see the message “This product is valid!” Click the save icon to save the product.

onixEDIT Cloud Catalogue: Dundum ONIX 3 (ONIX 3.0)

Simplified Form

Add media file by dropping it here! Or click to browse

Record reference: 1157

ISBN13: 9782318237491

NOTE: You can save your product even if it is not yet valid and go back in to add any missing fields later.

Upload a Cover Image

Before uploading your images, please ensure they meet the following requirements:

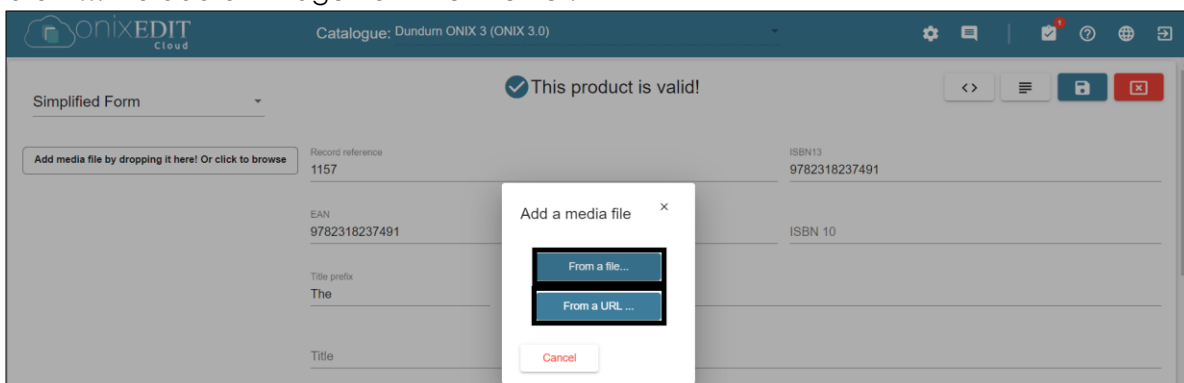
- **Dimensions:** minimum 400x400 px
- **Resolution:** minimum 72 dpi
- **File Size:** maximum 5 MB

1. Click “**Add media file by dropping it here! Or click to browse**” or drag and drop an image file from your computer.



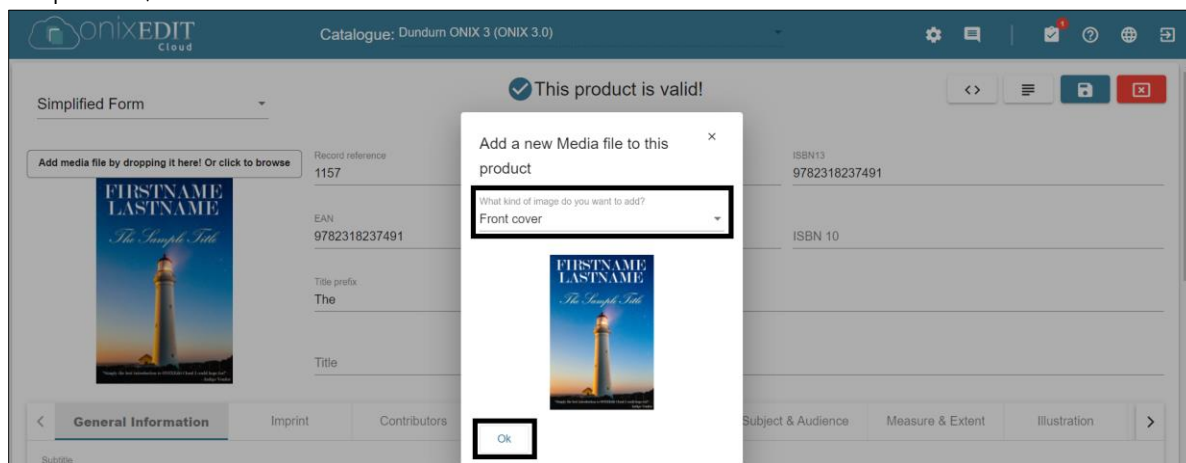
The screenshot shows the onixEDIT Cloud interface. At the top, it says 'Catalogue: Dundurn ONIX 3 (ONIX 3.0)'. Below this, there's a 'Simplified Form' section. A message 'This product is valid!' is displayed. A button labeled 'Add media file by dropping it here! Or click to browse' is highlighted with a red box. To the right of this button, there are fields for 'Record reference' (1157), 'ISBN13' (9782318237491), 'EAN' (9782318237491), and 'ISBN 10'.

2. You can either click “From a file...” and browse for the file on your computer, or click “From a URL...” to add an image from the internet.

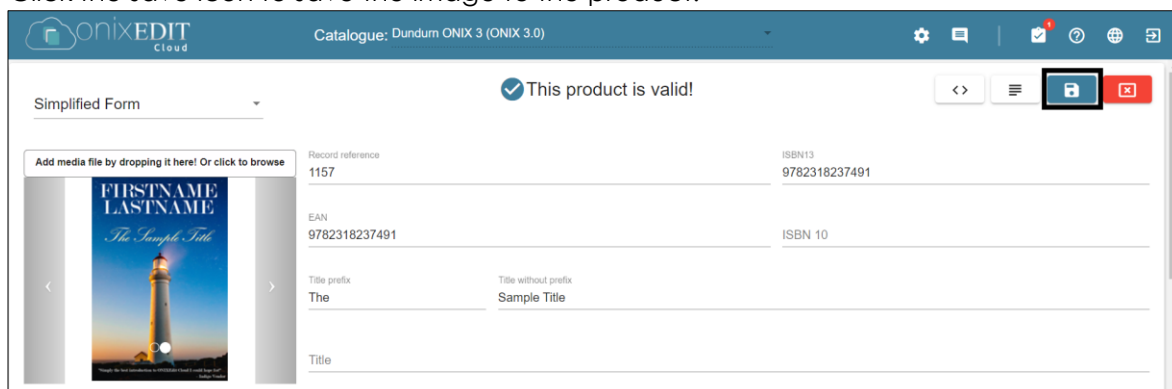


The screenshot shows the onixEDIT Cloud interface with a modal dialog box titled 'Add a media file'. The dialog has two buttons: 'From a file...' and 'From a URL ...'. There is also a 'Cancel' button at the bottom. The background interface is dimmed, showing the same 'Simplified Form' as the previous screenshot.

- Once you have uploaded the image, you will be prompted to select the type of image. "Front cover" is the default value that should populate in the dropdown asking "What kind of image do you want to add?" – if the value is different, select "Front cover" from the dropdown, then click OK.



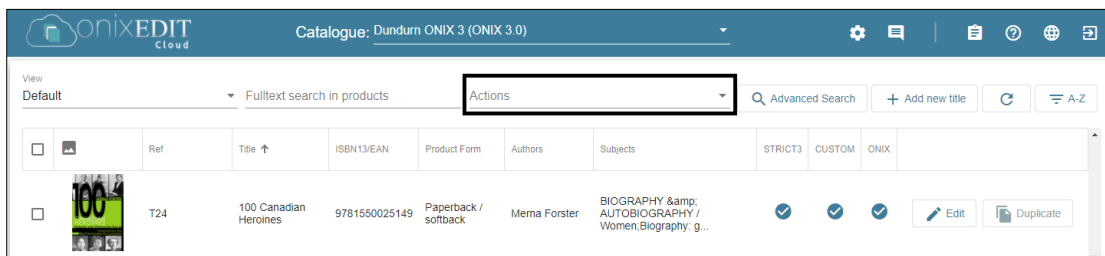
- Click the save icon to save the image to the product.



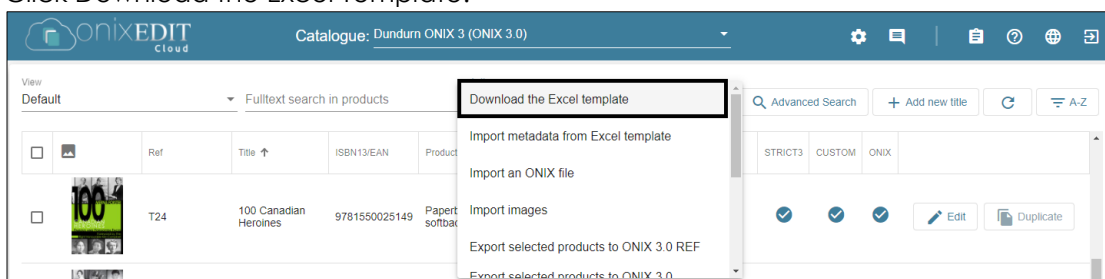
Import Metadata from an Excel Template

If you have multiple titles to add, you can add them through an Excel Template.

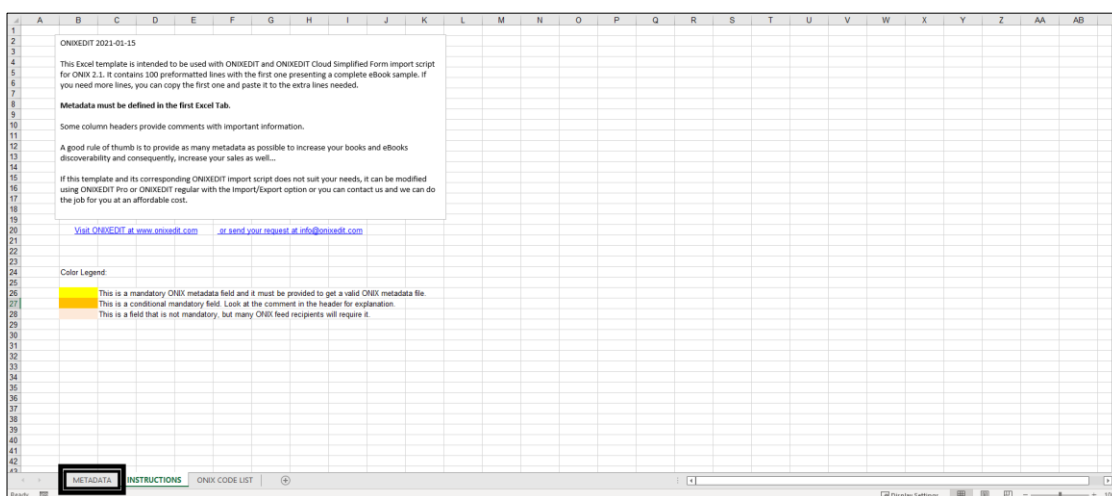
1. To download the template from Onix Edit, click Actions:



2. Click Download the Excel Template:



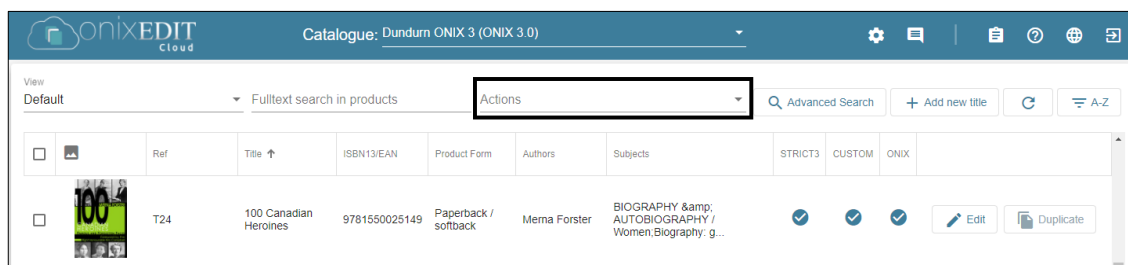
3. Open the file in Excel. It will open on the INSTRUCTIONS tab, which includes helpful information and a Colour Legend for Mandatory fields. Click on the METADATA tab to enter your data.



