



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.

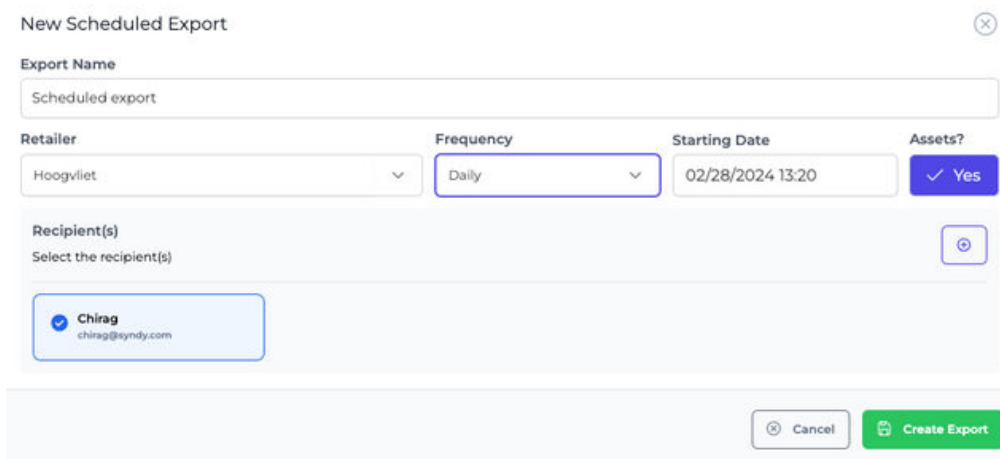
Template Exports Scheduled Exports



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:



- 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.

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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.

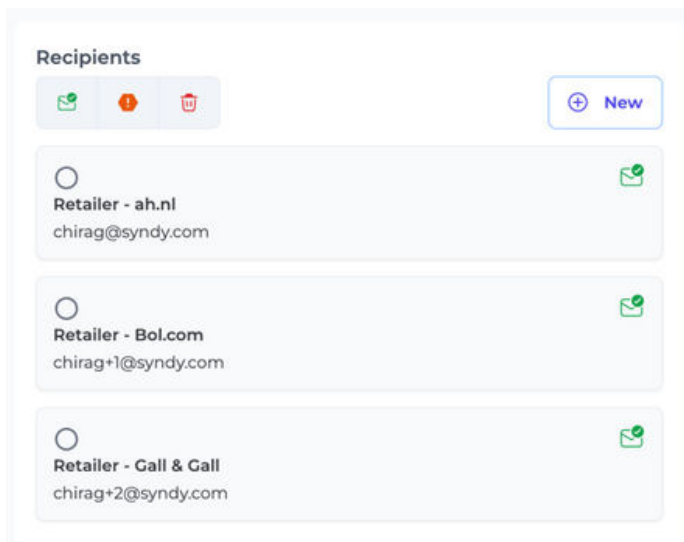
5 Step : Add recipient(s)

- 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 user interface for configuring and viewing scheduled exports. The top section is a configuration form with the following fields:

- Export Name:** Scheduled export
- Retailer:** Hooplist
- Frequency:** Daily
- Starting Date:** 2024-02-28T12:20:00
- Assets?:** Yes

Below the configuration form, there is a section for **Recipient(s)** with a search bar and a list of recipients. One recipient is listed: **Ching** (ching@hooplist.com).

A green **Save changes** button is located below the recipient list.

The bottom section is titled **Scheduled Export Analytics & Insights** and contains a table with the following data:

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

Below this table is another table with the following columns: **Name**, **Subscription Status**, and **Downloaded Export?**. The data row shows:

Name	Subscription Status	Downloaded Export?
Ching	Subscribed	Downloaded

- **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