



**ONIXEDIT TRAINING DOCUMENT**  
**USERS: VENDOR**

Update Data in ONIXEDIT Cloud

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# 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 **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?

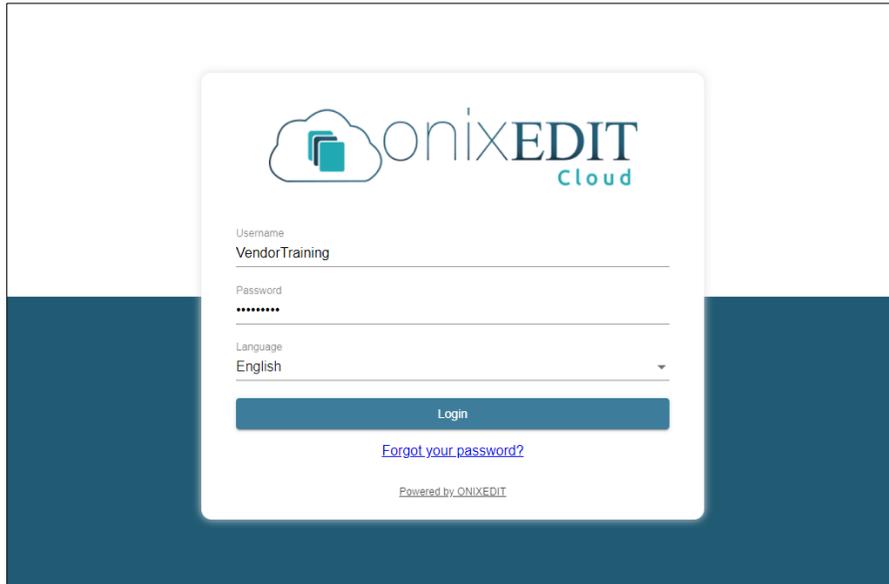
**ONIXEDIT** is a program for title management to be used by publishers and based on the ONIX Standard. **ONIXEDIT Cloud** is a web application that allows you to manage your ONIX metadata from your Internet Browser.

## 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](mailto: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.

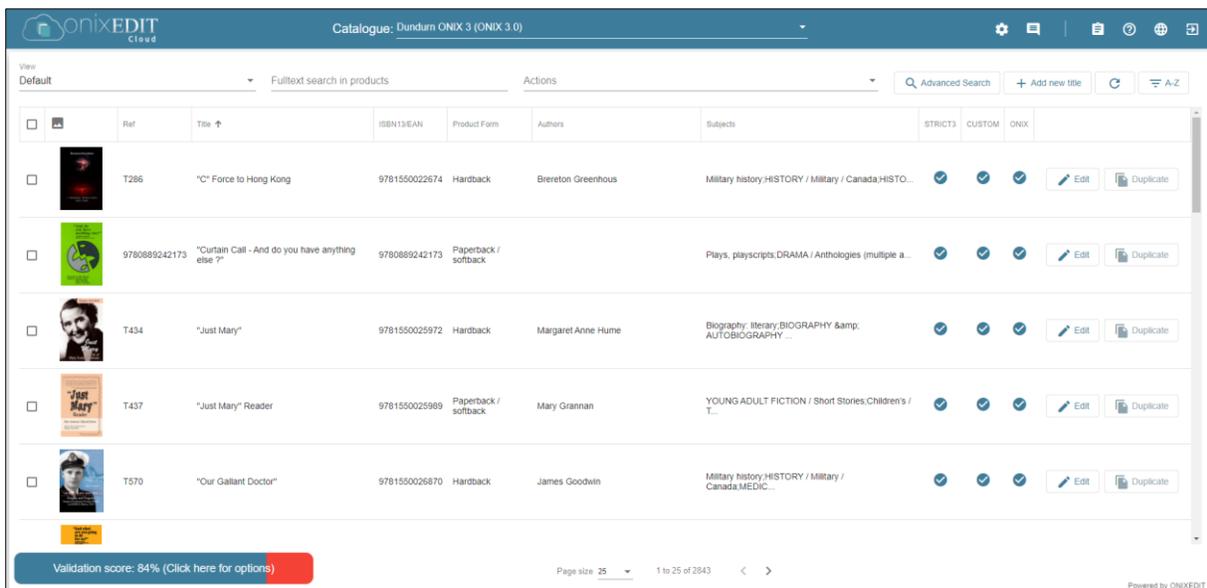
## Login to ONIX EDIT Cloud

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 by clicking on "Forgot your password?" and following the prompts to reset it.

