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Bookmanager Online Catalogues

Hundreds of independent bookstores rely on Bookmanager to provide accurate bibliographic data, sourcing info (Pubstock), customizable lists of books that are selling and catalogues of different types of titles.

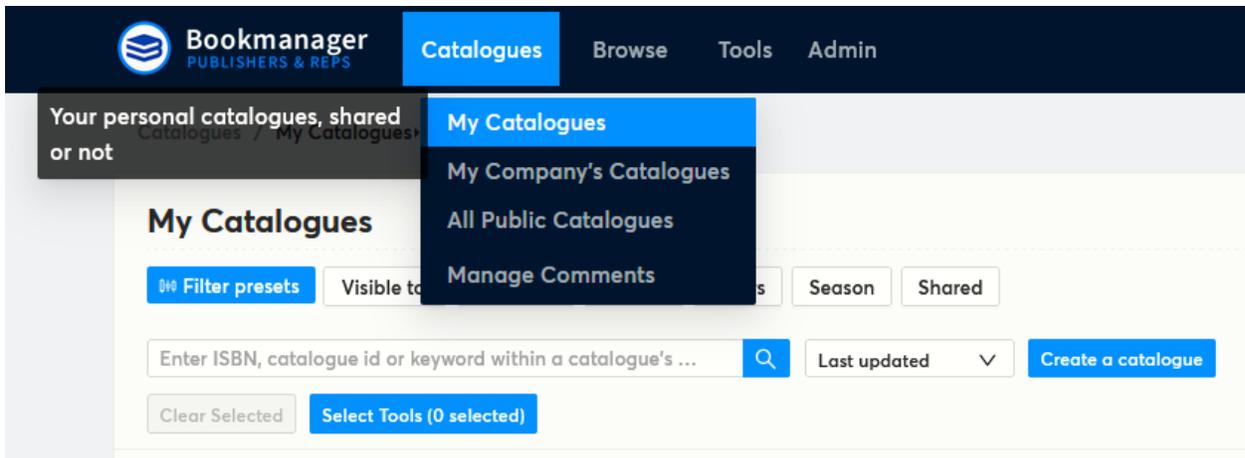
All of the information on our website is integrated with each store's Bookmanager POS system, with catalogues helping to introduce them to forthcoming titles, rep recommendations, backlist specials, awards lists, etc. The catalogues they find on our site are not necessarily just front-list ones.

While viewing a catalogue, stores can combine their own inventory performance stats with those from other stores in the country, and view Pubstock information to help them decide which titles to order.

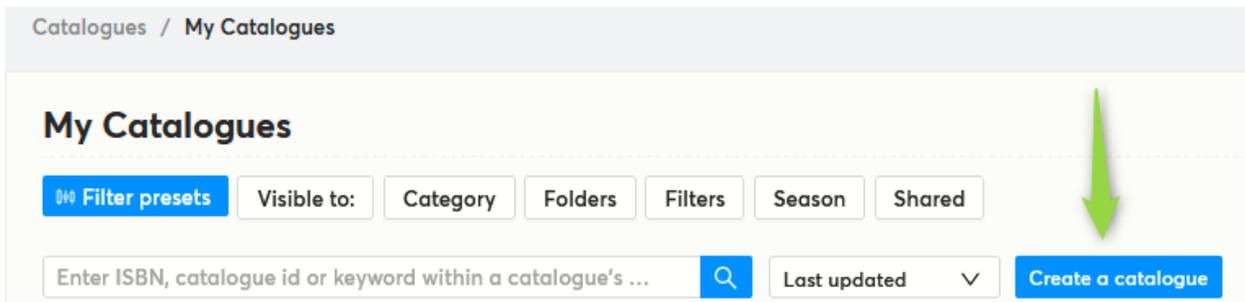
Creating a Catalogue

All you need to create a catalogue is just a list of ISBNs. All of the bibliographic info and images we have will automatically show up for each of them.

Under the Catalogues menu, choose **My Catalogues**:



Next, choose to Create a Catalogue:



The catalogue entry box will appear, and you're ready!

* Fields marked with red asterisks are mandatory *

Create new Catalogue
✕

*** Name**

Supplier

Sales & Marketing

*** Sort by** Reverse Order?

*** Category**

Subcategory

Privacy

 Private to me

*** Effective Period**

Season
 Year
 Month

Expiry Date ?

Expiry Action

Description ?

Step 1: Name it

You must enter a name for your catalogue. We recommend using words that easily help a store to identify it, as well as what a store might use to search for the catalogue without being overly descriptive. Try to standardize the naming method you use.

Include the name of the publisher or imprint, the full word of the season and 4 digits of the year. Use the words you would see on the cover of a printed or PDF version of the catalogue.

