

Actinic Express migration to Actinic Online

This guide runs through how to export your items, their images and your customer accounts from your Actinic Express store and import them (using DataPlug) into your Actinic Online store.

- On your express store go to Setup Store > Export



The screenshot shows the Actinic Express administration interface. At the top, there is a navigation bar with tabs for Administration, Business Settings, Setup Store, Manage Store, and Marketing. The 'Setup Store' tab is active, and a dropdown menu is open, showing options: Front Page, Edit Store Contents, Search Store Contents, Export (highlighted), Themes and Colours, Display Options, Ordering options, Email Options, and Go To Online Store. Below the navigation bar, there is a section titled 'Demo Corporation Administration' with four main icons: Process Orders, Edit Store Contents, Themes & Colours, and Go To Online Store. A text box on the left explains that the demo store is used for setup and can be refreshed every two hours. A text box on the right explains that the demo site can be viewed by multiple users simultaneously. A small inset window shows the 'Business Settings' menu with 'Export' selected.

- Then select which elements you wish to migrate over to Actinic Online (Remembering to **Save** the files when asked)

Products to Actinic Online – This export file contains the items you sell in your store and their images. The below data is not exported in this file

- Allow only quantity of one when adding to cart
- Complies with Google Checkout Content Policies
- Only first info question of store page type is exported, others ignored
- Date questions
- A maximum of two attributes exported

Customers to Actinic Online – This export file contains all the current customer account details on your site. The below data is not exported in this file

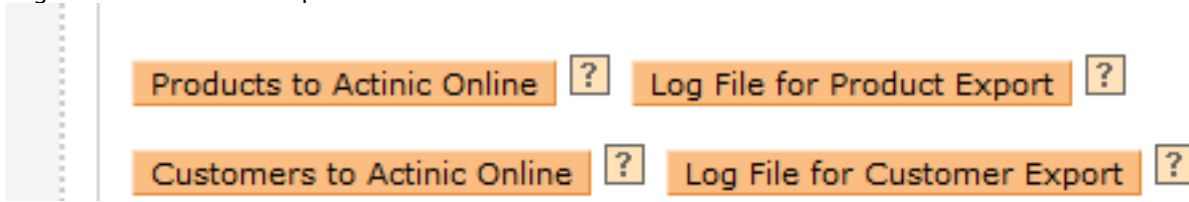
- External Reference
- Notes
- Job Title
- Shipping address fax number
- Shipping address mobile number (unless landline number not present)



The screenshot shows the Actinic Express administration interface, specifically the 'Export Data' section. The navigation bar at the top has tabs for Administration, Business Settings, and Setup Store. The 'Export Data' section is titled 'Export Data' and contains a list of export options, each with a question mark icon: Products to Actinic Online, Log File for Product Export, Customers to Actinic Online, Log File for Customer Export, Products to Catalog, Products to Excel, and Customers to Excel.

- After selecting the export options, select the corresponding log file export option

Log File for Product Export - Products to Actinic Online
 Log File for Customer Export - Customers to Actinic Online



- These "Log Files" explain what hasn't been exported, what won't get imported into Actinic Online and what has been changed. Examples and interpretation are below

Field Lengths

Some field length limits in Actinic Online are lower than the equivalent limits in Actinic Express. When this happens the transferred data will be truncated to fit the Actinic Online field and a log message will appear, for example:

Record ID: "123"; "My Product Name"

ProductDescription truncated from 4321 characters to 4096 characters

Bitmap Image Files

If you have product images (main or thumbnail) that are bmp type, these are not supported in Actinic Online. When these are found, no image name is transferred and a log message will appear, for example:

Record ID: "123"; "My Product Name"

ProductThumbnail: "mybitmapimage.bmp" => ""

Product Weights

Actinic Online only allows integral weights (which in fact are assumed to be grams). If any fractional weights are found in Actinic Express weights on **all** the products are multiplied by 1000 when they are exported, even ones that were not fractions. A log message at the bottom of the product log reports this:

Weights of products were multiplied by 1000

Export ended

In addition, if a weight having been multiplied by 1000 is still not integral then it will be rounded to the nearest whole number and a log message will appear, for example:

Record ID: "123"; "My Product Name"

Weight: "1.2345" => "1235"

Internal Links

If product or section descriptions contain links to elsewhere in the store these probably will not resolve correctly after transfer. These links are reported in the log:

Record ID: "123"; "My Product Name"

ProductDescription has internal link(s): http://www.mystore.co.uk/index.php?cat=Promotional_Offers

Product Attributes

Actinic Online only supports a maximum of 2 attributes. If more than two exist on a product in Actinic Express then **none** will be exported and this will be reported in the log:

Record ID: "123"; "My Product Name"

More than 2 attributes exist for this product. None exported.