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



View	Default	Fulltext search in products	Actions	Advanced Search	+ Add new title	Refresh	A-Z			
<input type="checkbox"/>		T266	"C" Force to Hong Kong	9781550022674	Hardback	Breiton Greenhous	Military history;HISTORY / Military / Canada;HISTO...	<input checked="" type="checkbox"/> STRICT3 <input checked="" type="checkbox"/> CUSTOM <input checked="" type="checkbox"/> ONIX	<input type="button" value="Edit"/>	<input type="button" value="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"/> STRICT3 <input checked="" type="checkbox"/> CUSTOM <input checked="" type="checkbox"/> ONIX	<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>
<input type="checkbox"/>		T434	"Just Mary"	9781550025972	Hardback	Margaret Anne Hume	Biography; Literary;BIOGRAPHY & AUTOBIOGRAPHY...	<input checked="" type="checkbox"/> STRICT3 <input checked="" type="checkbox"/> CUSTOM <input checked="" type="checkbox"/> ONIX	<input type="button" value="Edit"/>	<input type="button" value="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"/> STRICT3 <input checked="" type="checkbox"/> CUSTOM <input checked="" type="checkbox"/> ONIX	<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>
<input type="checkbox"/>		T570	"Our Gallant Doctor"	9781550026870	Hardback	James Goodwin	Military history;HISTORY / Military / Canada;MEDIC...	<input checked="" type="checkbox"/> STRICT3 <input checked="" type="checkbox"/> CUSTOM <input checked="" type="checkbox"/> ONIX	<input type="button" value="Edit"/>	<input type="button" value="Duplicate"/>

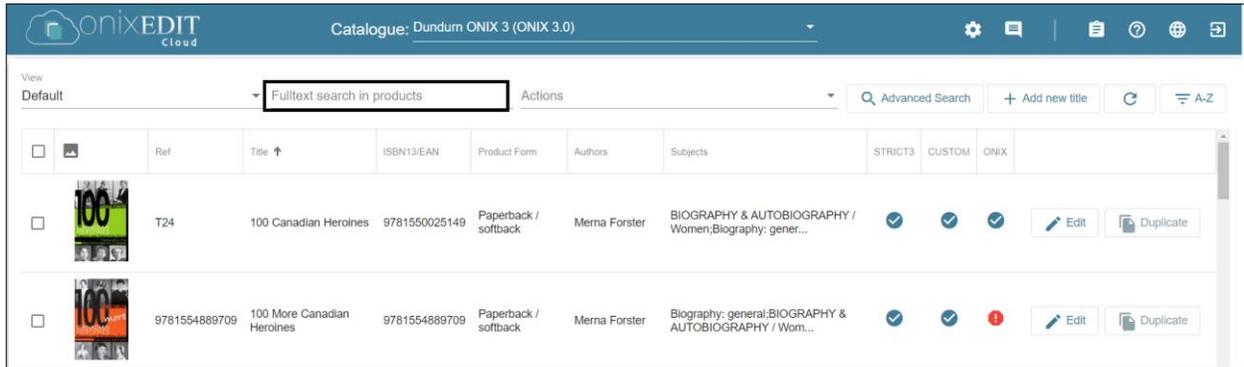
Validation score: 84% (Click here for options)

