

## Import/Export Tool User Guide

The BV Commerce 5 Flat File Import/Export tool is designed to let store owners easily import new item, update existing items and export current items. The tool currently supports working with Categories, Products and Users. The program will ready tab delimited text files for imports and updates and will generate tab delimited text files for export.

### Requirements

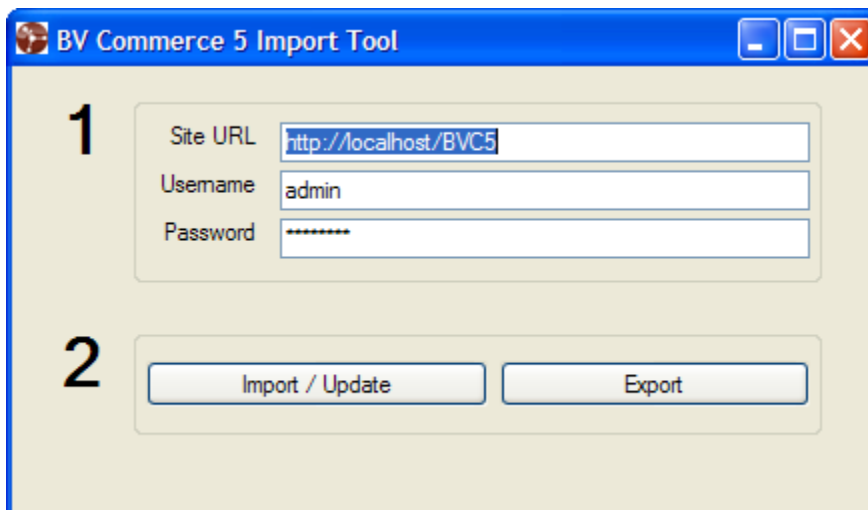
- Microsoft .NET Framework 2.0 or later must be installed on your computer
- Windows Operating System (XP, 2003 Server, Vista, etc.)
- Internet Access to your store's web site

### Installation

- 1) Download the BVC5-ImportTool-Version1.zip file from the user forums at <http://www.bvsoftware.com/forums/>
- 2) Unzip the downloaded file into any folder on your computer. If you need an unzip program you can try [www.winzip.com](http://www.winzip.com) or [www.7-zip.com](http://www.7-zip.com)
- 3) That's it!

### Exporting

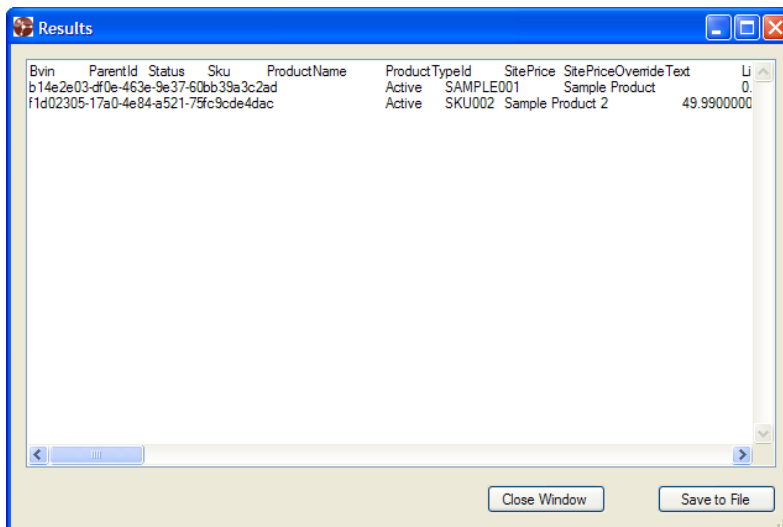
- 1) Double click the BVC5-ImportTool.exe program to launch.
- 2) Enter your store's URL and your administrator username and password into section "1"



- 3) Click the "Export" button
- 4) Select one of the export options



- 5) Click the "Export" button on the Export Selection screen
- 6) The results page will now display



- 7) Click the "Save to File" button if you'd like to save the export results to use later for an import or update.

## Importing Overview

To import or update items you'll first need to create a tab delimited text file. You can use any text editing program, like Notepad, or you can use Microsoft Excel. You can also start from an exported tab delimited text file which is recommended.

