MANUAL

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.
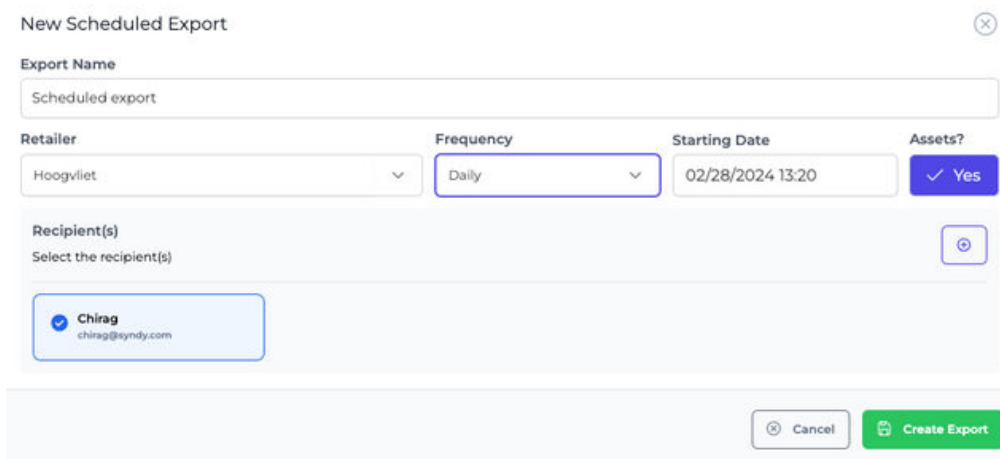

Key Features of Scheduled Exports [Version 1]:

✅ **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:

1 Step : Export Name
   - Start by giving your scheduled export a name.

2 Step : Select Retailer
   - Select one from the complete list of retailers to which the data will be exported.

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.
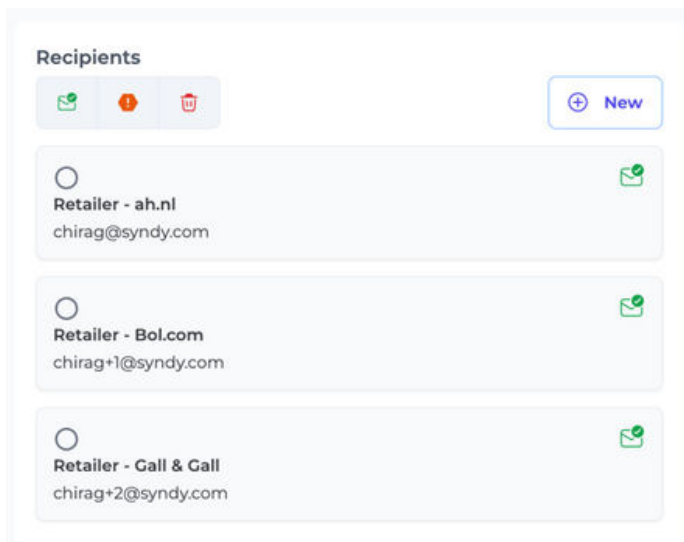
5 **Step : Add recipient(s)**

○ 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:

- **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:

- **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

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