If you are a vendor listed in Pubstock, we also recommend using the Pubstock code your listings are under. If the catalogue is not a seasonal one, use some important words that the catalogue/list is based on. For example, if the catalogue/list is based on titles that qualify for an additional discount, use the word “discount” or “promotion”. Use the word “dropin” or “drop-in” for catalogues that are

specifically for dropins. For an announcement of new Back to School titles, use the words “back” and “school”. You get the idea.

Step 2: Choose Supplier/Sales & Marketing

A catalogue will contain titles that “belong” to a particular supplier (distributor) and a sales agency. Those need to be indicated so that anyone can find them by the Pubstock supplier or Sales & Marketing agency that represents that publisher’s titles.

If you are listed as a Pubstock vendor, you will have the option to choose a Sales & Marketing company. If you are a Sales Agency, you will have the option to choose the Pubstock supplier. If you are a publisher, you will have the option to choose both.

Step 3: Select the Sort

Choose the order that the titles should appear from first to last.

* **Sort by** **Reverse Order?**

None ▾

- None
- Rank
- Alphabetical by Title
- Alphabetical by Author
- Pubdate
- Subject

Titles should be kept in the same order that they would appear in a corresponding paper catalogue, PDF or online version published elsewhere. Selecting None will leave the titles in the order they are entered. Sorting by Rank will order the titles by

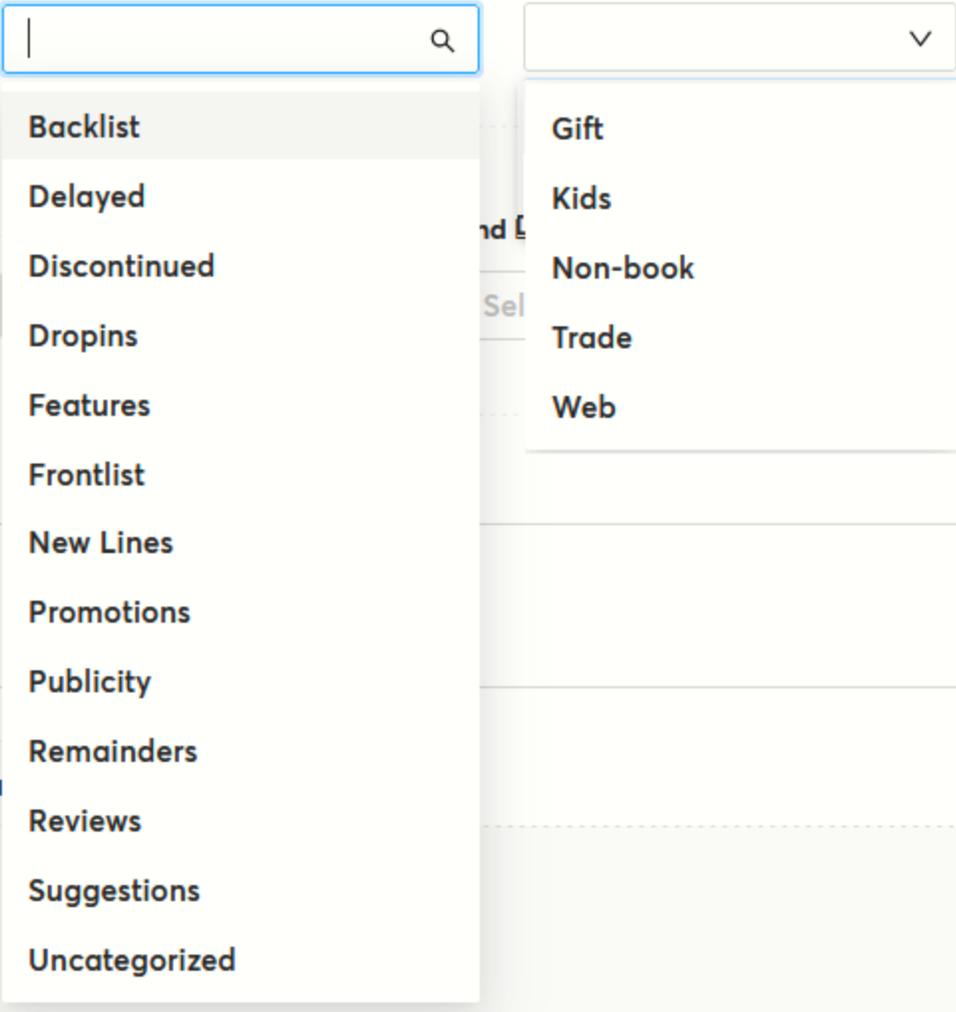
demand ranking as determined by the sales and stock statistics we collect from independent bookstores from highest to lowest. Alphabetical options sort from A to Z, Pubdate from newest to oldest, and Subject alphabetically by BISACs.