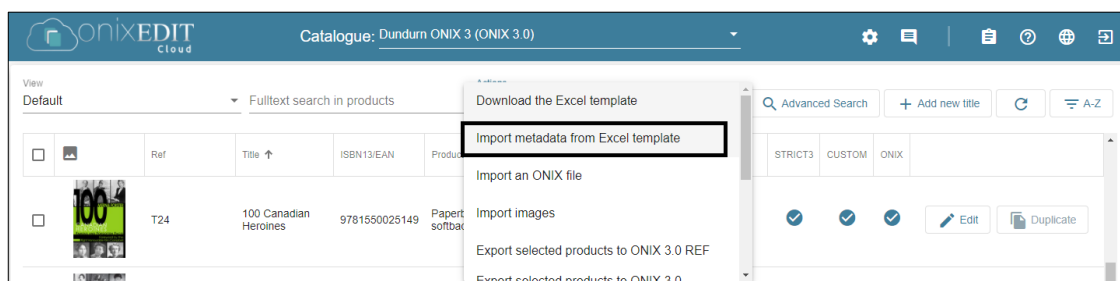
- Enter each record in a new row and be sure to fill out all Mandatory Fields – you can also hover over the red comment tags in the header cells for more information about the fields and instructions for entering data. Some headers, like BISAC Subject, have links to helpful websites.

| | A | B | C | D | E | F | G | H | I | J | K |
|---|------------------|---------------|---------------|------------|-----------------------|-----------------------------|-------------------------------------|---------------------|------------------------|-------------------------|------------|
| | Record Reference | EAN | ISBN13 | ISBN10 | Notification Type | Product Composition | Product Form | Product Form Detail | Work Identifier - Type | Work Identifier - Value | Barcode |
| 1 | | | | | | | | | | | |
| 2 | | 9781459742734 | 9781459742734 | 1459742737 | 03-Notification confi | 00-Single-item retail produ | BC-Paperback / B102-Trade paperback | 15-ISBN-13 | | 9781459742734 | 02-GTIN-13 |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |

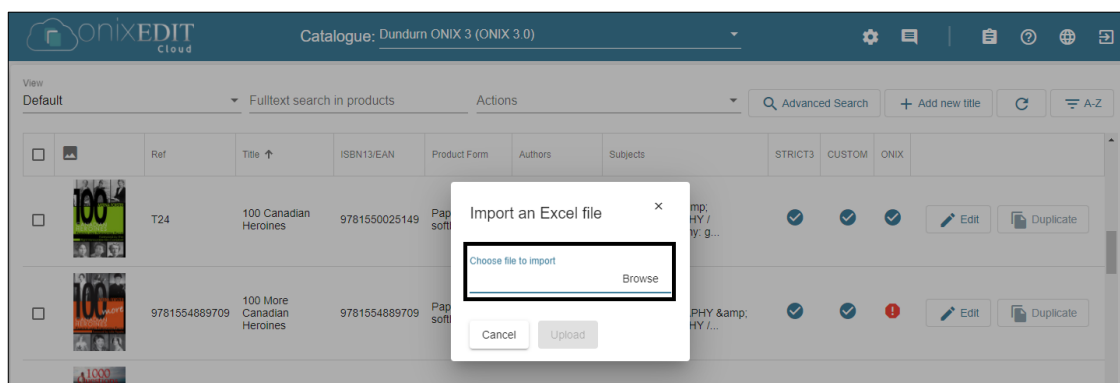
- Once you have entered all of the data, save the file.
- In Onix Edit, click on **Actions**:



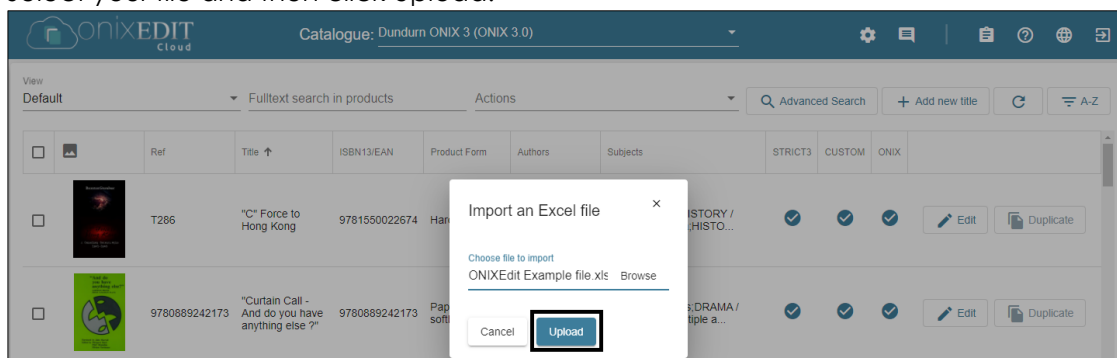
- Click on Import metadata from Excel template:



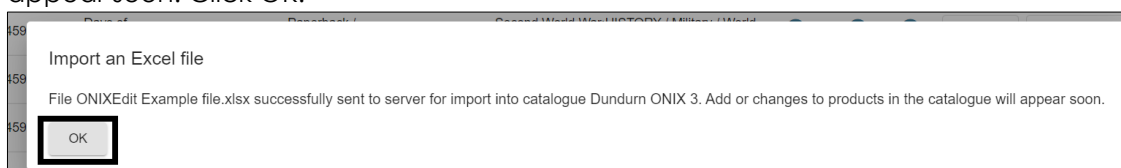
- Click Browse to open your file browser and select the Excel file for upload.



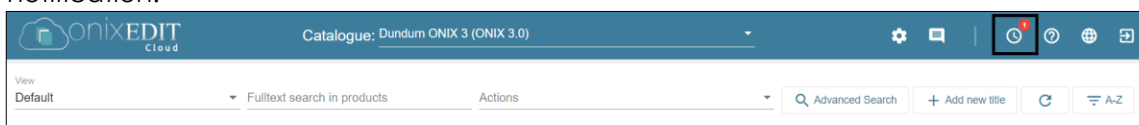
9. Select your file and then click Upload.



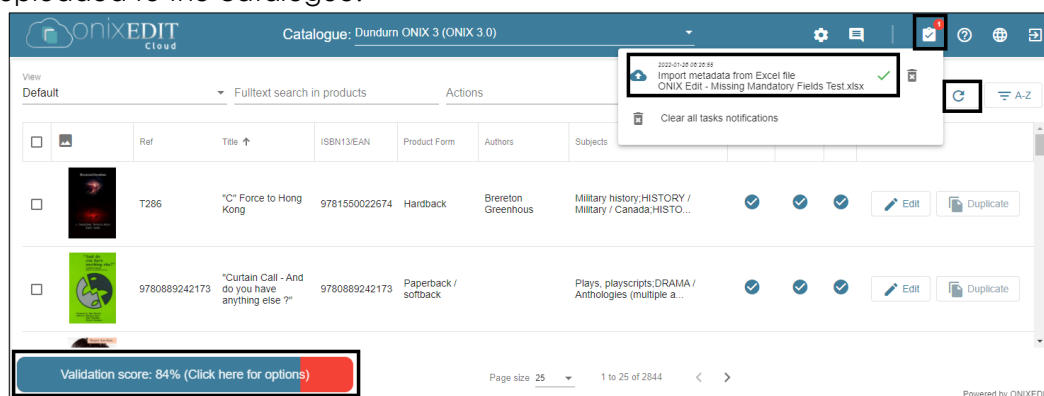
10. You should see the below message indicating that the file was successfully sent to the server for import into your catalogue and any additions or changes to existing products will appear soon. Click OK.



11. While the file is uploading, the notification icon will be displayed as a clock with a notification.



12. Once the file has finished uploading, the icon will change to a checkmark. Click on the notification and you will see a green checkmark next to the file to indicate that it was uploaded successfully. Click the Refresh button to see new records that have been uploaded to the catalogue.



Note: Just because the file uploaded successfully, it does not mean that all products have 100% validation. If your Validation score is not 100%, see [Appendix III: Validation Score](#).

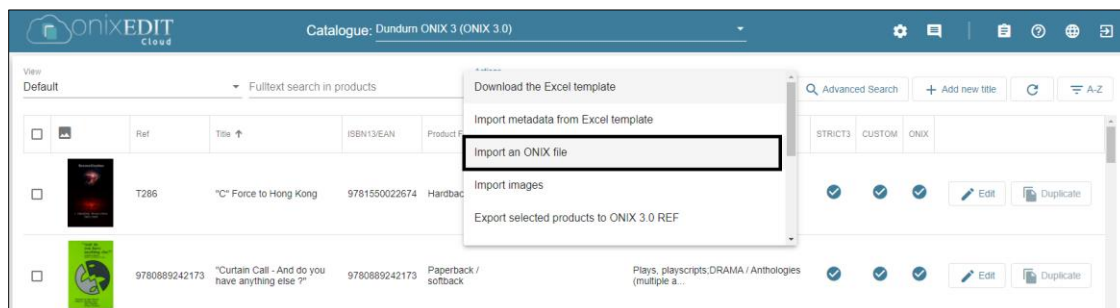
Import An ONIX file

If you have your products in an ONIX XML file, you can import it into ONIX Edit Cloud through a simple upload.