Page size 25 1 to 25 of 2843

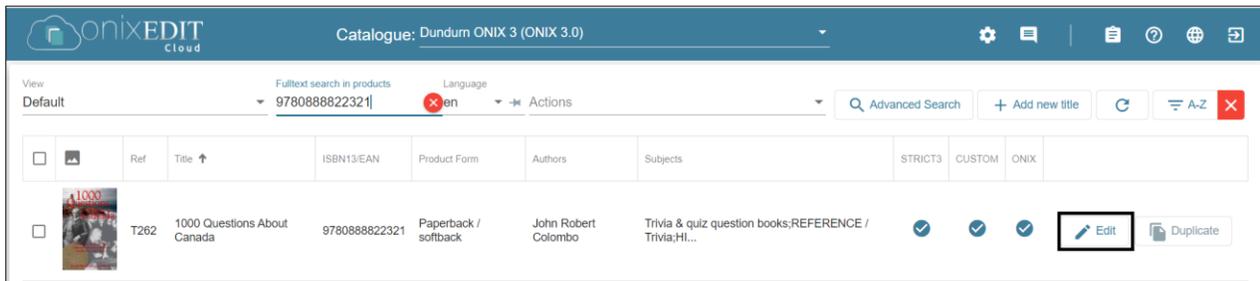
Powered by ONIXEDIT

# Update Single Product in ONIXEDIT Cloud

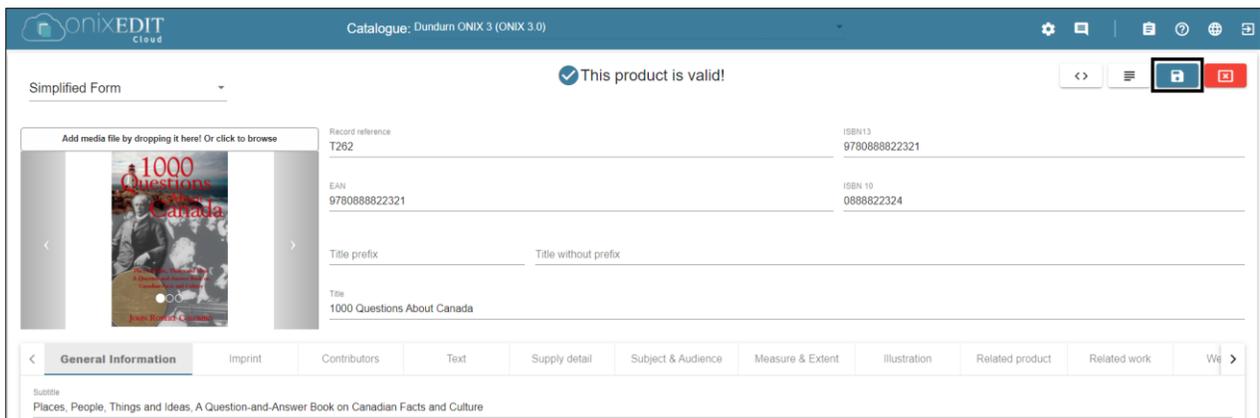
1. Search for the record to edit using the Fulltext search in products – you can search by any field (ISBN, Title, Author, etc.)



2. Click on Edit



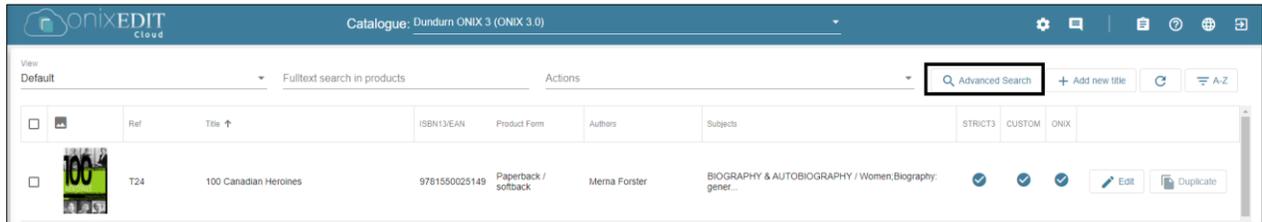
3. Find the field you want to edit, make your changes, and then click on the save icon (Update this product). If you don't know where the field is, see [Appendix I: Mandatory Field Locations](#).