Customer Salutations/Titles

Actinic Online only allows Mr Mrs Miss Ms and Dr. If any others are found these will be logged and no value will be exported:

Record ID: "4567"; "John Smith"

InvoiceAddressSalutation: "Professor" => ""

DeliveryAddressSalutation: "Professor" => ""

It will be easier in most cases to correct these in Actinic Online after they have been imported

- Once you are happy with the export file, you then need to download the Actinic Online "DataPlug", by going to Help > Oxatis DataPlug in your Actinic Online store
- Once it is open you will be asked to add your site, this involves being re-directed to your browser and having to log into your Actinic Online site.

Authentication completed successfully

You can now close this Internet browser and go back to your Oxatis application to complete the authentication procedure.

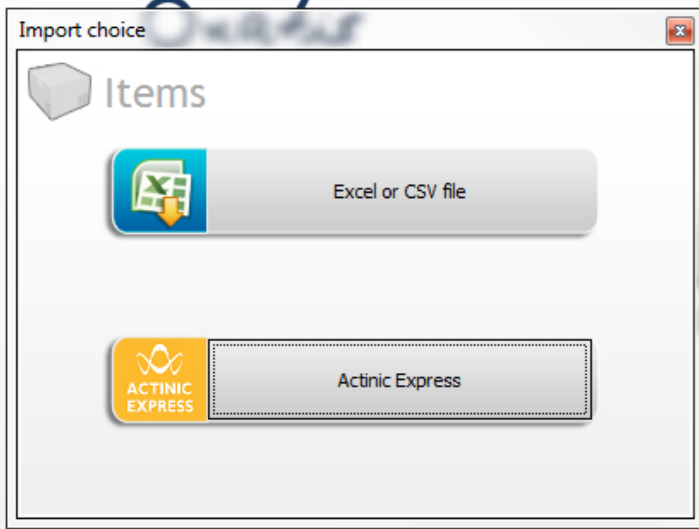


- Once your site is authorized you will need to point the DataPlug to your "Image" directory for images to upload to Actinic Online (this can be changed anytime)
- When you get to the home screen you need to select the Express import files

