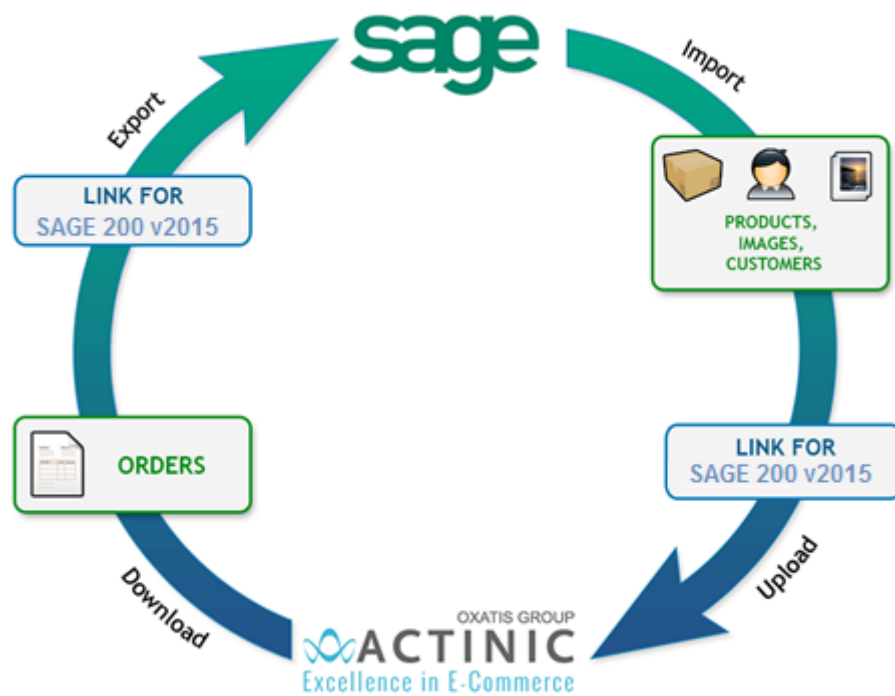


# Actinic DataPlug

For Windows XP®, Windows Vista®, Windows® 7 and Windows® 8

## User Guide Link for Sage 200 v2015



## Introduction

*Welcome to the user guide for Actinic's Sage 200 connector.*

*The connector is a tool that allows data to be exchanged between your website and your commercial management software (CMS) Sage 200.*

*We will go over new features and general information in the first two chapters. Then the guide will explain the three different wizards: Product Import, Customer Import and Order Export. The guide will then end with the more advanced and complex features of the connector.*

*Actinic's team*

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## 1. General information on the connector

- The Dataplug is the software that allows communication between an Actinic website and local files (.csv, .xml, .jpg...). It does this using a technology called “WebServices”.
- The Sage 200 Connector is used to automate the link between products, customers and orders directly with a Sage Database
- The connector software and guides can be downloaded from the menu “Online Help” under the “?” menu. They are also accessible from the following URL:  
<http://www.oxatis.com/Help/HelpCenter.asp?ActionID=512&LangID=1>
- The setup and updated guide starts on the next chapter.



Advices are shown with this blue icon.



Elements that particularly require your attention are shown with this orange icon.

## 2. Setup, update and backup

This chapter will explain step by step how to install the Dataplug and the Connector.

### Installation

- To install Oxatis DataPlug, Microsoft .net Framework 4.0 is required.
- To activate the DataPlug Link for Sage 200, the following is required:
  - ✓ Installation of Sage 200 v2015 – On Premise software with valid activation keys.
  - ✓ OR Installation of Sage 200 v2015 – Online software with valid activation keys.
- Launch the Dataplug's setup software « OxatisDataPlugSetupEN.msi »:
  - ✓ Accept the licence agreement
  - ✓ Select the install folder
  - ✓ Choose if the Dataplug has to be installed only on the current windows session ("Only me"), or every session on this computer.



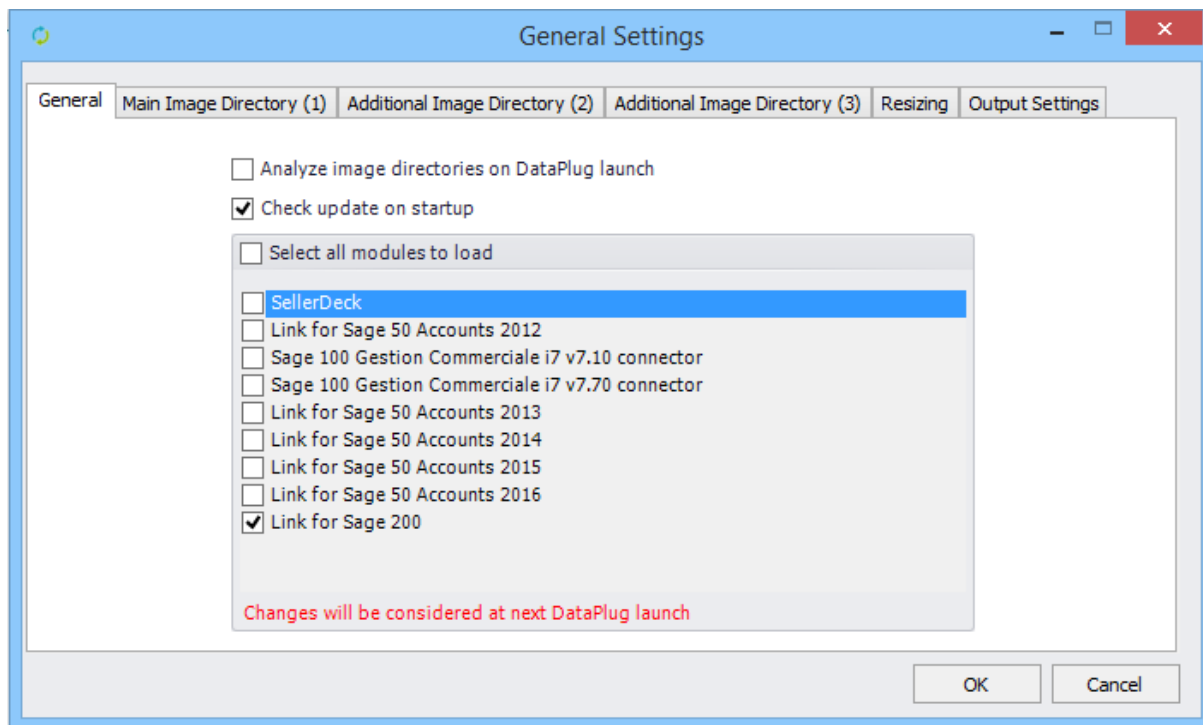
In order to share the database and change users more easily, it is preferable to choose:

- One remote desktop session with a setup "only me". This session can then be used alternatively by the users that have access to this session. It allows the Dataplug to continue working in the background and continue the automation of data exchange 24/7 thanks to the scheduler, as long as the session is not stopped.
- One computer, shared with an installation for "everyone", allowing different Windows session to access the Dataplug on this computer.

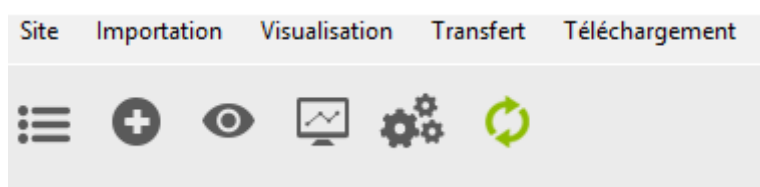
- Launch the setup software « **Oxatis\_ConnecteurSage200.msi** »:
  - ✓ Select the installation folder
  - ✓ Make the same choice as for the Dataplug ("only me" or "everyone")
- A shortcut is automatically created on the desktop.
- During the first installation, it is advised to right click on the Dataplug to "open as an administrator", from the Windows program list or the program's folder (for example: C:\Program Files (x86)\Oxatis\DataPlug)

## Update

- In "Tools > settings" of the Dataplug, an option allows you to check if an update is available:



- If the option is activated, an icon will appear, meaning that an update is available, else, it is possible to check manually in "Tools > Check for Oxatis Dataplug Updates":



- Clicking on this icon will update the DataPlug to the latest available version.



Once the new version is installed, it is advised to use the different importing wizards to check the different configuration parameters, and discover the default values for the new features available. Selection and activation of the "task scheduler" is also advised.

## Backup

It is important to periodically save a database from the menu "Tools > Dataplug database > Backup".



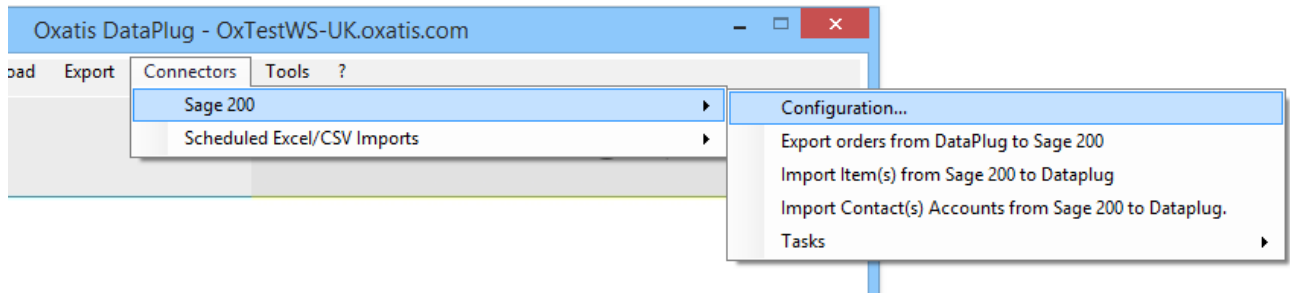
The folder C:\ProgramData\Oxatis contains the database and the user's preferences should also be included in the company's data saving plan.

Note the different importing parameters for the Products and the Users, as well as the exporting of Orders. The update can make changes to certain fields, due to new features being added.

## 3. Configuration

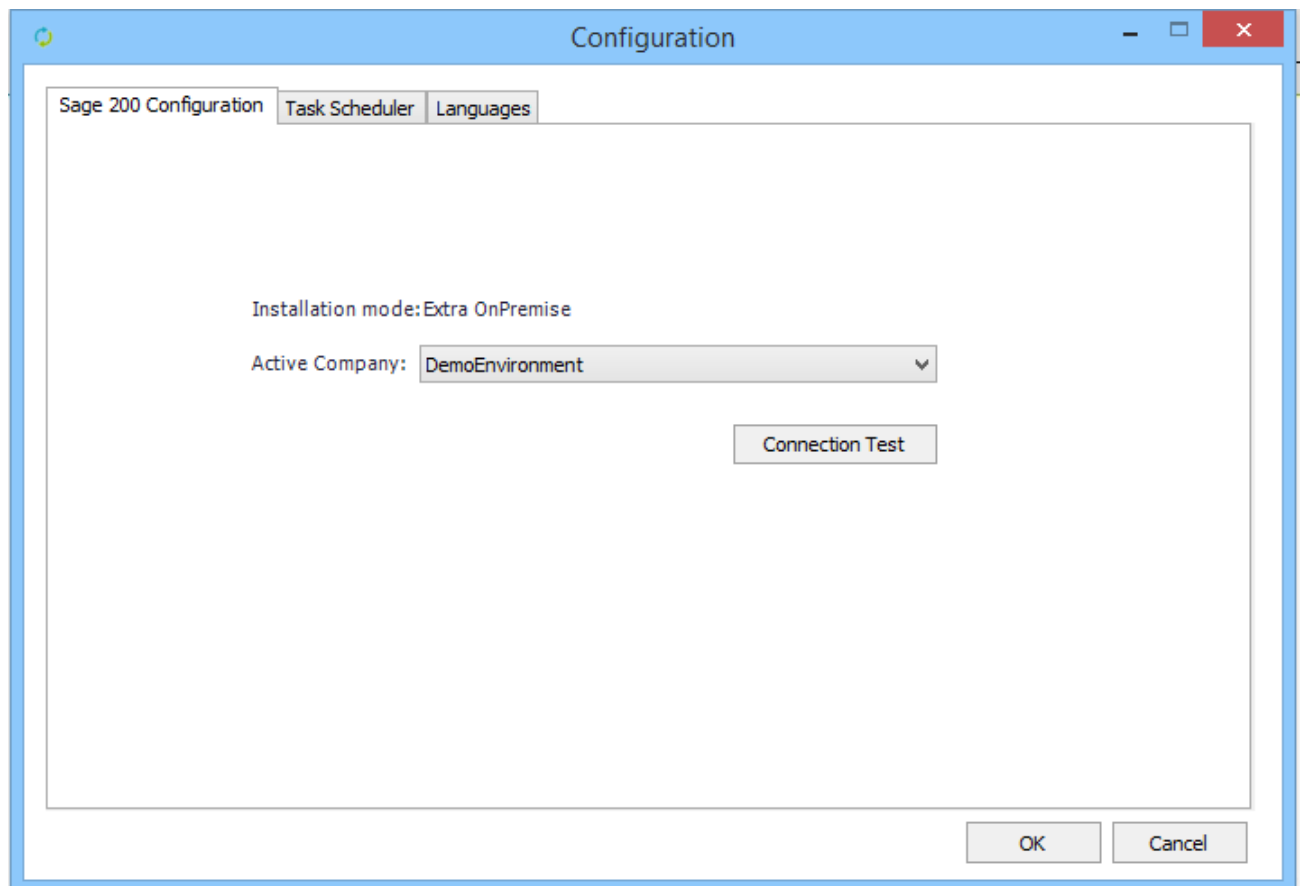
## On Premise Version

In the DataPlug, select the **Connectors** | **Link for Sage 200** | **Configuration** menu.



In the window below back in the DataPlug, you will have to configure the following:

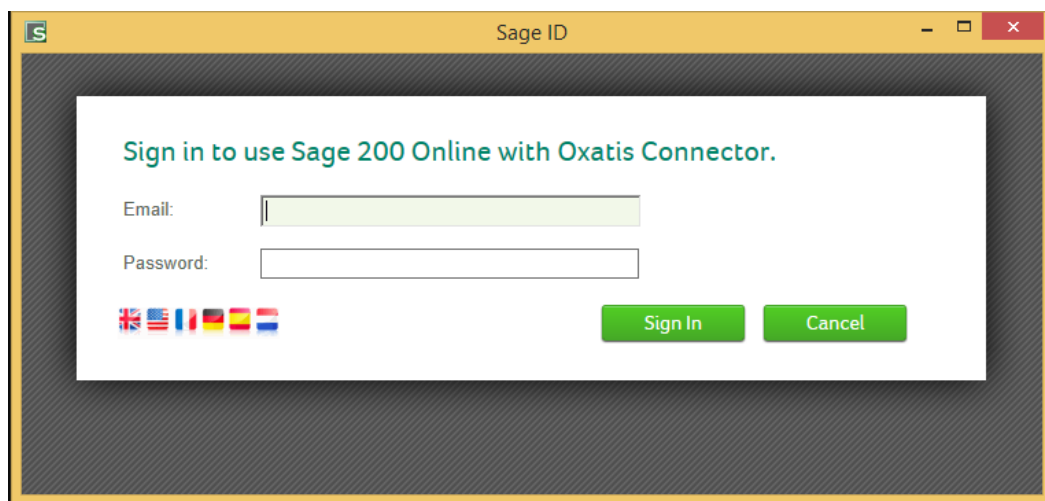
- Active company,



The "Connection Test" button checks the installation and the communication with the software: Sage 200 v2015 on premise.

