



Bookstore Manager

Technical Information Document

Setting up EOI

Document Information:

Category	Software/Hardware	O/S	Windows	Last Modified	09/10/14
Author	JA / SP				

Document Summary

Instructions for setting up BSMGR to participate in EOI

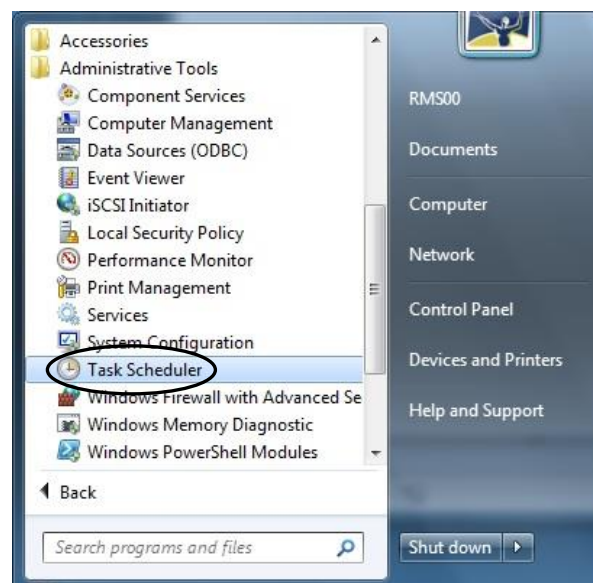
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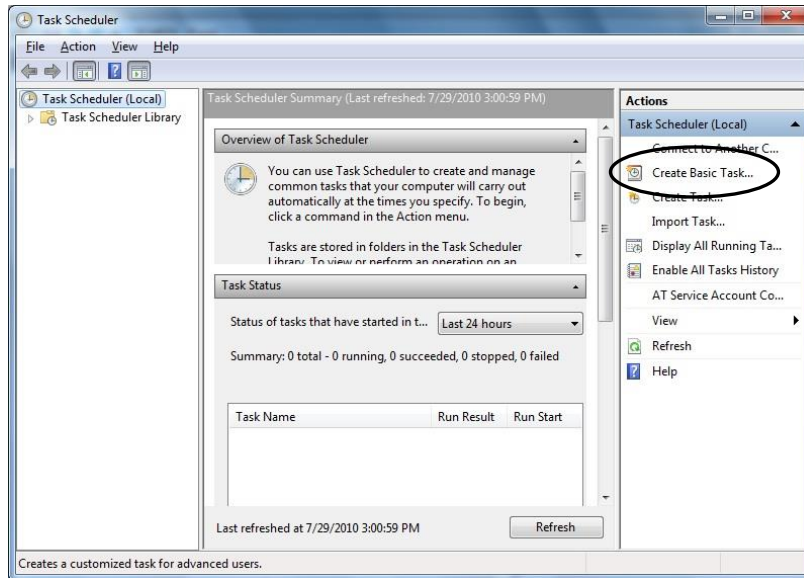
Login Credentials

Once you are set up to transfer data for EOI you have the option of sharing your store level data with vendors such as Above The Treeline. You must log in to the site and enable this, if you want to do this. If you simply want to get the full benefit of the EOI reports from within BSMGR (and don't want your store level data shared with others), you don't have to log in to the site. If you don't know your login credentials, please email our support team at support@bsmgr.com. We will send your login information to you.

