



# Importing Titles & Editions

## Summary

This document covers how to import titles and editions into Easy Royalties. You can use a title import to create new records or update existing records.

## Terminology

A **title** is the name of the intellectual property. An **edition** is a format of the intellectual property. Each title may be linked to several editions. Each edition is linked to one title.

### Example 1: Titles and Editions

Title	Edition	Format
Aesop's Fables	Aesop's Fables	Paperback
Aesop's Fables	Aesop's Fables	Hardcover
Aesop's Fables	Aesop's Fables	EBook
Aesop's Fables	Aesop's Fables – Humpty Dumpty	EBook
Beaches of France	Beaches of France	Paperback
Beaches of France	Beaches of France	Audio book

Each title has a unique identifier. This is called the **title code**.

Each edition has a unique identifier; called the ISBN. An edition may have a unique SKU, also called a product code. A product code is the product identifier used by your sales or accounting system, if it is not the ISBN.

### Example 2: Title codes, ISBNs and SKUs

Title Code	Title	Edition	Format	ISBN	SKU (optional)
AF	Aesop's Fables	Aesop's Fables	paperback	978120345567	45567
AF	Aesop's Fables	Aesop's Fables	hardcover	978120345568	45568
AF	Aesop's Fables	Aesop's Fables	eBook	978120340085	40085
AF	Aesop's Fables	Aesop's Fables – Humpty Dumpty	eBook	978120345570	45570
23456	Beaches of France	Beaches of France	paperback	978889012350	BOFPB
23456	Beaches of France	Beaches of France	Audio book	978885555333	BOFAB

## Vendor Codes (optional)

A vendor code is a unique identifier; other than the ISBN or your product code, used by a distributor to identify the products on the sales reports they provide to a publisher.

EasyRoyalties allows you to assign an unlimited number of vendor codes to each edition. When you import the vendor's sales EasyRoyalties will use the vendor code to map the vendor's sales to the ISBN of the correct edition.

Example: Your system uses ISBN code 9781002345123 to identify the paperback edition of "Garfield." Vendor "Overdrive" uses code "GAR1." In the edition record you link code GAR1 from vendor Overdrive to your ISBN; 9781002345123. When you import the Overdrive sales report EasyRoyalties will link sales with code GAR1 to the paperback edition of "Garfield."

## Import File

The import file must be an Excel 2003 or CSV file. **The first row contains the column headers.** The last row must be blank. There should be no blank rows between the column header and the last row.

You can import titles first and then editions or you can import titles and editions at the same time.

If you are importing titles and editions at the same time every edition record must have a TitleCode and a Title.

## Title Import File Field Names & Descriptions

Field Name	Description	Required For Title Import	Required for Edition Import	Required for Title & Edition Import
TitleCode	A unique alpha-numeric code	X	X	X
Title		X		X
SeriesCode	All titles in a series have the same Series code			
Series	All titles in a series have the same Series name			
Volume				
SubTitle				
SortTitle	The name by which a title is sorted if not the title The sort title does not include a prefix such as A or The.  Example: the title "A Cat in the Hat" may have a sort title of "Cat in the Hat"			
Credits				