Choose the Reverse Order option to sort the titles in the chosen method, but backwards!

Step 4: Give This List a Category

This option is important, as it helps place every list created by anyone into logical groups, allowing booksellers to narrow their choice according to need. You cannot create your own category because we have learned that doing so creates too many creative variations that often mean the same thing. If you really need something that we have not provided, just let us know and we'll consider it.

*** Category** **Subcategory**



The image shows a web form with two main sections: 'Category' and 'Subcategory'. The 'Category' section has a search input field with a magnifying glass icon and a dropdown menu. The dropdown menu is open, showing a list of categories: Backlist, Delayed, Discontinued, Dropins, Features, Frontlist, New Lines, Promotions, Publicity, Reminders, Reviews, Suggestions, and Uncategorized. The 'Subcategory' section has a dropdown menu with a downward arrow icon. The dropdown menu is open, showing a list of subcategories: Gift, Kids, Non-book, Trade, and Web. The form is set against a light gray background with horizontal lines separating the sections.

Category	Subcategory
Backlist	Gift
Delayed	Kids
Discontinued	Non-book
Dropins	Trade
Features	Web
Frontlist	
New Lines	
Promotions	
Publicity	
Reminders	
Reviews	
Suggestions	
Uncategorized	

Step 5: Privacy

You may wish to keep a list private to yourself until you are ready to share it with anyone, or using it as your own “scratch list”. While this box is check marked, the catalogue will be only visible to you until you remove the checkmark, or change the public view with stores.

Step 6: Set the Effective Period

Every list also needs a date or period that gives the time frame that the titles relate to.

*** Effective Period**

Season **Year** **Month**

Select ▼

- Spring 2024
- Summer 2024
- Fall 2024
- Winter 2025
- Spring 2025
- Summer 2025
- Fall 2025
- Winter 2026

Catalogues with forthcoming titles are always given a Month or Season. If your catalogue is semi-annual, use the first season that would encompass the catalogue. For example, if you have a Spring/Summer catalogue, indicate the season as Spring. You want people to look at it sooner than later.

For limited time promotions, we suggest using the month that the promotion starts in, unless it is related only to titles for a specific season, then use the season most applicable.

Catalogues that are effective for a year are more specific to annual lists like Awards, or something like a list of your own bestsellers for the year.

The effective period does not have any influence on the visibility or expiry of a list. It is a way for both you and stores to filter catalogues in a more date related fashion than just a category.

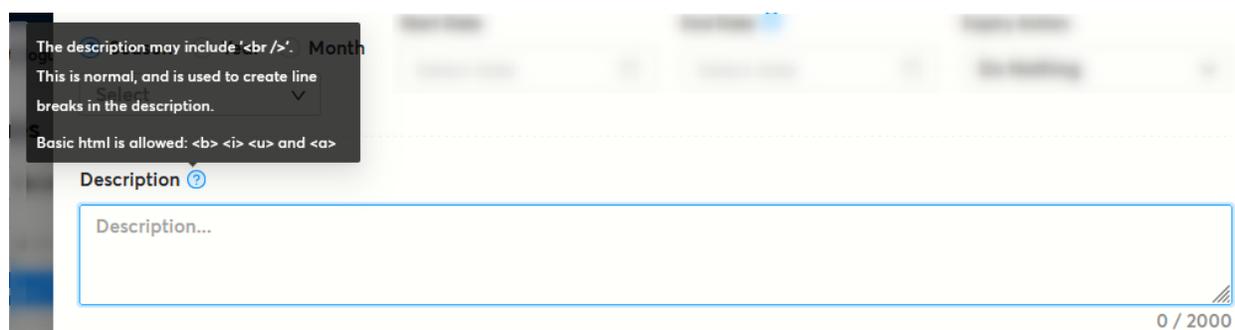
Expiry Date and Action:

An expiry date is not required. This should only be used when you want a list to be automatically managed without manually being reviewed and decided upon by you.

Step 7: Give This List a Description

This information is optional, but can be used to further describe anything about the contents of the catalogue or the promotional offer. The audience for your lists generally consists of retail book buyers.

If your list is regarding a promotional offer, or a list of titles you wish to simply bring attention to (rather than a seasonal catalogue), it is especially useful to booksellers for you to provide a description that gives details of the offer or special list.



You can use very basic HTML markup in the description to bold, italicize, underline words, and create links to other pages.

Step 8: Provide a List of ISBNs

This is where you have two options for entering the ISBNs (EAN or UPC, one per line) for the titles you want to show on the list.