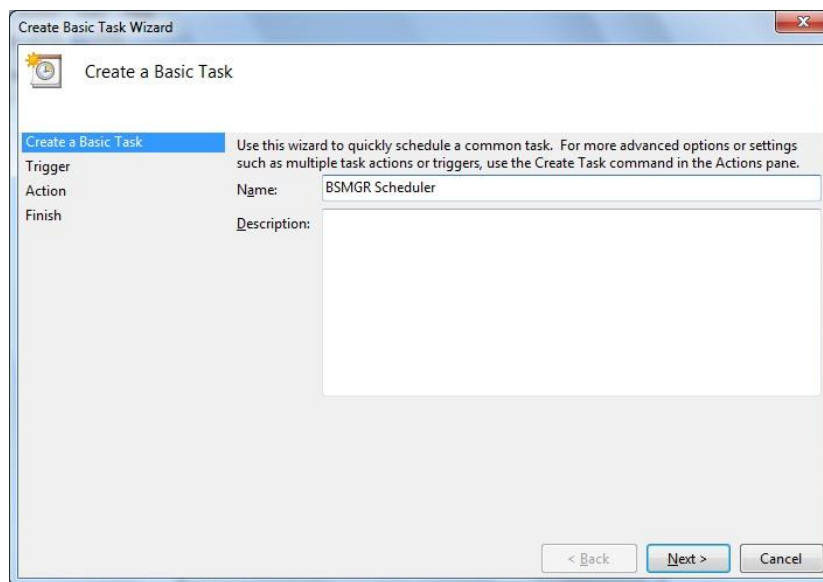
Setting up the Scheduled Task to run the SCHEDULE program



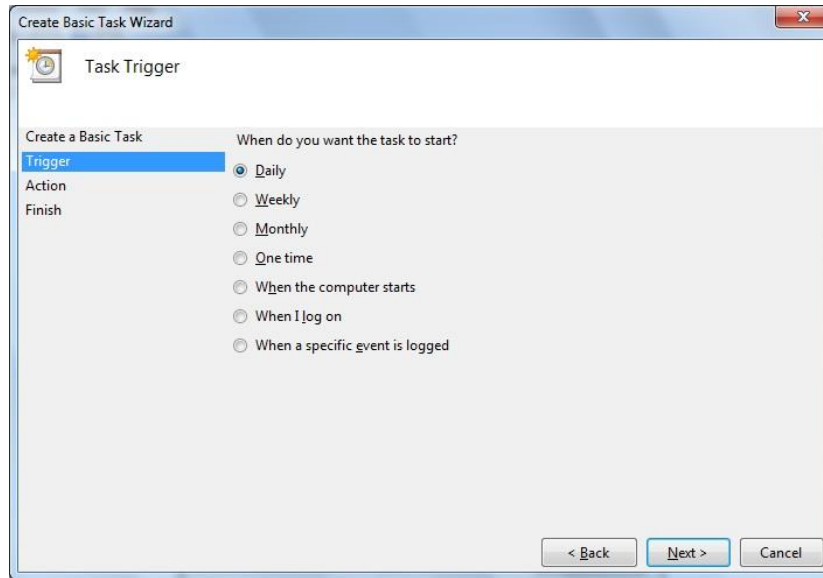
1. Click on the Start button, then click All Programs, then click Administrative Tools, then click "Task Scheduler".



2. On the right side of the Task Scheduler, click “Create Basic Task...”.



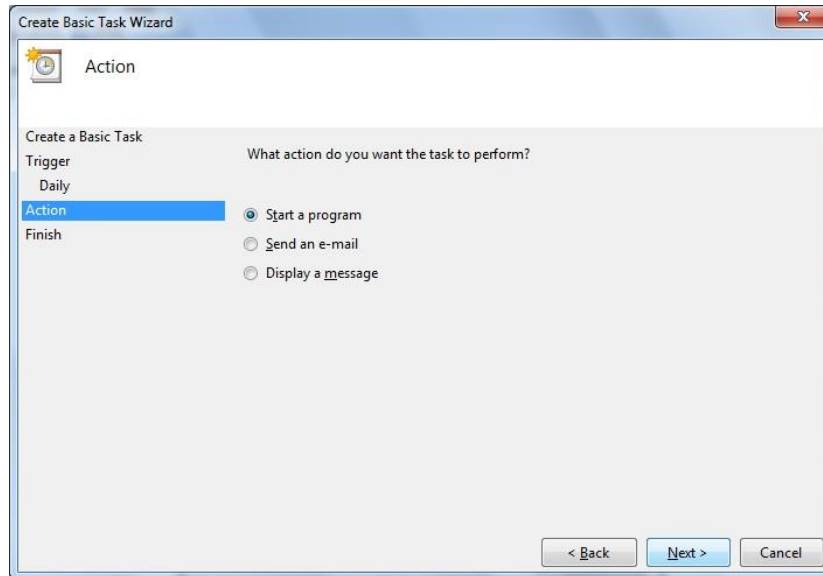
3. For name, type “BSMGR Scheduler”, then click Next.



