

Update Data in ONIXEDIT Cloud

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Indigo ONIXEDIT Training Document | Update Data in ONIXEDIT Cloud | Users: Vendor

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 updating your products 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 Information e**X**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 <u>MasterData@indigo.ca</u> 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

Username VendorTraining	
Language	
English •	
Login	
Forgot your password?	
Powered by ONIXEDIT	

Note: The first time you login you should reset your password by clicking on "Forgot your password?" and following the prompts to reset it.

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		T286	"C" Force to Hong Kong	9781550022674	Hardback	Brereton Greenhous	Military history;HISTORY / Military / Canada;HIS	то 🥑	0	0	🖍 Edit	Du	plicate
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	"Just Mary" Icate Marene antes Ecolor	T437	"Just Mary" Reader	9781550025989	Paperback / softback	Mary Grannan	YOUNG ADULT FICTION / Short Stories, Childre T	n's / 🥑	0	0	🖍 Edit	Du	plicate
		T570	"Our Gallant Doctor"	9781550026870	Hardback	James Goodwin	Military history:HISTORY / Military / Canada,MEDIC	0	0	0	🖍 Edit	Du	plicate
	Validation sc	ore: 84% (Click	: here for options)			Page size 25 👻 1 to 25 of 2	843 < >					Pow	ered by ONIXED

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

Update Single Product in ONIXEDIT Cloud

1. Search for the record to edit using the Fulltext search in products – you can search by any field (ISBN, Title, Author, etc.)

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View Defai	ult		✓ Fulltext search in j	products	Action	S	•	Q Advanc	ed Search	+	- Add new title	C	Ţ A-Z
		Ref	Title 🕇	ISBN13/EAN	Product Form	Authors	Subjects	STRICT3	CUSTOM	ONIX			*
		T24	100 Canadian Heroines	9781550025149	Paperback / softback	Merna Forster	BIOGRAPHY & AUTOBIOGRAPHY / Women;Biography: gener	0	0	0	Edit	Du;	plicate
		9781554889709	100 More Canadian Heroines	9781554889709	Paperback / softback	Merna Forster	Biography: general;BIOGRAPHY & AUTOBIOGRAPHY / Wom	0	0	0	🖍 Edit	Duj	plicate

2. Click on Edit

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	A1000	T262	1000 Questions About Canada	9780888822321	Paperback / softback	John Robert Colombo	Trivia & quiz question books;REFER Trivia;HI	ENCE /	0	0	9	/ E	dit	Duplica	ate

3. Find the field you want to edit, make your changes, and then click on the save icon (Update this product). If you don't know where the field is, see <u>Appendix I: Mandatory Field</u> <u>Locations.</u>

	Catalogue: Dundurn ONIX 3 (ON	IIX 3.0)		-		٠	9 8		⊕ ∋
Simplified Form +		This	product is valid!			C	↔ ≣	8	×
Add media file by dropping it here! Or click to browse	Record reference T262				ISBN13 9780888822321				
Questions Ceanade	EAN 9780888822321				ISBN 10 0888822324				
	Title prefix Title 1000 Questions About Canada	Title without pre	xi						
Ceneral Information	Contributors Text	Supply detail	Subject & Audience	Measure & Extent	Illustration	Related product	Related work		We >
Places, People, Things and Ideas, A Question-and-Answer B	Book on Canadian Facts and Culture								

Update Multiple Products with Excel

You can export multiple records to an excel template to update multiple records at the same time.

1. Search for the ISBNs for the records that you need to edit. Click on Advanced Search.

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	ew lefault		▼ Fulltext search in products		Actions		* Q	Advanced	Search	+ A0	ld new tit	le	C	₩ A-Z	
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		T24	100 Canadian Heroines	9781550025149	Paperback / softback	Merna Forster	BIOGRAPHY & AUTOBIOGRAPHY / Women, Biography: gener	0	0	0	1	Edit	Du:	plicate	

2. Click on In field, type in ISBN in the filter and select ISBN13 (or ISBN10 if searching by ISBN10 -You can also search by any other field, but ISBN is recommended).

)0 Canadian	Heroines S	781550025 Paperback / BIOGRAPHY & AUTOBIOGRAPHY / Women; Biogra	phy: 🕑 🔮	
	Advanced Search	Select ONIX tag	×	
0 More Ca	1 In field	Usual tags	•	
000 Questic	Query plan (1)	Product Edit	0	
)1 Fascinat.	Search name Cancel Clear search S	earch Cancel Ok		

3. Select "In" from the 'With operator' dropdown, and then paste in your ISBNs (or other search term) in the 'Enter one search...' field, separated by commas. Click Search.



