

## Calendar Madness 2015

Come on team, let's order some calendars!

First things first – we have to ensure that you have a few background settings correctly set up in your BookManager software.

1. Make sure that we, **TBM**, are set up correctly in your **#3 Supplier** file. Ensure that you have **7777777** in our **SAN** field; your **SAN** must be in the **Acct** field; **Order via** must be **Netftp X12**; and lastly, your **password** should be in the **Passwr** field.



2. Ensure that you are ready to receive an order from your online WebStore. Access your **Alt & Setup, V) WebStore** and make sure **Y** for Yes is set beside **"Enable communications with your WebStore at bookmanager.com?"**



3. Make **TBM** a **Private** vendor in your PubStock settings. In **#2 Inventory** hit the comma to access your PubStock and then **F** for **Format**. If **TBM** is not currently set as **Private**, you will need to change that by simply typing **P** when you are highlighted on **TBM**



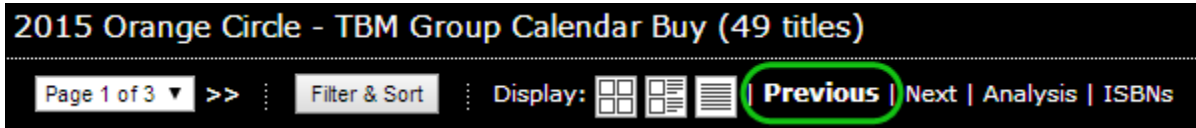
### Are you sending us your BackUp?

Sorry to sound like a broken record, but having a **BackUp** subscription has so many benefits besides just ensuring that your data is securely stored with us in the event of a crash and for only \$0.18 a day! Having your data “unpacked” while you are logged in on your WebStore gives you so much more of an advantage when placing orders and proves to be an efficient way to do so. You can see your previous orders, sales, returns, and adjustment history, as well as adding your own store **Classes** and **Notes** to items as you go. If you don't subscribe, please give us a call and we would LOVE to talk more about it!

**OK! Now we are ready to start ordering! “Finally!!!” you’re thinking!** Log in to your own WebStore [bookmanager.com/YOURSAN#] and you will be redirected to your WebStore. Using the navigation panel on the left, click **Calendars** under the **Category** menu and then **TBM BookManager** as the Supplier.

You should now see many different lists loaded below, as partly shown in this image:









Using the first calendar catalogue listed, **TBM – 2014 Workman calendars**, simply click the list name to drop down the contents. The key to calendar buying is to see how previous editions of the forthcoming title sold – so make sure you change your view to be **Previous**.



Using this mode is **absolutely crucial** to calendar buying. As you can see from the below image, the 2014 calendars are all on the left, while the 2013 editions are on the right. By changing your view to this one, you have an excellent snapshot of how a particular calendar sold in your own store last year, as well as in others across Canada and even the U.S.


2015 Orange Circle - TBM Group Calendar Buy (49 titles)

Page 3 of 3 Filter & Sort Display: [Grid] [List] [Table] **Previous** | Next | Analysis | ISBNs

This Edition		Previous Edition																																																																																																																																																																																					
 <p><b>2015 Secret Garden Do It All Wall: Aug 2014 Dec 2015, 17 months</b>   Wall Calendar  <b>Orange Circle Studio</b>            Orange Circle Studio  <b>Calendar / Photography / Art / Subjects &amp; Themes - Plants &amp; Animals</b>            Release date Jul 1, 2014   Sales 00000  <a href="#">[price sheet]</a></p> <p>\$17.60 special order            releases Jul 1, 2014</p> <p>more...            9781622263974            UPC: 846307016203</p> <p>PubStock </p> <p><input type="checkbox"/> Carley Bortolin's list <input type="checkbox"/> Previous Edition (1)</p> <table border="1"> <tr><th colspan="13">2015</th></tr> <tr><th>Ttl</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th></tr> <tr><td>Adj</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Retn</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Rcvd</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Sold</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>OH OO</td></tr> <tr><td>Peer</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	2015													Ttl	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Adj													Retn													Rcvd													Sold												OH OO	Peer													 <p><b>2014 Secret Garden Do It All Calendar: 17 Months: Aug. 2014 Dec. [With Magnetic Hanger]</b>   Calendar  <b>Orange Circle Studio</b>            Orange Circle Studio Corp  <b>Calendar / Art / Subjects &amp; Themes - Plants &amp; Animals</b>            Published Jun 1, 2013   Sales 00000 (#173012)  <a href="#">[price sheet]</a>            out of print</p> <p>no price (may not be available)</p> <p>9781622260706</p> <p>PubStock </p> <p><input type="checkbox"/> Carley Bortolin's list <input type="checkbox"/> Next Edition (1)</p> <table border="1"> <tr><th colspan="13">CAL 2014-WALL \$16.99</th></tr> <tr><th>Ttl</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th></tr> <tr><td>Adj</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Retn</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Rcvd</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td><td></td></tr> <tr><td>Sold</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td><td>OH OO</td></tr> <tr><td>Peer</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>1</td><td>1</td><td>2</td><td>1</td></tr> </table>	CAL 2014-WALL \$16.99													Ttl	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Adj													Retn													Rcvd											2		Sold											2	OH OO	Peer								1	1	1	2	1
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This is a perfect example of how beneficial it is to have more stores sending us their data – of course it is all anonymous – but having this information helps you and everyone else to make the best buying decisions!