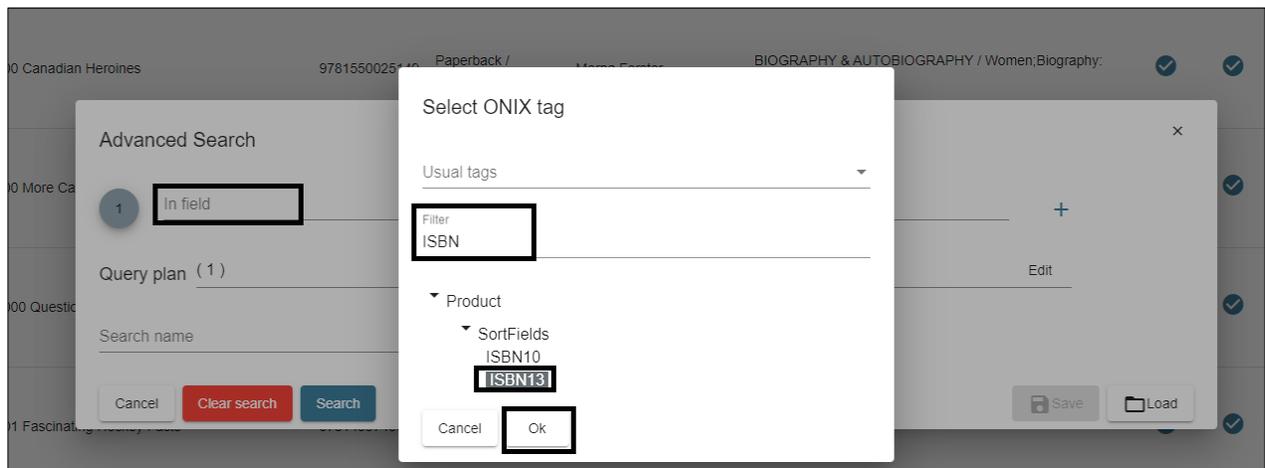
# Update Multiple Products with Excel

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

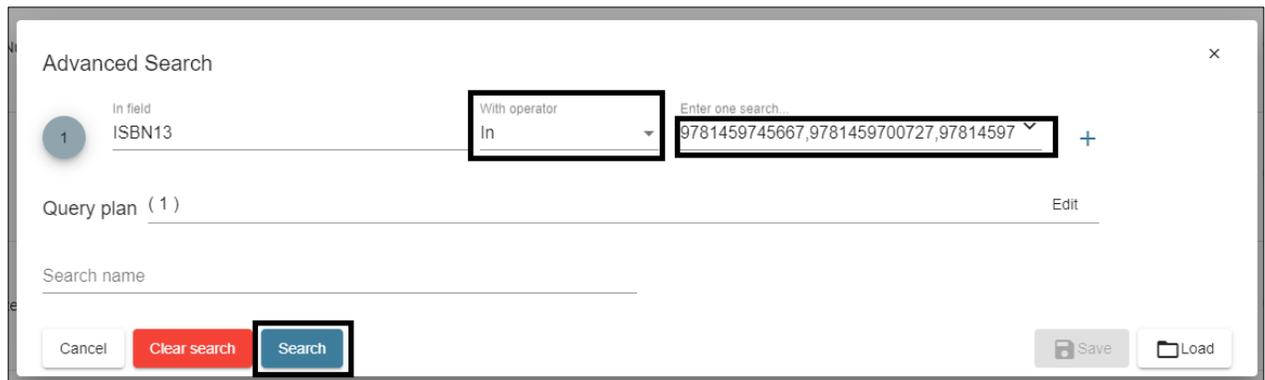
1. Search for the ISBNs for the records that you need to edit. Click on Advanced Search.



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).

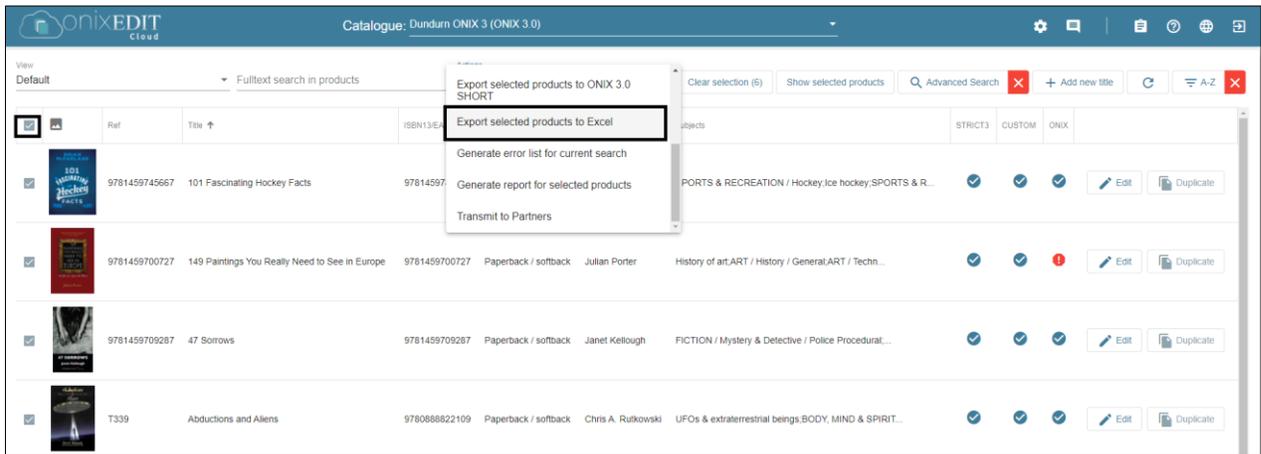


3. Select "In" from the 'With operator' dropdown, and then paste in your ISBNs (or other search term) in the 'Enter one search...' field, separated by commas. Click Search.