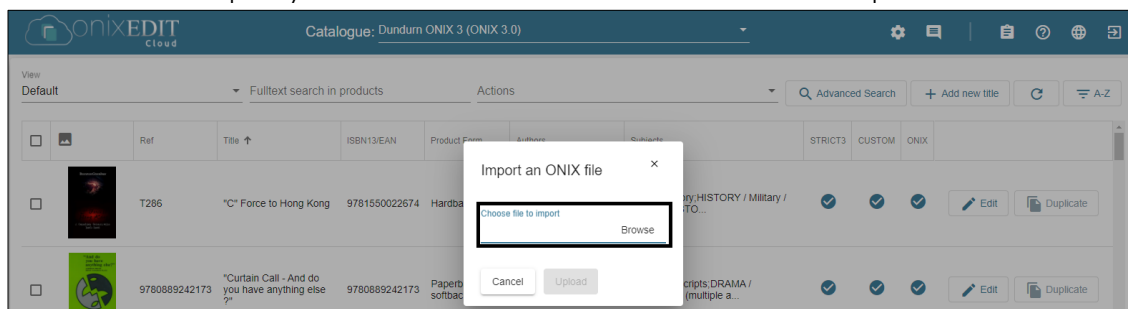
1. Click on the **Actions** dropdown:



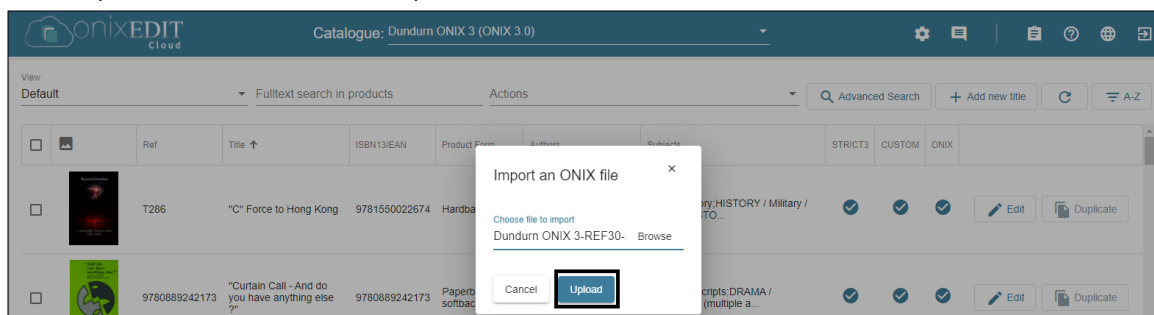
2. Select Import an ONIX file:



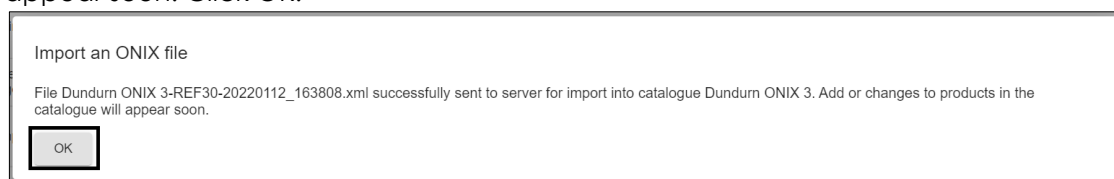
3. Click **Browse** to open your file browser and select the ONIX file for upload:



4. Select your file and then click Upload.



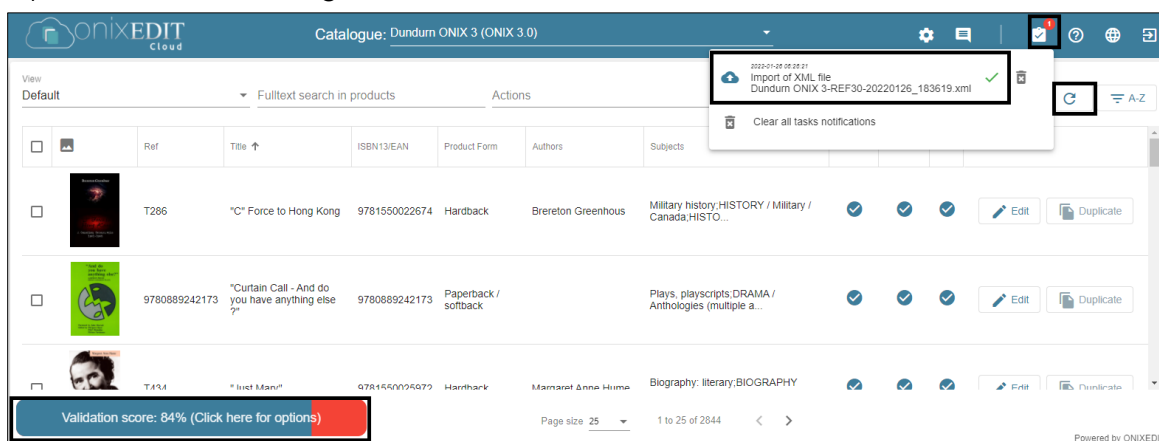
5. You should see the below message indicating that the file was successfully sent to the server for import into your catalogue and any additions or changes to existing products will appear soon. Click OK.



6. While the file is uploading, the notification icon will be displayed as a clock with a notification.



7. Once the file has finished uploading, the icon will change to a checkmark. Click on the notification and you will see a green checkmark next to the file to indicate that it was uploaded successfully. Click the Refresh button to see new records that have been uploaded to the catalogue.



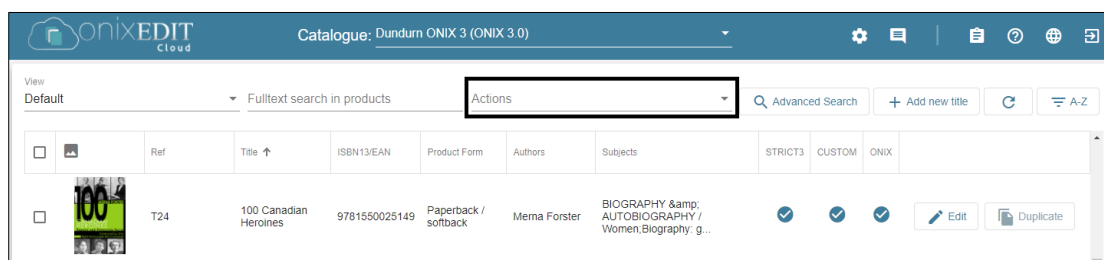
Note: Just because the file uploaded successfully, it does not mean that all products have 100% validation. If your Validation score is not 100%, see [Appendix III: Validation Score](#).

Upload Cover Images

If you are creating multiple records through an Excel Template or an ONIX file but did not include the Cover Image URLs, you can upload images in bulk.

1. Before you import the images, you must prepare your cover images for import.
 - **Image File names** should be either the ISBN10 or ISBN13 so that the cover images attach to the corresponding titles. (i.e. 9781459746909.jpg)
 - **File Type:** .gif, .jpeg, .jpg, .png or .tiff
 - **Dimensions:** minimum 400x400 px
 - **Resolution:** minimum 72 dpi
 - **File Size:** maximum 5 MB
2. Group all the cover images in a single folder and compress it as a .zip or .gz archive.
 - [Compress a file or folder - Windows 10](#)
 - [Compress a file or folder - Mac](#)

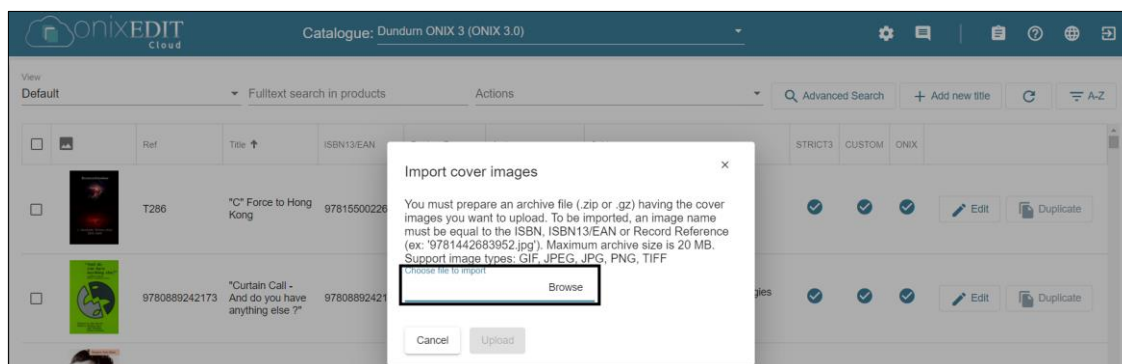
3. In ONIX Edit Cloud, click on Actions.



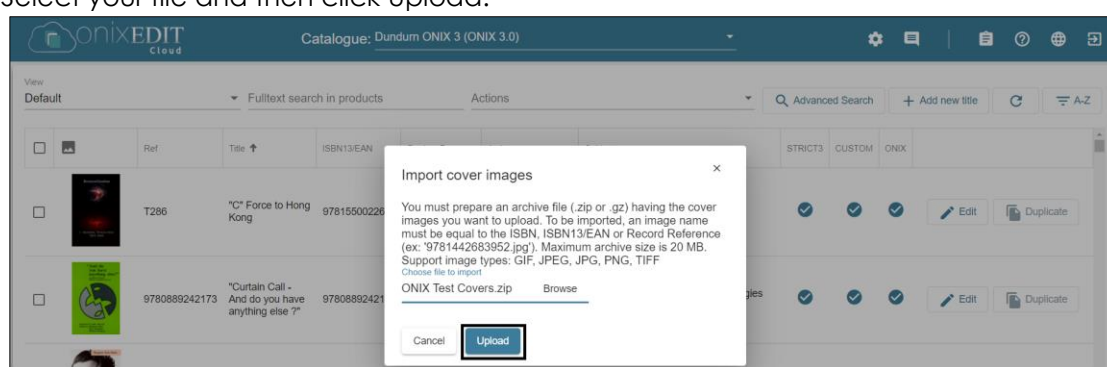
4. Click on Import Images.