Import ISBNs:

Import ISBNs	Enter ISBNs Manually	View List (0 items)
---------------------	----------------------	---------------------



Click or drag to upload

Upload an Excel file (.xls or .xlsx) or tab delimited (.txt) with the header "isbn"

If you have an Excel spreadsheet (or a more technically created tab delimited text file) with a column named ISBN, click the box to bring up your computer's "Upload file" window and find the file you need. The spreadsheet can have an unlimited number of columns of various names, but MUST have ONE column named ISBN that contains all of the ISBNs/EANs/UPCs that you want to put in the catalogue.

Enter ISBNs Manually:

Import ISBNs	Enter ISBNs Manually	View List (0 items)
---------------------	-----------------------------	---------------------

Type or paste ISBNs, EANs, or UPCs here. By default the contents will be listed in the order they are inputted, unless otherwise specified in the 'sort by' section below.

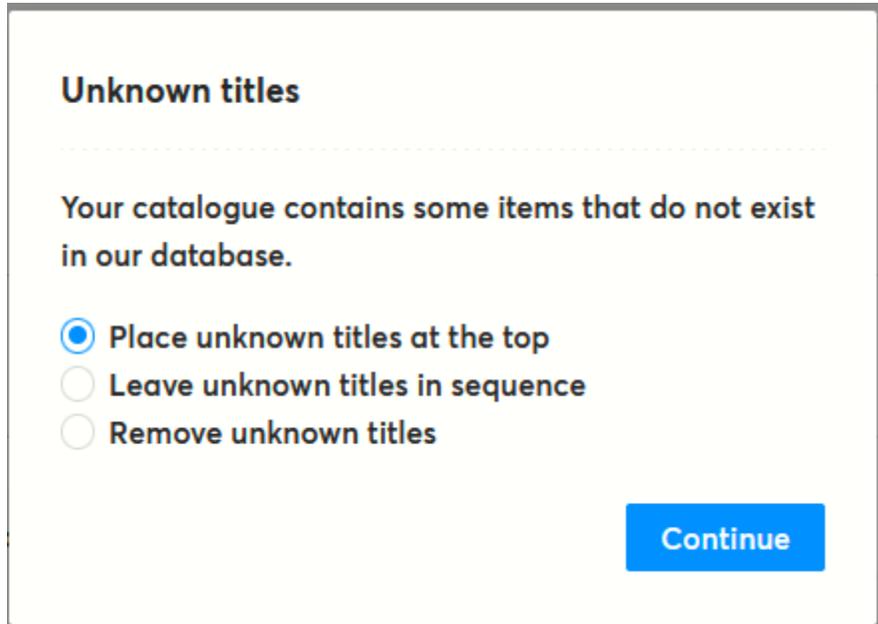
example:

```
9780062351357
9780062304087
9780062063625
```

Update

After you enter the list of ISBNs (one per row), make sure to click Update.

Once the ISBNs have been entered by uploading a file or entering them manually, our system will look for title information on every ISBN, and if we are missing it for any of them, you will see a box asking what you want to do with the ISBNs that have missing data:



Unknown titles

Your catalogue contains some items that do not exist in our database.

Place unknown titles at the top

Leave unknown titles in sequence

Remove unknown titles

Continue

Choose what you want to do and click Continue. If you choose to “Remove unknown titles” those items will be removed from the list as if you never entered them.

* **Note:** if there are any ISBNs with missing information, please contact our data department at data@bookmanager.com to get more details on providing bibliographic information for them *

The ISBNs and matching title data will appear in the View List tab so you can verify what your catalogue will contain, with options on manually moving titles up or down in the list, removing them or highlighting them.

Highlighting titles will mark or outline them in outline hot pink once the catalogue is saved. Be very selective with highlighting. Too much desensitizes the viewer.

When building a catalogue or list, it is tempting to include related titles (e.g. "other books in the series"); however, the lists you are creating here are not a good way to showcase related titles. When a user is viewing the list, Bookmanager has means to expand on any title (other editions, other books by the same author, etc.), which provides the viewer with a similar viewing experience in a number of different situations. Including titles that aren't the primary focus can make the list too long and too distracting to be useful. For example, refrain from including backlist titles in a frontlist catalogue.

Step 9: Upload a List Image & PDF

Upload an Image Directly	Upload Via URL	Upload a PDF Directly	Upload via URL
Upload Image file, or from a URL (Image will be resized to 200px wide)		Upload PDF file, or from a URL	
 Click or drag to upload Image (.png, .jpeg, or .jpg). Upload an Image to be associated with this Catalogue.		 Click or drag to upload PDF Upload a PDF to be associated with this Catalogue.	