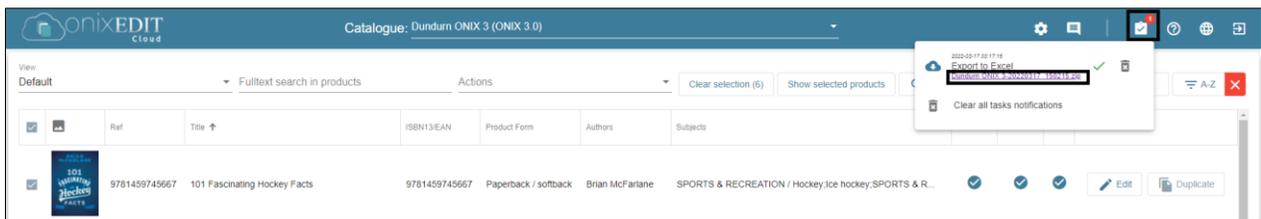


**Note:** To easily format ISBNs for search, you can use the TEXTJOIN formula in Excel. Open a new file, paste your ISBNs into Column A, and in cell B1 use the following formula:  
**=TEXTJOIN(", ", TRUE, A:A)**

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.



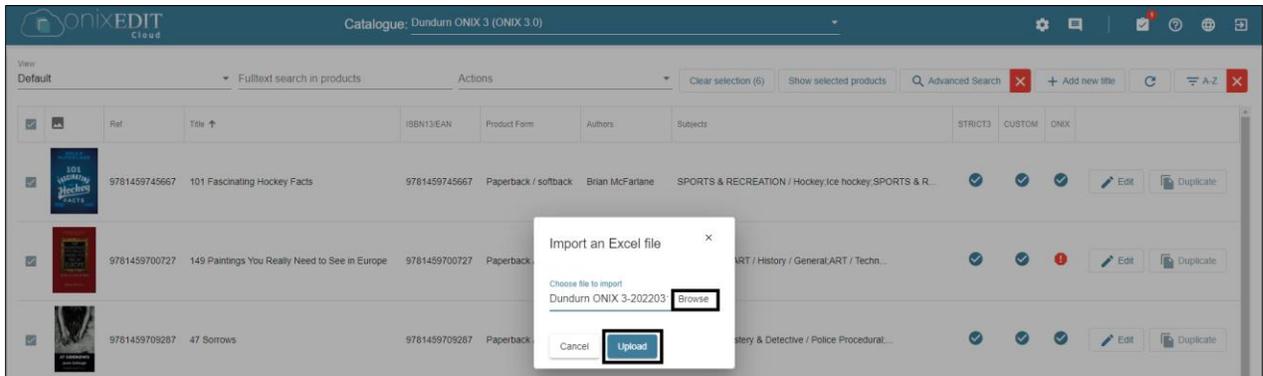
6. Unzip the file and open it in Excel. Make your changes to the records on the METADATA tab and then save the file.

R	S	T	U	V	W	X	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 Of
2	ockey Facts			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
3	(So You Can Ignore the Others)			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
4	A Thaddeus Lev A Thaddeus Lewis Mystery			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
5	What's Really Going On			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
6	A Jack Taggart / A Jack Taggart Mystery			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA	CA	WORLD	eng		
7	Third Edition			Dundurn Press	Dundurn Press	20220322	04	Toronto	CA		WORLD	eng		
8														

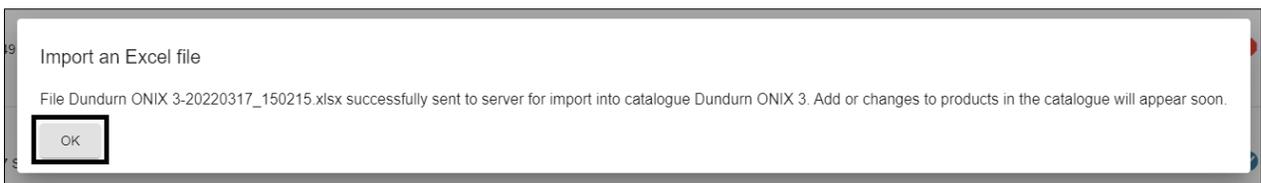
7. From the Actions dropdown, select Import metadata from Excel template.



