

MANUAL

SCHEDULED EXPORTS

Scheduled Exports

Scheduled exports automate the sending of product data and assets from Syndy directly to a retailer's inbox!

Simplify your export process by selecting a retailer, setting a date-time frequency and specify the recipient(s) email addresses; to export the 'deltas' (products that have been edited within the defined time frame in the retailer-specific format. This not only saves time but also ensures that you share the most relevant and recent product information.

Template Exports Scheduled Exports

The screenshot shows the 'Scheduled Exports' interface. On the left, there is a 'Recipients' section with three recipient icons and a 'New' button. On the right, there is a table with columns for 'Name', 'Retailer', 'Frequency', and 'Options'. A 'New Scheduled Export' button is located in the top right corner.

Key Features of Scheduled Exports [Version 1]:

- ✓ **Feature 1.1:** Automated generation
- ✓ **Feature 1.2:** Customizable frequency
- ✓ **Feature 1.3:** Direct delivery to retailer's inbox
- Feature 1.4:** Notification and analytics

How to set-up a Scheduled Export:

The screenshot shows the 'New Scheduled Export' form. It includes the following fields and options:

- Export Name:** A text input field containing 'Scheduled export'.
- Retailer:** A dropdown menu with 'Hoogvliet' selected.
- Frequency:** A dropdown menu with 'Daily' selected.
- Starting Date:** A date and time input field showing '02/28/2024 13:20'.
- Assets?:** A blue button with a checkmark and the text 'Yes'.
- Recipient(s):** A section with the text 'Select the recipient(s)' and a '+' icon. Below it, a recipient card for 'Chirag' (chirag@syndy.com) is selected with a blue checkmark.
- Buttons:** 'Cancel' and 'Create Export' buttons at the bottom right.

- Step : Export Name**
 - Start by giving your scheduled export a name.
- Step : Select Retailer**
 - Select one from the complete list of retailers to which the data will be exported.

Scheduled Exports

3 Step : Specify Frequency Criteria

- Define the criteria for the scheduled export to occur. Enter your preferred day, specific time and frequency of generated output.

4 Step : Include Assets

- Decide whether the output should include digital assets along with the data export.

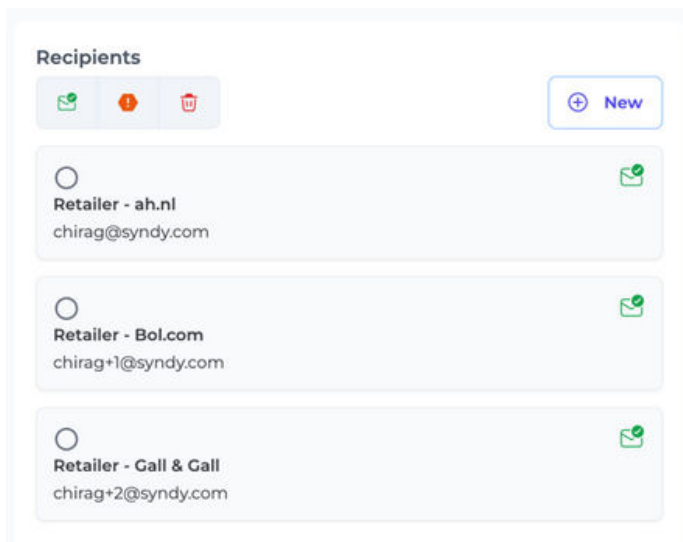
5 Step : Add recipient(s)

- Specify the email addresses or recipient(s) who will receive the scheduled export. There are two ways to manage the list of recipients:
 - Schedule files to first be delivered to yourself and internal team members in order to review and quality check the content before delivering it to the client
 - Schedule files to be delivered directly to the client in order to be time-efficient and skipping any additional steps in the process

6 Step : Review and Confirm

- Before scheduling the export, review and confirm the settings, selected retailer, and recipient(s). Once confirmed, the platform automatically generates and delivers a formatted export to the specified recipient(s) at the scheduled time.

Manage your Address book:



Scheduled Exports

- **Add new recipient(s)**
 - Allows users to add new contact(s) to the address book
- **View subscribed recipient(s)**
 - Displays the list of recipients that have agreed to receive scheduled exports and agree to remain on the mailing list
- **View unsubscribed recipient(s)**
 - Displays the list of recipients that have opted out from receiving scheduled exports by unsubscribing from the mailing list
- **Delete recipient(s)**
 - After making a selection, users can remove contact(s) from the address book

Scheduled Export Analytics & Insights:

The screenshot shows a configuration form for a scheduled export. The form includes fields for Export Name (Scheduled export), Retailer (Hooqlist), Frequency (Daily), Starting Date (2024-02-28T12:20:00), and Assets? (Yes). Below the form is a 'Save Changes' button. The analytics section shows a table with columns for Number of Products, Generated on, and Status. The table contains one row for 'Ching' with a status of 'Completed'. Below the table is another table with columns for Name, Subscription Status, and Downloaded Export?.

Number of Products	Generated on	Status
12	2024-02-28 03:16	Completed

Name	Subscription Status	Downloaded Export?
Ching		

- **Review Scheduled Export details and update criteria**
 - View and edit the pre-set selection to meet your evolving requirements
- **Schedule Export reporting and Download statistics**
 - Check the number of products and status of the generated export file
 - Track whether (and when) the export was downloaded