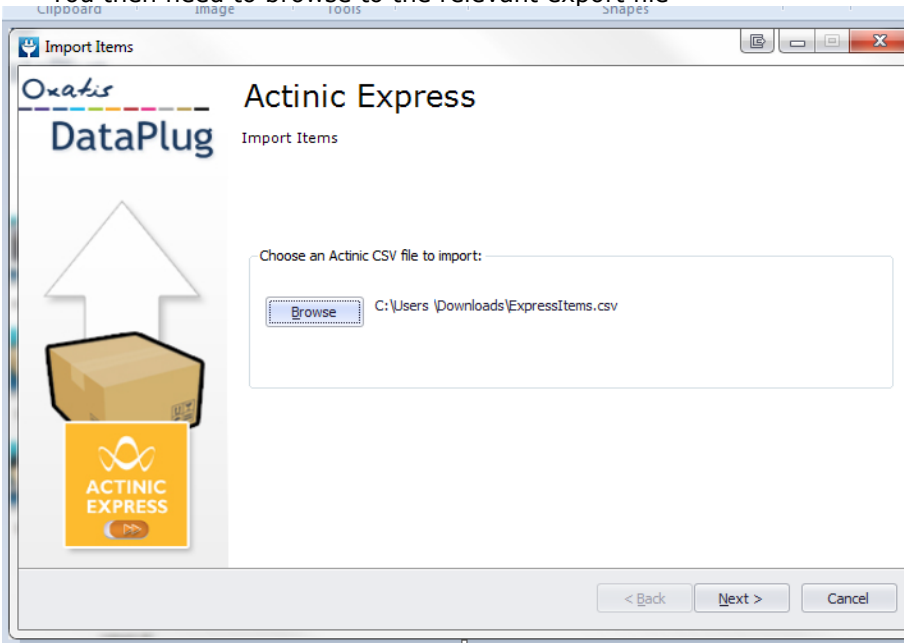


- This is done by selecting  for each section

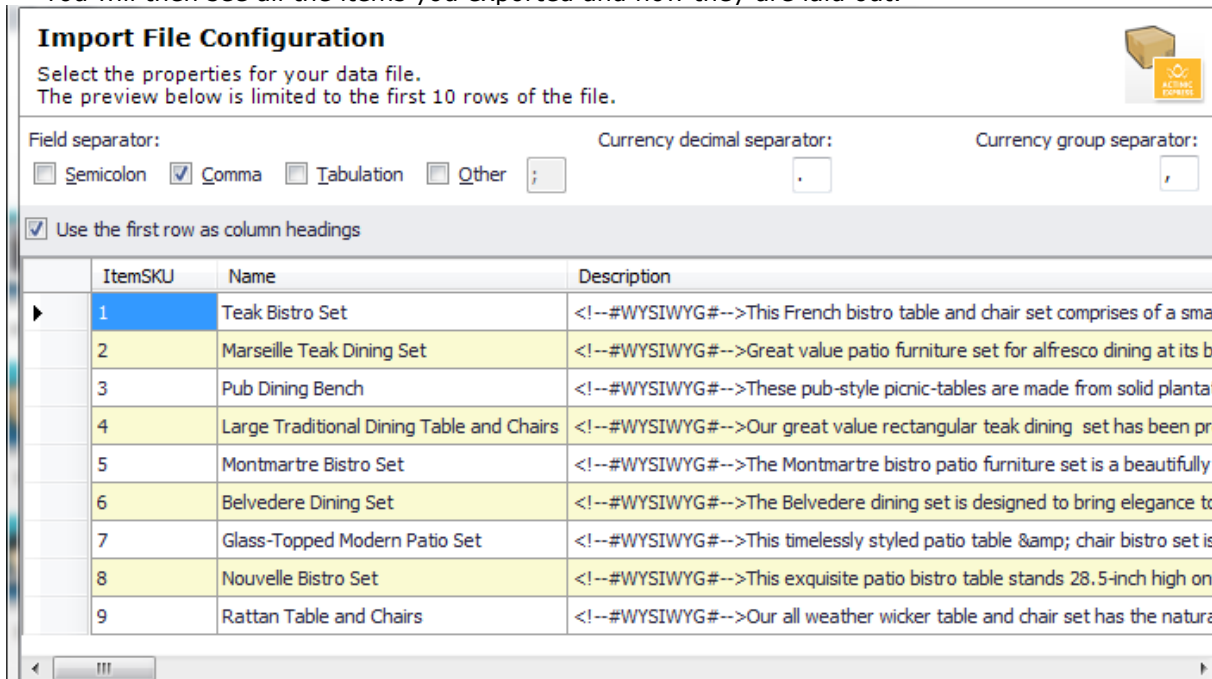
- You then need to select which kind of export file you're importing, in this case it will be Actinic Express



- You then need to browse to the relevant export file




- You will then see all the items you exported and how they are laid out.



- Next you can see how each column has been mapped to its Actinic Online value. These can be changed but we recommend that you leave them as default.

Mapping Columns
Define column mapping and their default values.




Oxatis Field	File Column	Default Value
Item code	ItemSKU	
Name	Name	
Description	Description	
Price 1 VAT Excluded	Price 1VATExcluded	
Tax rate	TaxRate	
Main image file name	BigImgFileName	
Small image (Thumbnail) file name	SmallImgFileName	
First category name	Category 1Name	
Weight	Weight	
Visible	Visible	
Attribute 1Values	Attribute 1Values	
Attribute 2Name	Attribute 2Name	
Attribute 1Name	Attribute 1Name	
Attribute type (1)	Attribute 1Type	

- You then Import your file into the DataPlug (This will not upload to your site yet)

Import Items

Import Results
Consult the message errors and warnings below.



21 of 21 product(s) were imported.