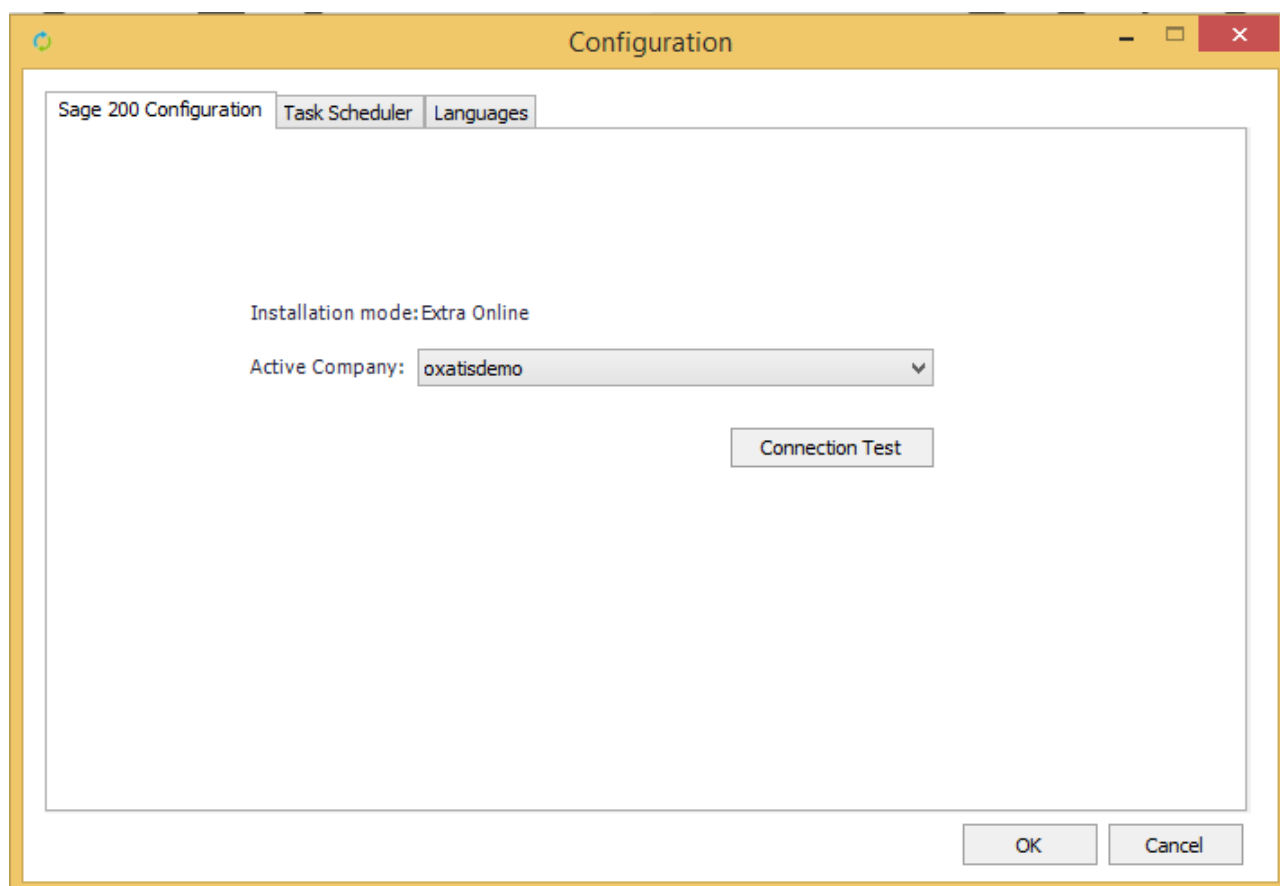
## Online Version

In the DataPlug, select the **Connectors** | **Link for Sage 200** | **Configuration** menu. Log in with your Sage 200 information.



In the window below back in the DataPlug, you will have to configure the following:

- Active company,



The “Connection Test” button checks the installation and the communication with the software: Sage 200 - Online.

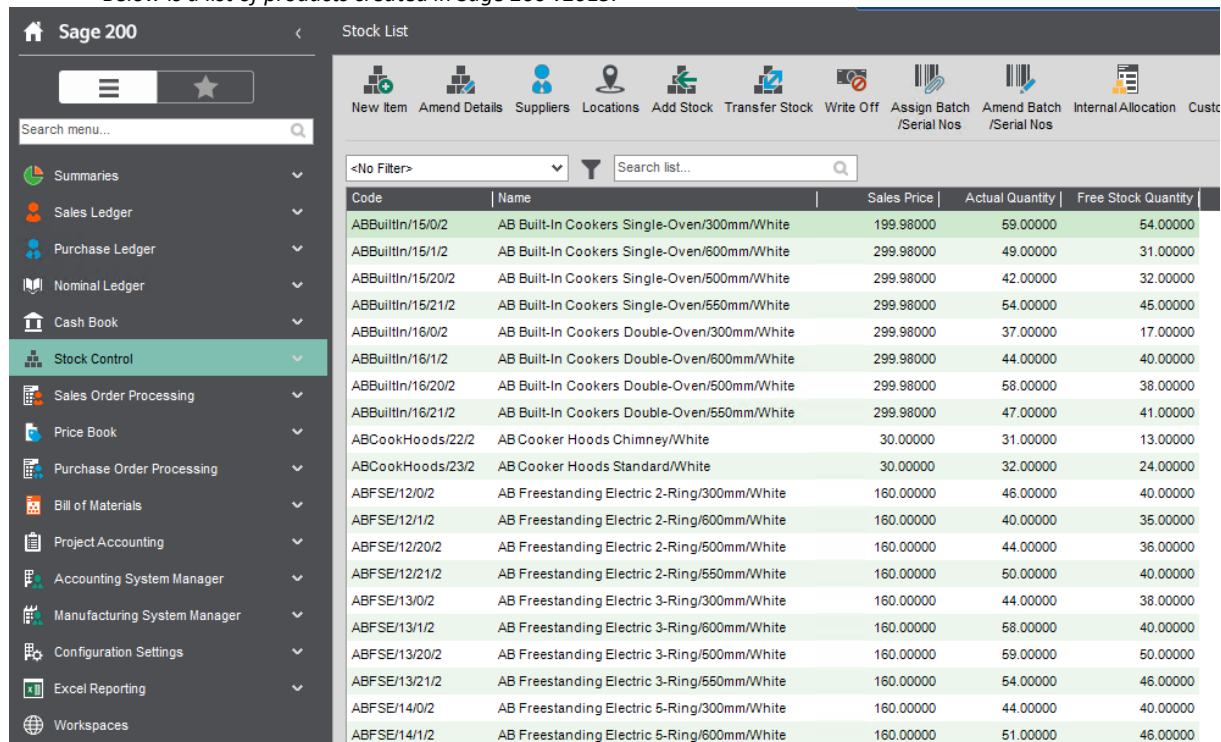


## 4. Creating Products, Images and Customers in Sage 200 v2015

We have created various products and a customer for a new company in the Sage 200 v2015 On Premise software.

- **Products**

*Below is a list of products created in Sage 200 v2015.*



Code	Name	Sales Price	Actual Quantity	Free Stock Quantity
ABBuiltIn/15/0/2	AB Built-In Cookers Single-Oven/300mm/White	199.98000	59.00000	54.00000
ABBuiltIn/15/1/2	AB Built-In Cookers Single-Oven/600mm/White	299.98000	49.00000	31.00000
ABBuiltIn/15/20/2	AB Built-In Cookers Single-Oven/500mm/White	299.98000	42.00000	32.00000
ABBuiltIn/15/21/2	AB Built-In Cookers Single-Oven/550mm/White	299.98000	54.00000	45.00000
ABBuiltIn/16/0/2	AB Built-In Cookers Double-Oven/300mm/White	299.98000	37.00000	17.00000
ABBuiltIn/16/1/2	AB Built-In Cookers Double-Oven/600mm/White	299.98000	44.00000	40.00000
ABBuiltIn/16/20/2	AB Built-In Cookers Double-Oven/500mm/White	299.98000	58.00000	38.00000
ABBuiltIn/16/21/2	AB Built-In Cookers Double-Oven/550mm/White	299.98000	47.00000	41.00000
ABCookHoods/22/2	AB Cooker Hoods Chimney/White	30.00000	31.00000	13.00000
ABCookHoods/23/2	AB Cooker Hoods Standard/White	30.00000	32.00000	24.00000
ABFSE/12/0/2	AB Freestanding Electric 2-Ring/300mm/White	160.00000	46.00000	40.00000
ABFSE/12/1/2	AB Freestanding Electric 2-Ring/600mm/White	160.00000	40.00000	35.00000
ABFSE/12/20/2	AB Freestanding Electric 2-Ring/500mm/White	160.00000	44.00000	36.00000
ABFSE/12/21/2	AB Freestanding Electric 2-Ring/550mm/White	160.00000	50.00000	40.00000
ABFSE/13/0/2	AB Freestanding Electric 3-Ring/300mm/White	160.00000	44.00000	38.00000
ABFSE/13/1/2	AB Freestanding Electric 3-Ring/600mm/White	160.00000	58.00000	40.00000
ABFSE/13/20/2	AB Freestanding Electric 3-Ring/500mm/White	160.00000	59.00000	50.00000
ABFSE/13/21/2	AB Freestanding Electric 3-Ring/550mm/White	160.00000	54.00000	46.00000
ABFSE/14/0/2	AB Freestanding Electric 5-Ring/300mm/White	160.00000	44.00000	40.00000
ABFSE/14/1/2	AB Freestanding Electric 5-Ring/600mm/White	160.00000	51.00000	46.00000

Below is an example of the details of product "COOK/CERM/HOB" in Sage 200 v2015 On Premise:

**Amend Stock Item Details**

DemoEnvironnement

**Stock Item**

Code: **COOK/CERM/HOB** Name: Ceramic 4 Plate Hob

**Details** Manufacturing Analysis Suppliers Alternatives Locations Attachments Memo Comments

**Item Classification**

Product group: **COOKING**

Product type: **Stock**

**Trading Settings**

Stock unit: **Each**

VAT rate: **1 - Std Rate**

**Label Printing Options**

Label printing option: **Label not required**

**Costing Method**

Cost method: **Standard**

**Item Description**

☐ Use item description on orders and invoices

**Item Status**

Current status: **Active**

Inactivation date:

**Manufacturer Details**

Manufacturer:

Part no: **4-HOB-443333**

**Sales Orders**

Allow sales orders: ☒

**BOM Details**

☒ Component

☐ Built item

☐ Phantom item

☐ Built/Bought

Standard cost price: £ **89.00000**

**Save** **Selling Prices** **Close**

Below is an example of the locations of product "COOK/CERM/HOB" in Sage 200 v2015 On Premise:

The screenshot shows the 'Amend Stock Item Details' window for product 'COOK/CERM/HOB' (Ceramic 4 Plate Hob). The 'Locations' tab is selected, displaying a table of warehouses and their stock levels.

Name	Re-order	Minimum	Maximum	Qty in Stock
FACTORY	0.00000	0.00000	0.00000	6.00000
WAREHOUSE	0.00000	0.00000	0.00000	3.00000

Below the warehouses table, there are buttons for 'Add...', 'Edit...', and 'Remove'. The 'Bins At FACTORY (Fulfilment Sequence: Bin Priority)' section shows a table with one bin:

Priority	Name	Qty in Stock
9	Unspecified	6.00000

Buttons for 'Add...', 'Edit...', and 'Remove' are also present for bins. At the bottom of the window are 'Save', 'Selling Prices', and 'Close' buttons.

Below is an example of the attachments of product "COOK/CERM/HOB" in Sage 200 v2015 On Premise:

It's possible to attach one image of product (format: png, jpg, bmp and gif)

The screenshot shows the 'Amend Stock Item Details' window for product 'COOK/CERM/HOB' (Ceramic 4 Plate Hob). The 'Attachments' tab is selected, displaying a table of attached images.

File Name	Description	Status	File Type	File Size	Date Time Modified	Link
COOKCERMHOB_1.jpg			Image JPEG	149 KB	01/12/2015 14:37	Yes
COOKCERMHOB_2.jpg			Image JPEG	140 KB	01/12/2015 12:49	Yes
COOKCERMHOB_3.jpg			Image JPEG	156 KB	01/12/2015 14:37	Yes
COOKCERMHOB_4.jpg			Image JPEG	75 KB	01/12/2015 11:47	Yes

- Customers

We have also created a customer with the following content in Sage 200 v2015 On Premise:

*Company customer details:*

Customer Enquiry for Abbey Retail Ltd\kjk

DemoEnvironnement

**Customer Selection**

Code: ABB001  
Short name: Abbey  
Postcode: EH12 1WE

**Current Status**

Credit limit: £ 100000.00  
Balance: £ 16260.69

**Company** | Contacts | General | Stationery | Terms | Credit | Analysis Codes | Aged Balances £ | Turnover £ | Turnover By Year £ | Attachments | Memo \*

**Company Details**

Address: 16 Church Lane  
Lochside  
Edinburgh  
Midlothian  
EH12 1WE

Telephone: 44 0131 621 9900  
Fax: 44 0131 621 9855  
Web site: www.abbeyretail.com.uk  
Contact: Hayley Bass

**Contact Details**

Telephone: 44 0131 621 9900 More...  
Mobile: More...  
Fax: 44 0131 621 9855 More...  
E-mail: info@abbeyretail.com.uk More...  
Web site: www.abbeyretail.com.uk More...

Transaction Enquiry View Orders Close

*Main customer details:*

Customer Enquiry for Abbey Retail Ltd\kjk

DemoEnvironnement

**Customer Selection**

Code: ABB001  
Short name: Abbey  
Postcode: EH12 1WE

**Current Status**

Credit limit: £ 100000.00  
Balance: £ 16260.69

**Company** | **Contacts** | General | Stationery | Terms | Credit | Analysis Codes | Aged Balances £ | Turnover £ | Turnover By Year £ | Attachments | Memo \*

**Contacts**

Default	Name	Role	Preferred	Telephone	E-mail
Yes	Hayley Bass	Account	Yes	44 0131 621 9900	info@abbeyretail.com.uk
	Hayley Bass	SendStatementTo	Yes	44 0131 621 9900	info@abbeyretail.com.uk
	Ian Mowbray			44 0131 621 9901	Ian.Mowbray@AbbeyRetail.co.uk
	Susan Whiffin			44 0131 621 9902	SusanWhiffin@abbeyretail.com.uk
	Piers Thom			44 0131 621 9903	PiersThom@abbeyretail.com.uk

Details...