Simply clicking the **Peer** line drops down a display showing all locations, broken down by province and any sales/order history related to that particular item. Having this information quickly accessible is a huge benefit, allowing you to differentiate between cross-country best-selling titles or just regional sales trends.




**2015 Fruit Crate Labels Wall Calendar** | Wall Calendar  
 Smithsonian Institution  
 Zebra Publishing  
 Calendar  
 Release date Jul 1, 2014 | Sales 00000  
[\[price sheet\]](#)

\$17.60 special order  
 releases Jul 1, 2014

9781664667829  
 UPC: 629084567829

PubStock 


Carley Bortolin's list  Previous Edition (1)



**2014 Fruit Crate Labels: Wall Calendar** | Wall Calendar  
 Zebra Publishing  
 Zebra Publishing  
 Calendar / Antiques & Collectibles / Art / Paper Ephemera  
 Published Jun 1, 2013 | Sales 0000 (#44023)  
[\[price sheet\]](#)

no price (may not be available)

9781664666716  
 UPC: 629084566716

PubStock 

Carley Bortolin's list  Previous Edition (1)  
 Calendar Madness - 3for2 on n  Next Edition (1)  
 Calendar Town

Adj Retn Rcvd Sold Peer

Ttl	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Wk
0															1

Adj Retn Rcvd Sold Peer

Ttl	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Wk
9							2				2	5			1
0									1			2	4	1	1
12									2	2	3	12	1		5 <sup>4</sup>

**Group Sales + Stock by: Province Location**

loc	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	wk.	oh	oo	Province
1											2						AB
8								2	1	2	9	1			3	2	BC
1													1		1		NS
1										1							ON
1											1				1		YT

12 of 283 locations possible

**NOTE:** You may notice blank areas on the right, where there is no previous edition – this could be because the one you are looking at is a NEW NEW calendar, or we have not received previous edition data from the suppliers.

**So let's get ordering and throw some stuff in your cart!**

Carrying on with the Workman example...

Find a title that you want to order – simply click the grey box with a dash in it to the right of the cover image – this will automatically pop open an ordering window.

**Order: 2015 Happy Day**

**Inventory**

Inventory note:

Class:

Save Cancel

**Order notes and customer reservation**

Cust name:

Cust PO#:

Order note:

Qty	Supp	Grp	SuppPr	%	Sell PM	Cust
<input type="text" value="2"/>	TBM	O ▼	4.41	NT	13.99	68
<input type="text" value=""/>		O ▼	0.00		13.99	100

Pubstock	Supp	O/H	O/O	SuppPr	%	SellP	PM	Cost AsOf
	TBM		NYR	4.41	NT	7.50	0	4.41 today
	IBCOR		48	13.99	RG	16.50	44	9.32 today
	IBCTN		48	13.99	RG	16.50	44	9.32 today
						13.99 (US TitleLink Pr.)		

Click the TBM supplier in the list of vendors, and it will auto-fill in all the necessary information, such as supplier price and discount. Using the above example – you are getting a sweet 68% margin to work with – high five gang!

**IMPORTANT!** It is crucial to click the price next to TitleLink Pr. to determine your retail. Without this step, your calendars will be added to your BookManager software with a price generated based on your cost and profit margin.

