



**BULK UPLOAD TOOL V3.0 © 2013**

# GUIDELINE

(Version 1 - Final)

December 2013

## Introduction:

This short document will outline how to create a file with the Gimko Bulk Upload Tool which can be used to import your listings in bulk onto the Gimko website.

## System requirements:

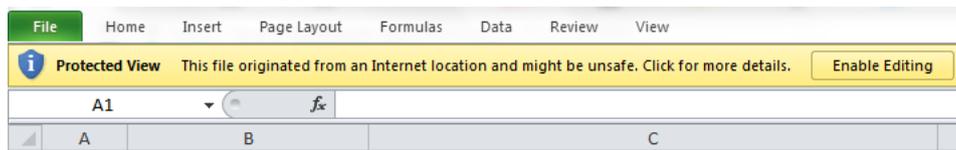
You will need at least Microsoft Office Excel 2007 for the tool to work 100% correctly.

For Microsoft Office Excel 2003 users, if not done so already, you will need to install a compatibility pack that will support newer file versions. This pack can be found on the official Microsoft support website at the following link:

<http://support.microsoft.com/kb/924074>

## Activating the tool:

When you first download the tool due to Microsoft security checks, you will need to enable the file. A similar message at the top as per figure 1 below will show up when you first run a file that has been downloaded from the internet. Click on **Enable Editing** to activate.

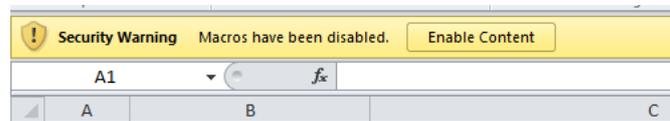


**Figure 1: Activating bulk tool file for use**

## Enabling the tool:

The bulk tool uses a lot of back end code to create dynamic menus based on a user's input. This is done via Excel's internal programming language. Due to Microsoft's increased security, every time you open a new instance of Excel you will be required to enable Macros for the file to work correctly. A similar message at the top as per figure 2 below will show. Click on **Enable Content** to enable the macros.

**Note:** Macros security can be disabled in Excel, however this is not recommended as there are a lot of malicious files on the internet.



**Figure 2: Enable macros in bulk tool**

## Recommendations:

It is recommended that the bulk tool be used from left to right on ENTRY tab and left to right and down if using the GUI (Graphical User Interface). This will ensure that everything works correctly as entries and lists are populated and cleared based on previous inputs.

The INFO tab is helpful in understanding the inputs required for each field in the bulk tool.

## Bulk tool content:

The bulk tool has the following tabs:

1. INFO
2. ENTRY
3. CUSTOMCATS



**Figure 3: Bulk tool tabs**

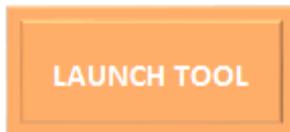
## INFO

This tab explains everything about the columns and buttons used on the ENTRY tab.

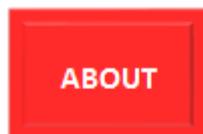
On the ENTRY tab there are three types of fields, these are:

1. Manual Entry – a text field that you can enter anything you like
2. LIST BOX – a drop list of predefined items that can be used
3. LIST BOX (VBA controlled) – a drop list that is automatically populated based on an input in a previous field.

On this tab there is also three active buttons that can be used:



This button will launch the graphical version of the bulk tool for usage.



This button will open a window providing some version history information of updates to the bulk upload tool



This button is located in the **description** field section. It will open a window showing an example on how to store HTML code in this field.

Finally on this tab you can also select whether you want the graphical tool to automatically launch on start up as per figure 4 below.



**Figure 4: Launch tool on start up selector**

**Note:** Macros must first be enabled for tool to automatically launch.

## ENTRY

This tab is the main tab of the bulk upload tool. Here all your item listings are stored and can be exported when required.

On this tab you can also keep track of your total listing fees for auction based listings on the site as per figure 5 below.

	Listing No	Fee Per Item	Total Fee Price
Listing Fee:	0	\$0.05	\$0.00
Buy Now Fee:	0	\$0.05	\$0.00
Additional Cat Fee:	0	\$0.05	\$0.00
Highlight Fee:	0	\$0.50	\$0.00
		<b>TOTAL FEES:</b>	<b>\$0.00</b>

**Figure 5: Listing fee total tracking**

**(Note:** Additional fees only apply to site listings; store listings attract no additional listings fees outside your store monthly subscription fee and final value sale fee)

For full details on this tab, please refer to the INFO tab in the bulk upload tool file for help.

## CUSTOMCATS

This tab only applies if you have a store subscription enabled and have created and activated custom store categories in your store.

Simply click on the “**download / update my custom categories**” button and a window as per figure 6 below will open and allow you to login using your Gimko credentials to download your custom store categories.



**Figure 6: Custom category download login window**

## Options for using the bulk tool:

There are two ways in which you can use the tool to populate your item listings in preparation for export for listing on the Gimko website.