Adding an image to your list itself (not the titles within it), especially if it is a frontlist catalogue, is key in helping booksellers identify the list, and remember it at a glance. The image you add is generally what might be used for the front cover of a printed or PDF version of the catalogue. Or, you may want your company logo to appear.

Simply drag the image (in png, jpeg or jpg format) to the box under Upload an Image Directly, or click the box to browse files on your computer to find it.

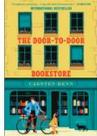
Attaching a PDF to a list is a great way to share your promotional material or digital copies of your catalogue. It also allows someone to easily print a copy if needed. Uploading works the same way uploading an image does. It can take a few moments depending on the size of the file.

Once you click save, you should have something similar to below...

Select **Sample Catalogue - 6 titles** Quick Pick

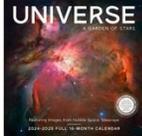
Only visible to me Add/Remove Public View ☆

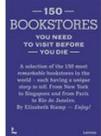
List: 652971
Your Distributor Inc.
Sales Marketing Demo
 Category: *Frontlist* Season: *Winter 2025*
 Shared Accounts (0) Store Views (0) Inbox

1234657890123

No title data






DESCRIPTION
 Description
 Description
 Description

Managed by: *Canadian Manda Group*
 Created by: *Kellynda Scherck, Dec 20th 2024 11:15am*
 Last edited by: *Kellynda Scherck, Dec 20th 2024 3:21pm*
 Expires: *Dec 31st 2024 12:00am*

Edit Copy Delete My Notes Excel PDF Print Share Link Import Catalogue Comments Report Card

* **Note:** if there are any ISBNs with missing information, you will be prompted to save or cancel your catalogue *

Your catalogue is now created! You have yet to reveal it to anyone, but you may want to check the metadata first so that it looks its best.

Report Card

The Report Card is a helpful tool that will assist you in finding missing all sorts of information for the titles in the list so that you don't share a list before it looks its best. You can click the "Report Card" button at any time to see the missing data.

We recommend viewing the Report Card on every catalogue before you share it!

Report Card for: Sample Catalogue ×

Simplified View Detailed View

Titles	Covers	Interiors
1 /6 missing	1 /6 missing	3 /6 missing
Author Bios	Description	Reviews
3 /6 missing	2 /6 missing	5 /6 missing
Comparables	Marketing	Pubstock
3 /6 missing	5 /6 missing	6 /6 missing

Cancel Get Report Card Excel **Open in Browse**

Choose to Open in Browse to view the list of titles, or Get Report Card Excel to download an Excel spreadsheet of the data report.

Sharing a Catalogue

In order for a catalogue to be seen by anyone outside of your company, it must be shared. Whether or not you want just one store or any store on earth to see your catalogue, you need to click the Add/Remove Public View button:

Sample Catalogue - 6 titles

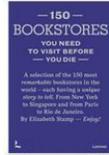
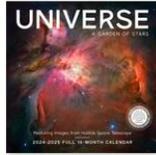
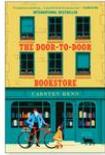
Only visible to me

List: 652971

Dempsey - Your Distributor Inc.
Canadian Manda Group

Category: Frontlist Season: Winter 2025

Shared Accounts (0) Store Views (0)



Quick Pick

Add/Remove Public View

☆

Inbox



DESCRIPTION

Description

Description

Description

Managed by: Canadian Manda Group

Created by: Kellynda Scherck, Dec 20th 2024 11:15am

Last edited by: Kellynda Scherck, Dec 20th 2024 3:46pm

Expires: Dec 31st 2024 12:00am

- Edit
- Copy
- Delete
- My Notes
- Excel
- PDF
- Print
- Share Link
- Import Catalogue Comments
- Report Card

Before any sharing options come up, you will be able to view the Report Card for the catalogue. When you Continue to Share, you will see many sharing options:

Share with Accounts
Share with Group
Share Publicly
✕

Share with your Accounts

Select all my accounts
Reset Choices

Shared	SAN	Linked	Store Name	City	Province/State
<input type="checkbox"/>	1179365	✔	32 Books Co.	North Vancouver	BC
<input type="checkbox"/>	1188585	✔	A Different Booklist	Toronto	ON
<input type="checkbox"/>	1152122	✔	Black Bond Books	Surrey	BC
<input type="checkbox"/>	1179004	✔	Black Bond Books #3 (Maple Ridge)	Maple Ridge	BC
<input type="checkbox"/>	1187430	✔	Black Bond Books #4 (Semiahmoo)	Surrey	BC
<input type="checkbox"/>	7600240	✔	Black Bond Books #6 (Ladner)	Ladner	BC
<input type="checkbox"/>	7600585	✔	Ella Minnow Children's Bookstore	Toronto	ON
<input type="checkbox"/>	1676784	✔	Huckleberry Books Inc	Cranbrook	BC
<input type="checkbox"/>	1701320	✔	McNally Robinson [MB]	Winnipeg	MB
<input type="checkbox"/>	1677004	✔	Mosaic Books	Kelowna	BC

< 1 2 3 4 5 ... 30 >
10 / page

Return to Report Card
Cancel
Sharing with 0 stores.
Save

The Share Publicly tab will allow anyone on earth to see your catalogue, whether they are a Bookmanager user with integrated buying features, or an anonymous person visiting our website.