Tab delimited text files are regular text files where the "TAB" key is used to separate columns of information. For example this sample has two columns of information;

```
Bvin    ProductName  
1234   Product ABC  
5678   Product DEF
```

In this sample the "TAB" key was pressed once between "Bvin" and "ProductName" and also between "1234" and "Product ABC" and between "5678" and "Product DEF." Each line (or row) is completed with the "RETURN" or "ENTER" key.

**The Import/Export tool follows these rules:**

- 1) Text files will be tab delimited**
- 2) The first line (or row) of each file will contain the names of each column**
- 3) Each line (or row) ends with a new line character, not a tab.**
- 4) The first column of every file to import/update must be "bvin"**

## Special Column Values

There are a couple of special column values that you should be aware of. The software will look at the "bvin" column first. If there is a value in the "bvin" field the software will attempt to locate and update the item. If the column is empty the software will assume that this is a new item to be created. You can also use the word "**new**" in the bvin column to explicitly tell the software to create the item and to remind yourself that this is a new item.

By default the software will ignore any column that is left blank. For example, if you leave the "Tax-Exempt" field blank when importing a user the system will use the default new user value of "FALSE." If you leave a product image URL empty the system will use the default which is also empty.

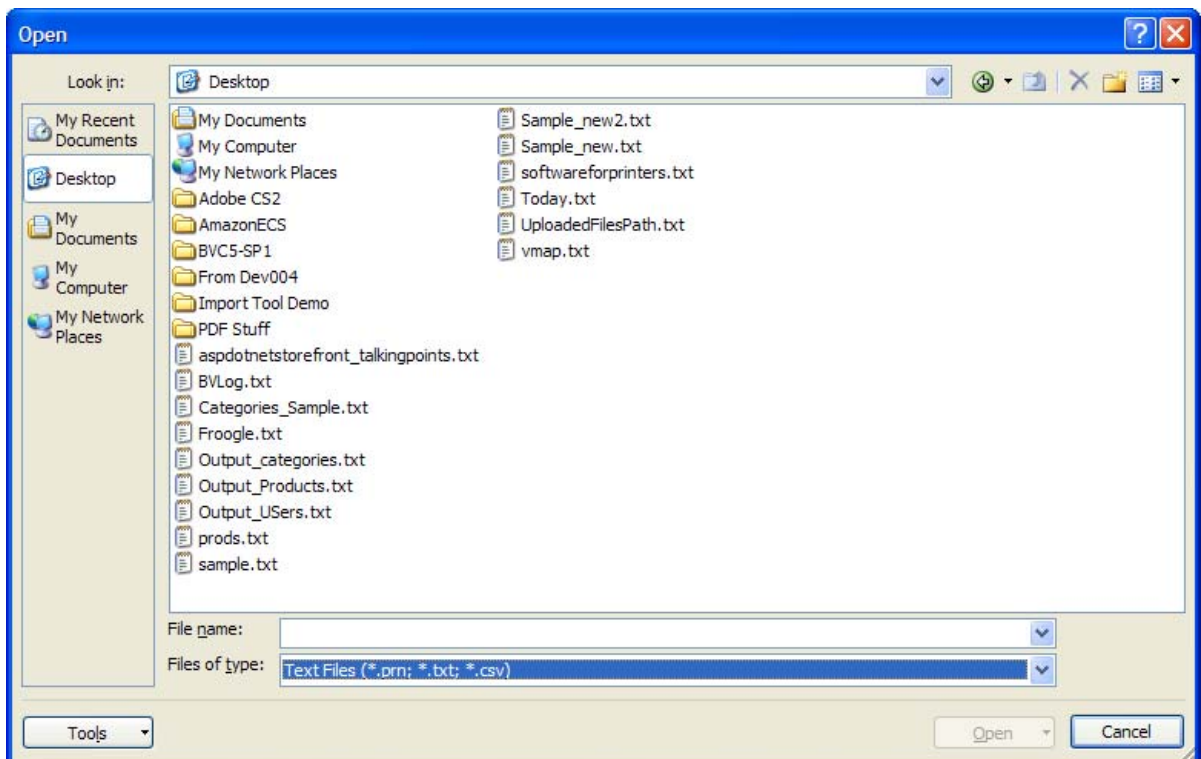
Sometimes you would like to "clear out" an existing value during an update. For example, you would like to update the image on a product to be empty when the product already has an image. In this case leaving the column blank would not update the product image because the default behavior is to ignore blank fields. However, if you enter the special word "**empty**" into any field the program will set the item's corresponding field to be blank instead of leaving the current or default value.