4. Click the radio button next to “Daily”, then click Next.



5. For Start Time, set the time to 11:00:00 PM, then click Next.

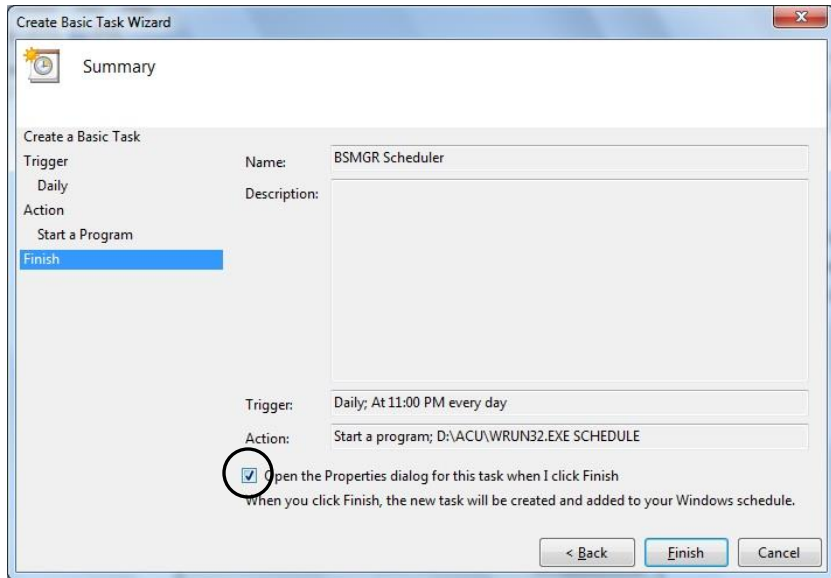


6. Click the radio button next to “Start a program”, then click Next.

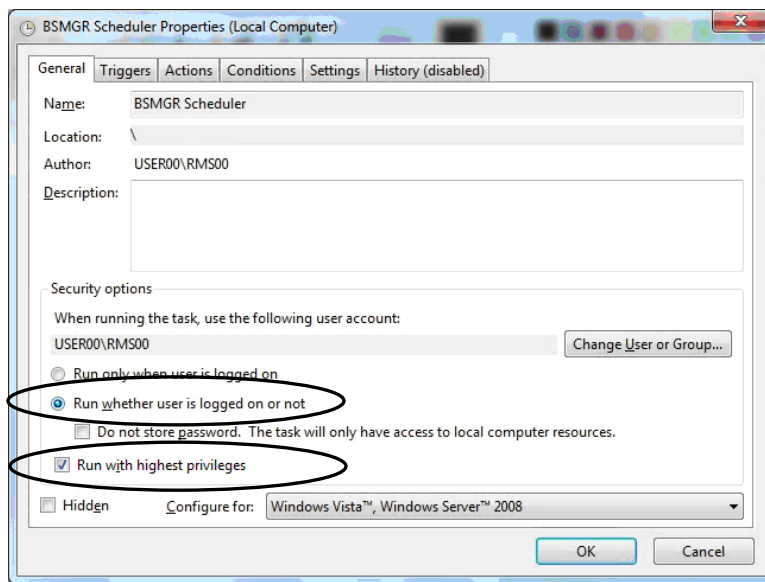


7. a. and c. assume BSMGR/RMS is installed on the D: drive.
 - a. Under “Program/script”, type D:\ACU\WRUN32.EXE
 - b. Next to “Add arguments (optional)”, type SCHEDULE
 - c. Next to “Start in (optional)”, type D:\BOOK