The Share with Accounts tab will allow you to choose any store(s) individually, whether they are one of your accounts or not. Simply click the ones you want to share with. Any that are tagged as one of your accounts in the Admin area of our site will be shown at the top with the Linked field shown with a green checkmark.

The Share with Group tab will allow you to share the catalogue with a preset group of your accounts created from the Admin area of our site as well.

Only sales agencies and publishers with subscriptions to our services have access to the Admin area of our website with options to share with custom lists of stores

The hundreds of Bookmanager stores have internal catalogue management tools to help in their buying process, and when you share a list, it appears at the top of their list of new catalogues.

Once a store views a catalogue, it is marked as viewed and the store can move it from newly posted catalogues to their own folders to manage each one separately. Any store may archive, delete or move catalogues around their own custom folders.

You can make changes to shared catalogues, but we strongly suggest that you do not add titles to one. A store may have already viewed your catalogue and will not be notified of changes. Changes you make to a shared catalogue also do not change the order that they are placed in the list of new catalogues viewed by a store. Catalogues are always ordered by the date they are first posted.

Unsharing Catalogues

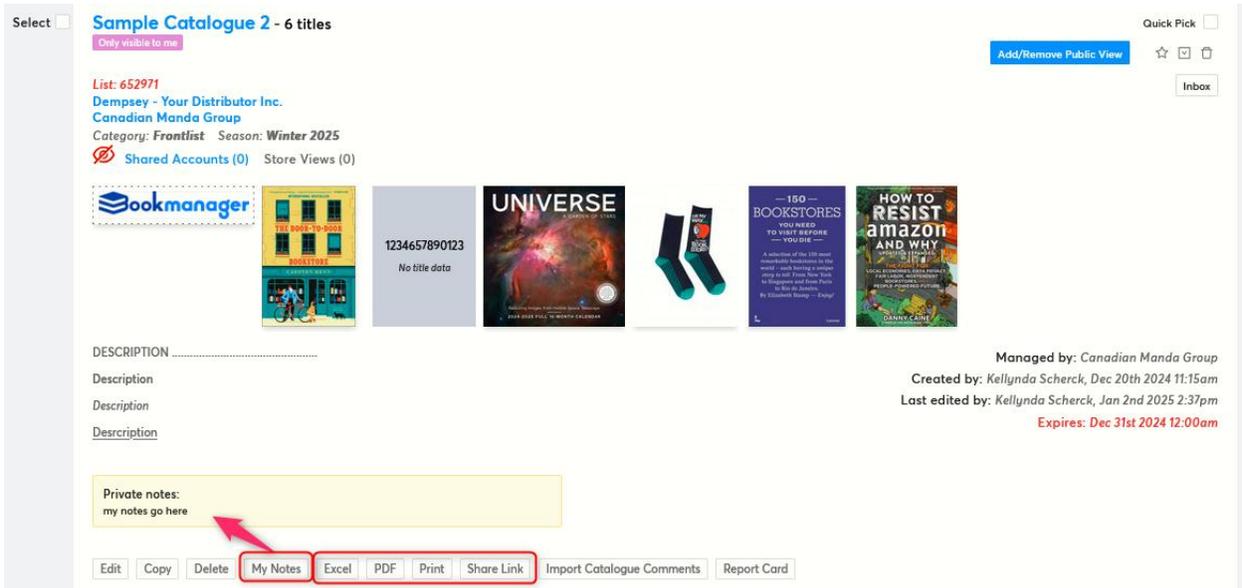
Unsharing a catalogue will prevent it from being seen by anyone that has not already worked with the list at our website, or at their integrated Bookmanager one. If a Bookmanager store that has already worked with the list and moved it to another custom folder (archive, etc.), they will still have access to it. Stores that have worked with a list may need to refer back to it at another time. They may have made their own notes, etc.. that they need to keep.

It's still a good idea to unshare older lists because it keeps anonymous users and Bookmanager booksellers who do not manage their lists well from being bombarded with too much clutter.