## Creating a file for Importing

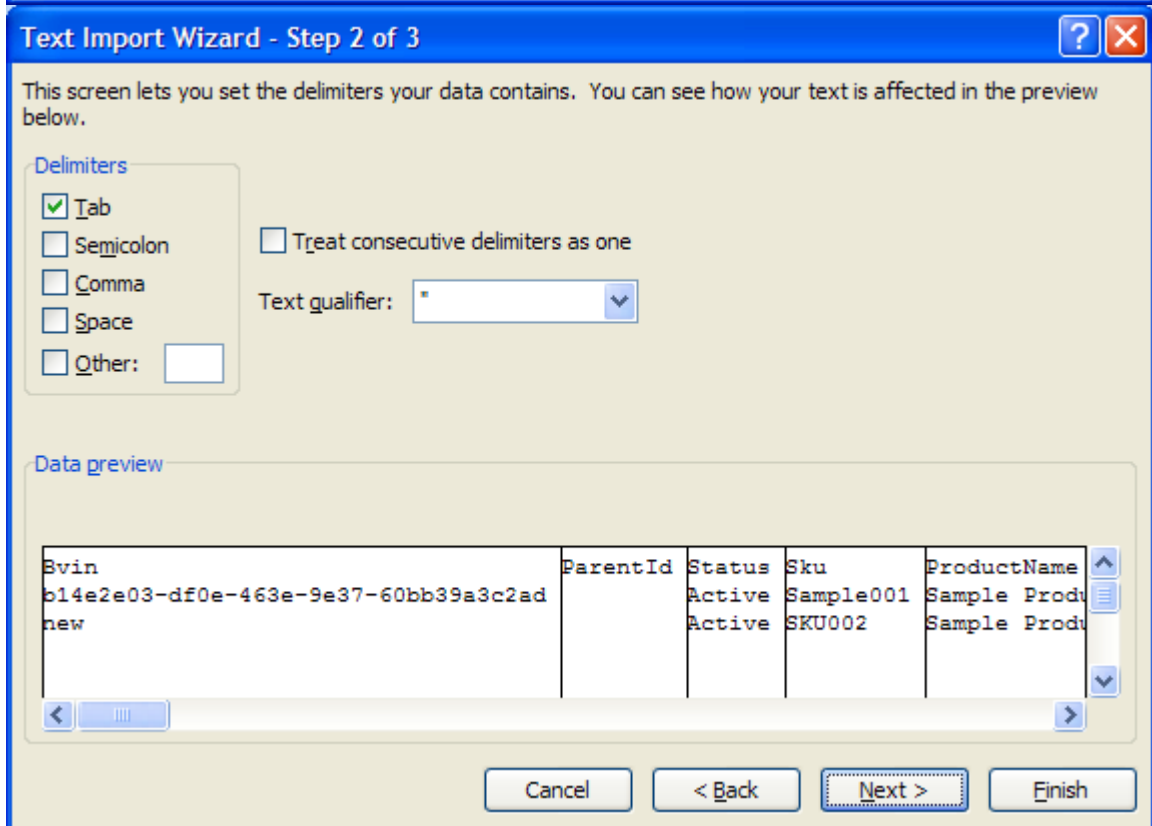
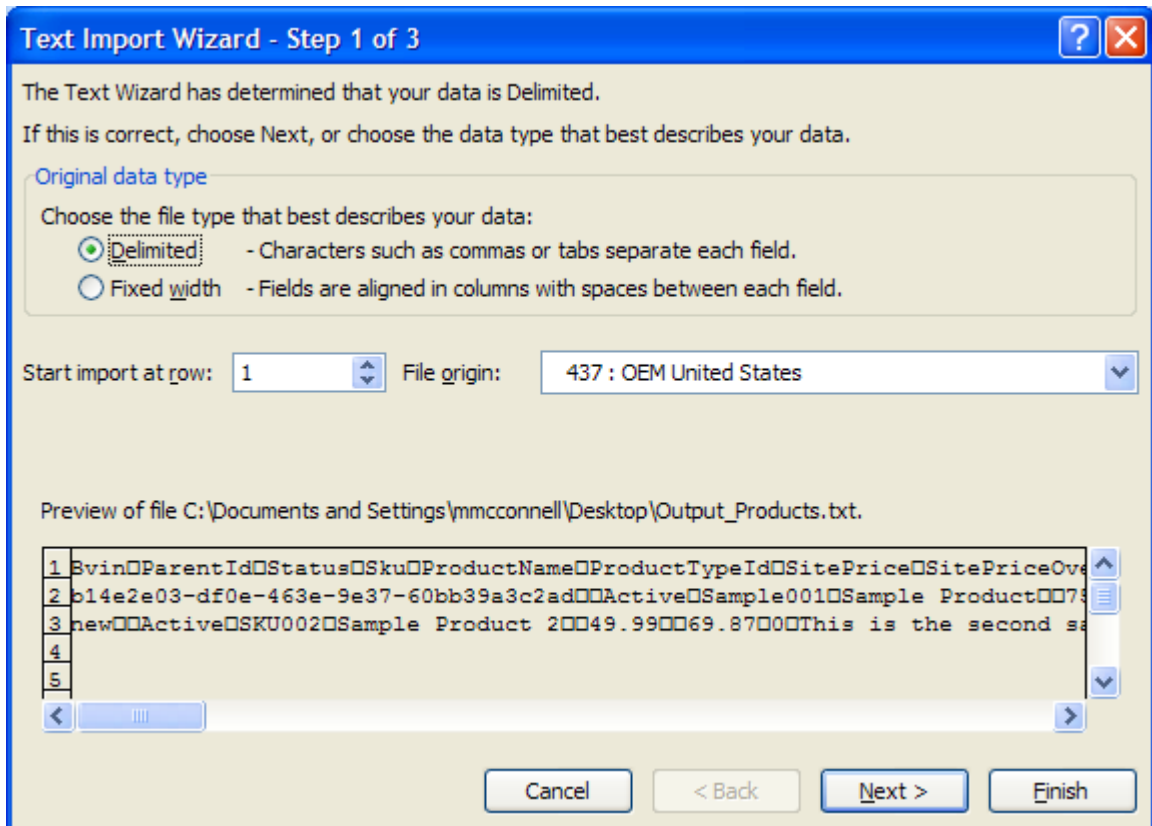
We'll use Microsoft Excel in this importing example but you can use any text editor if you wish. Excel makes it easy to see columns and rows which will make editing the file faster and less prone to errors.