Transaction Enquiry View Orders Close

## Customer delivery address:

Customer Delivery Addresses

DemoEnvironnement

**Customer Selection**

Code: ABB001

Short name: Abbey

Postcode: EH12 1WE

Name: Abbey Retail Ltdkijk

**Customer Delivery Addresses**

Description	Default
1	
2	
3	

Add... Edit... Delete Set as Default

Close

Edit Delivery Address For: ABB001

DemoEnvironnement

**Delivery Address Details**

Description:

Postal name: Abbey Retail Ltd

Address Line 1: Warehouse

Address Line 2: Unit 15

Address Line 3: Wayside Industrial Estate

Address Line 4: Farmers Road, Edinburgh

City:

County:

Postcode: EH12 6HY

Country:

Contact:

Telephone:

Fax:

E-mail:

**VAT Details**

VAT number: 612 5749 32

VAT code: 1 - Std Rate

Country code: GB - Great Britain

OK Cancel



It is possible to unlock the "Country" and "County" fields, for this it is needed to check the box "Use segmented addresses" in the menu: "Configuration Settings > Accounting system > System settings"

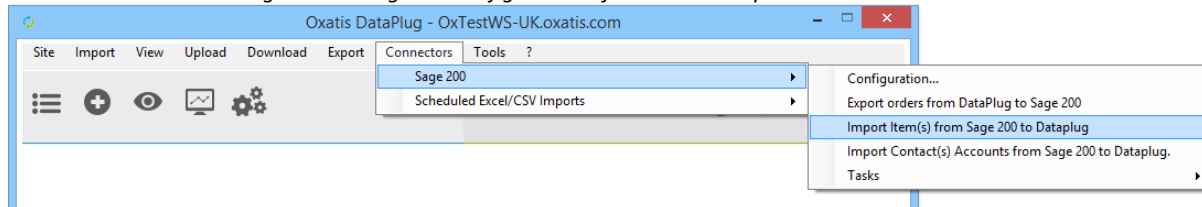
## 5. Importing Products, Images and Categories from Sage to DataPlug

- The Link for Sage 200 v2015 allows you to import products that meet the following criteria to your website:
  - ✓ “Publish to web” is set to true (in “Web” tab of product file in Sage 200 v2015)
  - ✓ VAT rate is existent in the Actinic Site
  - ✓ Product code length less than or equal to 20 characters
- Below are the Actinic fields that are automatically mapped by the Link for Sage 200 v2015 On Premise:

Actinic	Sage 200 v2015 On Premise
Code	Code
Name	Name
Quantity in Stock	In Stock or Free stock
VAT Rate	Tax value associated to tax code
Description	Item description
Price 1	Sales Price
Weight	Weight
	<b>Note: weight in website will be expressed in grams</b>
Zoom Image	Image (Web Defaults   Custom Fields)
Main Image	Image (Web Defaults   Custom Fields)
Thumbnail image	Image (Web Defaults   Custom Fields)
Category 1	Product group
Cost	Unit Cost Price

- Importing products to the DataPlug:

Click on the following menu in the DataPlug: **Connectors | Sage 200 | Import Items from Sage 200 to Dataplug**.  
You will then be guided through the configuration of the data to import.



**1<sup>st</sup> step:** You can select:

- A warehouse.
- Possibility to choose between **Free Stock** or **In Stock**. Both terms are defined as follows in the Sage documentation:
  - **Free stock=**  
*In stock – Allocated stock*
  - **In stock=**  
*Allocated stock + Free Stock*
- For BOM products, it is possible to display the composed product and associated quantity.



Consequently, the “Bill of material products” will be displayed as simple products in the Actinic Website.

**2<sup>nd</sup> step:** You can select:

- A range of products groups.
- A range of item codes.
- A range of supplier
- You can decide to ignore Items with an "Inactive" state
- You can decide to ignore items whose stock is unavailable

The screenshot shows a software window titled "Import Items from Sage 200 [EN]". Inside, there is a section titled "Item Filters Configuration" with a subtitle: "You can import desired items by checking and filling product and or supplier group and or item code intervall". The configuration area contains four panels:

- Product Groups Selection:** Includes a "From:" dropdown menu set to "Accessories" and a "To:" dropdown menu set to "Worktops Unfinished".
- Item Codes Selection:** Includes empty "From:" and "To:" text input fields.
- Item Status:** Contains two checkboxes: "Ignore all inactive items" and "Ignore Items whose stock is unavailable", both of which are currently unchecked.
- Supplier Groups Selection:** Includes a "From:" dropdown menu set to "AB Cookers" and a "To:" dropdown menu set to "Xavier plc".

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

**3<sup>rd</sup> step:** For each of the 10 Actinic prices of the item, you can define the matching price in Sage 200. It is not possible to import prices in another currency than the one defined on the Actinic website.



**Import Items from Sage 200 [EN]**

**Item prices mapping**  
Mapping (Oxatis) prices with (Sage) price band.

Prices		Strikethrough prices	
<input checked="" type="checkbox"/> Price 1	Standard	<input type="checkbox"/> Strikethrough Price 1	Standard
<input checked="" type="checkbox"/> Price 2	Selling Band 2	<input type="checkbox"/> Strikethrough Price 2	Standard
<input checked="" type="checkbox"/> Price 3	Selling Band 3	<input type="checkbox"/> Strikethrough Price 3	Standard
<input checked="" type="checkbox"/> Price 4	Selling Band 4	<input type="checkbox"/> Strikethrough Price 4	Standard
<input checked="" type="checkbox"/> Price 5	Selling Band 5	<input type="checkbox"/> Strikethrough Price 5	Standard
<input type="checkbox"/> Price 6	Standard	<input type="checkbox"/> Strikethrough Price 6	Standard
<input type="checkbox"/> Price 7	Standard	<input type="checkbox"/> Strikethrough Price 7	Standard
<input type="checkbox"/> Price 8	Standard	<input type="checkbox"/> Strikethrough Price 8	Standard
<input type="checkbox"/> Price 9	Standard	<input type="checkbox"/> Strikethrough Price 9	Standard
<input type="checkbox"/> Price 10	Standard	<input type="checkbox"/> Strikethrough Price 10	Standard

< Back    Next >    Cancel

**4<sup>th</sup> step (exclusive to the EXTRA version): Options:**

In order to import the options, you need to first check the box allowing their activation, 4 fields are available  
**Oxatis Parent Item Code:** This field defines which "search category" holds the code of the parent product for the products with options.

**Oxatis 1<sup>st</sup> Option:** Defines the prefix allowing the connector to get the first option. (Ex: OX\_Option1\_Electric)

**Oxatis 2<sup>st</sup> Option:** Defines the prefix allowing the connector to get the second option

**Oxatis 3<sup>st</sup> Option:** Defines the prefix allowing the connector to get the third option

Import Items from Sage 200 [EN]

Items with options settings

Search Item Values (Sage) can be used to handle items with options on Oxatis.

This case is illustrated from the Sage 200 demo database:  
 "COOK/CERM/HOB" and "COOK/DOUBLE OVEN" are defined with 2 "Item Search Values": "Electrical" and "Fuel". If you would like to create on Oxatis site an item with variations ("Electrical" and "Fuel"), you should use the "Item Search Values" in Sage 200.  
 To do this, you must for each one of the 2 items mentioned above:

- Create a new entry in the "Search Categories" named for example "OX\_PARENT\_ITEM" having a "Search Value": "COOK"
- Modify their existing "Search Category" entries by prefixing:
  - o The first one with e.g. "OX\_OPTION1\_" which gives "OX\_OPTION1\_Electrical".
  - o The second one with e.g. "OX\_OPTION2\_" which gives "OX\_OPTION2\_Fuel".

To handle this, you should do in the fields below:

☒ Import Items with Options

Oxatis Parent Item Code:

OX\_PARENT\_ITEM|

Oxatis 1st Option:

OX\_OPTION1\_

Oxatis 2nd Option:

OX\_OPTION2\_

Oxatis 3rd Option:

OX\_OPTION3\_

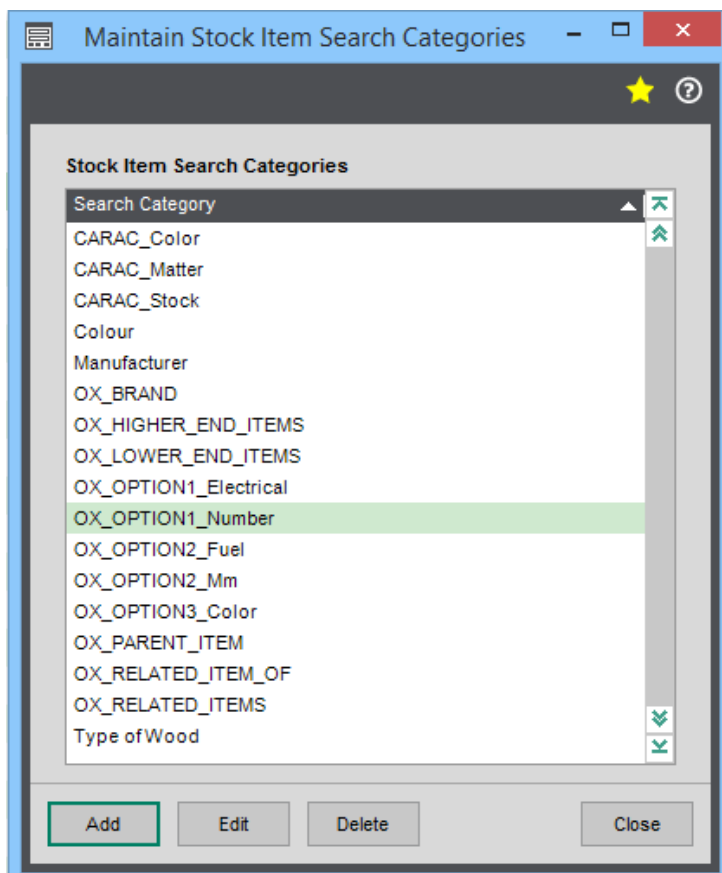
< Précédent

Suivant >

Cancel

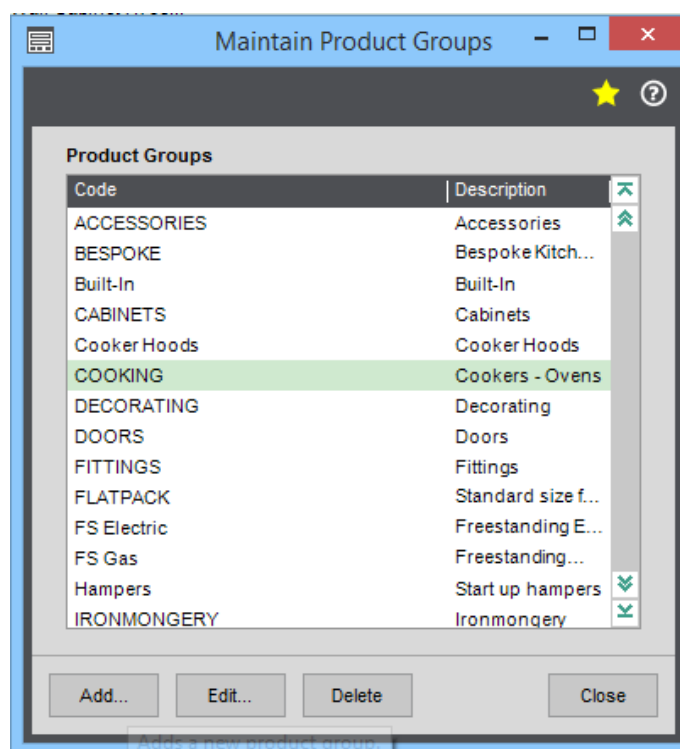
## Creating Search Categories in Sage 200

Creation of Search categories can be made in the "Stock Control > Stock Maintenance > Search Categories" menu.



It is necessary to create as many Search Categories as your website will have options.

Once the creation of the search categories has been done, it is necessary to connect them to the product groups. This action can be made in "Stock Control > Stock Maintenance > Product Groups". You need to edit the product group to add the search category.



In the “searching” tab, add every search category you need to link to this product.

On the product view, Analysis tab, it is now possible to fill the search values for the specific product.

On this example, for the child product “COOK/CERM/HOB”, there are 2 options:

- Options1\_Fuel, which has the value “electric”
- Options2\_Electrical, which has the value “hob”
- The parent product of this product will be “COOK”

It is necessary to repeat this operation for every child product of the “COOK” product.

Search Category	Search Value
OX_OPTION1_Electrical	Hob
OX_OPTION2_Fuel	Electric
OX_PARENT_ITEM	COOK

	Code	CC	Dept	Description
Stock:	13103			Stocks - Bought in Parts
Revenue:	31100	SAL	VAL	Sales - Value Added
Accrued receipts:	29100			Accruals
Issues:	44100	SAL	VAL	Materials - Purchases Resale V

**5th step (exclusive to the EXTRA version):** On Actinic, every product can be associated to three different categories. You can associate some sage elements to those three categories. More precisely, you can:

- Create an Actinic tree-structure for the categories from the “Product Group” and search categories.
- Find the category name (sage) inside the category tree (Oxatis)

Example: If a product has a “Hob” category (on Sage), and is in a subcategory “Cooking/Hob” on your Actinic website, you can check this box and the product will be organized in the corresponding Actinic’s subcategory.

It is possible to skip this step, in order to associate later the 3 products categories with other information in the product view.

**Import Items from Sage 200 [EN]**

**Item categories mapping**

For each Oxatis item category, a category tree can be created a category tree could be created from the mapping below.

**First Item Category**

C\_OX\_CATEGORY1 C\_OX\_CATEGORY2

☐ Find the category name (Sage) inside the categories tree (Oxatis)

**Second Item Category**

ProductGroup

☐ Find the category name (Sage) inside the categories tree (Oxatis)

**Third Item Category**

☐ Find the category name (Sage) inside the categories tree (Oxatis)

< Back Next > Cancel

**6<sup>th</sup> step (Exclusive to the Extra version):** - Actinic's website allows the final customer to filter the products thanks to some technical characteristics. This navigation is also made possible thanks to some information on the Product view.

In order to import them, it is necessary to check the box "Import characteristics".

- For every free field (Sage 200), it is possible to associate one or more characteristic from your Actinic website, which will be shown on the Product level.
- It is possible to define if the characteristics values have to be translated on the website.

For example, for a characteristic "colour", and a value "red", it will be necessary to translate the value "Red" for the different languages your website uses.

The translation has to be made in the menu "Commerce > Option types". Choose the correct characteristic, modify it and change the values in the "Edition language" column.



For the value of the characteristics that have to be translated, it is necessary for the characteristic to have been already been imported in the site's main language.



The "public name of an option type" can be translated without problem, as the Dataplug uses mainly the internal name of the characteristic.

Sage item search category	Associate with an Oxatis characteristic	The characteristic requires a translation of the Oxatis site
ABCookerHood	<input type="checkbox"/>	<input type="checkbox"/>
ABFSElectric	<input type="checkbox"/>	<input type="checkbox"/>
ABFSGas	<input type="checkbox"/>	<input type="checkbox"/>
ABRangeStyle	<input type="checkbox"/>	<input type="checkbox"/>
CARAC_Color	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARAC_Matter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARAC_Stock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OX_RELATED_ITEM_OF	<input type="checkbox"/>	<input type="checkbox"/>
OX_RELATED_ITEMS	<input type="checkbox"/>	<input type="checkbox"/>
OX_LOWER_END_ITEMS	<input type="checkbox"/>	<input type="checkbox"/>
OX_HIGHER_END_ITEMS	<input type="checkbox"/>	<input type="checkbox"/>



It is possible to import several characteristics per free field (Sage). In order to achieve this, you only need to separate every characteristic value by the separator defined during the product transfer. By default, it is the semicolon ";". If a value is null, it won't be imported.

Valeurs d'une caractéristique :

Caractéristique 1 = valeur 1 ; valeur 2 ; valeur 3 |  
Caractéristique 2 = valeur 4 ; valeur 5 ; valeur 6 | ...

**7<sup>th</sup> step:** In this step, all fields of the Actinic item, not automatically associated by the connector, are proposed in order to be associated manually to Sage fields and Search categories.

Import Items from Sage 200 [EN]

Columns mapping

Define column mapping and their default values.

Oxatis fields	Sage fields	Default value
Strikethrough Price 1 VAT Excluded		
Strikethrough Price 1 VAT Included		
Eco-Tax (Ind. VAT)		
Detailed description		
Second category name		
Third category name		
Product family	ProductGroup	
Brand name		
Display the fact that an item is in stock		
Display stock level		
Show this item even if unavailable		
Propose this item for sale even if unavailable		
Unavailability reason		
Show days to ship		

< Back

Next >

Cancel

**8<sup>th</sup> step:** 8<sup>th</sup> step: Images attached to every product in Sage 200 (attachments tab) can be sent to your Actinic website

Several possibilities:

- No image importation
- Images named like: "Item Code\_1, Item Code\_2..., Item Code\_10"
- The first 10 available images from the (Sage) item attachment list

It is also possible to reset all additional images already attached to a product.