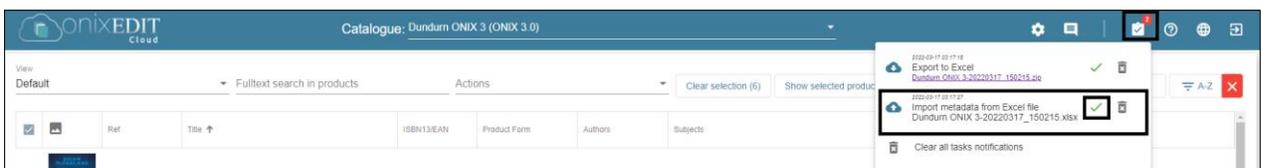
8. Click browse to select your file that you saved, and then click Upload.



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



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



# 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

The screenshot shows the Main Header section of the form. The fields are as follows:

- Record reference [AUTO NUMBER] with a red box around the ISBN13 field.
- EAN with a red box around the field.
- ISBN 10 with a red box around the field.
- Title prefix with a red box around the field.
- Title without prefix with a red box around the field. Below it is the text: "Title must contain a TitleText or TitleWithoutPrefix."
- Title with a red box around the field. Below it is the text: "Title must contain a TitleText or TitleWithoutPrefix."

## General Information

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

The screenshot shows the General Information tab of the form. The fields are as follows:

- Notification type with a red box around the field. Below it is the text: "NotificationType is required."
- Product form with a red box around the field. Below it is the text: "ProductForm is required."
- Product Form Detail with a red box around the field. Below it is the text: "ProductComposition is required."

The screenshot shows the Product packaging and Primary content type section of the form. The fields are as follows:

- Publisher name with a red box around the field. Below it is the text: "You must add at least one Imprint or one Publisher."
- Publication date (YYYYMMDD) with a red box around the field. Below it is the text: "You must define a Publication date."
- Publishing status with a red box around the field. Below it is the text: "PublishingStatus is required."

## Imprint

- Name (OR General Information - Publisher name)

The screenshot shows the 'Imprint' tab selected in a navigation menu. Below the menu, there are two text input fields: 'Name Code' and 'Name Code Value'. A red-bordered box highlights a 'Name' field with the error message 'You must add at least one Imprint or one Publisher'.

## Contributors

- Role
- Name (key) OR Corporate Name

The screenshot shows the 'Contributors' tab selected. It features a table with columns for Role, Person Name, Person Name Inverted, Corporate Name, and Country. A red-bordered box highlights the 'Name (key)' field in the 'Person Name' column and the 'Role' field, which has the error message 'ContributorRole is required'. Below the table, a note states: '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.'

## Supply detail

- Supplier role
- Product availability
- Price

The screenshot shows the 'Supply detail' tab selected. It includes a '+ Add new supplier' button and a 'Delete this supplier' button. Below these are several input fields: 'Supplier name', 'Supplier role' (with error 'SupplierRole is required'), 'Product availability' (with error 'ProductAvailability is required'), 'Pack quantity', 'On sale date (YYYYMMDD)', 'Expected ship date (YYYYMMDD)', 'Returns type', and 'Returns code'. At the bottom, a table with columns for Price type, Price, Currency, and Countries is shown, with a red-bordered box highlighting an '+ Add' button and the error message 'Price is required'.

### Supply detail - Price

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

Price type	Price	Currency	Countries	<a href="#">+ Add</a>
Price type	Price	Currency	Countries	<a href="#">Remove</a>
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 <span style="float: right;">BIC version</span>										
Thema Subject										
CLIL Subject										
Thèmes Électre <span style="float: right;">Keywords (Enter keywords separated by semi-colons)</span>										
Audience code										
Audience range <span style="float: right;">From To</span>										

## 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								

## 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.

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

`<b>Bold Text</b>`

`<i>Italicized Text</i>`

`<u>Underlined Text</u>`

Numbered (ordered) List:

HTML: <code>&lt;ol&gt;</code> <code>&lt;li&gt;Number 1&lt;/li&gt;</code> <code>&lt;li&gt;Number 2&lt;/li&gt;</code> <code>&lt;li&gt;Number 3&lt;/li&gt;</code> <code>&lt;/ol&gt;</code>	Example:  1. Number 1 2. Number 2 3. Number 3
--	---

Bulleted (unordered) List:

HTML: <code>&lt;ul&gt;</code> <code>&lt;li&gt;List Item One&lt;/li&gt;</code> <code>&lt;li&gt;List Item Two&lt;/li&gt;</code> <code>&lt;li&gt;List Item Three&lt;/li&gt;</code> <code>&lt;/ul&gt;</code>	Example:  • List Item One • List Item Two • List Item Three
---	---