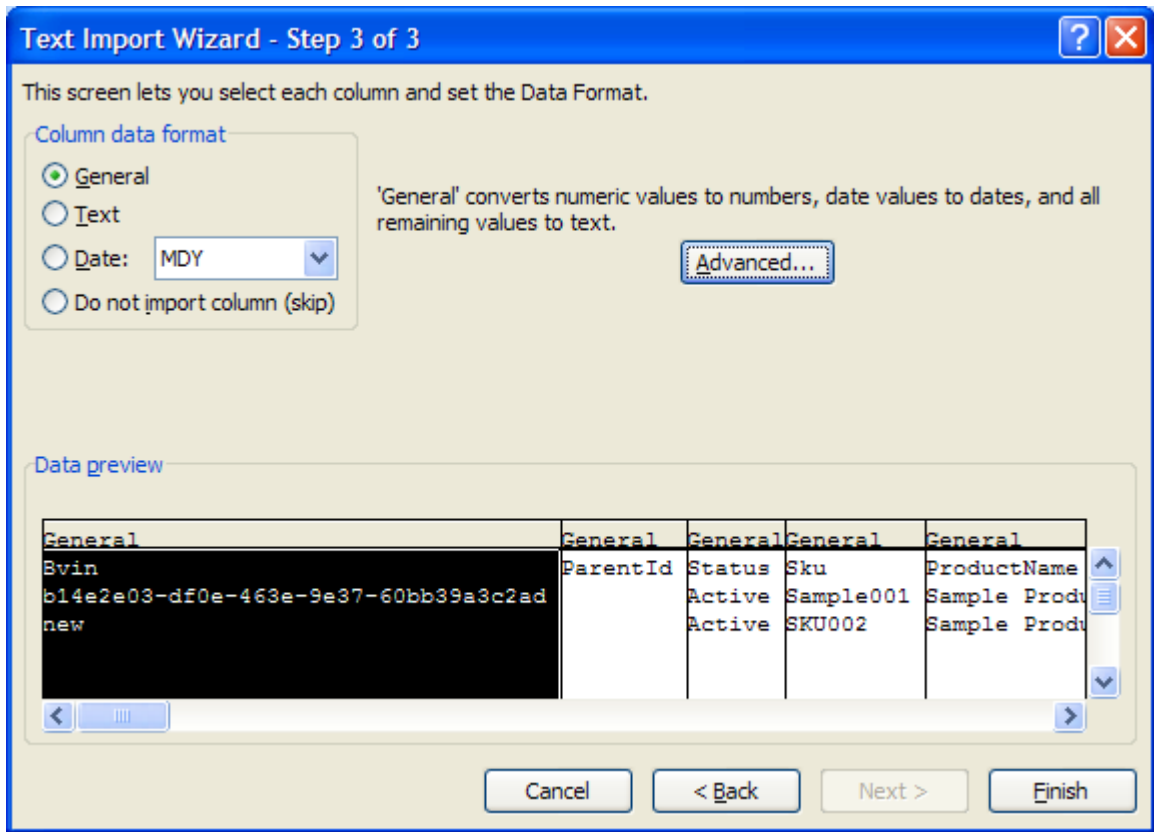
- 1) Export a file or start with a blank text file.
- 2) Make sure the file ends with the ".txt" extension so Excel knows we're not loading a spreadsheet.
- 3) Open Excel and choose "File -> Open." Select your text file and click Okay.