The box "Assign a category" will group the imported images in an image category.

**Import Items from Sage 200 [EN]**

**Item image settings**  
Selecting an import images method and their relative category

**Import Method Selection**

- ☐ None
- ☒ Images named like: Item Code\_1,Item Code\_2,...,Item Code\_10
- ☐ The first 10 available images from the (Sage) item attachment list

☐ Reset all additional images before image processing

☒ Assign a category

Item category list:  
Category1Name

< Back    Next >    Cancel



In the import "Image Named like: Item Code\_1, Item Code\_10" item Code\_1 will be defined as main image, consequently, it is necessary to have an image marked as "\_1"



**9<sup>th</sup> step:** It is possible to rename images.

**Renaming Image Files**

You can set the image name for your items using up to three fields already mapped.

☒ Choose the field(s) to set the image name :

ItemSKU \_ Name

< Back   Next >   Cancel

**10<sup>th</sup> step:** The image format can be kept or automatically adapted to the site's dimensions. If its quality is high enough, the same image can be used to generate the main image, thumbnail image and zoom image.

**Image Transformation Configuration**

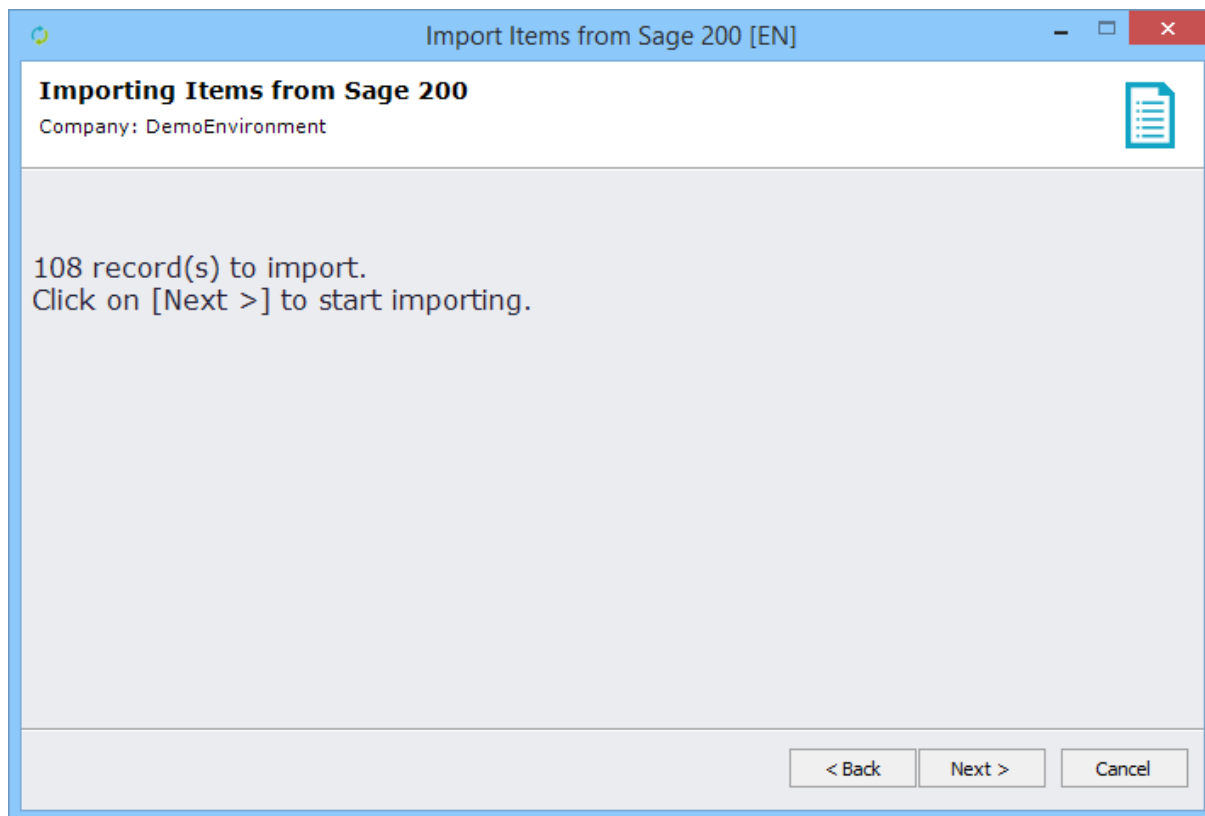
You can alter images by changing parameters transformation

<b>Main Image</b>	
Suffix	
Resizing	Maintain aspect ratio
<b>Thumbnail Image</b>	
Suffix	x100
Resizing	Maintain aspect ratio
<b>Zoom Image</b>	
Suffix	x800
Resizing	Maintain aspect ratio

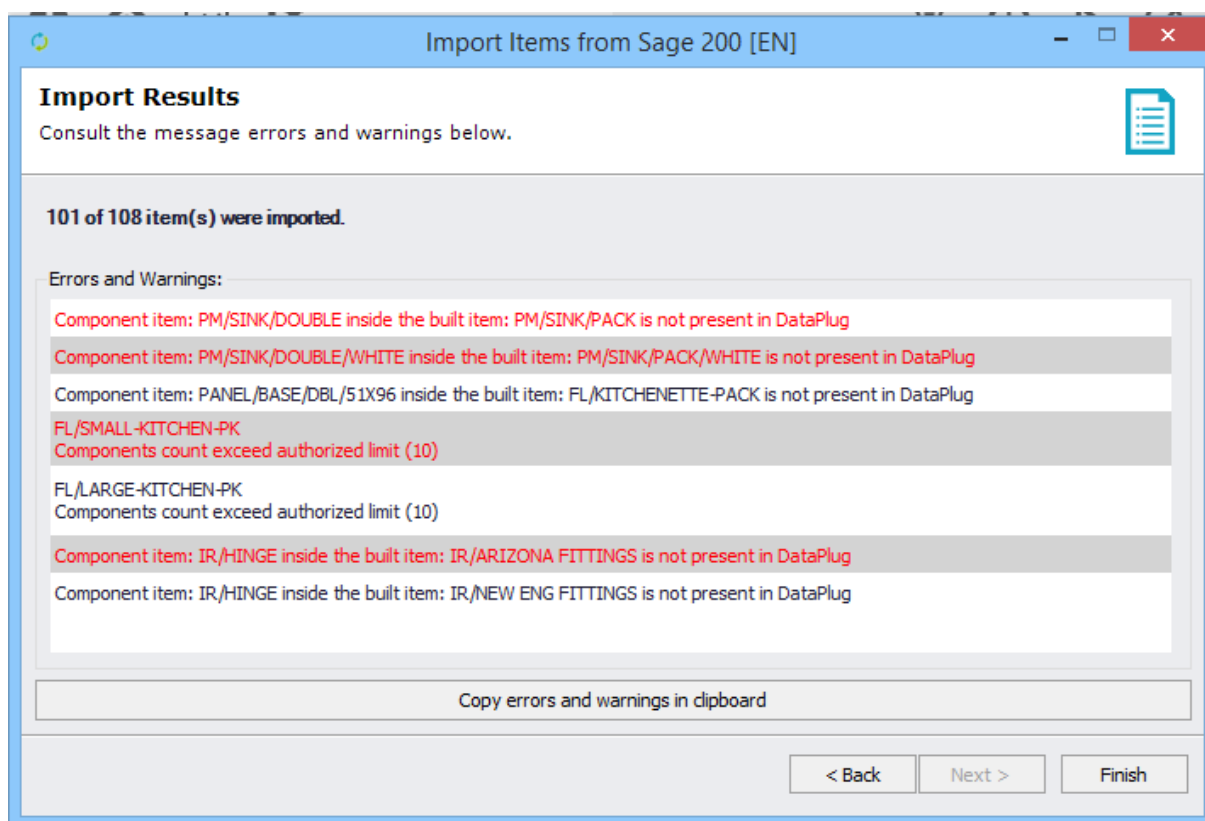
**Preview:**

**Suffix**  
The suffix is required to distinguish between the generated images. This value will be added to the end of the file name.

< Back   Next >   Cancel



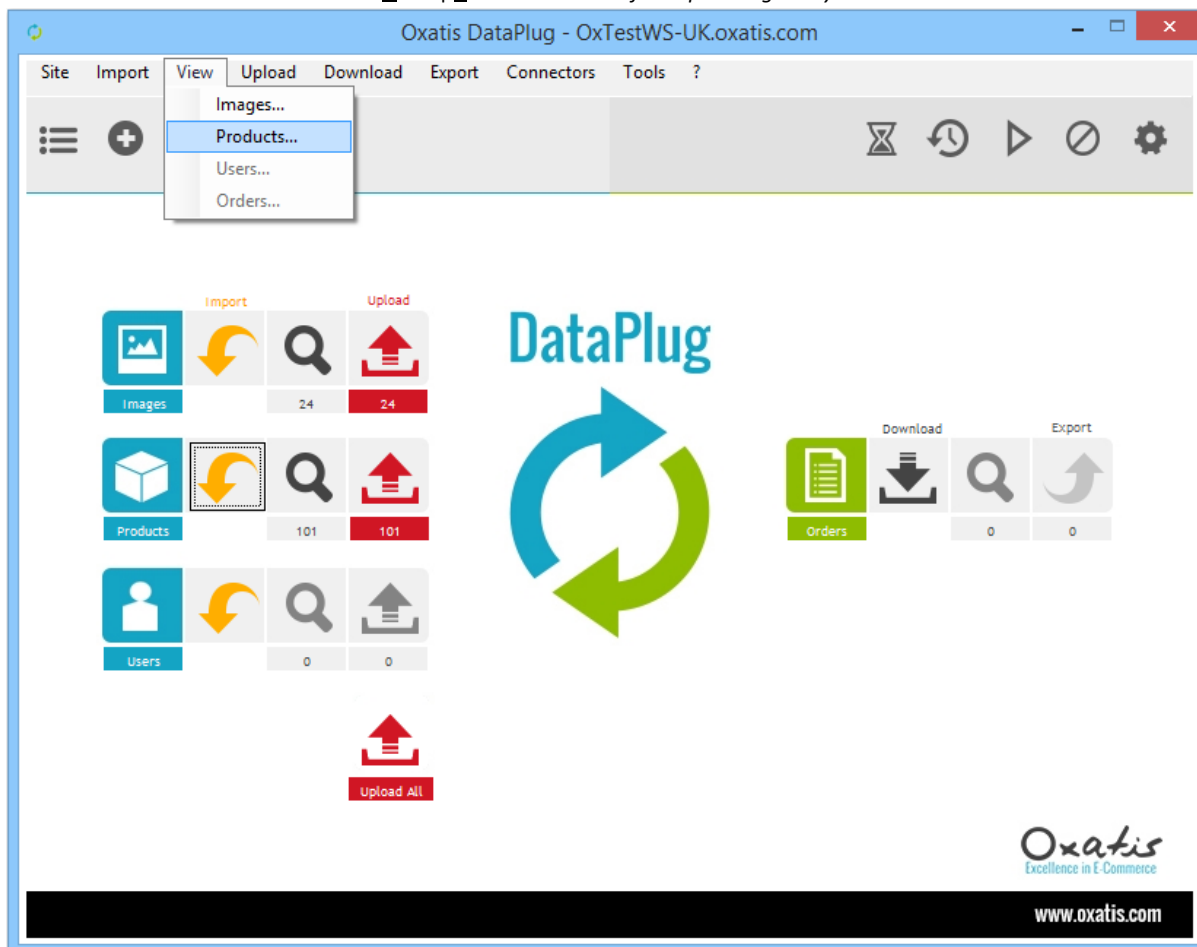
**Last step:** The import of products from Sage 200 v2015 On Premise is complete. The number of products that were imported or updated in the DataPlug database is displayed in the results. By clicking on the "Finish" button, all of the import settings (product selection criteria) are saved.



## 6. Viewing Products Imported from Sage 200 v2015 On Premise

Once products have been imported from Sage 200 v2015 On Premise, the main screen of the DataPlug is refreshed and displays the number of products (87) imported or updated in the DataPlug database.

You can view this data in the **View | Products** menu before uploading it to your Actinic website.



Preview of "General" tab in the product list.

Products

☐ Display only data to upload

Find:

Code	Name	Quantity
ABCookHoods/23/2	AB Cooker Hoods Standard/White	1
COOK/FAN-OVEN	Built In Fan Oven	0
COOK/CERM/HOB	Ceramic 4 Plate Hob	2
COOK/SINGLE OVEN	Built under gas cooker single oven	3
COOK/DOUBLE OVEN	Built under gas cooker double oven	0
COOK/SINGLE/ELECT...	Built In electric cooker single oven	0
COOK/ELECTRIC/HOB	4 RING ELECTRIC HOB	4
COOK/GAS/HOB	4 RING GAS HOB	5
COOK/EXTRACTOR/...	EXTRACTOR HOOD	5
DEC/PAPER/WHITE	Wallpaper White	40
DEC/PAPER/BEIGE	Wallpaper Beige	102
DEC/PAPER/GREY	Wallpaper Grey	177
ABFSE/12/0/2	AB Freestanding Electric 2-Ring/...	1
ABFSE/12/1/2	AB Freestanding Electric 2-Ring/...	30
ABFSE/12/20/2	AB Freestanding Electric 2-Ring/...	27
ABFSE/12/21/2	AB Freestanding Electric 2-Ring/...	32
ABFSE/13/0/2	AB Freestanding Electric 3-Ring/...	31
ABFSE/13/1/2	AB Freestanding Electric 3-Ring/...	28
ABFSE/13/20/2	AB Freestanding Electric 3-Ring/...	33
ABFSE/13/21/2	AB Freestanding Electric 3-Ring/...	30
ABFSE/14/0/2	AB Freestanding Electric 5-Ring/...	29

General

Code: COOK/CERM/HOB Oxatis ID: 0 Parent code: COOK Parent Oxatis ID:

Name: Ceramic 4 Plate Hob Display Language: en

Electrical

27b362

Electrical

Cooker

Fuel

095fcf

Fuel

Electric

Default option

Duplicate

Linked

Linked item language:

Linked item Oxatis ID:

Linked item code:

EAN code:

MPN:

Description:

Detailed description:

Preview of the "Prices" tab in the product list.

Products

☐ Display only data to upload

Find:

Code	Name	Quantity
ABCookHoods/23/2	AB Cooker Hoods Standard/White	1
COOK/FAN-OVEN	Built In Fan Oven	0
COOK/CERM/HOB	Ceramic 4 Plate Hob	2
COOK/SINGLE OVEN	Built under gas cooker single oven	3
COOK/DOUBLE OVEN	Built under gas cooker double oven	0
COOK/SINGLE/ELECT...	Built In electric cooker single oven	0
COOK/ELECTRIC/HOB	4 RING ELECTRIC HOB	4
COOK/GAS/HOB	4 RING GAS HOB	5
COOK/EXTRACTOR/...	EXTRACTOR HOOD	5
DEC/PAPER/WHITE	Wallpaper White	40
DEC/PAPER/BEIGE	Wallpaper Beige	102
DEC/PAPER/GREY	Wallpaper Grey	177
ABFSE/12/0/2	AB Freestanding Electric 2-Ring/...	1
ABFSE/12/1/2	AB Freestanding Electric 2-Ring/...	30
ABFSE/12/20/2	AB Freestanding Electric 2-Ring/...	27
ABFSE/12/21/2	AB Freestanding Electric 2-Ring/...	32
ABFSE/13/0/2	AB Freestanding Electric 3-Ring/...	31
ABFSE/13/1/2	AB Freestanding Electric 3-Ring/...	28
ABFSE/13/20/2	AB Freestanding Electric 3-Ring/...	33
ABFSE/13/21/2	AB Freestanding Electric 3-Ring/...	30
ABFSE/14/0/2	AB Freestanding Electric 5-Ring/...	29

Prices

Eco-Tax (Incl. VAT):

Discount grid code:

Cost (Excl. VAT): 100,72

Tax country ISO code: GB

	Price Index	Sale Price (Ex VAT)	Sale Price (Inc VAT)	Strikethro Price (Ex VAT)	Strikethro Price (Inc VAT)	VAT Rate	Packaging Unit	Discount Rule
1		151,3				20		
2		151,3				20		
3		151,3				20		
4		151,3				20		
5		151,3				20		
6						20		
7						20		
8						20		
9						20		

Preview of the "Categories" tab in the product list.