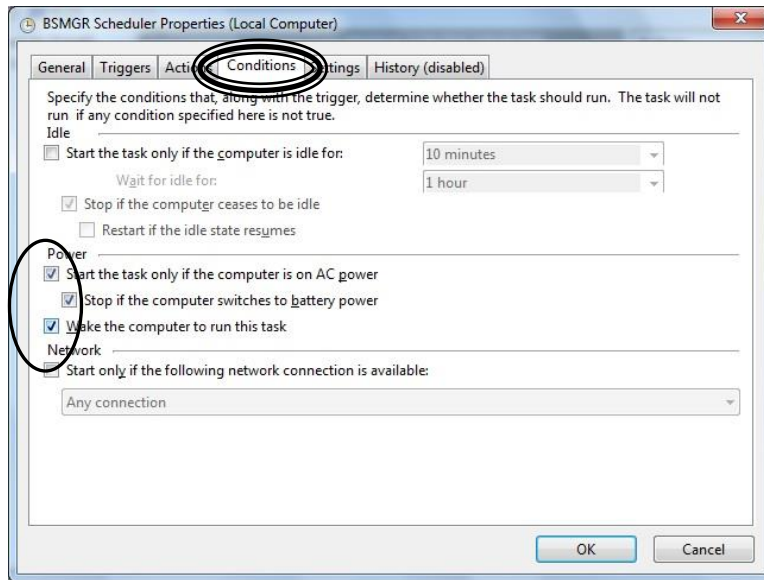
8. Click Next.



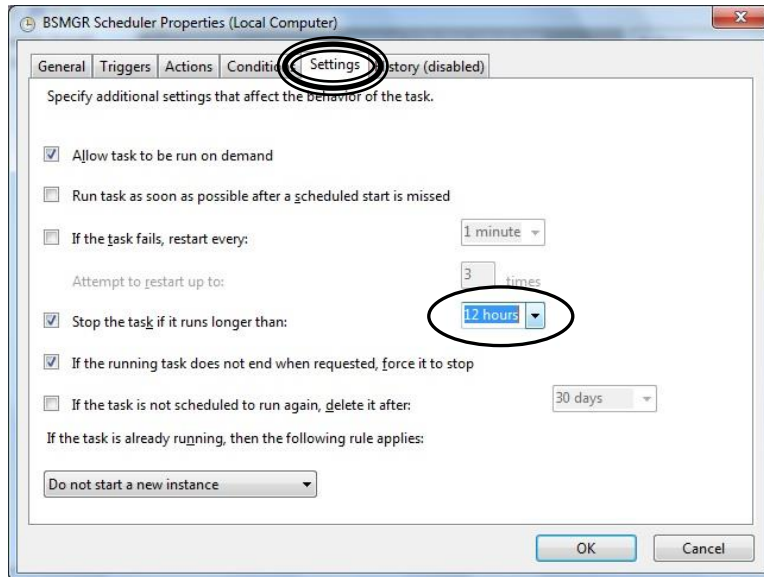
9. Check the box next to “Open the Properties dialog for this task when I click Finish”.



10. Click the radio button next to “Run whether user is logged on or not”; and Check the box “Run with highest privileges”.



11. Click on the “Conditions” tab, then check the 3 boxes under “Power”.
 - a. Start the task only if the computer is on AC power.
 - b. Stop if the computer switches to battery power.
 - c. Wake the computer to run this task.