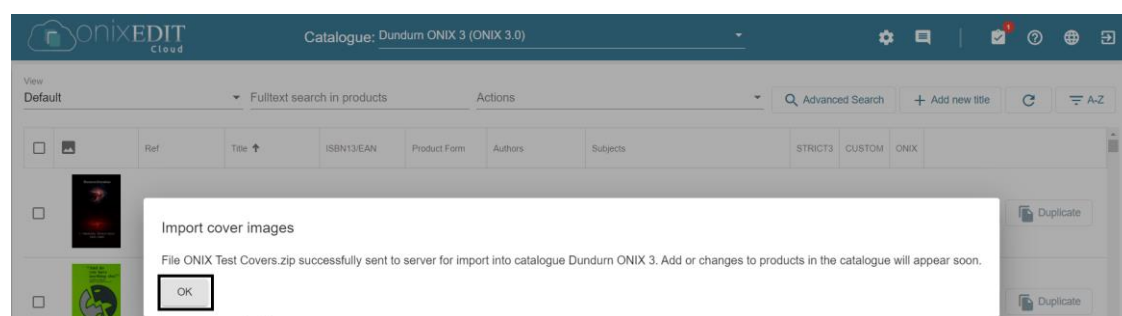
5. Click **Browse** to open your file browser and select the compressed folder for upload:



6. Select your file and then click Upload.



8. You should see the below message indicating that the file was successfully sent to the server for import into your catalogue and any additions or changes to existing products will appear soon. Click OK.



9. While the file is uploading, the notification icon will be displayed as a clock with a notification.



10. Once the file has finished uploading, the icon will change to a checkmark. Click on the notification and you will see a green checkmark next to the file to indicate that it was uploaded successfully.



APPENDIX I: Mandatory Fields

These are the mandatory fields required to create a valid article in ONIX Edit, listed by the tab they appear on when creating or editing an article in the Simplified Form.

- EAN, ISBN 10 or ISBN 13
- Title prefix and Title without prefix OR Title

| | | | |
|---|--|-----------------------------------|--------|
| Add media file by dropping it here! Or click to browse | | Record reference [AUTO NUMBER] | ISBN13 |
| EAN | | ISBN 10 | |
| Title prefix | Title without prefix <small>Title must contain a TitleText or TitleWithoutPrefix.</small> | | |
| Title <small>Title must contain a TitleText or TitleWithoutPrefix.</small> | | | |

General Information

- Notification type
- Product form
- Product composition
- Publisher name (OR Imprint - Name)
- Publication date (YYYYMMDD)
- Publishing status

| | | | | | | | | | | | |
|---|---------------------|---------|--------------|------|---------------|---|------------------|--------------|-----------------|--------------|------|
| < | General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | We > |
| Subtitle | | | | | | | | | | | |
| Notification type <small>NotificationType is required.</small> | | | | | | EPUB technical protection | | | | | |
| Product form <small>ProductForm is required.</small> | | | | | | Barcode | | | | | |
| Product Form Detail | | | | | | Product composition <small>ProductComposition is required.</small> | | | | | |

| | | | |
|--------------------------------|--|---------------------------------------|--|
| Product packaging | | Primary content type | |
| Collection type | Publisher name <small>You must add at least one Imprint or one Publisher.</small> | Language of text | |
| Collection title | Publication date (YYYYMMDD) <small>You must define a Publication date.</small> | Number of pages | |
| Collection part number | Publishing status <small>PublishingStatus is required.</small> | Number of pieces | |
| Year first published | City of publication | Edition number | |
| For sale with exclusive rights | Country of publication | Country of manufacture CA - Canada | |
| Copyright Year | | | |

Imprint

- Name (OR General Information - Publisher name)

| | | | | | | | | | | | | |
|---|---------------------|----------------|--------------|------|---------------|--------------------|------------------|--------------|-----------------|--------------|---------|---|
| < | General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | Website | > |
| Name Code | | | | | | | | | | | | |
| Name Code Value | | | | | | | | | | | | |
| <div style="border: 1px solid red; padding: 2px;">Name</div> <small>You must add at least one Imprint or one Publisher.</small> | | | | | | | | | | | | |

Contributors

- Role
- Name (key) OR Corporate Name

| < | General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | Website | > | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------|----------------------|---------------------|------------------------------|---------------|--------------------|------------------|--------------|-----------------|--------------|---------|---|------|-------------|----------------------|----------------|---------|-------|----------|--|--|--|--|--|----------------------|------------|--|-------------|--|--|----------------------|----------------|--|------|------------------------------|--|---------|--|--|--|--|--|
| <table border="1" style="width: 100%;"> <thead> <tr> <th>Role</th> <th>Person Name</th> <th>Person Name Inverted</th> <th>Corporate Name</th> <th>Country</th> <th>+ Add</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: right;">X Remove</td> </tr> <tr> <td>First name (bet key)</td> <td colspan="2">Name (key)</td> <td>Person Name</td> <td colspan="2"></td> </tr> <tr> <td>Person Name Inverted</td> <td colspan="2">Corporate Name</td> <td>Role</td> <td colspan="2" style="border: 1px solid red;">ContributorRole is required.</td> </tr> <tr> <td>Country</td> <td colspan="5"></td> </tr> </tbody> </table> | | | | | | | | | | | | | Role | Person Name | Person Name Inverted | Corporate Name | Country | + Add | X Remove | | | | | | First name (bet key) | Name (key) | | Person Name | | | Person Name Inverted | Corporate Name | | Role | ContributorRole is required. | | Country | | | | | |
| Role | Person Name | Person Name Inverted | Corporate Name | Country | + Add | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X Remove | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First name (bet key) | Name (key) | | Person Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person Name Inverted | Corporate Name | | Role | ContributorRole is required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <small>A contributor must contain a person or a corporation. For a person, complete "First Name" and "Last Name" fields and ONIXEDIT will generate "Person Name" and "Person Name Inverted" for you.</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Supply detail

- Supplier role
- Product availability
- Price

| < | General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | Website | > | | | | | | | | | | |
|--|---|----------|--------------|-------|----------------------|-------------------------------|------------------|--------------|-----------------|--------------|---------|---|---------------|----------------------|--|---|-------|--------------------|--|--|--|--|
| <div style="display: flex; justify-content: space-between; align-items: center;"> ? + Add new supplier </div> | | | | | | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> Delete this supplier </div> | | | | | | | | | | | | | | | | | | | | | | |
| Supplier name | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Supplier role</td> <td style="width: 50%;">Product availability</td> </tr> <tr> <td><small>SupplierRole is required.</small></td> <td><small>ProductAvailability is required.</small></td> </tr> </table> | | | | | | | | | | | | | Supplier role | Product availability | <small>SupplierRole is required.</small> | <small>ProductAvailability is required.</small> | | | | | | |
| Supplier role | Product availability | | | | | | | | | | | | | | | | | | | | | |
| <small>SupplierRole is required.</small> | <small>ProductAvailability is required.</small> | | | | | | | | | | | | | | | | | | | | | |
| Pack quantity | | | | | | | | | | | | | | | | | | | | | | |
| On sale date (YYYYMMDD) | | | | | | Expected ship date (YYYYMMDD) | | | | | | | | | | | | | | | | |
| Returns type | | | | | | Returns code | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"> <tr> <th>Price type</th> <th>Price</th> <th>Currency</th> <th>Countries</th> <th>+ Add</th> </tr> <tr> <td colspan="5" style="border: 1px solid red;">Price is required.</td> </tr> </table> | | | | | | | | | | | | | Price type | Price | Currency | Countries | + Add | Price is required. | | | | |
| Price type | Price | Currency | Countries | + Add | | | | | | | | | | | | | | | | | | |
| Price is required. | | | | | | | | | | | | | | | | | | | | | | |

Supply detail - Price

- Price type
- Price
- Currency
- Discount type
- Discount code

| Price type | Price | Currency | Countries | |
|---------------|---------------|----------|-----------|-------|
| ▼ Price type | Price | Currency | Countries | + Add |
| Discount type | Discount code | | | |
| Tax rate | Taxable | | | |
| Tax amount | Tax % | | | |

Price is required.

Subject & Audience

- BISAC Subject

| General Information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | We |
|--|---------|--------------|------|---------------|--------------------|------------------|--------------|-----------------|--------------|----|
| BISAC Subject | | | | | | | | | | |
| BISAC Region | | | | | | | | | | |
| BIC Subject | | | | | | | | | | |
| Thema Subject | | | | | | | | | | |
| CLIL Subject | | | | | | | | | | |
| Thèmes Electre | | | | | | | | | | |
| Keywords (Enter keywords separated by semi-colons) | | | | | | | | | | |
| Audience code | | | | | | | | | | |
| Audience range | | | | | | | | | | |
| From To | | | | | | | | | | |

Measure & Extent

- Height
- Width
- Thickness
- Weight
- Measure Unit

| | | | | | | | | | | | | |
|-----------|---------------------|--------------|--------------|-----------|---------------|--------------------|------------------|--------------|-----------------|--------------|----|---|
| < | General information | Imprint | Contributors | Text | Supply detail | Subject & Audience | Measure & Extent | Illustration | Related product | Related work | We | > |
| Height | | Measure unit | | Duration | | Measure unit | | | | | | |
| Width | | Measure unit | | File size | | Measure unit | | | | | | |
| Thickness | | Measure unit | | | | | | | | | | |
| Weight | | Measure unit | | | | | | | | | | |

Note: For Audiobooks, please also provide Duration (time).