☐ Display only data to upload  
Find:

Code	Name	Quantity
ABCookHoods/23/2	AB Cooker Hoods Standard/White	1
COOK/FAN-OVEN	Built In Fan Oven	0
COOK/CERM-/HOB	Ceramic 4 Plate Hob	2
COOK/SINGLE OVEN	Built under gas cooker single oven	3
COOK/DOUBLE OVEN	Built under gas cooker double oven	0
COOK/SINGLE/ELECT...	Built In electric cooker single oven	0
COOK/ELECTRIC/HOB	4 RING ELECTRIC HOB	4
COOK/GAS/HOB	4 RING GAS HOB	5
COOK/EXTRACTOR/...	EXTRACTOR HOOD	5
DEC/PAPER/WHITE	Wallpaper White	40
DEC/PAPER/BEIGE	Wallpaper Beige	102
DEC/PAPER/GREY	Wallpaper Grey	177
ABFSE/12/0/2	AB Freestanding Electric 2-Ring/...	1
ABFSE/12/1/2	AB Freestanding Electric 2-Ring/...	30
ABFSE/12/20/2	AB Freestanding Electric 2-Ring/...	27
ABFSE/12/21/2	AB Freestanding Electric 2-Ring/...	32
ABFSE/13/0/2	AB Freestanding Electric 3-Ring/...	31
ABFSE/13/1/2	AB Freestanding Electric 3-Ring/...	28
ABFSE/13/20/2	AB Freestanding Electric 3-Ring/...	33
ABFSE/13/21/2	AB Freestanding Electric 3-Ring/...	30
ABFSE/14/0/2	AB Freestanding Electric 5-Ring/...	29

Products

General Prices Stock SEO & Additional information **Categories** Images Additional Image Pr

First category:  
Second category:  
Third category:  
Product family:  
COOKING

## 7. Importing Customers

1. The DataPlug Link for Sage 200 v2015 On Premise allows you to import customers and contacts, provided that the files contain an email address.

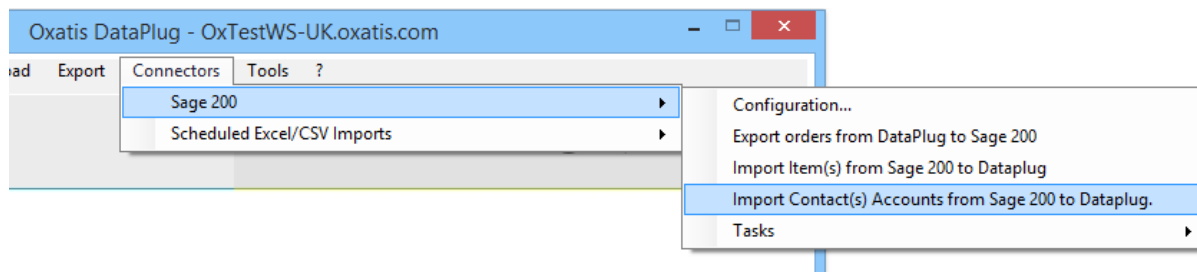
2. Below are the Actinic fields that are automatically mapped by the Link for Sage 200 v2015:

Actinic	Sage 200 v2015 On Premise
Last Name	Last name
First Name	First name
Email	Email
Company	Company name
VAT Reg No	VAT Number
Phone	Telephone
Secondary Phone	Mobile
Fax	Fax
Address	Address
Postal Code	Post Code
Shipping Address	Address Line 1 + Address Line 2 (Delivery address)
Postal Code(Shipping Address)	Post Code (Delivery address)
Country (Shipping Address)	Country Code (Delivery address)
Phone (Shipping Address)	Telephone (Delivery address)
Discount	Invoice Discount %

3. Importing customers:

Click on the following menu in the DataPlug: **Connectors | Link for Sage 200 | Import Customer Account from Sage 200 to Dataplug.**

You will then be guided through the configuration of the data to import.



**1<sup>st</sup> step:** You can select:

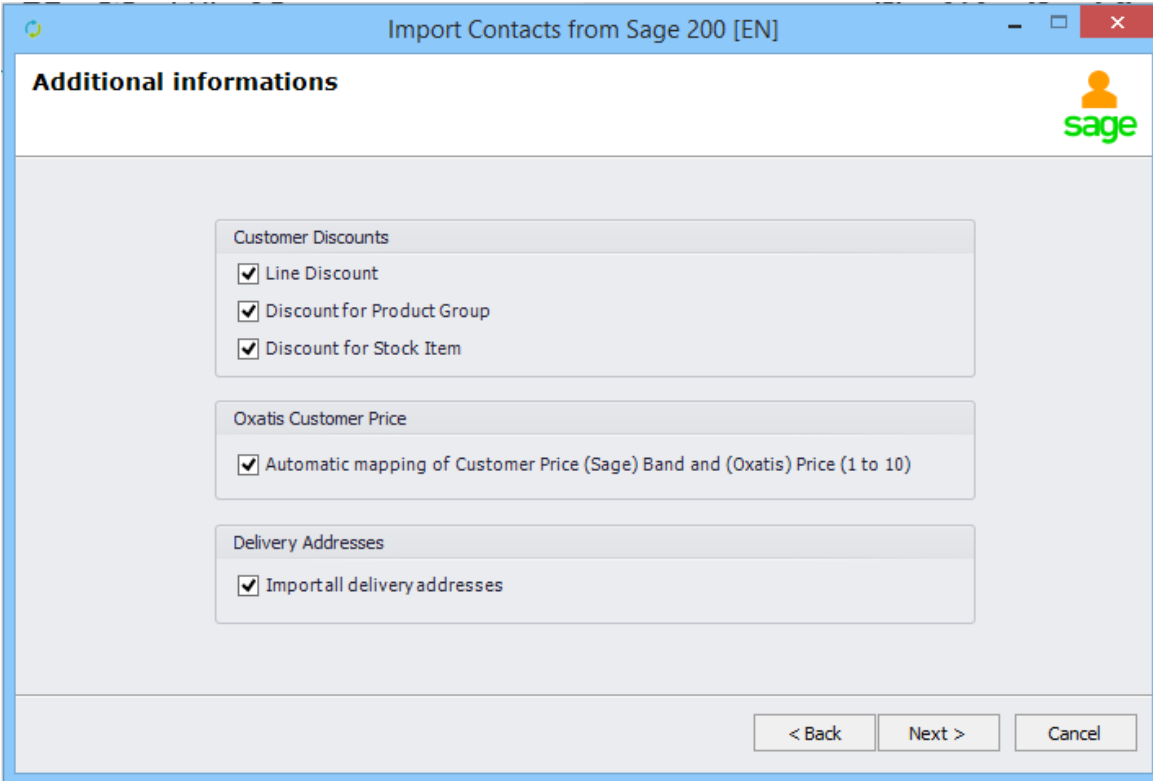
- A different range of :
  - Contact Last names.
  - Default Email
  - Contact Role Name
  - Customer Account Number
- A Customer Account Code, who will be the customer gathering all the B2C contacts. Indeed, any new B2C contact will be added to this customer.



This B2C Customer Account must be in the currency of the Actinic website. (Which is displayed in brackets as a reminder)

**2<sup>nd</sup> step:** You can select:

- Import Line Discount
- Import Discount for Product group and discount for Stock Item
- Associate the Oxatis Price at the Customer Price (Sage)
- A choice for importing shipping addresses



The screenshot shows a software window titled "Import Contacts from Sage 200 [EN]". Inside, there's a section titled "Additional informations" with the Sage logo in the top right corner. Below this, there are three distinct groups of settings, each with a title bar and a list of checkboxes:

- Customer Discounts**
  - ☒ Line Discount
  - ☒ Discount for Product Group
  - ☒ Discount for Stock Item
- Oxatis Customer Price**
  - ☒ Automatic mapping of Customer Price (Sage) Band and (Oxatis) Price (1 to 10)
- Delivery Addresses**
  - ☒ Import all delivery addresses

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

**Final step:** In this step, all fields of the Actinic users, not automatically associated by the connector, are proposed in order to be associated manually to Sage fields.



Import Contacts from Sage 200 [EN]

**Columns mapping**  
Define column mapping and their default values.

Oxatis Fields	Sage Fields	Default Value
Password		
Subscribed to newsletters		
Customer Account		true
First category name		
Second category name		
Third category name		
Fourth category name		
Global discount rate	InvoiceDiscountPercent	
Date of birth		
Comments	Description	
Reward points		
Subscribed to SMS Marketing		
Custom text field 1		

< Back   Next >   Cancel

Import Contacts from Sage 200 [EN]

**Importing Contacts**  
Company: DemoEnvironment

115 record(s) to import.  
Click on [Next >] to start importing.


< Back   Next >   Cancel

**Last step:** The import of customers from Sage 200 v2015 is complete. The number of customers that were imported or updated in the DataPlug database is displayed in the results. By clicking on the "Finish" button, all of the import settings (customer selection criteria) are saved.

Import Contacts from Sage 200 [EN]

**Import Results**

Consult the message errors and warnings below.



54 of 115 contact(s) were imported.  
16 of 115 contact(s) were updated.  
77 discount rule(s) updated.  
10 shipping addresses updated.

Errors and Warnings:

< Back

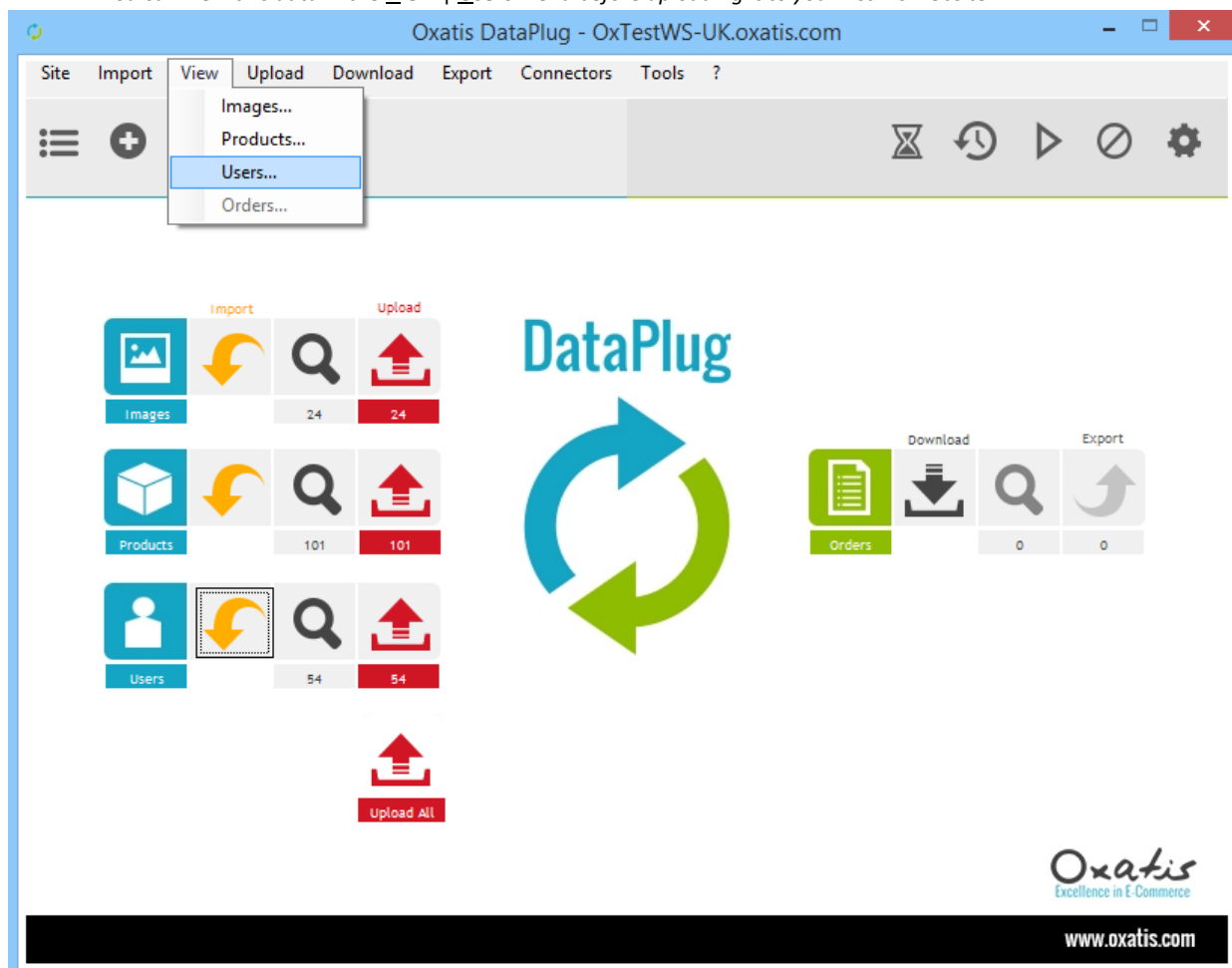
Next >

Finish

## 8. Viewing Customers Imported from Sage 200 v2015 On Premise

Once users have been imported from Sage 200 v2015 On Premise, the main screen of the DataPlug is refreshed and displays the number of customers or users (36) imported or updated in the DataPlug database.

*You can view this data in the **View** | **Users** menu before uploading it to your Actinic website.*



Preview of "Main Information" tab in the user list of the DataPlug.

Note: You will find the Sage 200 v2015 On Premise customer code in the customer reference field.

**Users**

☐ Display only data to upload

Find:

Email	First	Last name
info@abbeyretail.com.uk	Hayley	Bass
brian@betkit.com.uk	Hayley	Bass
info@cherrie.com.uk	Michael	Crampsey
wlaid@countrykitchens.co...	Simon	Nichols
md@festivalhomes.com.uk	David	Pinches
accounts@futhomes.com.uk	Stacey	Roberts
tania@ggconstruct.com.uk	Tania	Law
info@greenestores.com.uk	Gordon	French
ann@kitrefit.com.uk	Ann	Jardin
kitsch@kitsch.com.uk	Jane	Taylor
accounts@kandk.com.uk	James	Rodgers
info@max.com.uk	Mary	MacIntosh
accounts@mollyinc.com.uk	Roger	Chambers
emile@nanteshs.com.fr	Emile	Mieville
mike@newarklofts.com.us	Mike	Ledbetter
info@usahouseware.com.us	John	Ashley
info@nieveetoro.com.esp	Juan	Cruz

**Main Information** | Address | Shipping Addresses | Additional information | Categories

☒ Credit Customer

Title: Mr.

First Name: Hayley

Last Name: Bass

Email: info@abbeyretail.com.uk

Password:

Company: Abbey Retail Ltd

VAT Reg No: 612 5749 32

Bus Reg No:

Date of Birth:

Oxatis ID: 0

Customer reference (Sage 200): ABB001

Preview of Address tab in the user list of the DataPlug.