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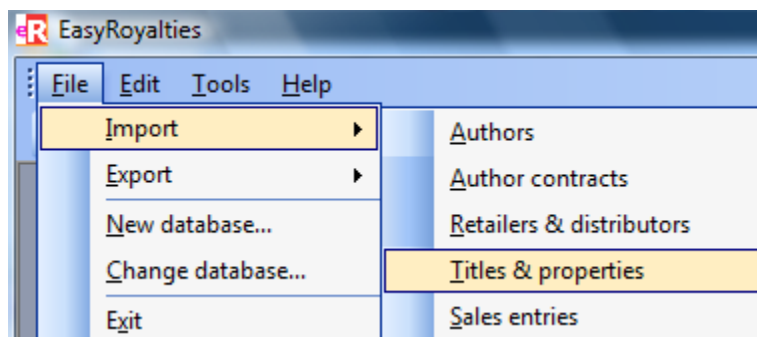
CopyrightNotice				
CopyrightYear				
PublicationDate				
Availability				
Format	All editions must have a format; i.e. paperback, hardcover, eBook		X	X
Pages				
Plates				
PlateTypes				
OtherSpecifications				
ProductType				
ProductLine	Also known as the imprint.			
Subject				
Ages				
Keywords				
ISBN	A 13 digit identifier. If you are not using ISBN codes deactivate ISBN validation in the system settings and options menu.		X	X
SKU				
EditionTitle	The edition title can be different from the title of the related intellectual property.		X	X
EditionFormat	Example; paperback, hardcover, audiobook, eBook		X	X
RetailPrice				
UnitCost	If you have royalty rule that pays no royalties on sales made at below cost the system will use the unit cost x quantity or the cost of sales in the sales import file to determine the cost of sales for each sale import record			
PreviousCopiesSold	Used to establish the starting level of the escalator clause.			
ReleaseSeason				
PublicationSeason				
Proprietor				
CatalogEntryShort				
CatalogEntryStandard				
VendorCodeCustomerName				
VendorCodeCustomerCode	The customer code must already exist in the retailer file.			
VendorCode				

## Import Steps

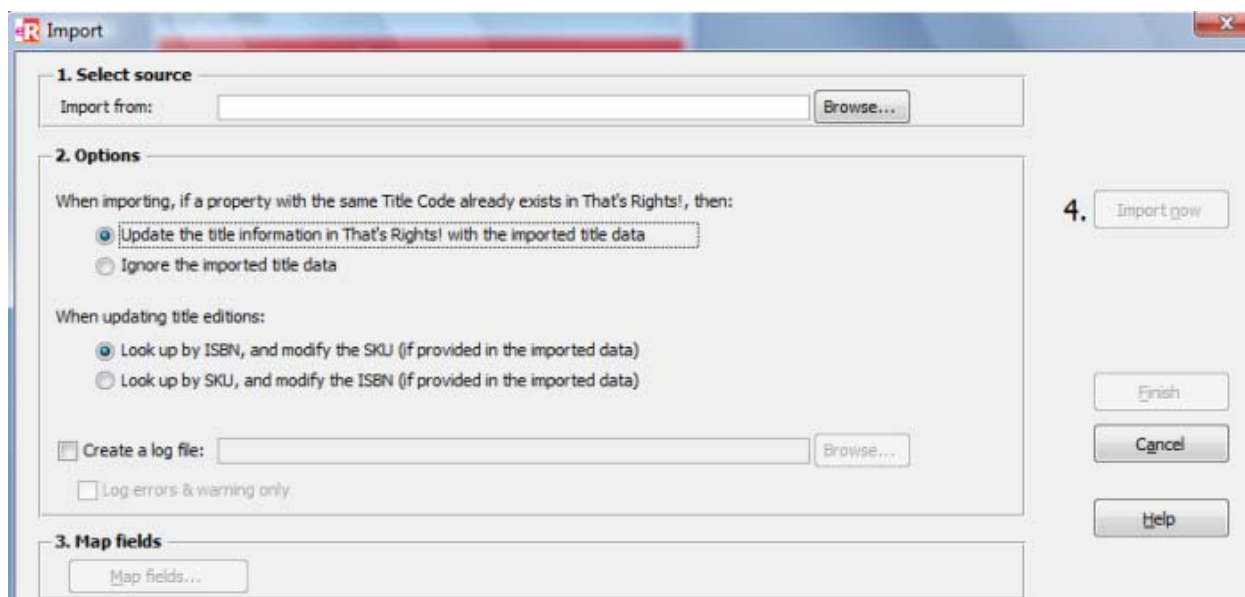
**Step 1.** Create the import file

**Step 2.** Open EasyRoyalties

**Step 3.** Go to File > Import > Titles & properties



**Step 4.** Title Import Screen



### 1. Select source

Import from: Select the Excel 2003 or CSV text file that holds the information you wish to import.

The first row in the import file must contain your column headers. All subsequent rows should contain the title information you want. If you are importing from an Excel file the title information must not contain formulas. If it does use the Excel Copy > Paste Special > Values command to convert the formulas to text. The title import will stop at the first black row that it encounters.