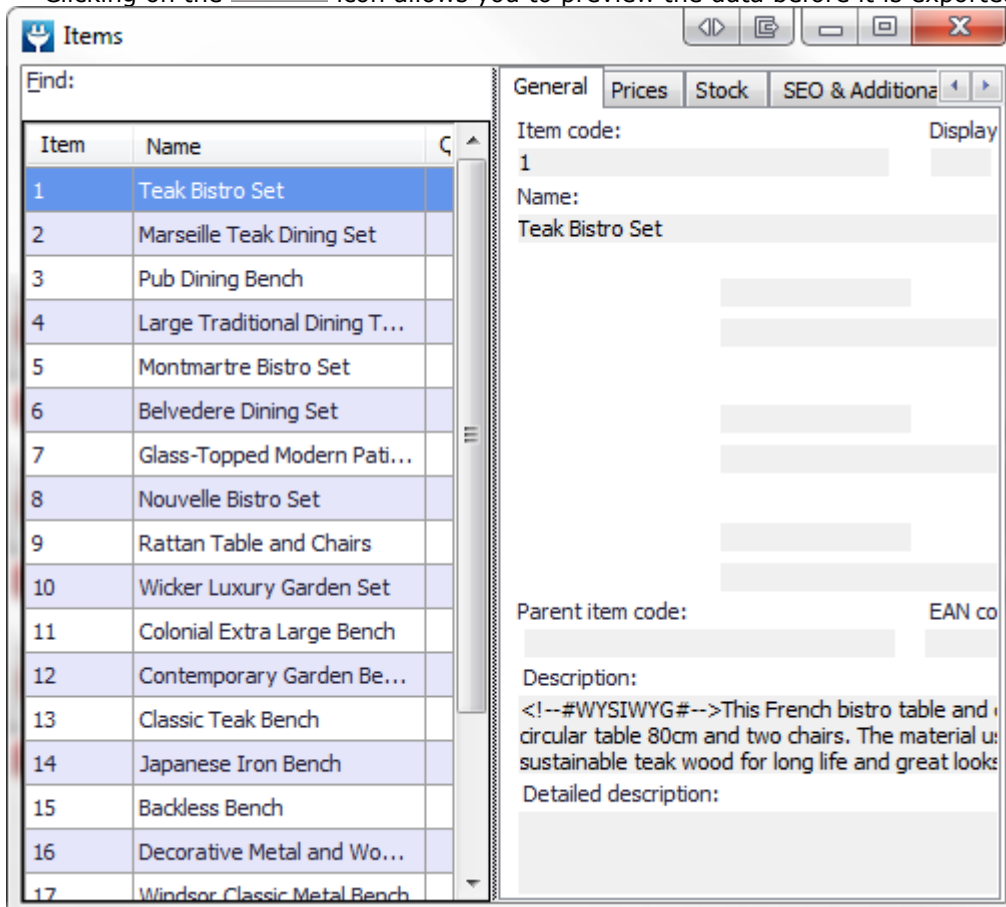
Errors and Warnings:

This process of importing into DataPlug will be the same for the User and Item export file

- In the image you can see that Images, Items and Users have been imported into the DataPlug





- Clicking on the  icon allows you to preview the data before it is exported into Actinic Online




- Once you are happy all the data is correct you can continue to upload the data into Actinic Online, if not then we suggest still uploading and correcting this within Actinic Online.




- To upload the data either select  for each individual section. Or you can select  which will import all the data into your Actinic Online store (This is the recommend option).

Oxatis
E-Business, Your Way

Upload all data to:
test.oxatis.com




73 record(s) to upload to: test.oxatis.com
Click on [Next >] to start uploading.



< Back **Next >** Cancel

- When you begin the process it will upload any item images to your Actinic Online store and then continue with item data and customer accounts
- Once the upload has completed you will see how much of each section has been uploaded and if there are any errors or warnings

Upload Results 

Consult the message errors and warnings below.

50 of 50 image(s) uploaded.
21 of 21 product(s) uploaded.
2 of 2 user(s) uploaded.

Errors and Warnings:

< Back Next > **Finish**

- If you now browse to your Actinic Online store, you can view the items uploaded by going to Commerce > Items

Items
This page allows you to add, modify or delete the **items** displayed in your **catalog** or for sale in your **shop**. Use the tabs below to access the **categories** or the general properties of the items.