**Users**

☐ Display only data to upload

Find:

Email	First	Last name
info@abbeyretail.com.uk	Hayley	Bass
brian@betkit.com.uk	Hayley	Bass
info@cherrie.com.uk	Michael	Crampsey
wlaid@countrykitchens.co...	Simon	Nichols
md@festivalhomes.com.uk	David	Pinches
accounts@futhomes.com.uk	Stacey	Roberts
tania@ggconstruct.com.uk	Tania	Law
info@greenestores.com.uk	Gordon	French
ann@kitrefit.com.uk	Ann	Jardin
kitsch@kitsch.com.uk	Jane	Taylor
accounts@kandk.com.uk	James	Rodgers
info@max.com.uk	Mary	MacIntosh
accounts@mollyinc.com.uk	Roger	Chambers
emile@nanteshs.com.fr	Emile	Mieville
mike@newarklofts.com.us	Mike	Ledbetter
info@usahouseware.com.us	John	Ashley
info@nieveetoro.com.esp	Juan	Cruz

**Main Information** | **Address** | Shipping Addresses | Additional information | Categories

Address ☐ Block ☒ Lines ☐ Formatted

Line 16 Church Lane

Line Lochside

Line Edinburgh

Line Midlothian

Postal Code: EH12 1WE City/Town: Londre2

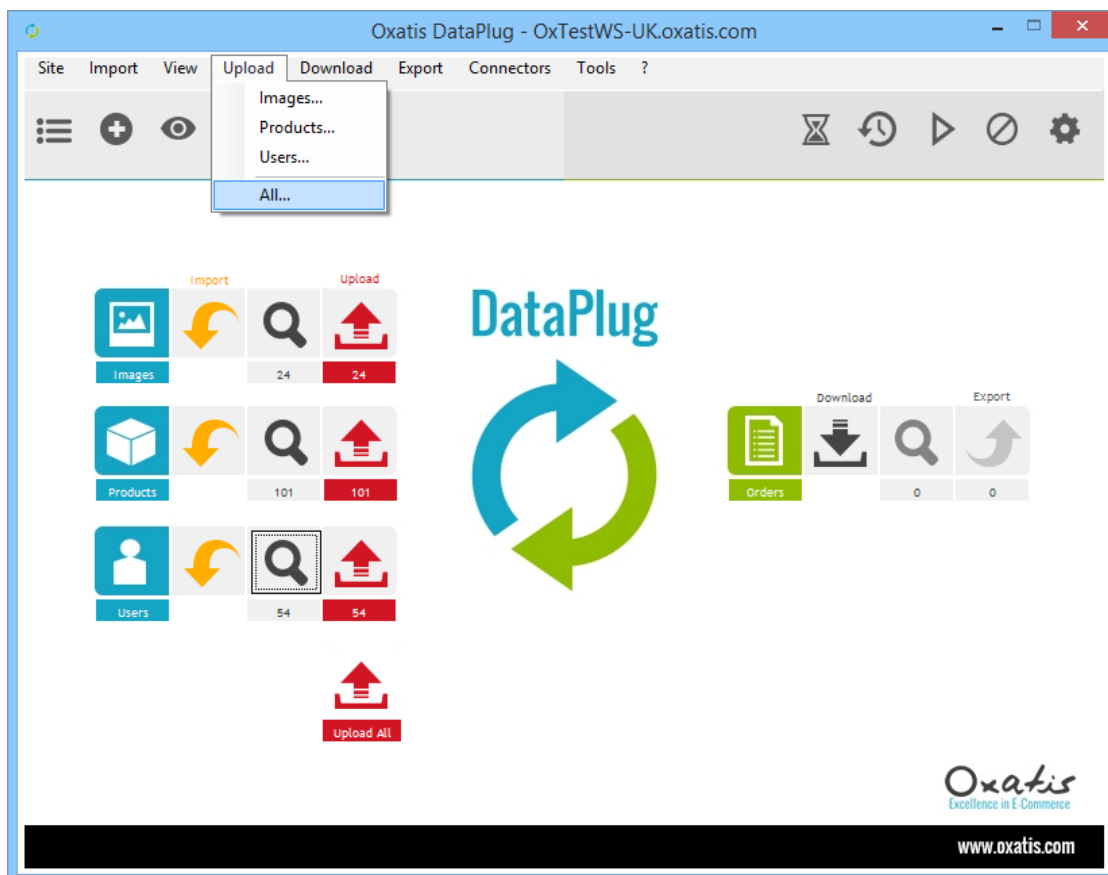
Country: GB State: Paca2

Phone: 44 0131 621 1111 Secondary Phone: 44 0131 621 2222

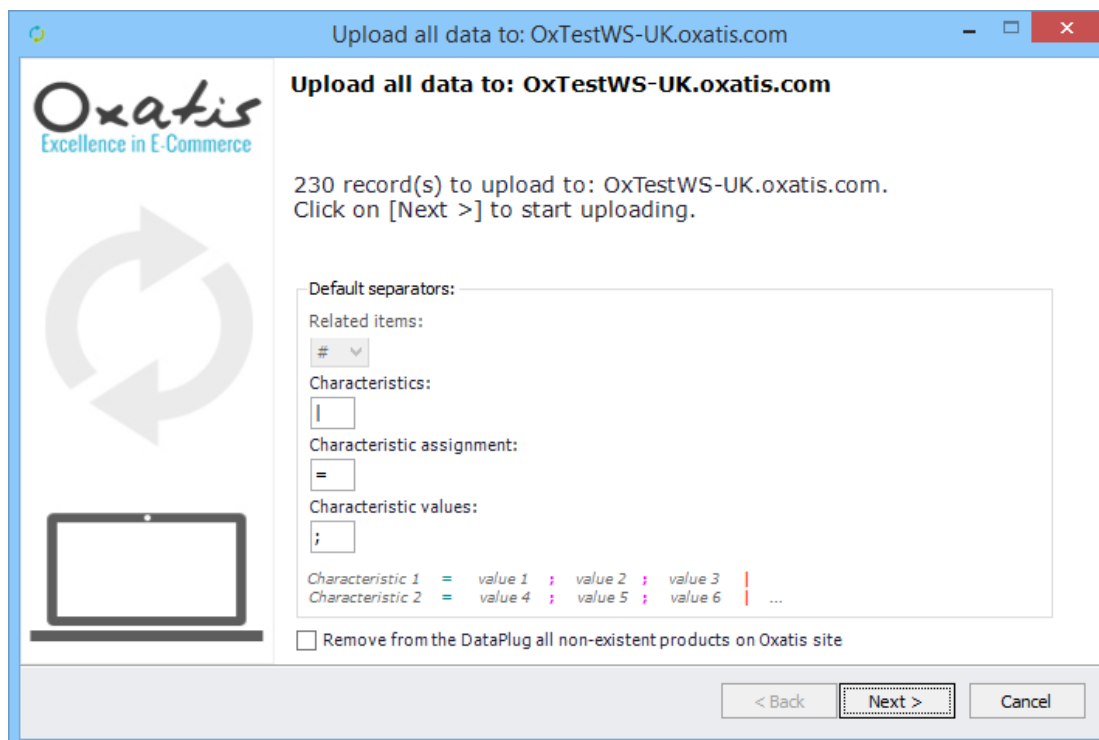
Fax: 44 0131 621 3333

## 9. Uploading Data (Images, Products and Users) to Actinic

Data from Sage 200 v2015 On Premise can be uploaded from the DataPlug to Actinic separately (Products, Images, Users) or all at once from the DataPlug menu: **Upload** | **All**.



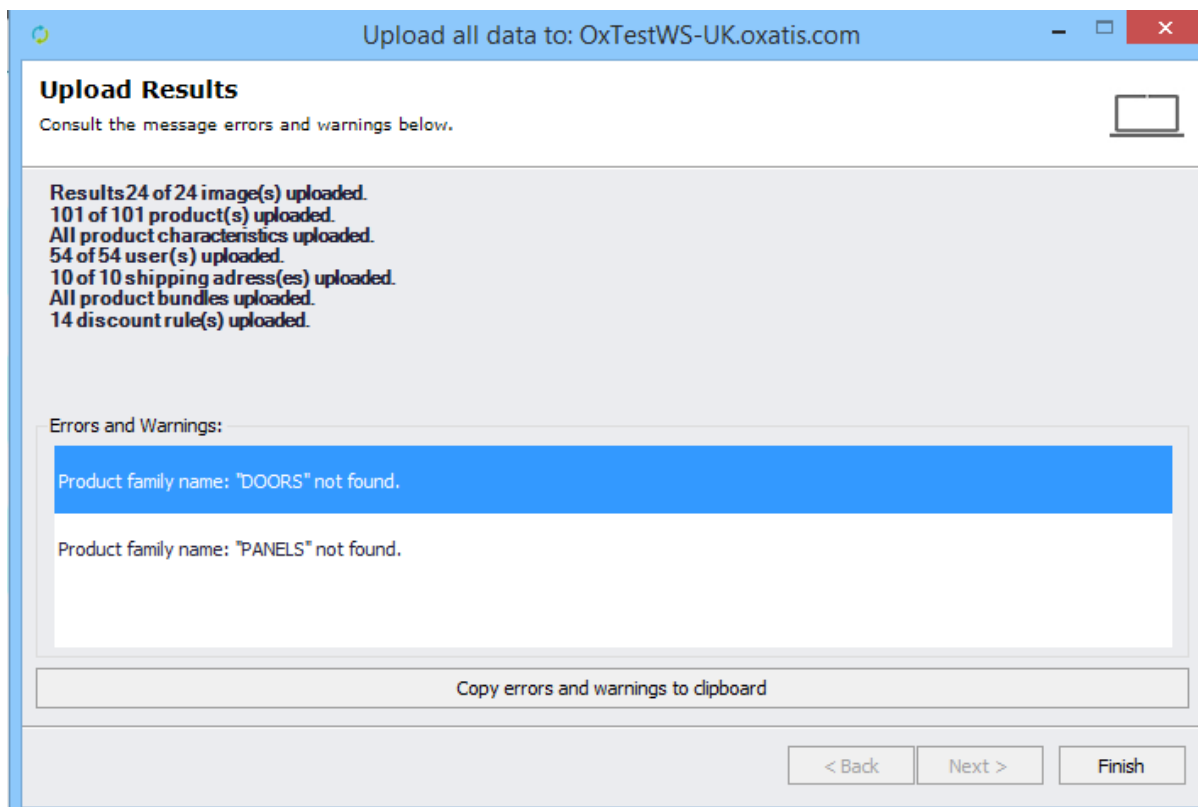
The total number of records (Images, Products and Users) to be uploaded to Actinic is displayed before the data is uploaded.



Click on "Next" to upload the data to the Actinic site.

You can cancel the upload at any time and send the remaining data at a later date.

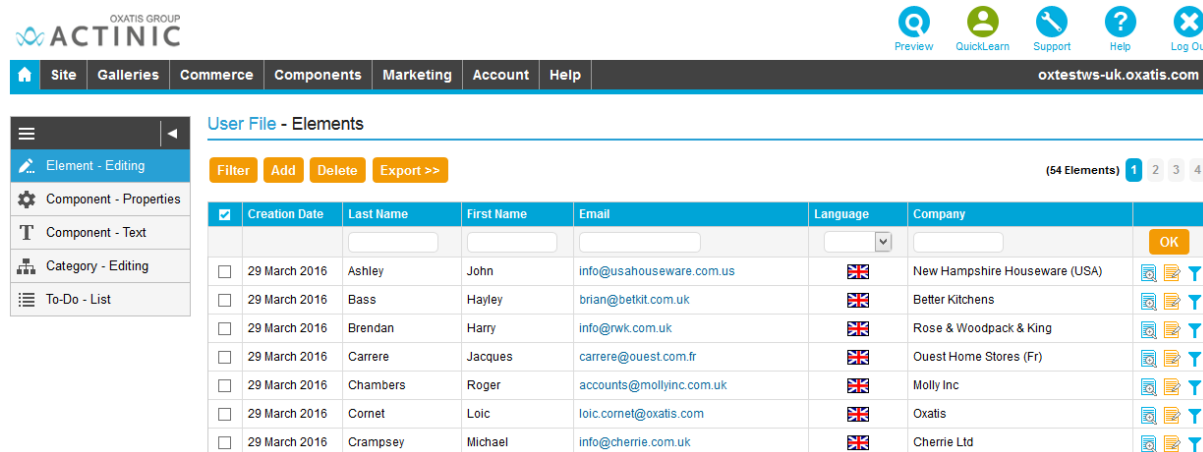
Once the upload is complete, the number of records (Images, Products and Users) that were uploaded to the Actinic site will be displayed.



## 10. Viewing Data Uploaded to the Actinic Site

CUSTOMERS/USERS: Log in to the Actinic site and click on the following menu to see the customers/users uploaded from the DataPlug: **Marketing** | **Users**

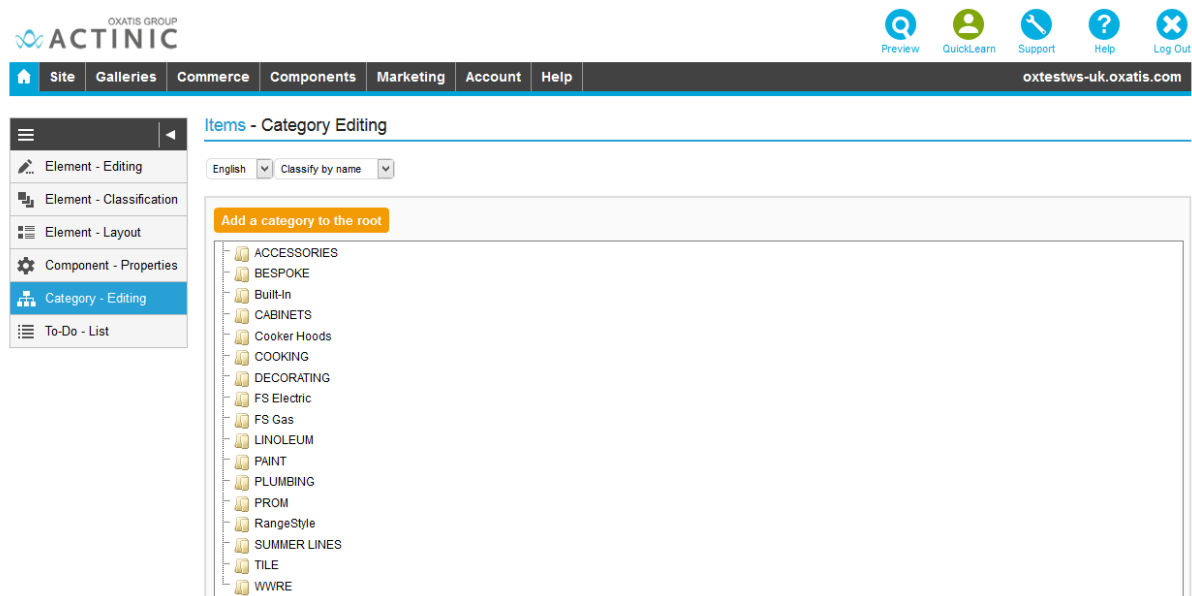
Below is a preview of the uploaded users.



The screenshot shows the Actinic user management interface. The top navigation bar includes links for Site, Galleries, Commerce, Components, Marketing, Account, and Help. The main content area is titled "User File - Elements" and displays a table of users. The table has columns for Creation Date, Last Name, First Name, Email, Language, and Company. There are 54 elements in total, with the first 4 being visible in the preview.