### 2. Options

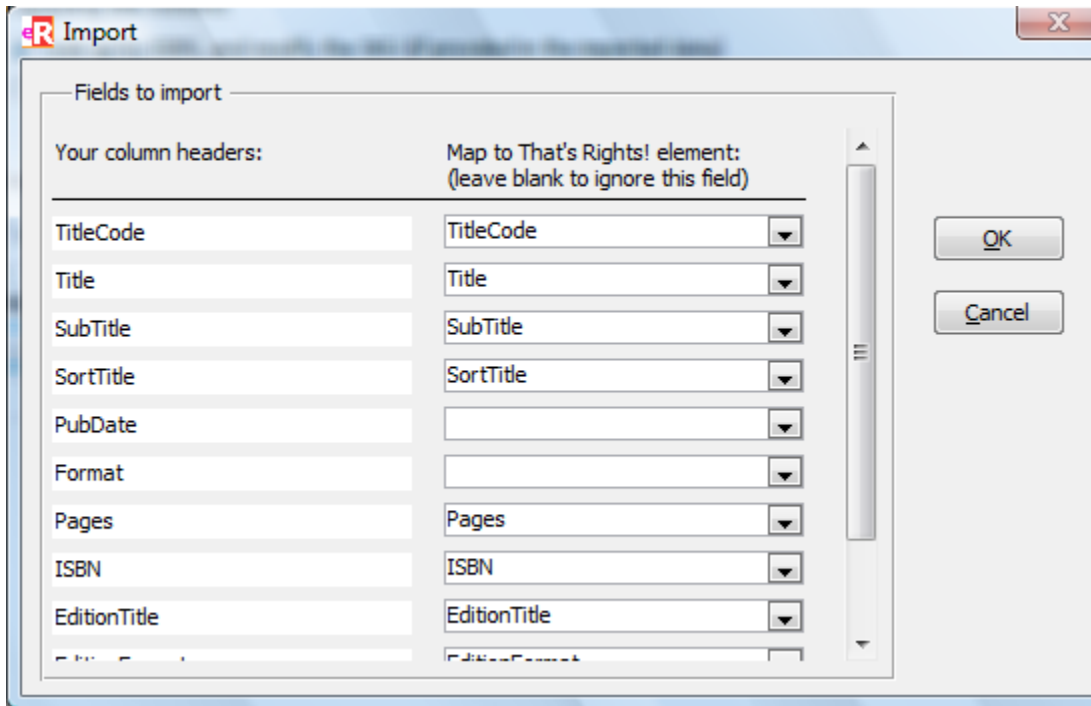
Create a log file: Enter the name of the log file that you wish the import file to create. The standard log file will log all records that it imported and all records that it could not import.

Log errors & warnings only – Selecting this checkbox will cause the system to include only records that it could not import in the log file. It is recommended that you select this box.

### 3. Map Fields

After you select the import file and the options this field will be clickable. Once you select it you can map the fields names in your import file to the field names used by EasyRoyalties.