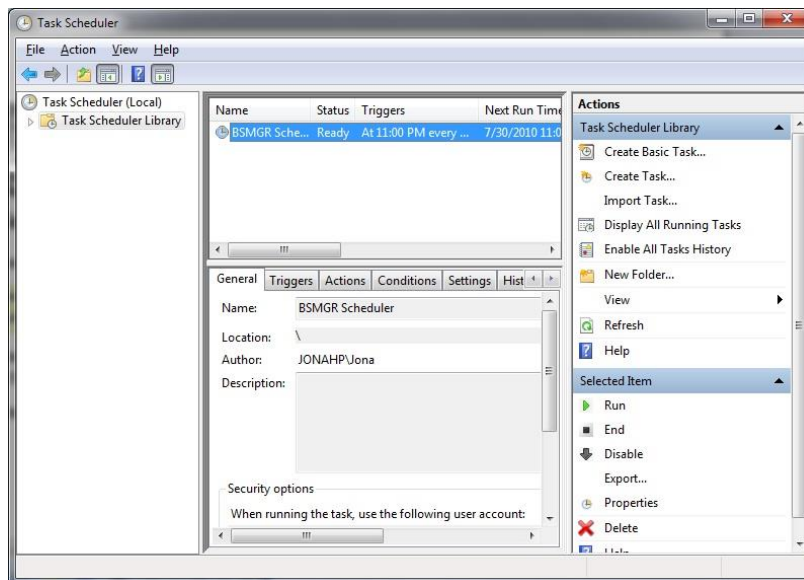


12. Click the “Settings” tab, then click the drop down box next to “Stop the task if it runs longer than:” and select 12 hours.

13. Click OK.



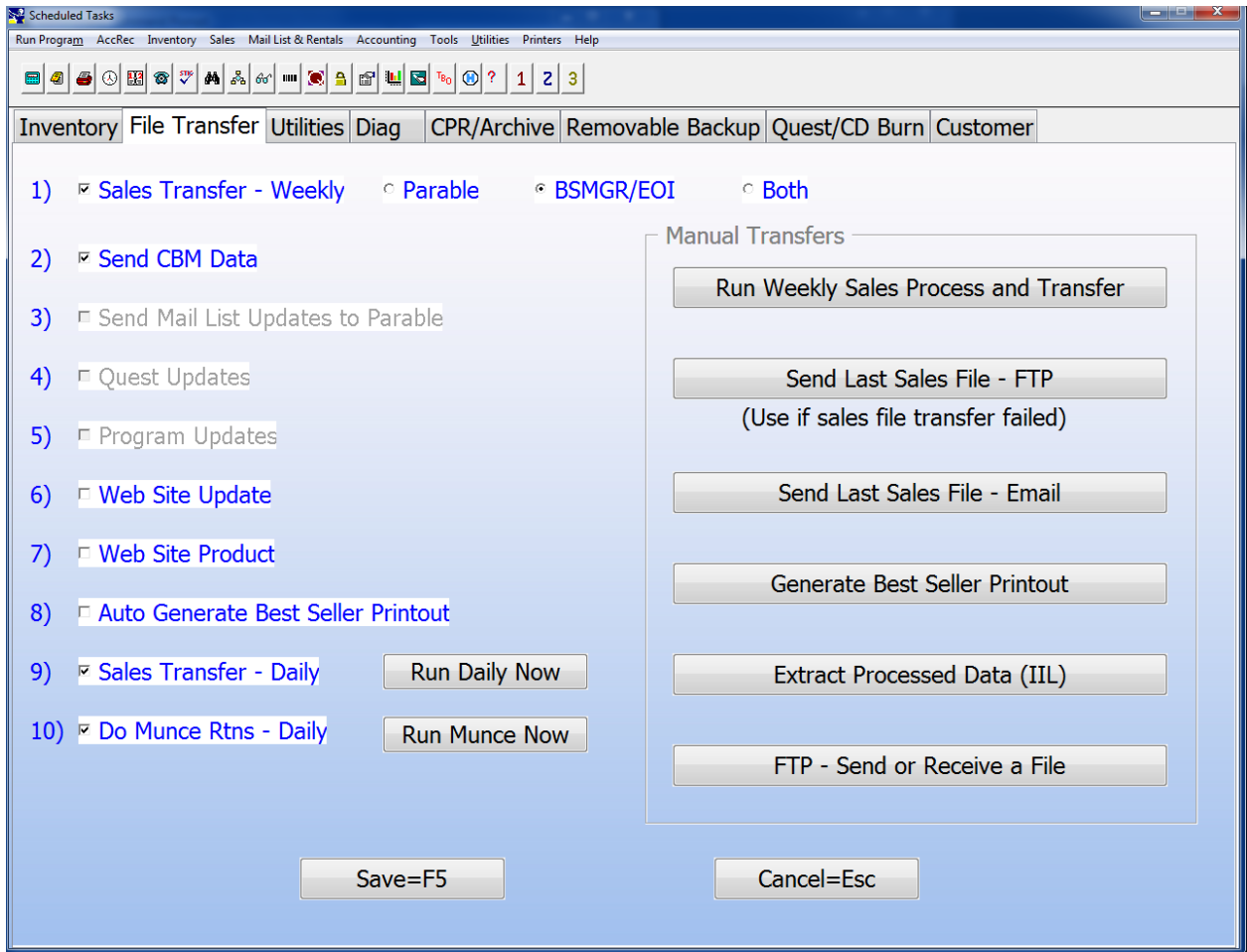
14. If you are prompted for your user name and password, enter it and press OK.
Please note that the User must have a password and Administrative privileges.