Creation Date	Last Name	First Name	Email	Language	Company
29 March 2016	Ashley	John	info@usahouseware.com.us	English	New Hampshire Houseware (USA)
29 March 2016	Bass	Hayley	brian@betkit.com.uk	English	Better Kitchens
29 March 2016	Brendan	Harry	info@wk.com.uk	English	Rose & Woodpack & King
29 March 2016	Carrere	Jacques	carrere@ouest.com.fr	French	Ouest Home Stores (Fr)
29 March 2016	Chambers	Roger	accounts@mollyinc.com.uk	English	Molly Inc
29 March 2016	Cornet	Loic	loic.cornet@oxatis.com	English	Oxatis
29 March 2016	Crampsey	Michael	info@cherrie.com.uk	English	Cherrie Ltd

PRODUCT CATEGORIES: To see the product categories created during the upload, click on the **Commerce** | **Categories** menu.



The screenshot shows the Actinic category management interface. The top navigation bar includes links for Site, Galleries, Commerce, Components, Marketing, Account, and Help. The main content area is titled "Items - Category Editing" and displays a list of categories. The categories are listed in a tree view, with a button to "Add a category to the root".

- ACCESSORIES
- BESPOKE
- Built-In
- CABINETS
- Cooker Hoods
- COOKING
- DECORATING
- FS Electric
- FS Gas
- LINOLEUM
- PAINT
- PLUMBING
- PROM
- RangeStyle
- SUMMER LINES
- TILE
- WWRE

PRODUCTS: To see the products created during the upload, click on the Commerce | Items menu.

Below is the detailed product information for product code "COOK/CERM/HOB":

*Main information: Prices, Product Code, EAN Code, Name...*

[Preview](#)
[QuickLearn](#)
[Support](#)
[Help](#)
[Log Out](#)

[Home](#)
[Site](#)
[Galleries](#)
[Commerce](#)
[Components](#)
[Marketing](#)
[Account](#)
[Help](#)
[oxtestws-uk.oxatis.com](#)

Item : **Ceramic 4 Plate Hob** (Electrical: [Cooker](#), Fuel: [Electric](#)) - Properties

[Back](#)
[Modify](#)
[Delete](#)

[General](#)
[Image\(s\)](#)
[Categories](#)
[SEO](#)
[Language and Visibility](#)
[Attributes](#)
[Up/Cross-Selling](#)
[Characteristics](#)
[Bundle](#)

[MAIN](#)
[Additional](#)
[Stock](#)
[Availability](#)
[Weight and Dimensions](#)
[Handling](#)
[Intangible Items](#)

### Main Information

Code: COOK/CERM/HOB

EAN Code:

MPN:

Name: Ceramic 4 Plate Hob

Electrical: [Cooker](#)

Fuel: [Electric](#)

Short Description:

Prices:

	Sale Price		Strikethrough-Price		Packing Unit	Discount
	Ex VAT	Inc VAT	Ex VAT	Inc VAT		
Price 1	151.3	181.56			1	
Price 2	151.3	181.56			1	
Price 3	151.3	181.56			1	
Price 4	151.3	181.56			1	
Price 5	151.3	181.56			1	
Price 6					1	
Price 7					1	
Price 8					1	
Price 9					1	
Price 10					1	

Item Family: COOKING

Eco-Tax (Inc VAT):

VAT Rate: UK - Standard Rate (20.0%)

Cost (Ex VAT): 100.72

*Product Quantity in Stock and Re-order Level*

[Preview](#)
[QuickLearn](#)
[Support](#)
[Help](#)
[Log Out](#)

[Home](#)
[Site](#)
[Galleries](#)
[Commerce](#)
[Components](#)
[Marketing](#)
[Account](#)
[Help](#)
[oxtestws-uk.oxatis.com](#)

Item : **Ceramic 4 Plate Hob** (Electrical: [Cooker](#), Fuel: [Electric](#)) - Properties

[Back](#)
[Modify](#)
[Delete](#)

[General](#)
[Image\(s\)](#)
[Categories](#)
[SEO](#)
[Language and Visibility](#)
[Attributes](#)
[Up/Cross-Selling](#)
[Characteristics](#)
[Bundle](#)

[Main](#)
[Additional](#)
[STOCK](#)
[Availability](#)
[Weight and Dimensions](#)
[Handling](#)
[Intangible Items](#)

### Stock

Quantity in Stock: 2 Unit(s)

Low Stock Level: 0 Unit(s)

Item in stock (Quantity in stock > 0):

☐ Show that item is in stock (Example: "In Stock")

☐ Show stock level (Example: "4 Items in Stock")



## Product Weight



Site Galleries Commerce Components Marketing Account Help [oxtestws-uk.oxatis.com](#)

Item : Ceramic 4 Plate Hob (Electrical: Cooker, Fuel: Electric) - Properties

[Back](#) [Modify](#) [Delete](#)

General Image(s) Categories SEO Language and Visibility Attributes Up/Cross-Selling Characteristics Bundle [+](#)

Main Additional Stock Availability **WEIGHT AND DIMENSIONS** Handling Intangible Items

Weight and Dimensions
Weight: 85 Gram(s)
Height: 0 Centimeter(s)
Width: 0 Centimeter(s)
Length: 0 Centimeter(s)

## Product Categories



Site Galleries Commerce Components Marketing Account Help [oxtestws-uk.oxatis.com](#)

Item : Ceramic 4 Plate Hob (Electrical: Cooker, Fuel: Electric) - Properties

[Back](#) [Modify](#) [Delete](#)

General Image(s) **Categories** SEO Language and Visibility Attributes Up/Cross-Selling Characteristics Bundle [+](#)

CATEGORY CLASSIFICATION

Category Classification
Category 1: COOKING
Category 2:
Category 3:

## Product Characteristics



Site Galleries Commerce Components Marketing Account Help [oxtestws-uk.oxatis.com](#)

Item : Ceramic 4 Plate Hob (Electrical: Cooker, Fuel: Electric) - Properties

[Back](#) [Modify](#) [Delete](#)

General Image(s) Categories SEO Language and Visibility Attributes Up/Cross-Selling **Characteristics** Bundle [+](#)


CHARACTERISTICS

Edit Characteristics	
Characteristics	
Electrical Electrical	• Cooker
Fuel Fuel	• Electric

## 11. Example of 2 Orders placed on the Actinic site

Two orders have been placed for Sage data that was uploaded to the site from the DataPlug.  
The first order (No. 15102899) has been billed excluding VAT, the second order (No. 15102964) has been billed including VAT.

*Below is a preview of the orders placed on the Actinic site*



[Preview](#)
[QuickLearn](#)
[Support](#)
[Help](#)
[Log Out](#)

[Site](#)
[Galleries](#)
[Commerce](#)
[Components](#)
[Marketing](#)
[Account](#)
[Help](#)

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---

### Order Tracking

Date 
[Filter](#)
[Refresh](#)
[States of Progress](#)
[Invoice Properties](#)
[Statistics](#)

Quick filter:

(2 Elements)


<input checked="" type="checkbox"/>	Src	No.	Date	Time	Amount	Invoice No.	Language	Customer	Payment	Status	Progress	Indicator	
					From <input type="text"/> To <input type="text"/>	<input type="text"/>						<input type="text"/>	<a href="#">OK</a> <a href="#">X</a>
<input type="checkbox"/>		15102964	29 March 2016	13:21	470.99			Hayley BASS			(Undefined)		
<input type="checkbox"/>		15102899	29 March 2016	13:15	619.11			Hayley BASS			(Undefined)		

[Execute](#)

☒ Canceled,
☒ Technical Error,
☐ Contacting Payment Processor,
☐ Payment in Process,
☐ Payment Refused,
☐ Payment Confirmed

Website,
 eBay,
 Amazon,
 Facebook,
 Mobile,
 MOTO

Below is a preview of the order including VAT with a global discount of 10%.

**Order #15102964** 

29 Mar 2016

## Customer Information

Mr. Hayley Bass (info@abbeyretail.com.uk)  
Abbey Retail Ltd  
Phone: +44 131 621 1111  
Fax: 44 0131 621 3333

## Address

16 Church Lane  
Lochside  
Edinburgh  
Midlothian  
Londre2, Paca2 EH12 1WE  
United Kingdom

## Shipping Method

UPS

## Payment Method


Use Customer Account

## Details

Items	Unit Price	Quantity	Amount
AB Built-In Cookers Single-Oven/300mm/White (Code: ABBuiltIn/15/0/2) Number : Single Mm : 300 Color : White	<del>£ 359.98</del> (Discount 15.00%) £ 305.98	1	£ 305.98
AB Cooker Hoods Standard/White (Code: ABCookHoods/23/2)	£ 36.00	1	£ 36.00
Ceramic 4 Plate Hob (Code: COOK/CERM/HOB) Electrical : Cooker Fuel : Electric	<del>£ 181.56</del> (Discount 6.00%) £ 170.67	1	£ 170.67
<b>Subtotal before discount</b>			<b>£ 512.65</b>
<b>Discount (10.00%)</b>			<b>- £ 51.27</b>
<b>Subtotal</b>			<b>£ 461.38</b>
<b>Shipping &amp; Handling</b> UPS			<b>£ 9.60</b>
<b>Total</b>			<b>£ 470.99</b>

Base Price (Excl. VAT)	VAT Rate	VAT Amount
384.49	20	76.90

Below is a preview of the order excluding VAT, including discounted individual products, a global discount of 10%

**Order #15102899** 

29 Mar 2016

## Customer Information

Mr. Hayley Bass (info@abbeyretail.com.uk)  
Abbey Retail Ltd  
Phone: +44 131 621 1111  
Fax: 44 0131 621 3333

## Address

16 Church Lane  
Lochside  
Edinburgh  
Midlothian  
Londre2, Paca2 EH12 1WE  
United Kingdom

## Shipping Method

UPS

## Payment Method

Use Customer Account

## Details

Items	Unit Price	Quantity	Amount
AB Cooker Hoods Chimney/White (Code: ABCookHoods/22/2)	<del>£ 30.00</del> (Discount 5.00%) £ 28.50	1	£ 28.50
Ceramic 4 Plate Hob (Code: COOK/CERM/HOB) Electrical : Cooker Fuel : Electric	<del>£ 151.30</del> (Discount 6.00%) £ 142.22	2	£ 284.44
AB Built-In Cookers Single-Oven/300mm/White (Code: ABBuiltIn/15/0/2) Number : Single Mm : 300 Color : White	<del>£ 299.98</del> (Discount 15.00%) £ 254.98	1	£ 254.98
<b>Subtotal before discount</b>			<b>£ 567.92</b>
<b>Discount (10.00%)</b>			<b>- £ 56.79</b>
<b>Subtotal</b>			<b>£ 511.13</b>
<b>Shipping &amp; Handling</b> UPS			<b>£ 8.00</b>
<b>VAT</b>			<b>£ 99.98</b>
<b>Total</b>			<b>£ 619.11</b>

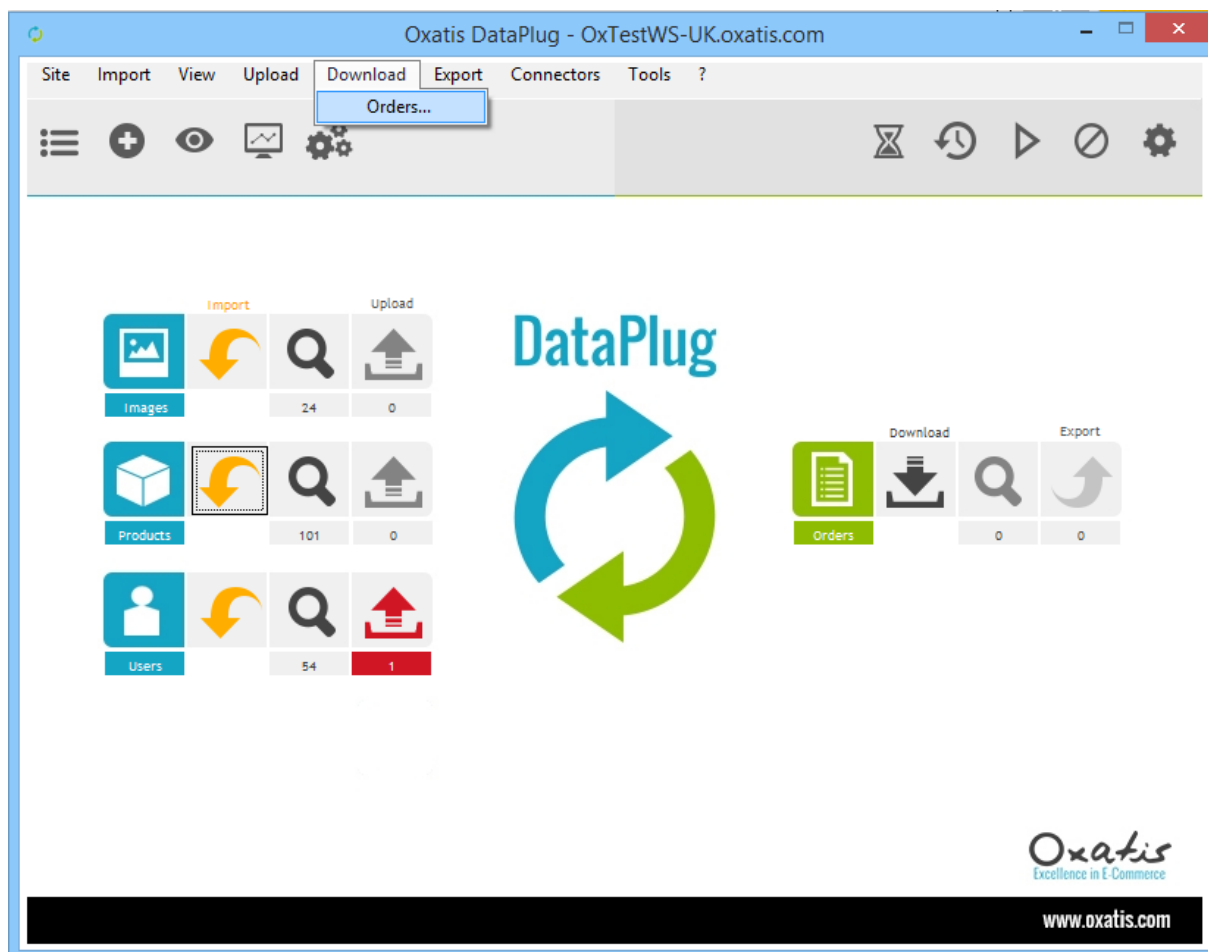
Base Price (Excl. VAT)	VAT Rate	VAT Amount
25.65	5	1.28
485.48	20	97.10

## 12. Downloading Orders from the Actinic site to the DataPlug

This involves downloading, or importing, customer orders from the Actinic site and saving them in the DataPlug database.

Click on the following menu in the DataPlug: **Download | Orders**.