The two ways include:

1. ENTRY tab
2. Graphical user interface

### Using the ENTRY tab

If you are familiar with Excel, then this may be the quickest way to use the tool. Simply use it like a regular spreadsheet form left to right.

Please refer to INFO tab for full details.

### Using the graphical user interface (GUI)

The GUI is a new feature built into version 3.0 of the bulk tool. People who have limited experience with spreadsheets will find this to be the easiest way to use the bulk tool.

The graphical user interface was built to look similar to the listing process on the Gimko website. If you are familiar with that process then the GUI will be a breeze to use.

There are two pages incorporated in the GUI. First is the **entry sheet** and the second is the **global settings** page.



**Figure 7: Page layout**

### **How to use the GUI:**

The following section will give a brief guide on how to use the GUI.

#### GUI menu bar

The GUI menu bar (top right of GUI) has a modified minimise button. When clicked, it hides the entry form instead of minimises. This was done this way so you can preview your ENTRY TAB sheet without the need to close the GUI. It also remembers your entered data until the close button is clicked.

To get the GUI to appear again, simply click on the **Launch Tool** button on the INFO tab.

## Setting up global settings

To make your life easier, it is recommended that you first setup your global settings.

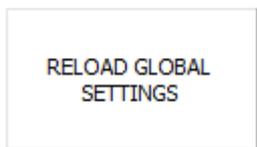
To setup your global settings simply click on the **global settings** tab and then fill out whichever fields you will reuse the most.

**NOTE:** This tab has no mandatory fields, therefore you can setup none or all as you see fit.

On this page there are three buttons that can be used:



This button allows you to update your global settings. When pressed, your global settings will be saved in the bulk tool file and be available for later use when tool is reopened.



This button allows you to reload your saved settings if you accidentally make a mistake and want to recover them.



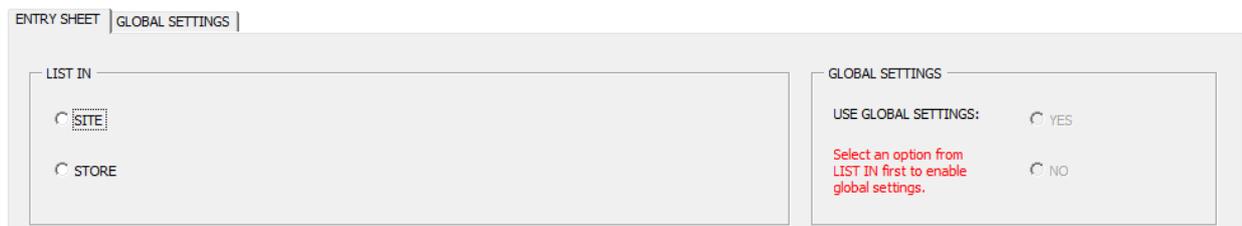
This button allows you to quickly clear all settings.

**Note:** You will have to press the UPDATE GLOBAL SETTINGS button if you wish to save all fields as blanks.

## Entry Sheet

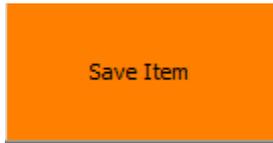
The entry sheet is used to setup your item listing.

It is recommended that you first choose under **LIST IN** see figure 8 below whether you will be listing on the Site or in your Store (**Note:** only use Store if you have an active store subscription). This will also enable the use of global settings.

A screenshot of a web interface showing the "GLOBAL SETTINGS" section. At the top, there are two tabs: "ENTRY SHEET" and "GLOBAL SETTINGS", with "GLOBAL SETTINGS" being the active tab. Below the tabs, there are two main sections. The left section is titled "LIST IN" and contains two radio button options: "SITE" (which is selected) and "STORE". The right section is titled "GLOBAL SETTINGS" and contains a label "USE GLOBAL SETTINGS:" followed by two radio button options: "YES" (which is selected) and "NO". Below these options, there is a red text instruction: "Select an option from LIST IN first to enable global settings."

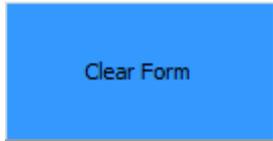
**Figure 8: List in and global settings section**

On this page there are two buttons that can be used:



This button allows you save the item to the ENTRY tab ready for export.

**Note:** (\*) denotes mandatory fields. When Save Item click, if any data is missing a warning message will popup detailing which fields are missing.



This button allows you to clear the form and start again.

### **How to export data:**

Once you have finished creating all your listings simply click on the **EXPORT DATA TO CSV** button on the ENTRY tab.

The csv file will be created and saved in the same folder location as your copy of the bulk tool.

**Note:** If there is any missing information a warning message box will popup telling you what data is missing and on which row(s).

### **Importing CSV to Gimko website:**

On the Gimko website, login and then navigate to My Gimko > Bulk Lister.

Here you can open your CSV file. Click on the **Upload** button to import your listings.

Once listings have been imported they can be further edited before listing, or they can be listed straight away.

**WARNING:** Do not edit the CSV manually as it may cause errors in the file and your listings may not import correctly.