APPENDIX II: ONIX Code List

This appendix includes definitions of the ONIX Codes for our mandatory attributes only. For a full list of ONIX Codes, please see [ONIX Codelists Issue 55 on editeur.org](https://onix.codelists.org/issue/55)

| Notification Type | | |
|--|---|----------------------------|
| Codes | Code Definition/Usage | Additional Notes |
| 01-Early notification | Use for a complete record issued earlier than approximately six months before publication | |
| 02-Advance notification (confirmed) | Use for a complete record issued to confirm advance information approximately six months before publication; or for a complete record issued after that date and before information has been confirmed from the book-in-hand | |
| 03-Notification confirmed on publication | Use for a complete record issued to confirm advance information at or just before actual publication date, usually from the book-in-hand, or for a complete record issued at any later date | Default Value in ONIX Edit |
| 04-Update (partial) | In ONIX 3.0 only, use when sending a 'block update' record. A block update implies using the supplied block(s) to update the existing record for the product, replacing only the blocks included in the block update, and leaving other blocks unchanged – for example, replacing old information from Blocks 4 and 6 with the newly-received data while retaining information from Blocks 1–3 and 5 untouched. In previous ONIX releases, and for ONIX 3.0 using other notification types, updating is by replacing the complete record with the newly-received data | |
| 05-Delete | Use when sending an instruction to delete a record which was previously issued. Note that a Delete instruction should NOT be used when a product is cancelled, put out of print, or otherwise withdrawn from sale: this should be handled as a change of Publishing status, leaving the receiver to decide whether to retain or delete the record. A Delete | |

| | | |
|--------------------------|---|--|
| | instruction is used ONLY when there is a particular reason to withdraw a record completely, eg because it was issued in error | |
| 08-Notice of sale | Notice of sale of a product, from one publisher to another: sent by the publisher disposing of the product | |
| 09-Notice of acquisition | Notice of acquisition of a product, by one publisher from another: sent by the acquiring publisher | |
| 88-Test update (Partial) | ONIX 3.0 only. Record may be processed for test purposes, but data should be discarded when testing is complete. Sender must ensure the <RecordReference> matches a previously-sent Test record | |

| Product Composition | | |
|---|---|----------------------------|
| Codes | Code Definition/Usage | Additional Notes |
| 00-Single-component retail product | Used for single products; a book, for example. | Default Value in ONIX Edit |
| 01-Single-component, not available separately | Used only when an ONIX record is required for a component-as-an-item, even though it is not currently available as such | |
| 10-Multiple-component retail product | Multiple-component product retailed as a whole; a boxset, for example. | |
| 11-Multiple-item collection, retailed as separate parts | Used only when an ONIX record is required for a collection-as-a-whole, even though it is not currently retailed as such | |
| 20-Trade-only product | Product available to the book trade, but not for retail sale, and not carrying retail items, eg empty dumpbin, empty counterpack, promotional material | |
| 30-Multiple-item trade-only pack | Product available to the book trade, but not for general retail sale as a whole. It carries multiple components for retailing as separate items, eg shrink-wrapped trade pack, filled dumpbin, filled counterpack | |

| | | |
|-----------------------|--|--|
| 31-Multiple-item pack | Carrying multiple components, primarily for retailing as separate items. The pack may be split and retailed as separate items OR retailed as a single item. Use instead of Multiple-item trade-only pack (code 30) if the data provider specifically wishes to make explicit that the pack may optionally be retailed as a whole | |
|-----------------------|--|--|

| Product Form | | |
|--|--|---|
| Note: These are the most common Product Form codes used. If one of these does not apply to your product, please see the full list of ONIX codes & definitions in ONIX Codelists Issue 55 on editeur.org | | |
| Codes | Code Definition/Usage | Additional Notes |
| AA-Audio | Audio recording – detail unspecified | |
| BA-Book | Book – detail unspecified | |
| BB-Hardback | Hardback or cased book | Standard Code used for Hardcover book |
| BC-Paperback / softback | Paperback or other softback book | Standard Code used for Paperback book – must use Product Form Detail B101-Mass market (rack) paperback, B102-Trade paperback (US) or applicable code – see table on next page |
| BE-Spiral bound | Spiral, comb or coil bound book | |
| BH-Board book | Child's book with all pages printed on board | |

Product Form Detail

Note: These are the most common Product Form Detail codes used. If one of these does not apply to your product, please see the full list of ONIX codes & definitions in [ONIX Codelists Issue 55 on editeur.org](https://on.editeur.org)

| Codes | Code Definition/Usage | Additional Notes |
|-----------------------------------|--|------------------|
| A101-CD standard audio format | CD 'red book' format | |
| B101-Mass market (rack) paperback | In North America, a category of paperback characterized partly by page size (typically from 6¾ up to 7⅞ x 4¼ inches) and partly by target market and terms of trade. Use with Product Form code BC | |
| B102-Trade paperback (US) | In North America, a category of paperback characterized partly by page size (larger than rack-sized) and partly by target market and terms of trade. AKA 'quality paperback', and including textbooks. Most paperback books sold in North America except 'mass-market' (B101) and 'tall rack' (B107) are correctly described with this code. Use with Product Form code BC | |
| B209-Sticker book | | |
| B221-Picture book | Children's picture book: use with applicable Product Form code | |
| B306-Library binding | Strengthened cloth-over-boards binding intended for libraries: use with Product form code BB | |
| B307-Reinforced binding | Strengthened binding, not specifically intended for libraries: use with Product form code BB or BC | |
| B311-Comb bound | Round or oval plastic forms in a clamp-like configuration: use with Product Form code BE | |
| B312-Wire-O | Twin loop metal wire spine: use with Product Form code BE | |
| B313-Concealed wire | Cased over Coiled or Wire-O binding: use with Product Form code BE and Product Form Detail code B312 or B314 | |
| B314-Coiled wire bound | Spiral wire bound. Use with product form code BE. The default if a spiral binding type is not stated. Cf. Comb and Wire-O binding | |

| | | |
|------------------------|---|--|
| B315-Trade binding | Hardcover binding intended for general consumers rather than libraries, use with Product form code BB. The default if a hardcover binding detail is not stated. cf. Library binding | |
| B401-Cloth over boards | Cotton, linen or other woven fabric over boards. Use with <ProductForm> BB | |
| B402-Paper over boards | Cellulose-based or similar non-woven material, which may be printed and may be embossed with an artificial cloth or leather-like texture, over boards. Use with <ProductForm> BB | |

| Publishing Status | | |
|---------------------------|--|----------------------------|
| Codes | Code Definition/Usage | Additional Notes |
| 00-Unspecified | Status is not specified (as distinct from unknown): the default if the <PublishingStatus> element is not sent. Also to be used in applications where the element is considered mandatory, but the sender of the ONIX message chooses not to pass on status information | |
| 01-Cancelled | The product was announced, and subsequently abandoned; the <PublicationDate> element in ONIX 2.1 or its equivalent in <PublishingDate> in ONIX 3.0 must not be sent | |
| 02-Forthcoming | Not yet published; must be accompanied by the expected date in <PublicationDate> in ONIX 2.1, or its equivalent in the <PublishingDate> composite in ONIX 3.0 | |
| 03-Postponed indefinitely | The product was announced, and subsequently postponed with no expected publication date; the <PublicationDate> element in ONIX 2.1, or its equivalent as a <PublishingDate> composite in ONIX 3.0, must not be sent | |
| 04-Active | The product was published, and is still active in the sense that the publisher will accept orders for it, though it may or may not be | Default Value in ONIX Edit |

| | | |
|------------------------------|--|--|
| | immediately available, for which see <SupplyDetail> | |
| 05-No longer our product | Ownership of the product has been transferred to another publisher (with details of acquiring publisher if possible in PR.19 (ONIX 2.1) OR P.19 (ONIX 3.0)) | |
| 06-Out of stock indefinitely | The product was active, but is now inactive in the sense that (a) the publisher cannot fulfill orders for it, though stock may still be available elsewhere in the supply chain, and (b) there are no current plans to bring it back into stock. Use this code for 'reprint under consideration'. Code 06 does not specifically imply that returns are or are not still accepted | |
| 07-Out of print | The product was active, but is now permanently inactive in the sense that (a) the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain, and (b) the product will not be made available again under the same ISBN. Code 07 normally implies that the publisher will not accept returns beyond a specified date | |
| 08-Inactive | The product was active, but is now permanently or indefinitely inactive in the sense that the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain. Code 08 covers both of codes 06 and 07, and may be used where the distinction between those values is either unnecessary or meaningless | |
| 09-Unknown | The sender of the ONIX record does not know the current publishing status | |
| 10-Remaindered | The product is no longer available from the current publisher, under the current ISBN, at the current price. It may be available to be traded through another channel. A Publishing Status code 10 'Remaindered' usually but not always means that the publisher has decided to sell off excess | |

| | | |
|------------------------------------|---|--|
| | <p>inventory of the book. Copies of books that are remaindered are often made available in the supply chain at a reduced price. However, such remainders are often sold under a product identifier that differs from the ISBN on the full-priced copy of the book. A Publishing Status code 10 'Remaindered' on a given product record may or may not be followed by a Publishing Status code 06 'Out of Stock Indefinitely' or 07 'Out of Print': the practise varies from one publisher to another. Some publishers may revert to a Publishing Status code 04 'Active' if a desired inventory level on the product in question has subsequently been reached. No change in rights should ever be inferred from this (or any other) Publishing Status code value</p> | |
| 11-Withdrawn from sale | Withdrawn, typically for legal reasons or to avoid giving offence | |
| 12-Recalled | Recalled for reasons of consumer safety. Deprecated, use code 15 instead | |
| 13-Active, but not sold separately | The product is published and active but, as a publishing decision, it is not sold separately – only in an assembly or as part of a pack. Depending on product composition and pricing, it may be saleable separately at retail | |
| 15-Recalled | Recalled for reasons of consumer safety | |
| 16-Temporarily withdrawn from sale | Withdrawn temporarily, typically for quality or technical reasons. In ONIX 3.0, must be accompanied by expected availability date coded '22' within the <PublishingDate> composite, except in exceptional circumstances where no date is known | |
| 17-Permanently withdrawn from sale | Withdrawn permanently from sale in all markets. Effectively synonymous with 'Out of print' (code 07), but specific to downloadable and online digital products (where no 'stock' would remain in the supply chain) | |

| Contributor Role | | |
|--|---|------------------|
| Note: These are the most common Contributor Role codes used. If one of these does not apply to your product, please see the full list of ONIX codes & definitions in ONIX Codelists Issue 55 on editeur.org | | |
| Codes | Code Definition/Usage | Additional Notes |
| A01-By (author) | Author of a textual work | |
| A08-By (photographer) | Photographer when named as the primary creator of, eg, a book of photographs | |
| A12-Illustrated by | Artist when named as the creator of artwork which illustrates a text, or the originator (sometimes 'penciller' for collaborative art) of the artwork of a graphic novel or comic book | |
| B01-Edited by | | |

| Product Availability | | |
|--|---|------------------|
| Codes | Code Definition/Usage | Additional Notes |
| 01-Cancelled | Product was announced, and subsequently abandoned by the publisher. No expected availability date should be included in <SupplyDate> | |
| 09-Not yet available, postponed indefinitely | Not yet available from the supplier, and the publisher indicates that it has been postponed indefinitely. Should be used in preference to code 10 where the publisher has indicated that a previously-announced publication date is no longer correct, and no new date has yet been announced. No expected availability date should be included in <SupplyDate>. For use in ONIX 3.0 only | |
| 10-Not yet available | Not yet available (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in | |