NOTE: If you don't see your text file listed you may need to choose "Text Files" from the file type drop down list on the open file dialog.



- 4) Excel may ask you to help identify the file type. Choose the options shown below:





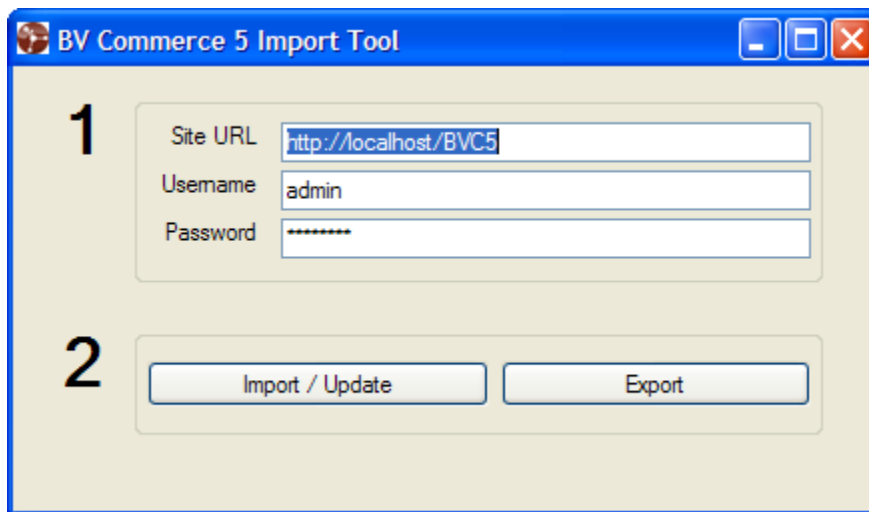
5) After you click "Finish" you should see your file shown similar to this:

	A1	Bvin								
	A	B	C	D	E	F	G	H	I	J
1	Bvin	ParentId	Status	Sku	ProductNa	ProductTy	SitePrice	SitePriceC	ListPrice	SiteCo
2	b14e2e03-df0e-463e	Active	Sample00	Sample Product			75.1		100	4
3	new	Active	SKU002	Sample Product 2			49.99		69.87	
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

- 6) Use “CTRL-A” to select all items. Then select “Format->Auto Select Column Width” to make the columns easier to read.
- 7) Add or edit the file as needed before starting the import process.