Note: To easily format ISBNs for search, you can use the TEXTJOIN formula in Excel. Open a new file, paste your ISBNs into Column A, and in cell B1 use the following formula: =TEXTJOIN(",",TRUE,A:A)

\sub	Doni	EDIT	Catalogu	ie: Dundur	n ONIX 3 (ONIX 3.0)	-		4	. =	a	Ê	0	۲	Э
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\checkmark		Ref	Title 🛧	ISBN13/EA	Export selected products to Excel	ubjects STI	RICT3 CU	STOM	ONIX					Î
>	101 Heckey Facts	9781459745667	101 Fascinating Hockey Facts	97814597	Generate error list for current search Generate report for selected products Transmit to Partners	PORTS & RECREATION / Hockey; Ice hockey; SPORTS & R	0	0	0	N E	dit	D I	uplicate	
V	An and a second se	9781459700727	149 Paintings You Really Need to See in Europe	97814597	00727 Paperback / softback Julian Porter	History of art,ART / History / General,ART / Techn	0	0	0	/ E	:dit	P D	uplicate	
Y		9781459709287	47 Sorrows	97814597	09287 Paperback / softback Janet Kellough	FICTION / Mystery & Detective / Police Procedural;	0	0	0	N E	dit	D	uplicate	
Y	Alastar day An	Т339	Abductions and Aliens	97808888	22109 Paperback / softback Chris A. Rutkowski	UFOs & extraterrestrial beings,BODY, MIND & SPIRIT	0	0	0	/ E	dit	D	uplicate	

4. Select all and then select Export selected products to Excel from the Actions dropdown.

5. When the file is ready to download, the notification will have a checkmark – click it and download the linked .zip file.

	Soui	EDIT	Catalogu	e: Dundurn ONIX	(3 (ONIX 3.0)		-) E	1	Ż	0		Ð
ew lefault			Fulltext search in products	Acti	ons	-	Clear selection (6) Show selected products	△ ≅	Export to E Dundum ONI	xcel C3-20220317 Isks notifica	150215.2	R 🗸			- A-Z	×
~	A Å	Ref	Title 🕈	ISBN13/EAN	Product Form	Authors	Subjects	_								
×	101 Heckey Facts	9781459745667	101 Fascinating Hockey Facts	9781459745667	Paperback / softback	Brian McFarlane	SPORTS & RECREATION / Hockey; Ice hockey; SPORTS	& R	0	0	0	1	Edit	Du;	plicate	

6. Unzip the file and open it in Excel. Make your changes to the records on the METADATA tab and then save the file.

	R	S	T	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE 🔺
1	Title - Subtitle	Series/Collection - Title	Number Within Series/Collection	Publisher Name	Imprint Name	Publication Date	Publishing Status	City Of Publication	Country Of Publication	Exclusive Rights - Country	Exclusive Rights - Territory	Language of text	Number Of Pages	Number O
2	ockey Facts			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
3	(So You Can Ign	ore the Others)		Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
4	A Thaddeus Lew	A Thaddeus Lewis Mystery		Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
5	What's Really G	oing On		Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
6	A Jack Taggart I	A Jack Taggart Mystery		Dundurn Press	Dundurn Press	20220322	04	Toronto	CA	CA		eng		
7	Third Edition			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
8														

7. From the Actions dropdown, select Import metadata from Excel template.

0	Doni	EDIT	Cata	logue: Dundurr	I ONIX 3 (ONIX 3.0)						•	1	2		۲	
View Defai	ilt		✓ Fulltext search in products		Download the Excel template	Clear selection (6)	Show selected products	Q Advan	ced Searc	n 🗙	+ Add	I new title	C		F A-Z	×
		Ref	Title 🛧	ISBN13/EAR	Import metadata from Excel template	ubjects			STRICT3	CUSTOM	ONIX					
	101				Import an ONIX file	-				21						
V	Heckey Pacts	9781459745667	101 Fascinating Hockey Facts	97814597	Export selected products to ONIX 3.0 REF	PORTS & RECREATION	DN / Hockey;Ice hockey;SPOF	RTS & R	0	0	0	/ Ed	t	Dupi	licate	ł
					Evport selected products to ONIX 3.0	•										

8. Click browse to select your file that you saved, and then click Upload.

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Def	suit		Fulltext search in products	Acti	ons		Clear sele	ction (6) Show selected products Q Adva	nced Searc	×	+ Add	new title	c		N-Z 🗙
		Ref	Title 🕈	ISBN13/EAN	Product Form	Authors	Subjects		STRICT3	CUSTOM	ONIX				-
	101 statistics Hecking	9781459745667	101 Fascinating Hockey Facts	9781459745667	Paperback / soft	tback Brian McFarlane	SPORTS & I	RECREATION / Hockey.ice hockey.SPORTS & R	۲	0	0	♪ Ed	t []	Duplic	ate
		9781459700727	149 Paintings You Really Need to See in Europe	9781459700727	Paperback	Import an Excel file	X	NRT / History / General/ART / Techn	0	0	0	/ Ed	t []	Duplic	ate
		9781459709287	47 Sorrows	9781459709287	Paperback	Cancel Upload	0.0430	stery & Detective / Police Procedurat	0	0	0	/ Ed	r [Duplic	ate