| | | |
|-----------------------------------|---|--|
| | exceptional circumstances where no date is known) | |
| 11-Awaiting stock | Not yet available, but will be a stock item when available (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known). Used particularly for imports which have been published in the country of origin but have not yet arrived in the importing country | |
| 12-Not yet available, will be POD | Not yet available, to be published as print-on-demand only (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known). May apply either to a POD successor to an existing conventional edition, when the successor will be published under a different ISBN (normally because different trade terms apply); or to a title that is being published as a POD original | |
| 20-Available | Available from us (form of availability unspecified) | |
| 21-In stock | Available from us as a stock item | |
| 22-To order | Available from the supplier as a non-stock item, by special order. Where possible, an <OrderTime> should be included | |
| 23-POD | Available from the supplier by print-on-demand. If the fulfillment delay is likely to be more than 24 hours, an <OrderTime> should be included | |
| 30-Temporarily unavailable | Temporarily unavailable: temporarily unavailable from us (reason unspecified) (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in | |

| | | |
|---|--|--|
| | exceptional circumstances where no date is known) | |
| 31-Out of stock | Stock item, temporarily out of stock (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known) | |
| 32-Reprinting | Temporarily unavailable, reprinting (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known) | |
| 33-Awaiting reissue | Temporarily unavailable, awaiting reissue (requires expected date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known) | |
| 34-Temporarily withdrawn from sale | May be for quality or technical reasons. Requires expected availability date, either as <ExpectedShipDate> (ONIX 2.1) or as <SupplyDate> with <SupplyDateRole> coded '08' (ONIX 3.0), except in exceptional circumstances where no date is known | |
| 40-Not available (reason unspecified) | Not available from us (for any reason) | |
| 41-Not available, replaced by new product | This product is unavailable, but a successor product or edition is or will be available from us (identify successor in <RelatedProduct>) | |
| 42-Not available, other format available | This product is unavailable, but the same content is or will be available from us in an alternative format (identify other format product in <RelatedProduct>) | |

| | | |
|--|---|--|
| 43-No longer supplied by us | Identify new supplier in <NewSupplier> if possible | |
| 44-Apply direct | Not available to trade, apply direct to publisher | |
| 45-Not sold separately | Individual copies of the product are not available from the supplier, but packs of copies are available, and individual copies of the product may typically be sold at retail. Must be bought as part of a set or trade pack (identify set or pack in <RelatedProduct> using code 02) | |
| 46-Withdrawn from sale | May be for legal reasons or to avoid giving offence | |
| 47-Remaindered | Remaindered | |
| 48-Not available, replaced by POD | Out of print, but a print-on-demand edition is or will be available under a different ISBN. Use only when the POD successor has a different ISBN, normally because different trade terms apply | |
| 49-Recalled | Recalled for reasons of consumer safety | |
| 50-Not sold as set | When a collection that is not sold as a set nevertheless has its own ONIX record | |
| 51-Not available, publisher indicates OP | This product is unavailable from the supplier, no successor product or alternative format is available or planned. Use this code only when the publisher has indicated the product is out of print | |
| 52-Not available, publisher no longer sells product in this market | This product is unavailable from the supplier in this market, no successor product or alternative format is available or planned. Use this code when a publisher has indicated the product is permanently unavailable (in this market) while remaining available elsewhere | |
| 97-No recent update received | Sender has not received any recent update for this product from the publisher/supplier (for use when the sender is a data aggregator): the definition of 'recent' must be specified by the aggregator, or by agreement between parties to an exchange | |

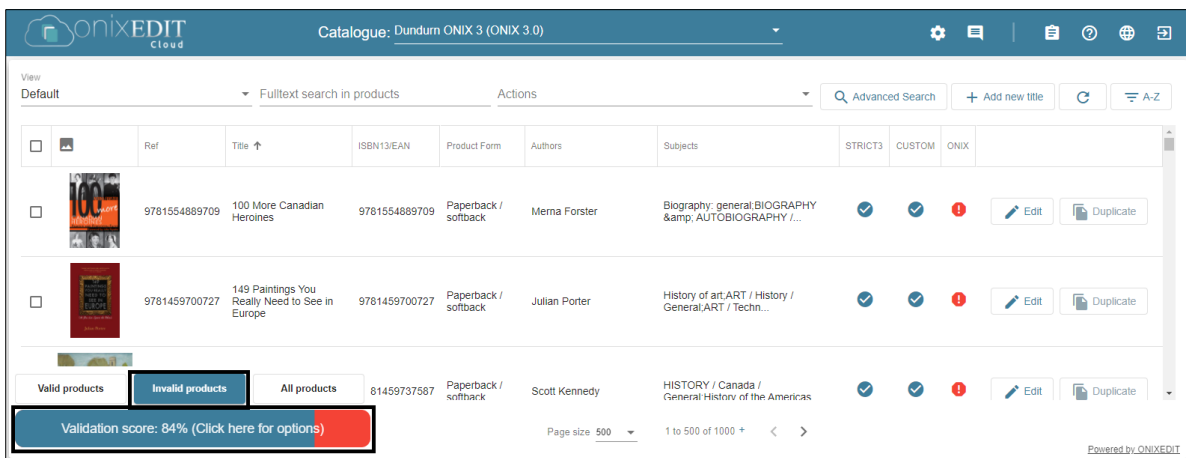
| | | |
|--------------------------------|--|--|
| 98-No longer receiving updates | Sender is no longer receiving any updates from the publisher/supplier of this product (for use when the sender is a data aggregator) | |
| 99-Contact supplier | Availability not known to sender | |

Appendix III: Validation Score

If your Validation Score is not 100%, it means that some of your products are missing some data for Mandatory fields. You can either update the errors directly in the user interface, or by downloading an error report, exporting the invalid products to an Excel spreadsheet, making the updates to the exported file in Excel and then reuploading it into ONIX Edit.

Updating Errors in the User Interface

1. Click on the Validation score in the bottom right corner and then click Invalid products. This will filter your catalogue and show you the products that have missing data.



The screenshot shows the ONIXEDIT Cloud interface with the catalogue set to 'Dundurn ONIX 3 (ONIX 3.0)'. The interface includes a search bar, a table of products, and a validation score of 84%. The 'Invalid products' button is highlighted, and the 'Edit' button for the first product is also highlighted.

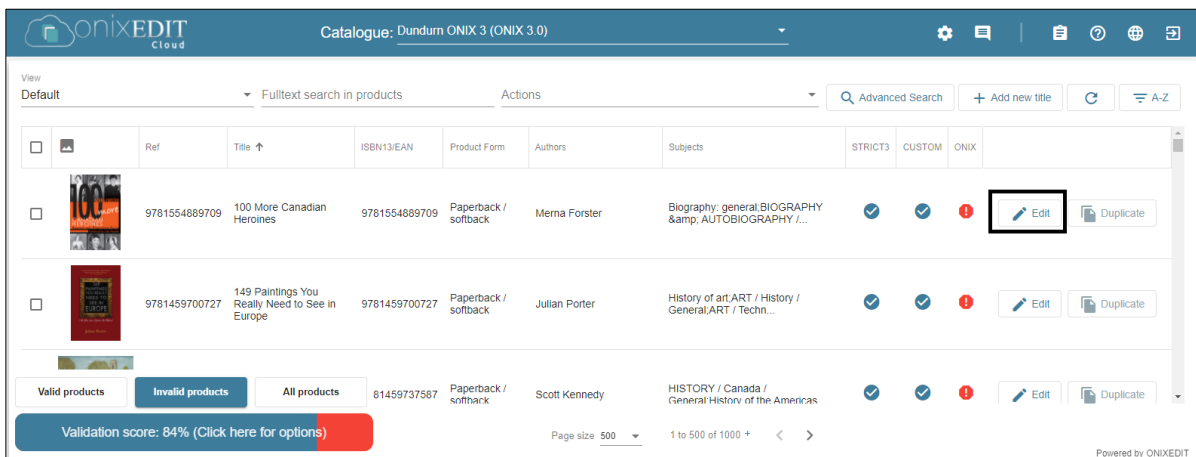
| View | Default | Fulltext search in products | Actions | Advanced Search | + Add new title | Refresh | A-Z | | |
|---------------|--|-----------------------------|----------------------|-----------------|---|---------|--------|------|--|
| Ref | Title | ISBN13/EAN | Product Form | Authors | Subjects | STRICT3 | CUSTOM | ONIX | |
| 9781554889709 | 100 More Canadian Heroines | 9781554889709 | Paperback / softback | Merna Forster | Biography: general:BIOGRAPHY & AUTOBIOGRAPHY /... | ✓ | ✓ | ! | Edit Duplicate |
| 9781459700727 | 149 Paintings You Really Need to See in Europe | 9781459700727 | Paperback / softback | Julian Porter | History of art:ART / History / General:ART / Techn... | ✓ | ✓ | ! | Edit Duplicate |
| 81459737587 | HISTORY / Canada / General History of the Americas | | Paperback / softback | Scott Kennedy | | ✓ | ✓ | ! | Edit Duplicate |

Validation score: 84% (Click here for options)

Page size 500 1 to 500 of 1000 + < >

Powered by ONIXEDIT

2. Click on Edit for the first product in the list.



The screenshot shows the ONIXEDIT Cloud interface with the catalogue set to 'Dundurn ONIX 3 (ONIX 3.0)'. The interface includes a search bar, a table of products, and a validation score of 84%. The 'Edit' button for the first product is highlighted.

| View | Default | Fulltext search in products | Actions | Advanced Search | + Add new title | Refresh | A-Z | | |
|---------------|--|-----------------------------|----------------------|-----------------|---|---------|--------|------|--|
| Ref | Title | ISBN13/EAN | Product Form | Authors | Subjects | STRICT3 | CUSTOM | ONIX | |
| 9781554889709 | 100 More Canadian Heroines | 9781554889709 | Paperback / softback | Merna Forster | Biography: general:BIOGRAPHY & AUTOBIOGRAPHY /... | ✓ | ✓ | ! | Edit Duplicate |
| 9781459700727 | 149 Paintings You Really Need to See in Europe | 9781459700727 | Paperback / softback | Julian Porter | History of art:ART / History / General:ART / Techn... | ✓ | ✓ | ! | Edit Duplicate |
| 81459737587 | HISTORY / Canada / General History of the Americas | | Paperback / softback | Scott Kennedy | | ✓ | ✓ | ! | Edit Duplicate |

Validation score: 84% (Click here for options)

Page size 500 1 to 500 of 1000 + < >

Powered by ONIXEDIT

3. Click on **View error summary** to pull up the error report for the product.

4. Click **Show this error** to take you to the field that needs to be fixed.

5. Fix the error.

- If there is more than one error, repeat steps 3 - 5 until the product is valid, and then save the product.

