BookScan Reporting for WordStock

Introduction

BookScan sales reporting software is an optional program, provided to WordStock customers as requested by BookScan. This software requires that WordStock 4.14B or higher be installed.

The program reports sales data to BookScan from either the "**current week sales**" or "**week1 sales**" fields found in WordStock's Inventory screen. Depending upon your system's configuration, the data will be delivered via modem or FTP.

> • *If you are unsure which transmission method is appropriate, please contact WordStock Support.*

To report by FTP, your WordStock computer will need to have a connection to the Internet and to have TCP/IP software installed and configured.

Once installed, Bookscan may be found in both the **Reports** and (for customers with the optional Export module) **Export** menus as "BookScan reporting".

BookScan will provide several pieces of information that you will need to configure once the software is installed:

> • BookScan chain#
> • BookScan store#
> • user id
> • password

The most important decision you need to make is whether to deliver data based on current week or week1 sales.

Each week you roll the weekly sales at a certain date and time. You will need to decide whether to deliver the reports before or after the roll.

For example, if you roll the weekly sales after closing on Sunday evening and plan to deliver the report on Monday morning, then you would report on week1 sales.

On the other hand, if you wish to send your report Sunday night and roll your weekly sales Monday morning, you would select current week sales.

You may change this selection week to week.

The software will check the date that you last rolled the weekly sales and determine if it has been 6 or more days since rolling for reporting on current week sales or 5 or fewer days since rolling for reporting on week 1 sales.

BookScan's server is available for delivering reports from Saturday mornings up through noon on Monday.

Modifying BookScan setup options

You can control all options for BookScan reporting via the setup program "**Modify BookScan setup options**" found in the "**BookScan reporting**" menu.

WordStock's file manager does not need to be running to use this program. Select the program from the menu and press <Enter>.

You will see a "BookScan setup values" box with the current values displayed.

You will need to enter Chain#, Store#, UserID, Password. Press <**Enter**> on each field, then type in the data provided by BookScan.

Next you will select which week to report on by modifying Sales to Report Field by selecting either "Current Week Sales" or "Week 1 Sales".

If your store will be reporting via modem, press <F**10**> to save your data as you have completed setup.

If your store will be reporting via FTP, select Delivery Method and then choose FTP. Press <**F10**> to save your data.

The default entries for Modem Phone# and FTP address do not need to be changed.

Delivering sales reports - modem

Before running the program to deliver BookScan reports, make sure that the file manager is running and that the modem is turned on, its phone line is plugged in, and that the phone line used by the modem is not in use.

Then, go to the BookScan reporting menu and select "**Deliver BookScan sales report**".

You will next choose to deliver current week or week1 sales. This document assumes you are delivering week1 sales.

Press the right arrow key to move the highlighted bar to week1 sales and press enter.

The next prompt is "Create sales report and deliver to BookScan?" Type <**y**> and press <**Enter**>.

The program will sort out inventory records that have week1 sales, then log on to the BookScan server to deliver the files. The screen will redraw and display much like an electronic ordering session.

If successful, the screen will display "Transmitted sales data to BookScan" in the last box, with "Press the <**Enter**> key to continue" at the bottom of the screen. Press enter, and the final message "Sales report file successfully delivered to BookScan" appears.

Press the <**Enter**> key to return to the menu.

If no records have week 1 sales, you will see a message "There were no Week1 sales to report!"

If the delivery fails for any reason, the next time you select the program, you will be prompted to re-export the saved report.

Unless BookScan or WordStock Support give you explicit instructions, **always** answer **yes** to this so that BookScan receives all your data.

Once delivery of that saved report is complete, you may select the program again to run a new report.

If you have questions about the data you have sent or if BookScan received it, please contact **David Lopez** *at Bookscan:*

> email: **dave.lopez@nielsen.com**

> phone: **646-654-7745**

Delivering sales reports – FTP

Before running the program to deliver BookScan reports, make sure that the file manager is running. Then, go to the BookScan reporting menu and select "Deliver BookScan sales report". You will next choose to deliver current week or week1 sales. This document assumes you are delivering week1 sales.

Press the right arrow key to move the highlighted bar to week1 sales and press enter. The next prompt is "Create sales report and deliver to BookScan?" Type <**y**> and press <**Enter**>.

The program will sort out inventory records that have week 1 sales, then log on to the BookScan server to deliver the files. You will see "Delivering sales report file to BookScan … done." then, "Sales report successfully delivered to BookScan". Press the <**Enter**> key to return to the menu.

If no records have week 1 sales, you will see a message "There were no Week1 sales to report!"

If the delivery fails for any reason, the next time you select the program, you will be prompted to re-export the saved report. **always** answer **yes** to this so that BookScan receives all your data. Once delivery of that saved report is complete, you may select the program again to run a new report.

If you have questions about the data you have sent, or if BookScan received it, please contact **David Lopez** *at Bookscan:*

> **dave.lopez@nielsen.com**

View/Print BookScan status report

There are 2 menu choices that allow you to either view or print the status of BookScan reports. These reports will be named by month and year. For instance, all instances of running the program to deliver BookScan reports for May of 2013 will be found in a file called "Status_May_2013". The data in the log file will tell you when the program was run and what happened. If you see "sort failed", the file manager was not running at the time the report was started.

If you see "delivery failed", there was a communication problem during the transmission, or the modem was off or in use, or, if you deliver via FTP, internet access was unavailable.