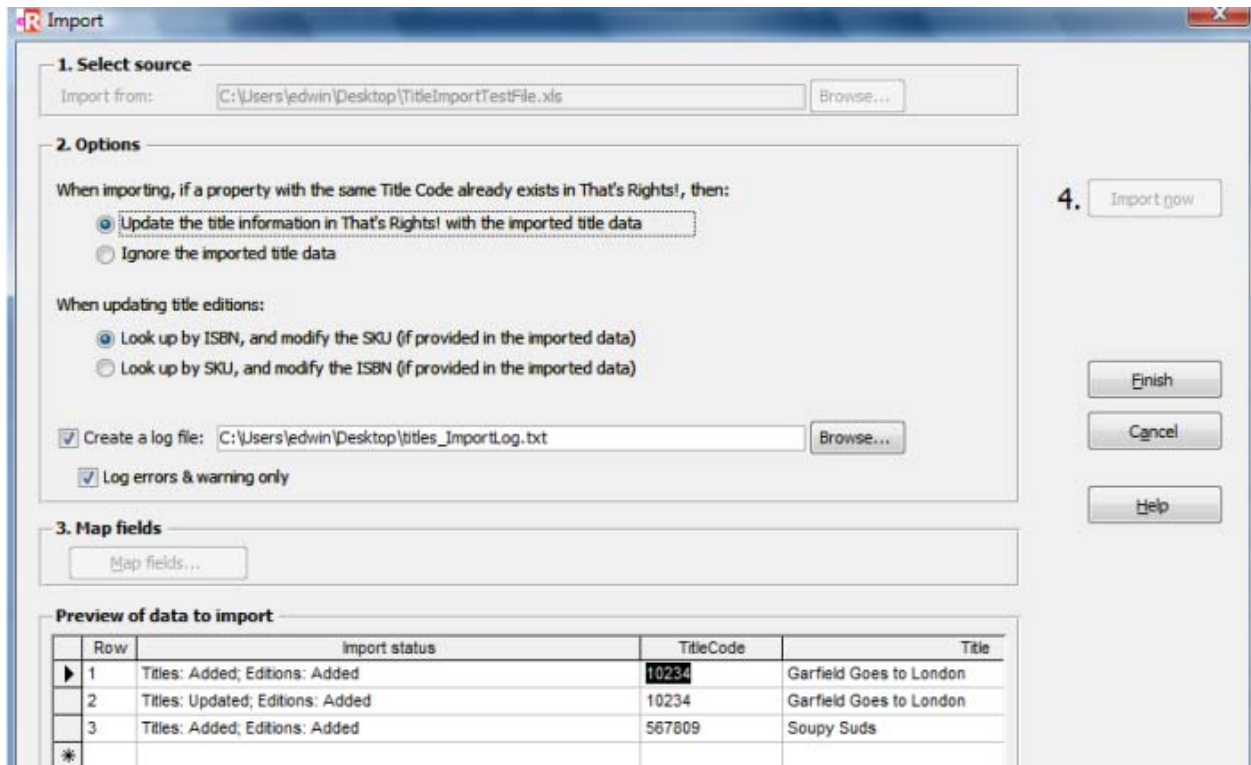
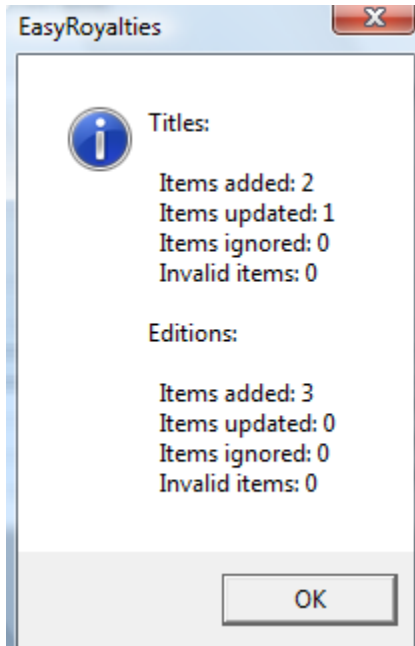
If you used the same field names as EasyRoyalties (aka That's Rights) the system will map the fields for you automatically.



**Step 4.** Press the **Import now** button

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**Step 5.** Press the **Finish** or **Cancel** button

If you press the Finish button the import routine will import the records and generate a log file.

If you press the Cancel button the import routine will roll-back the import and give you the option to create a log file; which will list any problems with the import file.

## Summary of Title & Edition Import Steps

1. Create the import file
2. Go to **File > Imports > Titles & properties**
3. Complete the **Title** import screen
4. Press the **Import now** button
5. Press the **Finish** button

### Notes

1. All titles must have a unique title code.
2. All editions must have a unique ISBN and a format (i.e. paperback, hardcover, etc.)
3. All editions must be linked to a title via the Title Code or the Title name.
4. A title can be linked to many editions; each edition must be linked to one title.
5. The edition title field does not need to match the title name field.
6. The import file must be in Excel 2003 format or CSV format.
7. An Excel 2003 import file must not contain any formulas. If it does you can use Copy > Paste Special > Values to convert the formulas to text.
8. It is recommended that you always create a log file and that you log only the errors generated by the import.
9. You can import titles first and editions second (two imports) or you can import titles and editions at the same time (one import).