Element Editing | Element Classification | Element Layout | Component Properties | Category Editing | To-Do List

Elements

Edit View Add Delete Show options (21 Elements) 1 [2]

Category:

Name: [ALL] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input checked="" type="checkbox"/>	Code	Name	Price 1 (Excl. VAT)	Quantity	
	<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	OK X
<input type="checkbox"/>	21	All-Weather Aluminium Chair	30.39	0	
<input type="checkbox"/>	15	Backless Bench	130.39	0	
<input type="checkbox"/>	6	Belvedere Dining Set	217.35	0	
<input type="checkbox"/>	13	Classic Teak Bench	130.39	0	
<input type="checkbox"/>	11	Colonial Extra Large Bench	191.26	0	
<input type="checkbox"/>	12	Contemporary Garden Bench	156.48	0	
<input type="checkbox"/>	16	Decorative Metal and Wood Bench	191.26	0	
<input type="checkbox"/>	18	Folding Fabric Chair	17.35	0	
<input type="checkbox"/>	7	Glass-Topped Modern Patio Set	173.87	0	
<input type="checkbox"/>	14	Japanese Iron Bench	434.74	0	
<input type="checkbox"/>	4	Large Traditional Dining Table and Chairs	304.3	0	
<input type="checkbox"/>	2	Marseille Teak Dining Set	217.35	0	
<input type="checkbox"/>	5	Montmartre Bistro Set	173.87	0	

- To check customer accounts go to Marketing > Users

User File
The **user component** allows you to manage your users. They can be collected from different Oxatis system components (manually. It is highly recommended to use categories (Prospects, Customers, Retailers, etc.) to organize your users.

Element Editing | Category Editing | To-Do List

Elements

Edit View Add Delete Export >>

Category:

Last Name: [ALL] A B C D E F G H I J K L M N O P Q R :

<input checked="" type="checkbox"/>	Last Name	First Name	Email	Language
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Brown	Maureen	YourName@YourCompanyEmail.co.uk	
<input type="checkbox"/>	Smith	Michael	YourName@YourCompanyEmail.com	

Batch Processing >>

- Now all the data is checked and imported ok, we need to allow visitors to access the items via the menu. For this go to Site > Menus > All Menus

The screenshot shows the Oxatis website header with the navigation menu. Below the header, there is a section titled "Menus" with a description: "The menus are the main tools your visitors will use to navigate through your site. Each menu can include one or several elements to which you can assign a component, display a page using a WebBlock, display a map, display an e-mail window, open another site in a new window, etc." Below this, there is a language selector set to "English" and a checkbox for "Only display published elements". A preview of the navigation menu is shown, including links for "Home", "Shop", "News", "FAQ", and "Guest Book". At the bottom, there is a "Color Legend" section with a yellow square for "Last selected or modified element" and a grey square for "Unpublished element".

- From here you can access all your menus. To add your items to the menu, select where you want to add it and select "Add a new menu element"

This screenshot shows the same "Menus" configuration interface as the previous one, but with a context menu open over the "Shop" menu item. The context menu includes options: "Edit", "Add a new menu element" (highlighted), "Delete", "Cut", "Copy", "Move down", and "Edit Target". The "Shop" menu item is highlighted in blue, and its sub-menu is visible, showing "Clothing" (highlighted), "Test_Category", "Gardening", "test", "Shirts", "Shorts", and "Bags and Accessoires". The "Color Legend" is also visible at the bottom left.