Do not re-share catalogues that have been unshared because they are outdated or no longer applicable. This is equivalent to re-sending an old email and will frustrate stores.

There's More...

There are a few more buttons near the bottom of a catalogue that provide more features:

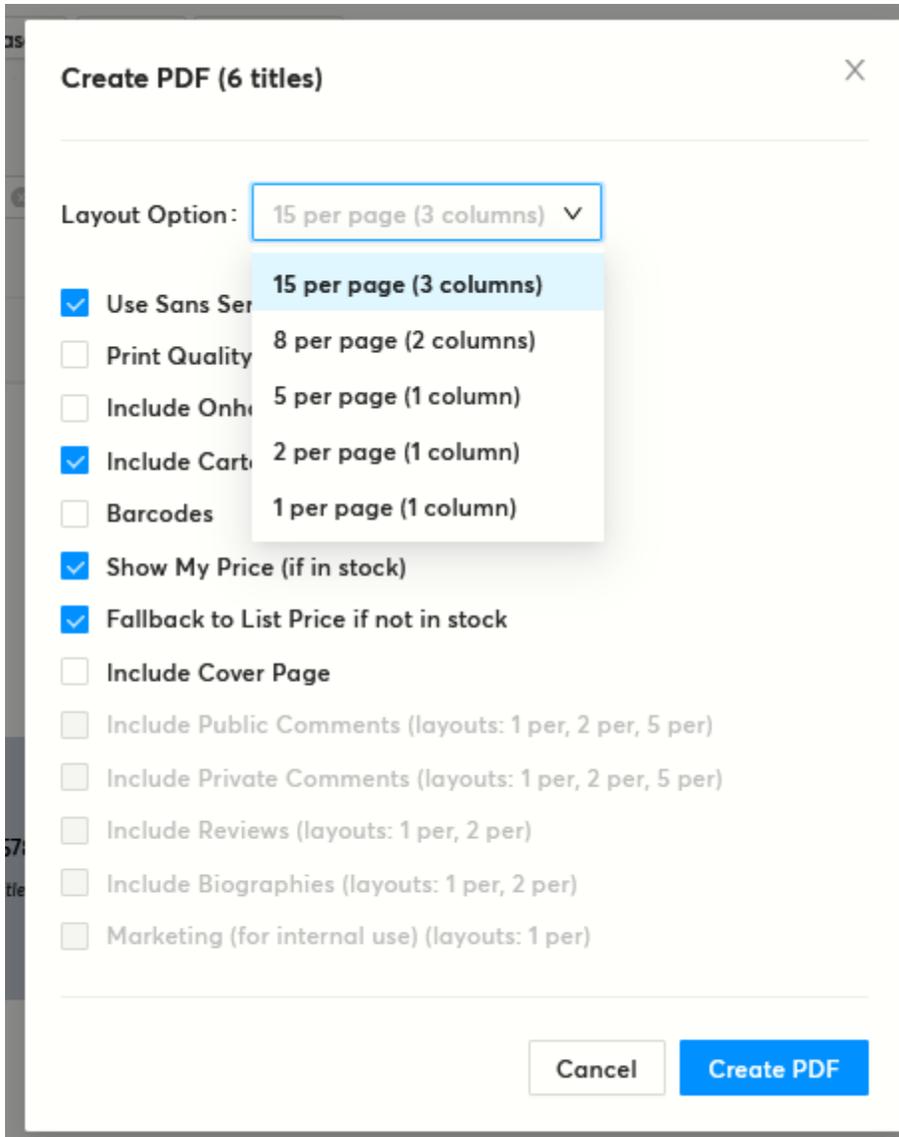


My notes allows you to enter notes for the list that are only visible to people in your company. This area is useful to provide yourself or others with internal info about the list.

The **Excel and Print** buttons create an Excel spreadsheet or print the catalogue accordingly.

The **Share Link** button provides various links that you can copy for using on various social media, or for pasting into an email.

The **PDF** button gives you access to all sorts of options when creating a PDF of the catalogue:

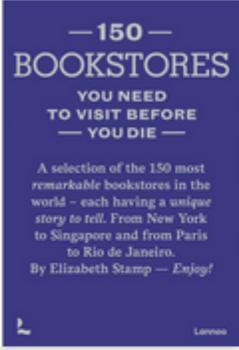


Play around with them to produce what is best for the purpose you are creating the catalogue, or for who is viewing it.

Adding Titles to a Catalogue on the Fly

You can add a title to an existing list, or create a brand-new list when viewing any title anywhere on our site.