9. A message stating that the file has been successfully sent to the server for import will appear. Click OK.

9	Import an Excel file	
	File Dundurn ONIX 3-20220317_150215.xlsx successfully sent to server for import into catalogue Dundurn ONIX 3. Add or changes to products in the catalogue will appear soon.	
5	ок	

10. A notification should appear indicating that the file has been successfully uploaded.

0	Doni	XEDIT	EDIT Catalogue: Dundum ONIX 3 (ONIX 3 0)						<u> </u>		٥		1	2	0	۲	Ð
View Defai	ilt		 Fulltext search in products 	Acti	ons			Clear selection (6)	Show selected produc	٥	Export to Excel Dundum ONIX 3-20220317 150215.zip		~	Ō		- A.7	
								ondar seccesori (o)	unon seneres produc	٥	Import metadata from Excel file Dundum ONIX 3-20220317 15021	5 xlsx	\checkmark	Î			
		Ref	Title 🕈	ISBN13/EAN	Product Form	Authors	S	ubjects		窗	Clear all tasks notifications			_			

APPENDIX I: Mandatory Field Locations

These are the locations of the mandatory fields in each tab of the Simplified Form.

Main Header

- 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 Title must contain a TitleText or TitleWithoutPrefix.]
	Title Title must contain a TitleText or TitleWithoutPrefix.		

General Information

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

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

Product packaging	Primary content type	Primary content type					
Collection type	Publisher name You must add at least one imprint or one Publisher.	Language of text					
Collection title	Publication date (YYYYMMDD) You must define a Publication date.	Number of pages					
Collection part number	Publishing status PublishingStatus is required.	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											-
Name You must add at least one Imprint or o	ne Publisher.										_

Contributors

- Role
- Name (key) OR Corporate Name

< General In	formation Imprint	Contributors	Text	Supply detail	Subject & Audience	Measure & Extent	Illustration	Related product	Related work	Website >
Role		Person Name	Person	Name Inverted	Corporate Name		Country		+ Add	
~									X Remove	
First name (bef. ke	0		Name (key	1)			Person Name			
Person Name	inverted		Corporate	Name			Role			
							ContributorRole is required.			
Country										
A contributor mu	st contain a person or a corporatio	on. For a person, complete	"First Name" and "L	ast Name" fields and C	ONIXEDIT will generate "Pe	rson Name" and "Perso	n Name Inverted" for yo	DU.		

Supply detail

- Supplier role
- Product availability
- Price

	Contributors	IGAL	Supply detail	Subject & Addience	modouro di EXIBILI	musuabuli	riterated product	INDIALOG WUIK	We
? + Add new	supplier								
Delete this supplier									
upplier name									
				Draduct quailabil					
applierRole is required.				Product availability is n	equired.				
ack quantity									
n sale date (YYYYMMDD)				Expected ship da	ate (YYYYMMDD)				
eturns type				Returns code					
Price type	Price		Currency		Countries		+ Add		



Supply detail - Price

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

Price type	Price		Currency		Countries		+ Add	
✓ Price type	Price		Currency		Countries	\$	× Remove	
Discount type				Discount cod	e			
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								BIC	version	
Thema Subject			=							
CLIL Subject										=
Thèmes Électre			Keywords	(Enter keywords sepa	rated by semi-colons)					
Audience code										
Audience range			From			То				

Measure & Extent

- Height
- Width
- Thickness
- Weight
- Measure Unit

Contrit	butors Text Supply detail Subj	ect & Audience Measure & Extent Illustration	n Related product Related work We >
Height	Measure unit	Duration	Measure unit
Width	Measure unit	File size	Measure unit
Thickness	Measure unit		
Weight	Measure unit		
Weight	Measure unit		

APPENDIX II: Online Enrichment

In the Text section of the simplified form, you will find the sections for Online Enrichment. You can use HTML formatting in these sections so that they appear with that formatting on our website.

General Information	Imprint Contribu	tors Text	Supply detail	Subject & Audience	Measure & Extent	Illustration	Related product	Related work	Website 🗲
Main description		<> HTML	Table of content		<> HTML	Back cover copy			<> HTML
		<u> </u>			<u>h</u>				<u> </u>
Biographical note		<> HTML	Excerpt from book		<> HTML	Review quote			<> HTML
		//			<u>h</u>				4

The Main description will show up in the "About" section of the item page on indigo.ca.

The **Biographical note** will show up in the "About the Author" section.

The Review quote will show up in the "Editorial Reviews" section.

We currently do not display the other sections on our website, but may in the future, so please provide them if you have them available.

HTML Examples

Bold Text

<i>Italicized Text</i><u>Underlined Text</u>

Numbered (ordered) List:

HTML:	Example:
 Number 1 Number 2 Number 3 	 Number 1 Number 2 Number 3

Bulleted (unordered) List:

HTML:	Example:		
 List Item One List Item Two List Item Three List Item Three 	 List Item One List Item Two List Item Three 		