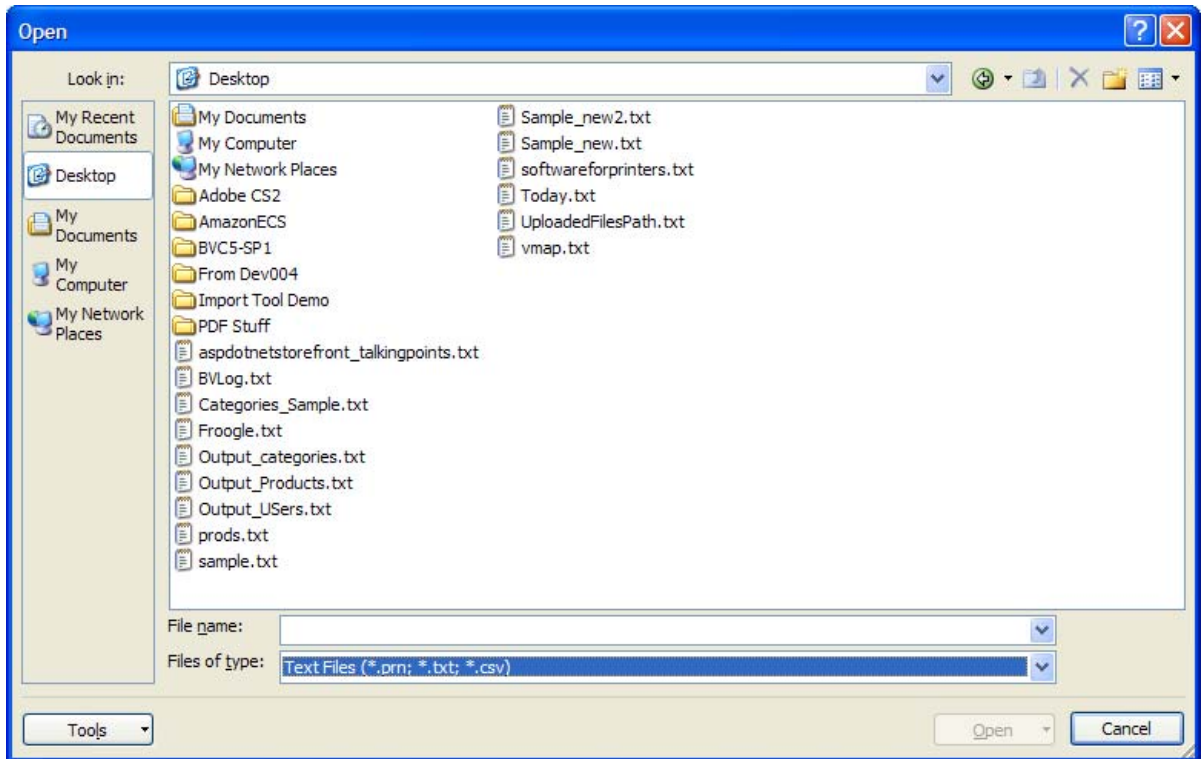
## Importing

- 1) Double click the BVC5-ImportTool.exe program to launch.
- 2) Enter your store’s URL and your administrator username and password into section “1”

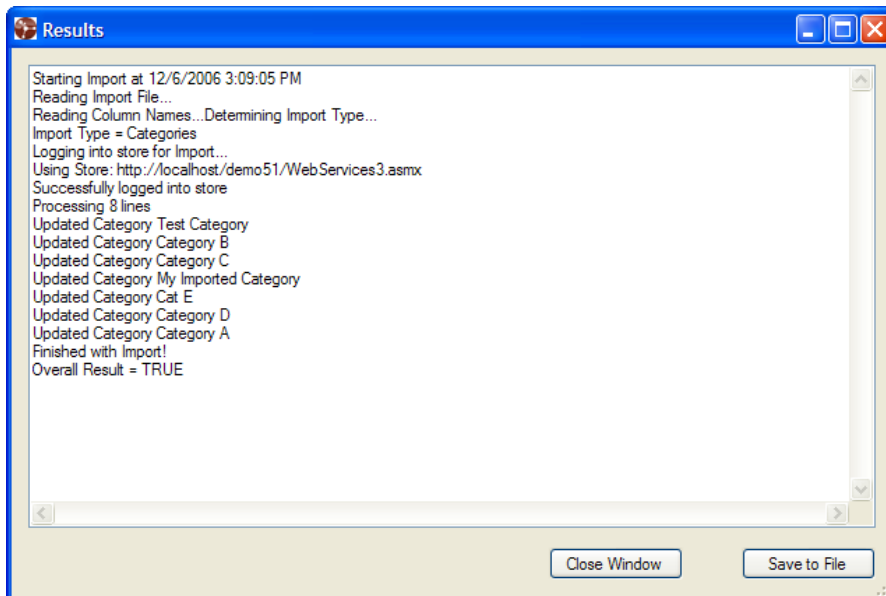


- 3) Click the “Import / Update” button

- 4) Choose your file to import and click “Okay”



- 5) The program will automatically determine the import type by looking at the column headers in your text file.
- 6) When the import is complete you will see a results page with a log file. You may save the log to a text file for your records if needed.