- The validation will show grey triangles once saved. Click the Refresh button to Refresh the list of invalid products.

onixEDIT

Cloud

Catalogue:

Dundurn ONIX 3 (ONIX 3.0)

View

Default

Fulltext search in products

Actions

Advanced Search

Add new title

A-Z

| <input type="checkbox"/> | | Ref | Title ↑ | ISBN13/EAN | Product Form | Authors | Subjects | STRICT3 | CUSTOM | ONIX | |
|--------------------------|--|---------------|--|---------------|----------------------|---------------|---|---------|--------|------|-----------------|
| <input type="checkbox"/> | | 9781554889709 | 100 More Canadian Heroines | 9781554889709 | Paperback / softback | Merna Forster | Biography: general/BIOGRAPHY & AUTOBIOGRAPHY /... | | | | Edit Duplicate |
| <input type="checkbox"/> | | 9781459700727 | 149 Paintings You Really Need to See in Europe | 9781459700727 | Paperback / softback | Julian Porter | History of art/ART / History / General:ART / Techn... | | | | Edit Duplicate |

- The product should disappear from the list of invalid titles and your validation score should be updated. Repeat for all invalid products.

onixEDIT

Cloud

Catalogue: Dundurn ONIX 3 (ONIX 3.0)

View

Default

Fulltext search in products

Actions

Advanced Search

Add new title

A-Z

| <input type="checkbox"/> | | Ref | Title ↑ | ISBN13/EAN | Product Form | Authors | Subjects | STRICT3 | CUSTOM | ONIX | |
|--------------------------|--|---------------|--|---------------|----------------------|---------------|---|---------|--------|------|--|
| <input type="checkbox"/> | | 9781459700727 | 149 Paintings You Really Need to See in Europe | 9781459700727 | Paperback / softback | Julian Porter | History of art:ART / History / General:ART / Techn... | | | | <div><div></div><div>Edit</div></div> <div><div></div><div>Duplicate</div></div> |
| <input type="checkbox"/> | | 9781459737587 | 200 Years at St. John's York Mills | 9781459737587 | Paperback / softback | Scott Kennedy | HISTORY / Canada / General:History of the Americas... | | | | <div><div></div><div>Edit</div></div> <div><div></div><div>Duplicate</div></div> |
| <input type="checkbox"/> | | 9781554888993 | A Better Place | 9781554888993 | Paperback / softback | Susan Smart | Genealogy, heraldry, names & honours:REFERENCE... | | | | <div><div></div><div>Edit</div></div> <div><div></div><div>Duplicate</div></div> |

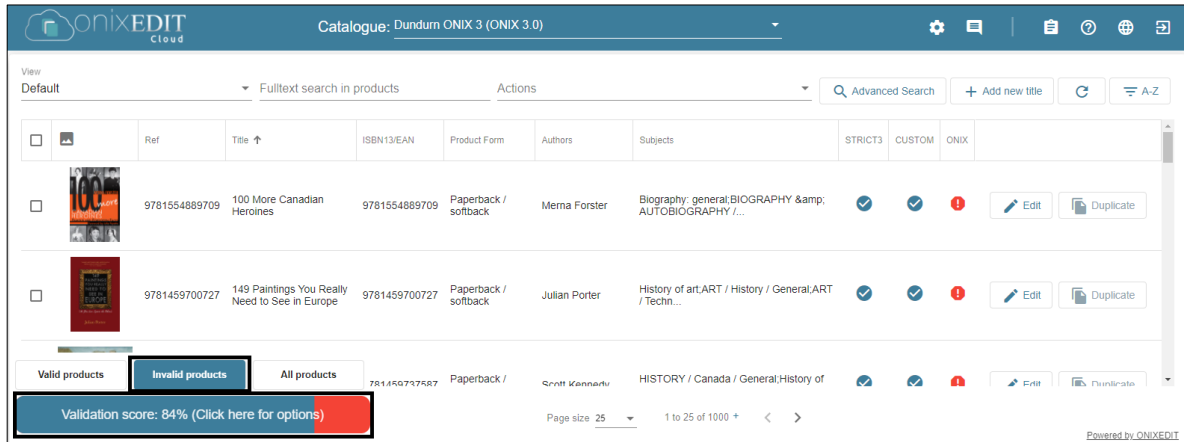
Validation score: 85% (Click here for options)

Page size 5001 to 500 of 1000 <>

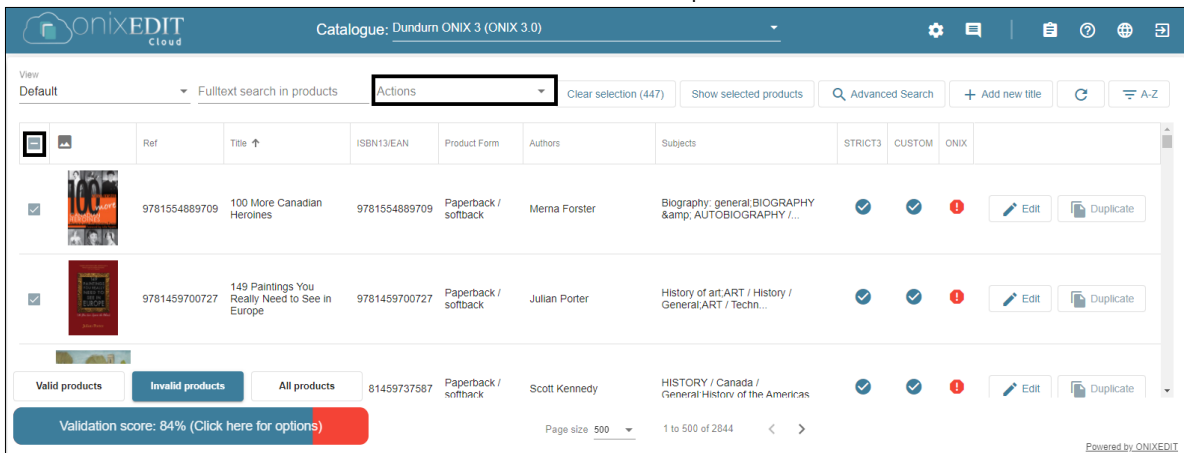
Powered by ONIXEDIT

Updating Errors through an Excel Import

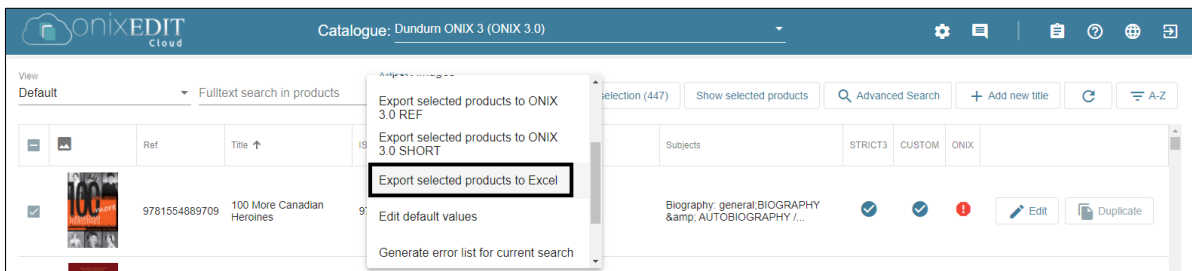
1. Click on the Validation score in the bottom right corner and then click Invalid products. This will filter your catalogue and show you the products that have missing data.



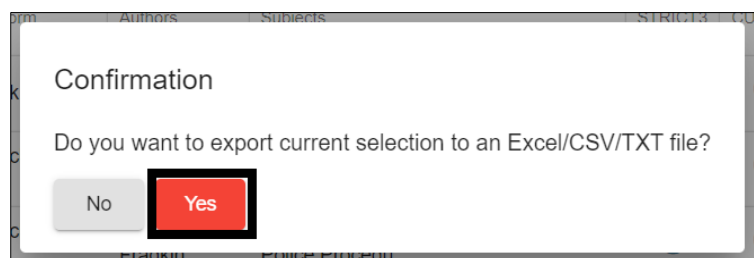
2. Select all of the Products and click on the **Actions** dropdown.



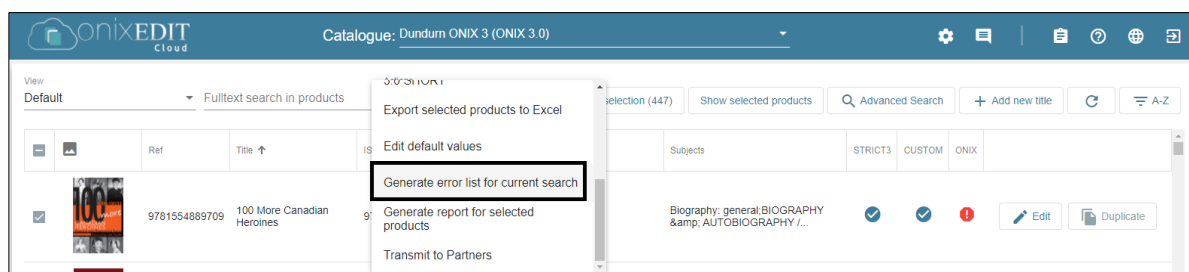
3. Select all Export selected products to Excel.



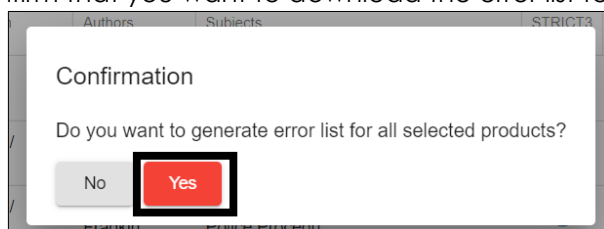
4. Click on **Yes** to confirm that you want to export the selected products to Excel.



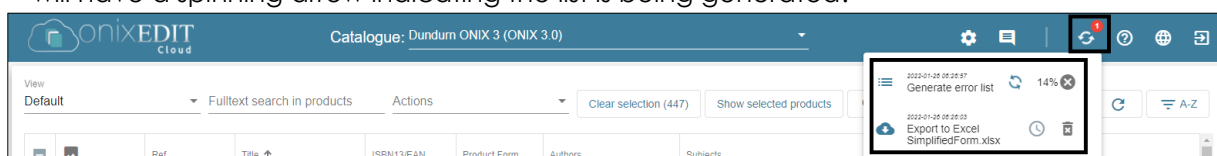
5. Click on the Actions menu again and select Generate error list for current search.