15. You should now see the BSMGR Scheduler listed.

EOI / IIL Store Setup

1. Verify ARHD is filled out.
2. At Enter Program Name, type ENV. Make sure SEND-SALES Y and LOG-EOI Y are set or added.
3. At Enter Program Name, type SYS → Config File → Change Misc. Configurations. Verify that the following fields are completely filled out:
 - a. 7000 (SAN #) – If you are multi-store, make sure this is the SAN # for this location. You can verify this in SHOPS.
 - b. 7010 (BSMGR's BBS Information)
 - c. 7014 (Email Information)

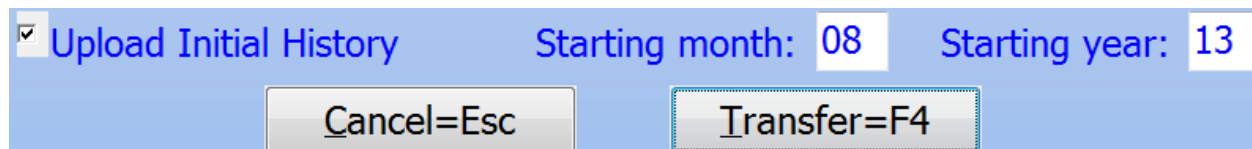


1. At Enter Program name, type SCHEDULE. Go to the **“File Transfer”** tab and make sure the following options are checked:
 - a. For "Sales Transfer - Weekly" either the “BSMGR/EOI” or “Both” radio button must be checked
Note to Multistore: Do not check “Sales Transfer – Weekly” at remote multi store locations.
 - b. “Send CBM Data”
 - c. "Sales Transfer - Daily"

Sending Initial History to EOI

Note: It is best to start using EOI by sending in the last full 12 months of sales history.

1. Go into BSMGR
2. At Enter Program Name, type **EOITRAN**



Upload Initial History Starting month: 08 Starting year: 13

Cancel=Esc Transfer=F4

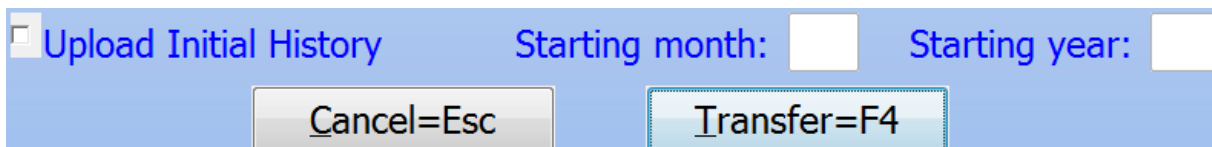
3. Check the box at the bottom of the screen labeled “Upload Initial History”.
4. In the Starting month field, enter the number for last month.
(This portion of the document was updated 09/2014, so using 08 = August)
5. In the Starting Year, enter the last two digits for last year.
(This portion of the document was updated 09/2014, so using 13 = 2013)
6. Click “**Transfer=F4**”

Note 2: This will transmit all of the data from the first day of the selected month/year forward to EOI. Depending on your Internet speed, this might take some time. You may want to perform this transfer right before you leave so that it can run overnight.

Sending the Last 5 Days of Sales to EOI

Note: If your transfer to EOI failed for some reason, you can manually send the last 5 days of sales. To do so, do the following:

1. Go into BSMGR
2. At Enter Program Name, type **EOITRAN**



Upload Initial History Starting month: Starting year:

Cancel=Esc Transfer=F4

3. Leave the fields at the bottom unchanged
4. Click “**Transfer=F4**”