Look for the My Company's Catalogues button near the bottom right of the cover image:



150 Bookstores You Need to Visit Before you Die 

Hardcover
\$49.95 CA / \$39.95 US list price

Jun 8th, 2023     **#11735 in bestsellers**

Elizabeth Stamp
Acc Publishing Group Ltd | Lannoo Publishers

Travel / Museums, Tours, Points of Interest / Special Interest
256 pages | 7" x 9.12" | 2.06lbs | Crtn: 10

My Company's Catalogues (3) Public Catalogues (0) Sales & Marketing (1)

9789401489355 Copy

Edit PDF Share 

 **SHOP LOCAL**



A count of the number of catalogues that contain the book is shown to the right. Clicking this button will bring up a list of all of My Company's Catalogues with the ones containing that book at the top:

150 Bookstores You Need to Visit Before you Die ×

My Company's Catalogues (2)

Search for a specific list... 

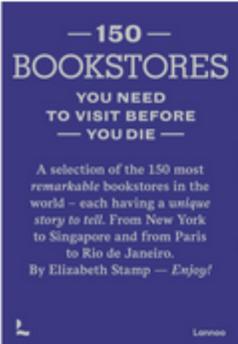
Company's Mine only Remove From All Create a catalogue

Showing 1 to 20 of 3,144 results < 1 2 3 4 5 ... 158 > 20 / page

QP	Name	Shared Status	Season	Category	Vendor	Titles	Last Updated	In Catalogue
<input checked="" type="checkbox"/>	Sample Catalogue		Spring 2024	Backlist		5	Dec 20-24	<input type="checkbox"/>
<input type="checkbox"/>	NBN ACC Art Books Trade Spring 2023		Spring 2023	Frontlist		166	Jan 16-23	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sample Catalogue 2		Winter 2025	Frontlist		6	Jan 02-25	<input checked="" type="checkbox"/>
<input type="checkbox"/>	start		Winter 2025	Frontlist		1	Dec 19-24	<input type="checkbox"/>
<input type="checkbox"/>	LPG Litdistco Shadowpaw Press Extra 5% Discount Special		Winter 2025	Frontlist		5	Dec 18-24	<input type="checkbox"/>

You can click each "In Catalogue" box to add/remove that book from that pre-existing list.

Notice that there is a catalogue at the very top with a check mark in the QP box on the left. The QP stands for "Quick Pick". Any list you mark as a Quick Pick will show at the very top above all others and will also be displayed as a static catalogue to choose from with a single click on any title.



150 Bookstores You Need to Visit Before you Die 

Hardcover
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Jun 8th, 2023 IIII #11735 in bestsellers

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Acc Publishing Group Ltd | Lannoo Publishers

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256 pages | 7" x 9.12" | 2.06lbs | Crtn: 10

My Company's Catalogues (2) Public Catalogues (0) Sales & Marketing (1)

9789401489355 Copy

Edit PDF Share 

 SHOP LOCAL

Quick Pick:
 Sample Catalogue

New items are placed in the specified catalogue, according to the sorting option set for that catalogue.

Archiving and Trashing a List

If you Archive or Trash a list that you have previously shared, it will be automatically unshared. To manage your lists over time, we recommend either Archiving or Trashing your outdated lists. There is little difference between Archive and Trash other than to help you organize your lists. Trashing them does not permanently delete them from your catalogues.

Dropins

For those of you that have drop-in or add-on titles, it's really important to create a Dropin catalogue(s).

Any ISBNs that you enter into a shared catalogue with the category of "Dropins" are also automatically added to the beginning of a perpetual list we create called "Bookmanager Dropins". Stores keep tabs on the our master list by bookmarking it at the last title they looked at, checking back for new ones as often as they like. In order for this to work, the Dropins list you create must have a category of "Dropins", be shared publicly, and have a supplier chosen.

That gives them two ways to find your dropins!

The store's view

Stores view a catalogue much in the same way you do, just with the info rearranged. Here is an example:

Sample Catalogue - 6 titles
Dempsey - Your Distributor Inc.
REP: Canadian Manda Group
Category: Frontlist Season: Winter 2025 List: 652971 Folder: Inbox
Catalogue expires December 31 2024

Updated: December 20 2024 3:46pm
Managed by: Canadian Manda Group
Updated by: Scherck, Kellynda

Bookmanager

THE BOOK-TO-SOFA
BOOKSTORE

UNIVERSE
SEARCH OF STARS

150 BOOKSTORES
YOU NEED TO VISIT BEFORE YOU DIE

HOW TO RESIST amazon AND WHY

DESCRIPTION

Description	Description	Description

Copy My Notes Excel PDF Print Share

View all 6 titles

Contact Us Today!

If you have any questions, or would like to learn more. Please contact us at data@bookmanager.com or by phone at 250-763-4415.