## Fields for Categories

Required	Field Name	Values	Description
<b>YES</b>	Bvin	Text	BV Identification Number Can use “new” or blank for categories to be created
<b>YES</b>	ParentId	Text	Bvin of the category’s parent. Use “0” for root categories
<b>YES</b>	Sourcetype	Text	Currently All Categories are imported as type “Manual”
	Name	Text	Category Name
	Description	Text	Description of the category
	ShowInTopMenu	True/False	Does the category appear across the top of every page in the header
	TemplateName	Text	Category layout. Defaults to “Grid”
	ImageUrl	Text	Icon Image Url
	Criteria	Text	Criteria for Dynamic Categories
	Hidden	True/False	Is the category hidden?
	BannerImageUrl	Text	Banner Image shown across top of category page
	RewriteUrl	Text	Custom URL for the category
	Keywords	Text	Keywords for internal site search
	ShowTitle	True/False	Show this category’s title?
	MetaTitle	Text	Page title for category page
	MetaKeywords	Text	Meta Keywords for Search Engines
	MetaDescription	Text	Meta Description for Search Engines
	MenuOffImageUrl	Text	Image to use in menus when this category is not selected
	MenuOnImageUrl	Text	Image to use in menus when this category is selected
	CustomPageId	Text	ID of the custom page this category should link to
	CustomPageOpenInNewWindow	True/False	If this is a custom link category should the link open in a new window?
	CustomPageUrl	Text	URL of the page this category links to
	PreContentColumnId	Text	ID of content column to precede category
	PostContentColumnId	Text	ID of content column to follow category
	PreTransformDescription	Text	The markup description entered before conversion to HTML

## Fields for Products

Required	Field Name	Values	Description
<b>YES</b>	Bvin	Text	BV Identification Number Can use “new” or blank for products to be created
<b>YES</b>	ParentId	Text	Bvin of the product’s parent. Leave blank by default
<b>YES</b>	SKU	Text	Stock Keeping Unit (unique identifier) for this product.
	Product Name	Text	The name of the product. Not required but recommended
	Status	Active/ Disabled	Status of the product
	ProductTypeId	Text	ID of product type. Generic product ID is used by default.
	SitePrice	Number	Price used on the store
	SitePriceOverrideText	Text	Text to display instead of a price
	ListPrice	Number	Suggested Retail Price
	SiteCost	Number	Cost to the Store Owner for the item
	ShortDescription	Text	Short (255 Character) description for the product
	LongDescription	Text	Longer description
	ImageFileSmall	Text	URL to the small image
	ImageFileMedium	Text	URL to the large image
	AdditionalImages	IMAGES	* See Additional Images Section for Details on formatting
	Categories	Text (comma separated)	A comma separated list of category bvin to assign to the product. For example “123,244,101”
	Keywords	Text	Keyword for the internal site search
	MetaTitle	Text	Page title for product page
	MetaDescription	Text	Meta Description for Search Engines
	MetaKeywords	Text	Meta Keywords for Search Engines
	ManufacturerId	Text	Bvin of product manufacturer
	VendorId	Text	Bvin of product vendor
	RewriteUrl	Text	Custom URL for the product
	MinimumQty	Number	Minimum allowed purchase Quantity
	PostContentColumnId	Text	ID of content column to follow product
	PreContentColumnId	Text	ID of content column to precede product
	PreTransformLongDescription	Text	The markup description entered before conversion to HTML
	NonShipping	True/False	Does this product ship?
	ShippingHeight	Number	Height for shipping calculations

ShippingLength	Number	Length for shipping calculations
ShippingMode	Site/ Manufacturer/ Vendor	How does this product ship?
ShippingWeight	Number	Weight for shipping calculations
ShippingWidth	Number	Width for shipping calculations
ShipSeparately	True/False	Does this product always ship in a separate box?
ExtraShipFee	Number	Extra charges to add to calculated shipping amount
SpecialProductType	Normal/ Gift/ VariableGift	What type of product is this? Normal Product, Fixed Price Gift Certificate or Variable Price Gift Certificate?
TaxClass	Text	Bvin of the tax class.
TaxExempt	True/False	Is this product tax exempt?
TemplateName	Text	Display template name
TrackInventory	True/False	Does this product track inventory?