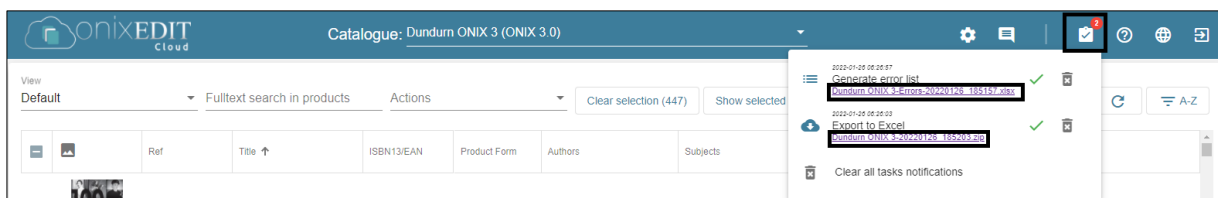
6. Click on **Yes** to confirm that you want to download the error list for the selected products.



7. If there are a large number of articles and errors, the files may take longer to download and will have a spinning arrow indicating the list is being generated.



8. Once complete, the task icon in the top bar should have two notifications and a checkmark when the files are ready to download. Click the task icon and then click on the file name links to download both files.



- Unarchive the .zip file and then open both the unarchived excel file and the error report in Excel.

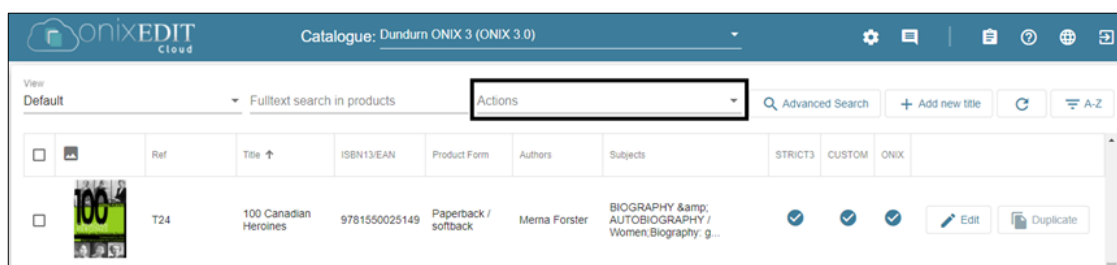
Metadata Export:

| | A | B | C | D | E | F | G | |
|---|-------------------------|-------------------------------------|-----------------------------------|-----------------------------------|--------------------------|---------------------------------------|--------------------------------|-------|
| 1 | Product_RecordReference | ProductIdentifier3_EANUCC13_IDValue | ProductIdentifier2_ISBN13_IDValue | ProductIdentifier1_ISBN10_IDValue | Product_NotificationType | DescriptiveDetail3_ProductComposition | DescriptiveDetail1_ProductForm | Descr |
| 2 | 1190 | 9781459743847 | 9781459743847 | 1459743849 | 02 | 00 | BC | B102 |
| 3 | 1193 | 9781459748316 | 9781459748316 | 145974831X | 02 | 00 | BC | B102 |
| 4 | 1198 | 1774362562 | 9781774362563 | 1774362562 | 02 | 00 | BB | |

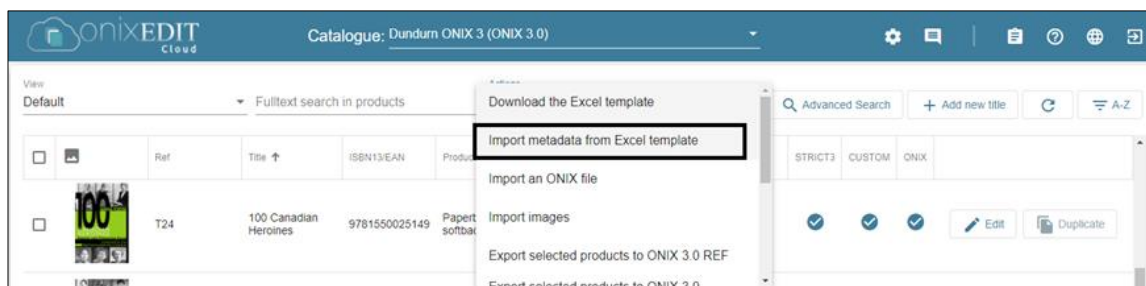
ONIXEDIT Error report:

| | A | B | C | D | E | F | G | H | I |
|---|-----------------|------------|---------------|--------------|------------------|--|---|--------|------------|
| 1 | RecordReference | ISBN10 | ISBN13 | EAN | Title | ONIX ONIX-Errors | | CUSTOM | CUSTOM-Err |
| 2 | 1190 | 1459743849 | 9781459743847 | 978145974384 | The Devil to Pay | 1 ProductSupply#0 SupplyDetail#-1 : You must add at least one DiscountCode with a value that matches one of the publisher's allowed values. | | 0 | |
| 3 | 1193 | 145974831X | 9781459748316 | 978145974831 | Mountain Runaway | 1 ProductSupply#0 SupplyDetail#0 Price#0 PriceAmount : This is a required field. | | 0 | |
| 4 | 1198 | 1774362562 | 9781774362563 | | | 1 TitleDetail#0 TitleElement#0 TitleWithoutPrefix : TitleElement must include at least one of PartNumber, YearOfAnnual, TitleText or TitleWithoutPrefix. | | 0 | |

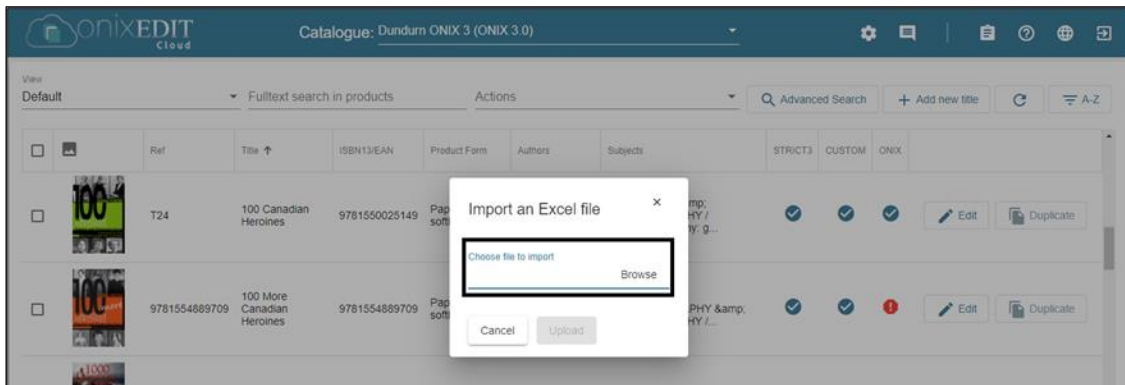
- Look at the error report and make the necessary corrections to the exported metadata file. Once you have made your corrections, save the file.
- To upload the corrections back into ONIX Edit, click on **Actions**:



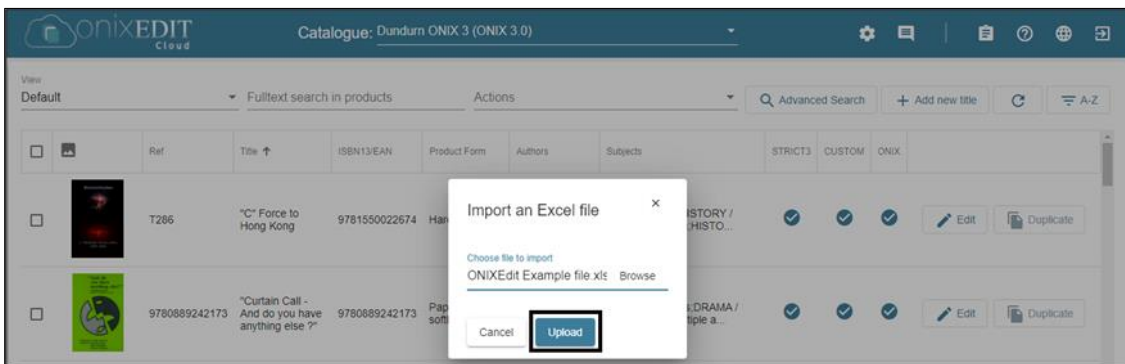
- Click on Import metadata from Excel template:



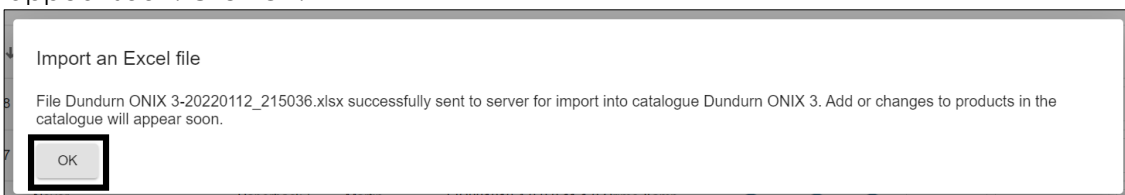
13. Click Browse to open your file browser and select the Excel file for upload.



14. Select your file and then click Upload.



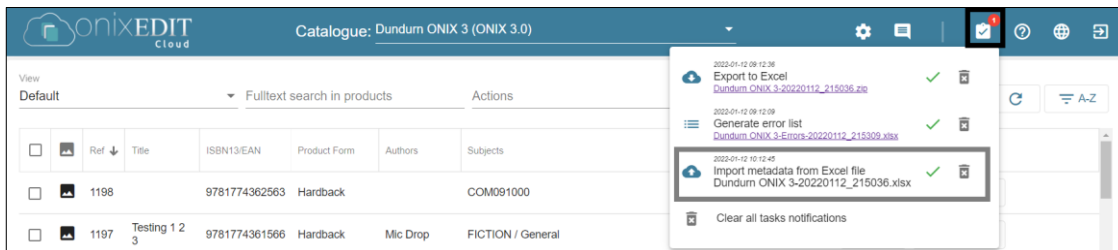
15. You should see the below message indicating that the file was successfully sent to the server for import into your catalogue and any additions or changes to existing products will appear soon. Click OK.



16. While the file is uploading, the notification icon will be displayed as a clock with a notification.



- Once the file has finished uploading, the icon will change to a checkmark. Click on the notification and you will see a green checkmark next to the file to indicate that it was uploaded successfully.



Click on Refresh and if all of the errors have been corrected, your validation score should be 100%.

