

# **FIRST IN SEARCH HOW TOs**

#### **ECinteractive & ECinteractivePlus**

- Receive the TriMega preferred supplier keyword search file
- Keep only the first four columns of the spreadsheet:
- 1. Company this is the 3 letter vendor code
- 2. Item Number item number without prefix
- 3. Rank Use this to rank each item within a category; 1=highest rank in search
- 4. Action A = Add item; C = Change item; D = Delete item
- Save the file as a CSV (comma delimited \*.csv) file
- Upload the file using the Merchandising Product Import tool (see snip below)

#### Merchandising Product Import







## LogicBlock



- Receive the TriMega preferred supplier keyword search file
- Login to the admin section
- Click on Import --> Store Catalog --> Import/Export Tools --> Product Importer

			<ul> <li>Within the Prod-</li> </ul>
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- Browse for the ranking file on your PC by clicking on the "Upload" button.
- A pop up window will appear. This is called the 7cart Administration Panel. Hit "Select" and another pop up screen will appear for you to select your file.
- Once the file is selected, hit the "Upload" button.
- Your file will now appear in the file list



• Select the file and then hit "Upload"



# LogicBlock



- You will now be taken back to the Product Importer screen
- You should see the name of the file you selected in the "Select or upload a file to import" field.
- In the Import Options sections, make sure "Add New Products" is checked.

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- Make sure the "Adhere to Managed Flags" is unchecked.
- If you want to update existing items, then you would select "Update Products".
- The Max Choice Combinations can be left at the default of 300.
- Click on the "Next" button
- You will be taken to the Preview File screen

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	ACI2401	inLIGHT <sup>™</sup> 10 One-Hole Punch - Assorted	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
	ACI2100	inPRESS™ 12 Three-Hole Punch	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
	ACI2340	InDULGE TH 40 Two-Hole Punch	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
Import/Export Tools ~	ACI2105	inPRESS™ 12 Three-Hole Punch - Purple	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
	BOSRBHPAS	ST Ring Binder 3-Hole Punch - Assorted	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
	BOSRBHP40	Ring Binder 3-Hole Punch Display (available as cut-case ONLY)	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
Product Exporter	ACI2103	inPRESS <sup>TM</sup> 12 Three-Hole Punch - Blue	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
Content and Files <	ACI2188	InCOURAGE <sup>TM</sup> 12 Three-Hole Punch - Pink	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
to Markatian (	BOSHPK3AD	J EZ Squeeze Heavy Duty Adjustable 2-3 Hole Punch	Hole punches/ 2 Hole punches/ single/ electric/ Ring binder	hole punch	1	3		
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# LogicBlock



- You will now be taken to the Import screen.
- Hit the "Import" button to import the file.
- If the file successfully uploads you will get a green Success message with a check mark.

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• You are now ready to begin testing your searches!





#### Enavate



- Receive the TriMega preferred supplier keyword search file
- For Enavate, you only need 3 columns for first in search
- Save the file as a CSV (comma delimited \*.csv) file
- 1. Item ID Item number plus prefix
- 2. Rank All values should equal (-1)
- 3. Brand Priority All values should equal 1.
- Go to the Office products folder
- Expand the "Item update" list by clicking on the "+" symbol
- Scroll down to "Import Web Ranking File"
- Click on "Import Web Ranking File"
- Select the file and click OK
- To make edits to your rank listing, click on "Export Web Ranking File".





### BMI



- Receive the TriMega preferred supplier keyword search file
- Default = blank or '0'
- Item Rank rank items high set all items to "9999999999" 10 digit is the highest allowed.