*Repetitive Note:* If you are subscribing to our **BackUp** service, you are obviously loving the feature of applying your **OWN Classes**, as well as specific **Notes** to items as you order, right? Yippee! For those of you who are scratching your head wondering why you don't see a **Class** or **Notes** fields in your cart – again, please call us – let's talk!

So fast forward a pot of coffee later, and let's say you are done all the **TBM** calendar catalogues and ready to submit this business – click the **go to Cart** button in the top right of your browser, underneath the login box.



You will now be taken to your online **Order Processing** area – much like the **#8** area of your BookManager software. To view the order you just completed, click the quantity under the **ISBNs** column and the titles will drop down. **Brief** mode is a good display for quickly reviewing your order – make sure you didn't make a typo such as ordering 100 of an item, when you only meant 10. You are still able to correct that here, before you submit this order to your system.

## Order Processing

Advanced:  
 Group by:  Supplier  Group  User  
 Sort:  Supplier  Group

Import order:   Skip submit confirmations

Supplier	Grp	Supp. Name	ISBNs	Cart	SuppPr	%	SellPr	PM	Status	Age	By	Actions
TBM	Q	TBM Bookmanager	4	9	39.69	0	143.91	72	pending	today	Bortolin, Carley	<input type="button" value="Submit"/> <input type="button" value="Delete"/>

Display:    |

Supp.	Grp	oh	oo	WebPr	SuppPr	%	SellPr	PM	Cart	ed	Title	ISBN	Ord.By	Age	Actions
TBM	Q			16.50	4.41	NT	15.99	72	2		CA 2015 Pinup Girls : Sept 2014 Dec	9781622264285	Bortolin, C	today	<input type="button" value="Delete"/>
TBM	Q			16.50	4.41	NT	15.99	72	3		CA 2015 Happy Day : Sept 2014 Dec	9781622264353	Bortolin, C	today	<input type="button" value="Delete"/>
TBM	Q			16.50	4.41	NT	15.99	72	2		CA 2015 Glow-in-the-Dark Constellat	9781622264483	Bortolin, C	today	<input type="button" value="Delete"/>
TBM	Q				4.41	NT	15.99	72	2		CA 2015 The Amazing Dog Show : S	9781622264490	Bortolin, C	today	<input type="button" value="Delete"/>

If you come across a title that you no longer want to order – simply hit **Delete** to the right of the item and you will be asked to **Refresh** your processing area. Once you are good to go, simply hit the **Submit** button to the right of the order:

4
9
39.69

143.91
72
pending
today
Bortolin, Carley

Two dialog windows will pop up, the first confirming that you want to send and the second letting you know **“Order Sent.”** This has uploaded the items into your BookManager software as a pending order to us.

Now go into your BookManager software, **#8 Order Processing** and **Update** to refresh the screen with this calendar order. You can also hit **S** for **Search** and type in **TBM** for the **Supplier**. You will see your order there, ready to go! Assuming you already reviewed it on your WebStore Order Processing area, and everything looks dandy here, go ahead let your order rip! Hit **P** to **Process** and select **“Prepare & send order.”**

All of your defaults are fine, but you may want to push ahead the **Cancel** date a loooong ways away, just so that these items don’t come up on any **Cancelled Orders Reports** your store may run.

```

MOSAIC
Online:1 Mosaic Books
8) Order Processing Tue Feb 21 2012 5:16p #11
Purchase Orders
Supl Order Status Date/age SndVia S/O #Bks SellTtl TBM Bookmanager (CA)
TBM O Pend 0 days Netftp 113 1580.87 Kelowna B.C. V1Y 6N8
Process options
Prepare order for Netf
Prepare & send order
Setup options
View any recent orde
(unusual) List/repro
(debugging) View EDI
Shipto: 1677004 Mosaic Books
Billto: 1677004 Mosaic Books
ShipVia:
PO#
B/Os: Y
Cancel 11/01/12 254 days from now
Stock status only ? N
Print confirmation? Y
Print filing copy ? N
Cascade options
1) Only include items on this order (no cascade)
2) Include items from all OK pending orders
3) Include S/O from all pending orders
4) Include S/O from all OK pending orders
X12 or BISAC options
Promotion code:
Warning! If supplier does not support Stock Status, the order will be live.
  
```

If you're good to go – just hit **Page Down** and that sucker is gonzo!

Of course, as always, if you have any issues or questions along the way, please don't hesitate to call us here and we can give you a hand!

Happy ordering everyone!