## Additional Images

The Additional Images field for products uses a special format to allow multiple additional images to be added/updated for a single product row. Here is an example:

*159c2e^Images/ Camel.jpg^Alt Text^MyCaption | 80b275^Images/ Other.jpg^My Alt Text^MyCaption*

The “|” character is used to separate images

The “^” character is used to separate the parts of each image.

There are four parts to each image.

1. The BVIN of the image or “new” for new images
2. The URL of the file for the image
3. The alternate text
4. The caption for the image

If you do not have any information for each part you should still include the separator. For example a new Image without a caption or alternate text would be listed as:

*New^images/MyImage.png^ ^*

If you only have one image the “|” character is not needed.

## Fields for Users

Required	Field Name	Values	Description
<b>YES</b>	Bvin	Text	BV Identification Number Can use “new” or blank for categories to be created
<b>YES</b>	UserName	Text	Unique name for the user
<b>YES</b>	Email	Text	Email Address of the user
	Password	Text	Password for the user
	FirstName	Text	User’s First name
	LastName	Text	User’s Last Name
	Salt	Text	Salt value for encryption
	Comment	Text	Notes
	TaxExempt	True/False	Is this user tax exempt?
	PricingGroupId	Text	Bvin of the user’s price group
	CustomQuestionAnswers	Text	Data from custom login form questions
	FailedLoginCount	Number	How many times has this user failed to login correctly?
	Locked	True/False	Is this user locked?
	PasswordFormat	ClearText/ Hashed/ Encrypted	Encryption method to use for passwords
	PasswordHint	Text	Not Used in BVC 5 SP1
	PasswordAnswer	Text	Not Used in BVC 5 SP1
	BillingAddressNickName	Text	Billing Address Name
	BillingAddressFirstName	Text	Billing First Name
	BillingAddressMiddleInitial	Text	Billing Middle Initial
	BillingAddressLastName	Text	Billing Last Name
	BillingAddressCompany	Text	Billing Company Name
	BillingAddressLine1	Text	Billing Street Line 1
	BillingAddressLine2	Text	Billing Street Line 2
	BillingAddressLine3	Text	Billing Street Line 3
	BillingAddressCity	Text	Billing City
	BillingAddressRegionBvin	Text	Billing State Bvin
	BillingAddressRegionName	Text	Billing State Name
	BillingAddressPostalCode	Text	Billing Postal Code
	BillingAddressCountryBvin	Text	Billing Country Bvin
	BillingAddressCountryName	Text	Billing Country Name
	BillingAddressCountyBvin	Text	Billing County Bvin
	BillingAddressCountyName	Text	Billing County Name
	BillingAddressPhone	Text	Billing Phone Number
	BillingAddressFax	Text	Billing Fax Number
	BillingAddressResidential	True/False	Is this a residential Address?
	BillingAddressWebSiteUrl	Text	Billing Web Site URL
	ShippingAddressNickName	Text	Shipping Address Name

ShippingAddressFirstName	Text	Shipping First Name
ShippingAddressMiddleInitial	Text	Shipping Middle Initial
ShippingAddressLastName	Text	Shipping Last Name
ShippingAddressCompany	Text	Shipping Company Name
ShippingAddressLine1	Text	Shipping Street Line 1
ShippingAddressLine2	Text	Shipping Street Line 2
ShippingAddressLine3	Text	Shipping Street Line 3
ShippingAddressCity	Text	Shipping City
ShippingAddressRegionBvin	Text	Shipping State Bvin
ShippingAddressRegionName	Text	Shipping State Name
ShippingAddressPostalCode	Text	Shipping Postal Code
ShippingAddressCountryBvin	Text	Shipping Country Bvin
ShippingAddressCountryName	Text	Shipping Country Name
ShippingAddressCountyBvin	Text	Shipping County Bvin
ShippingAddressCountyName	Text	Shipping County Name
ShippingAddressPhone	Text	Shipping Phone Number
ShippingAddressFax	Text	Shipping Fax Number
ShippingAddressResidential	True/False	Is this a residential Address?
ShippingAddressWebSiteUrl	Text	Shipping Web Site URL