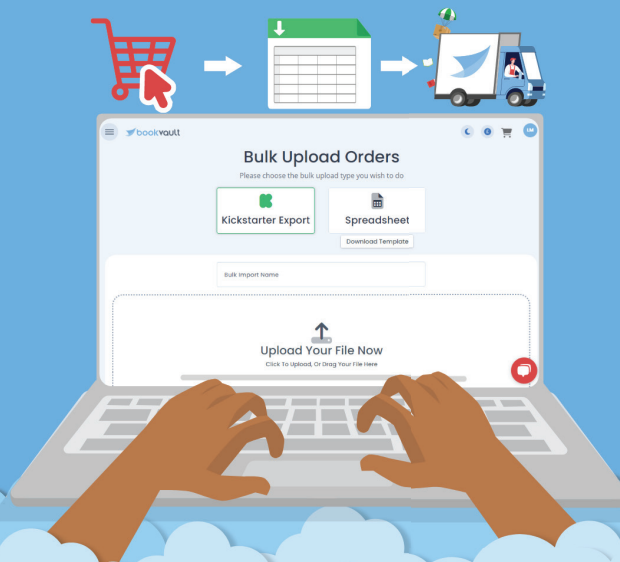




# How To Use The Bookvault Bulk Title Upload

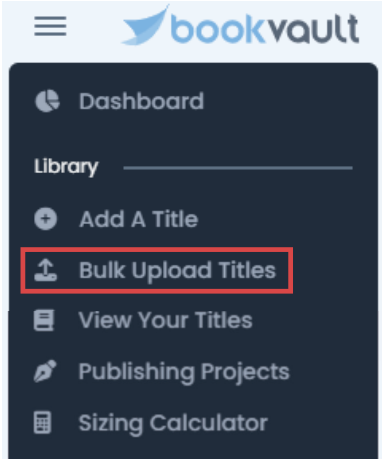


## **What is the bulk title import tool?**

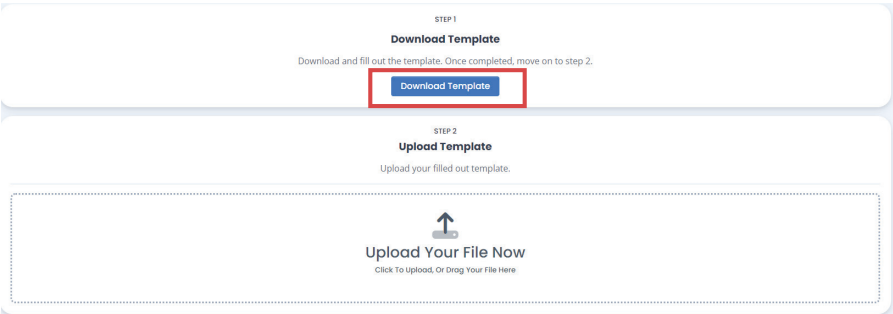
The Bulk Title Import Tool is a feature designed to streamline the process of adding multiple book titles to the Bookvault platform at once. Instead of manually entering each title one by one, you can upload a single file containing all the necessary details for multiple books.

This tool is ideal for large projects such as crowdfunding campaigns, Kickstarters, or bulk sales, making the upload process more efficient and less time-consuming.

1. Once signed in to the Bookvault portal, navigate to 'Library' and then 'Bulk upload titles' to get started.



2. You will now need to download the Bulk title upload template by clicking 'Download template'



3. Once downloaded, you will need to populate this Excel template with all of the required information regarding your title. It is Important to supply all the necessary information, as our system will pull from this to formulate the exactspecifiacion of your titles

4. When your file is ready, please upload it in the box labelled 'Upload Template' Your file will then be processed, please allow a few minutes for this file to be fully processed.

STEP 2

**Upload Template**

Upload your filled out template.



**Upload Your File Now**

Click To Upload, Or Drag Your File Here

5. The following screen will show you how the system has made sense of your document. If your file had any missing ISBNs then you will have the ability to provide one or generate a dummy version. It is important to remove any dashes from your ISBN in order for the system to process it.

(1) It is important to ensure that you select whether your supplied measurements are in MM's or Inches.

(2) By clicking these three dots you will be able to make any necessary changes to individual titles, or delete them entirely.

(3) When you are happy with the titles listed, press continue. If your file has been uploaded incorrectly, select replace file.

STEP 2  
**Upload Template**  
Upload your filled out template.

1  Millimeters  Inches

ISBN	Title	Binding	Height	Width	Text Stock	Cover Stock	Colour Pages	Mono Pages	Lamination	Premium	Wholesale Type	Imag
978-3-16-148410-0	Book 1	Case Bound - PPC	200	210	White 80gsm Bond	150gsm PPC	0	200	Matte Lamination		Not Wholesale	...
978-3-16-148410-1	Book 2	Case Bound - PPC	200	210	White 80gsm Bond	150gsm PPC	0	200	Matte Lamination		Not Wholesale	...
978-3-16-148410-2	Book 3	Case Bound - PPC	200	210	White 80gsm Bond	150gsm PPC	10	200	Matte Lamination		Not Wholesale	...
978-3-16-148410-3	Book 4	Case Bound - PPC	200	210	White 80gsm Bond	150gsm PPC	0	200	Matte Lamination		Not Wholesale	...

3

6. You will be met with a confirmation screen, once you are happy with these details check the box to confirm all of your details are correct and press 'Create titles'

Before you submit ×

Before you submit, please ensure that all the details are correct as they're very important. Once happy, check the box below and click Create.

Title	Publisher	Imprint	Short Description	Long Description	
Book 1		Upfront Publishing	<a href="#">View</a>	<a href="#">View</a>	<a href="#">✎</a>
Book 2		Upfront Publishing	<a href="#">View</a>	<a href="#">View</a>	<a href="#">✎</a>
Book 3		Upfront Publishing	<a href="#">View</a>	<a href="#">View</a>	<a href="#">✎</a>
Book 4		Upfront Publishing	<a href="#">View</a>	<a href="#">View</a>	<a href="#">✎</a>

Promocode  [Apply](#)

I confirm that all details are correct.

[Create titles](#)

7. Congratulations! You will now be able to upload the necessary files for these titles under the 'View your titles' page.