

POD Item Template Manager - User Guide

Getting Started

Basic Navigation

- The interface shows a form for entering book specifications and a table displaying all entries
- Control buttons are located in the header:
 - Save/Load work
 - NEW/UPDT toggle for CSV generation
 - Generate CSV button
 - Download XML button

Adding Single Entries

1. Fill in required fields:

- ISBN (13 digits)
- Title (max 58 characters)
- Trim Height
- Trim Width
- Paper Type
- Binding Style
- Page Extent
- Lamination

2. The spine size calculates automatically based on:

- Page extent
- Paper type
- Binding style

3. Click "Add Entry" to add to the table

Importing Excel Data

1. Obtain template:

- Click "Download Template" link
- Template includes required column headers

2. Import options:

- Drag and drop Excel file onto import zone
- Click "browse" to select file
- System validates all entries

3. Import validation:

- Invalid cells highlight in pink
- Error message shows count of valid/invalid entries
- Titles over 58 characters truncate automatically

Managing Entries

Table Operations

- Delete individual rows using trash icon
- Download individual XML using code icon
- Select multiple rows using checkboxes
- Use "Select All" checkbox in header

Batch Operations

- Delete All: Removes all entries
- Download XML:
 - Single file for one selection
 - ZIP file for multiple selections

Exporting Data

CSV Export

1. Select NEW/UPDT mode in header
2. Click "Generate CSV"
3. File downloads automatically

XML Export

1. Select entries using checkboxes
2. Click "Download XML"
3. System generates:
 - Single XML for one selection
 - ZIP file for multiple selections

Saving Work

1. Click "Save" button
2. Enter filename
3. JSON file downloads with all entries

Loading Previous Work

1. Click "Load" button
2. Select saved JSON file
3. System restores all entries

Tips

- Page extent automatically adjusts to nearest valid number based on trim width
- Save work regularly
- Validate Excel data before importing
- Use batch XML download for multiple entries
- Check pink highlights for validation errors