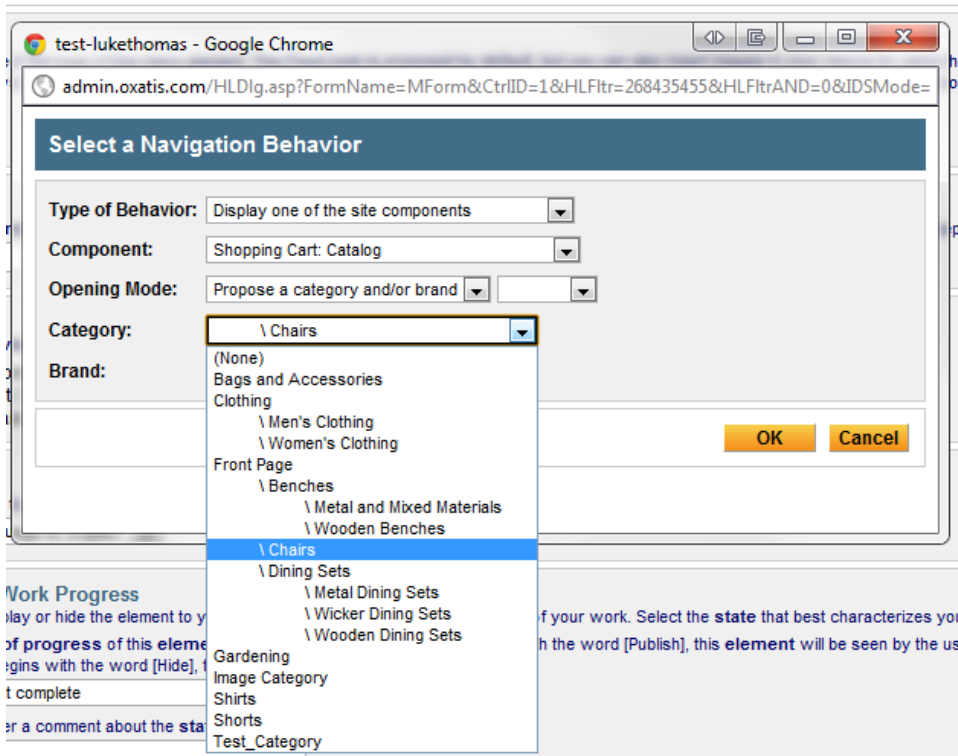
- You first need to name the link that will display in the menu

The screenshot shows the "Text" configuration form. The "Name" field is labeled "Name: Enter the name of the menu element. Warning: This is the name that will be displayed. Make sure the name is short (one or two words), so as to keep a concise display." The input field contains "Shop" and has a red asterisk icon next to it, indicating a validation error.

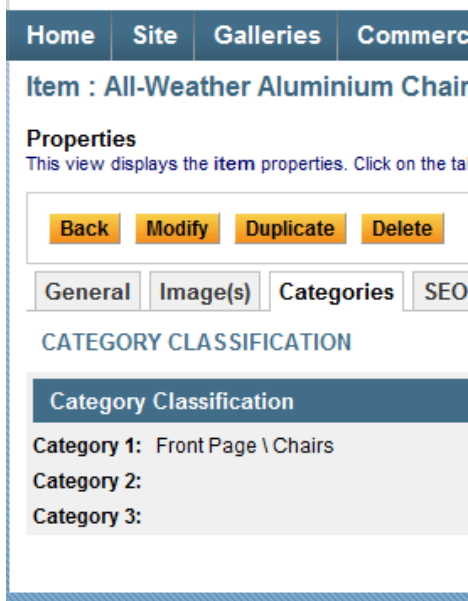
- You then need to select the "Navigation Behaviour" option to set what this menu item is going to do

The screenshot shows the "Navigation Behavior" configuration form. The "Type of Behavior" is set to "Do nothing". There is a yellow button with three dots at the bottom right of the form.

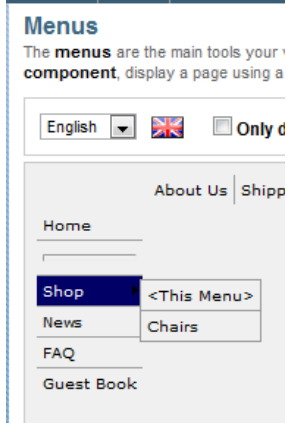
- Below are the default settings to display a "Category" (In Express was referred to as a "Section") which contains your products



- These Categories will follow the same layout as your Express store. But if you need to find out which item is in which category, you can go to Commerce > Items > Select "View Properties" from the right hand menu (for any item) > Categories



- That menu item is now displaying in the menu



- If you preview the store, you can see that the menu item we added is displaying correctly and the items from the Express store are displaying with their items

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- The process for adding a category to the menu will have to be done for all remaining categories.
- The following data is not transferred from Express to Actinic Online, including where in Actinic Online it can be found -
 - Company Information** – Site > Company Profile
 - Terms and Conditions** – Galleries > WebBlock > Terms and Conditions
 - Tax Settings** – These are set automatically in Actinic Online
 - Shipping Methods** – Commerce > Shipping Options
 - Payment Methods** – Commerce > Payment Methods
 - Front Page** – Site > Simple Home Page
 - Site Design** – Site > Site design
 - Orders** – Commerce > Order Tracking (Please note that it is not possible to transfer Express orders, not even manually)