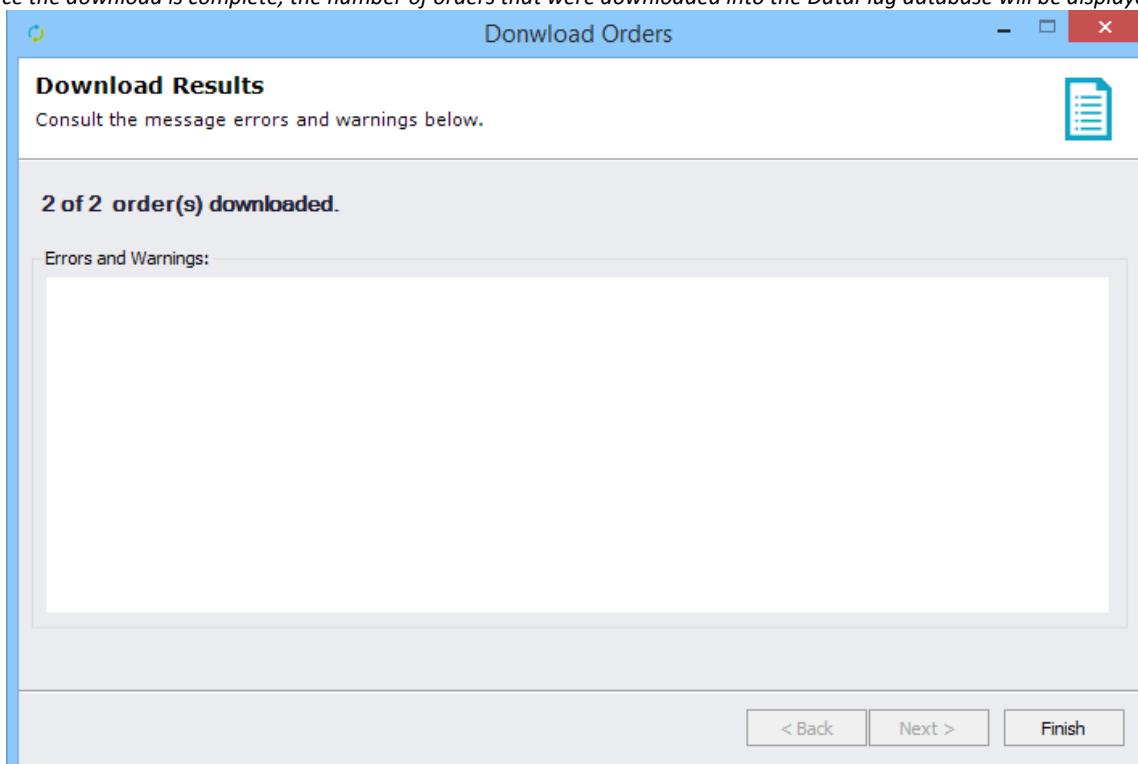
You will be guided through the configuration of the customer orders to download.



**1<sup>st</sup> step:** By default, the current day is proposed in the date range. However, you can select another date range.  
*Note: Only orders with a confirmed payment status are downloaded. However, you can select another payment status (Contacting Payment Processor, Payment in Process, or Payment Refused), as well as the date range related to the change of payment status.*

**2<sup>nd</sup> step:** The number of orders to download is displayed. Click on the “Next” button to download the customer orders to the DataPlug.

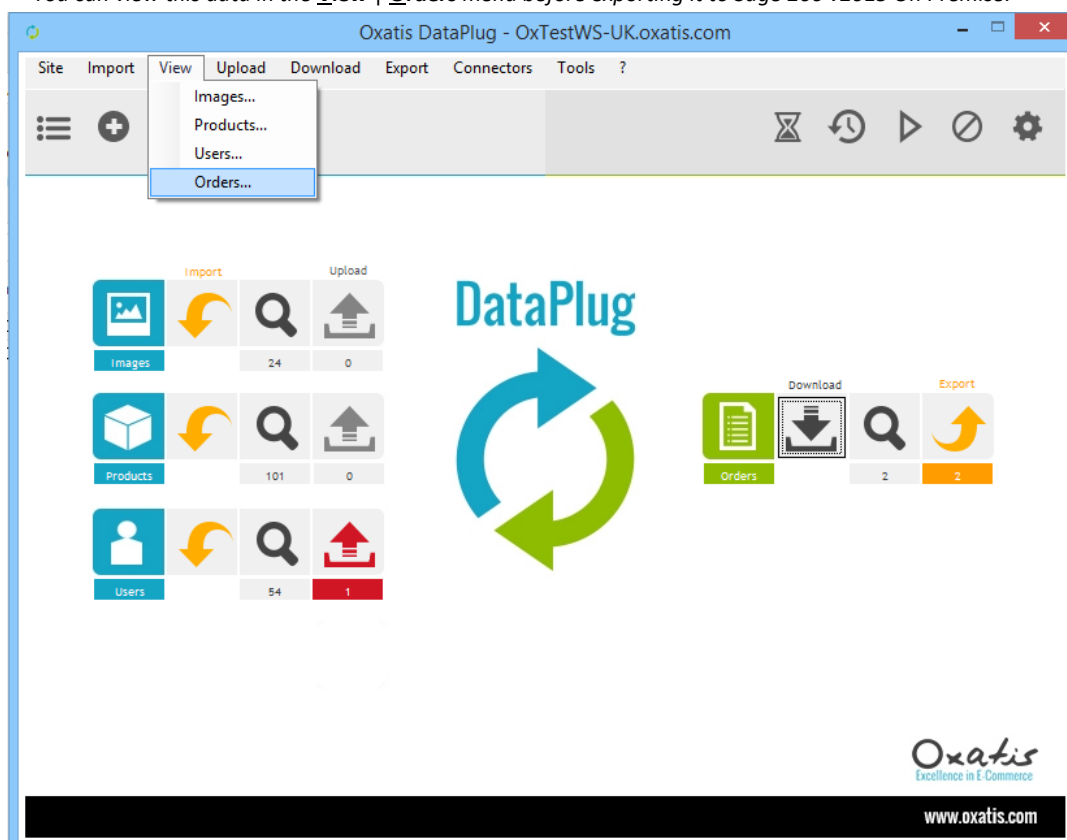
Once the download is complete, the number of orders that were downloaded into the DataPlug database will be displayed.



## 13. Viewing Orders Downloaded to the DataPlug

Once orders have been downloaded from Actinic, the main screen of the DataPlug is refreshed and displays the number of orders (2) downloaded to the DataPlug database.

You can view this data in the **View | Orders** menu before exporting it to Sage 200 v2015 On Premise.



Below is a preview of the "Total" tab of the order selected from the list.

Search :

Order	Date	Email
15102899	29/03/2016 13:15	info@abbeyretail.com.uk
15102964	29/03/2016 13:21	info@abbeyretail.com.uk

Orders

Details

Total

Main Information

Billing Address

Shipping Address

Instructions

Total VAT excluded :

567,92

Currency:

GBP

Discount:

10,00 %

56,79

Total discounted VATexcluded :

511,13

Shipping price VAT excluded :

8,00

Total:

619,11

Tax details:

Base	VAT Rate	VAT Amount
25,65	5,00	1,28
485,48	20,00	97,10

Total Tax:

98,38

Shipping Tax:

1,60

Shipping Tax Rate:

20,00

Below is a preview of the "Order Details" tab, where all products in the selected order can be found.

Search :

Order	Date	Email
15102899	29/03/2016 13:15	info@abbeyretail.com.uk
15102964	29/03/2016 13:21	info@abbeyretail.com.uk

Orders

Details

Total

Main Information

Billing Address

Shipping Address

Instructions

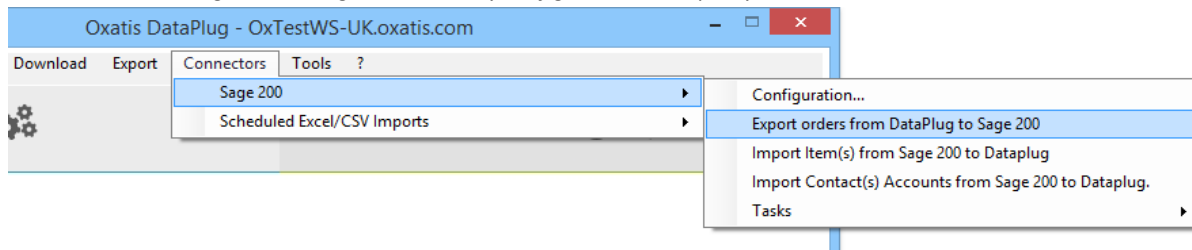
Item Code	Item Name	Quant	Gross Price	Discount Rate	Net Price	Tax Rate	Net Amount	Ecotax Tax Includec	Offered
COOK/CERM/HOB	Ceramic 4 Plate Hob	2	151,30	6,00	142,22	20,00	284,44	0,00	<input checked="" type="checkbox"/>
ABCookHoods/22/2	AB Cooker Hoods Ch...	1	30,00	5,00	28,50	5,00	28,50	0,00	<input type="checkbox"/>
ABBuiltIn/15/0/2	AB Built-In Cookers ...	1	299,98	15,00	254,98	20,00	254,98	0,00	<input type="checkbox"/>



## 14. Export Customer Orders to Sage 200 v2015

Exporting orders from Actinic to Sage 200 v2015 On Premise entails creating new sales orders in the company's Sage 200 v2015 On Premise.

*In the DataPlug, click on the menu: **Connectors** | **Link for Sage 200 v2015 On Premise 2016** | **Export Orders**  
You will be guided through the necessary configurations to export your orders.*



**1<sup>st</sup> step:** By default, the DataPlug proposes to export all orders that have not yet been exported to Sage 200 v2015 On Premise.

However, you can select:

- A date range (with the option to export orders that have already been exported).



**2<sup>nd</sup> step:** You should select the following parameters:

- The selected warehouse will be linked to the new orders to import in Sage database. By default, it is the one connected during the products importation.
- Actinic's payment methods must be associated to the payment methods filled in Sage. (Actinic's "generic" payment methods will be associated with Sage's "other" payment methods)
- The user code holding every B2C customer is here for your information. It is the one filled during user importation.
- The Sage 200 "Customer document No" field prefix. This is not mandatory.

The screenshot shows a software window titled "Export Sales Orders to Sage 200 [EN]". Inside, there's a section titled "Sales Orders Export Settings" with a sub-header "Additional informations". The settings are organized into several panels:

- Mapping Oxatis payment methods:** Contains six dropdown menus:
  - Checks : Checks
  - Credit Cards: Visa credit card
  - Wire transfer: Wire Transfer
  - Paypal: Paypal
  - Credit Cards (X times): Switch debit card
  - Other: MasterCard
- Sage 200 Sales Order "Customer Document No":** Includes a text box with the prefix "Ox\_Doc\_" and a blue instructional text: "This 'Customer Document No' field can be customized by entering a text below that will be completed automatically by the Oxatis Sales Order number."
- Sales Order default warehouse:** A dropdown menu currently set to "WAREHOUSE".
- B2C Customer (GBP):** A text box for "Customer Account Code" containing "OX\_B2C".

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".



It is only possible to export order orders whose items are in the same warehouse. Indeed, if an order contains 2 products from 2 different warehouse, no order will be exported.



Reminder: The B2C customer account must have the same currency between Sage200 and the Actinic website. The Actinic currency is displayed in brackets.

**3<sup>rd</sup> step:** You have to associate a shipping option from Actinic to an additional charge in sage 200, where you charge the shipping costs.

**Export Sales Orders to Sage 200 [EN]**

**Shipping options**  
Map Oxatis shipping options with Sage Additional charges

Oxatis shipping option	Sage additional charge
UPS	Carriage

< Back   Next >   Cancel

**4<sup>th</sup> step:** You have to link VAT rates for local, EU and export.

**Export Sales Orders to Sage 200 [EN]**

**Local & Export Sales VAT mapping**

**Local Sales**

Oxatis Rate	Sage Rate
UK - Standard Rate (20.0%)	Std Rate
UK - Reduced Rate (5.0%)	Reduced Rated
UK - Zero Rate (0.0%)	Zero Rated

**EU Sales**

Oxatis Rate	Sage Rate
UK - Standard Rate (20.0%)	EU Std Rate
UK - Reduced Rate (5.0%)	EU Reduced Rate
UK - Zero Rate (0.0%)	EU Zero Rated

**Export Sales**

Sage Rate:

< Back   Next >   Cancel

**Last step:** The number of orders to export is displayed. Click on the "Next" button to export the customer orders to the Sage 200 v2015 On Premise.

**Exporting Sales Orders to Sage 200**

2 order(s) to export.  
Click on [Next >] to start exporting.

< Back   Next >   Cancel

Once the export is complete, the number of orders that were exported and customer accounts that were added to Sage 200 v2015 On Premise will be displayed.

You can copy/paste the contents of the results tab to a document to consult the new records in Sage 200 v2015  
 Click on the "Finish" button to save all of your export settings (order selection criteria).

The screenshot shows a software window titled "Export Sales Orders to Sage 200 [EN]". Inside, there's a section titled "Export results" with a sub-header "Consult the message errors and warnings below." and a document icon. Below this, a scrollable area displays "2 order(s) were exported." and two tabs: "Results" (selected) and "Errors and Warnings". The "Results" tab shows the same "2 order(s) were exported." message followed by two lines of export details: "Order #\"15102899\" exported. Contact Doc: 0000005288 - Sage Id: Ox\_Doc\_15102899" and "Order #\"15102964\" exported. Contact Doc: 0000005289 - Sage Id: Ox\_Doc\_15102964". Below the results is a button labeled "Copy errors and warnings to clipboard". At the bottom right, there are three buttons: "< Back", "Next >", and "Finish".

In the DataPlug, go back to your list of orders and select the "Main Information" tab.

Below is a preview of the "Main Information" tab where you will now see the sales order number from Sage 200 v2015

## Orders

Search :

Order	Date	Email
15102899	29/03/2016 13:15	info@abbeyretail.c...
15102964	29/03/2016 13:21	info@abbeyretail.c...

Details

Total

Main Information

Billing Address

Shipping Address

Instructions

Title:

Mr.

First Name:

Hayley

Last Name:

Bass

Email:

info@abbeyretail.com.uk

Company:

Abbey Retail Ltd

VAT Reg No:

Bus Reg No:

Payment Method:

Use Customer Account

Discount Coupon:

Invoice #:

Invoice Date:

Delivery Date:

Point of sale:

order #:

0000005288

## 15. Viewing Sales Orders Imported to Sage 200 v2015

- View sales orders created by the DataPlug export

In Sage 200 v2015 On Premise, go to the menu: **Modules | Sales Orders Processing**

*Below is a preview of the 2 orders exported from the DataPlug.*

New Order Full	New Order Rapid	New Return	Amend	New Quote	Convert Quote	Amend Order Status	Amend Return Status	Allocate	Amend Allocation
<div> <div>&lt;No Filter&gt;</div> <div>Search list...</div> </div>									
No	Type	Date	Name	Amount	Customer Document No				
0000005289	Sales Order	29/03/2016	Abbey Retail Ltd	470,99	Ox_Doc_15102964				
0000005288	Sales Order	29/03/2016	Abbey Retail Ltd	619,11	Ox_Doc_15102899				

Below is a preview of order No. 5288 in Sage 200 v2015

You can see the three products in the order with their prices, excluding VAT, as well as the global value of the discount of 10%, also excluding VAT. The Actinic order number can be seen here in the "Customer Order No." field.

Delivery information and Special Instructions from the Actinic order are shown in the reserved rows of the Sage 200 v2015 On Premise order.

Amend Order

Order Details

Delivery & Invoicing

Payment with Order

Account Selection

Customer account

Cash account

Code: ABB001

Short name: Abbey

Postcode: EH12 1WE

Name: Abbey Retail Ltd

By default supply from: WAREHOUSE

Order Detail

Order no: 0000005288

Order status: Live

Document date: 29/03/2016

Date requested: 29/03/2016

Date promised: 29/03/2016

Customer order no: Ox\_Doc\_15102899

Show values

Show quantities

Item	Description	Quantity	Unit Price	Disc. %	VAT Rate	Gross
COOK/CERM/HOB	Ceramic 4 Plate Hob	2,00000	151,30000	6,00	Std Rate	284,44
ABCookHoods/22/2	AB Cooker Hoods Ch...	1,00000	30,00000	5,00	Reduced Rated	28,50
ABBuiltIn/15/0/2	AB Built-In Cookers...	1,00000	299,98000	15,00	Std Rate	254,98
Carriage	Carriage	1,00000	8,00000	0,00	Std Rate	8,00

Add Items...

Edit Item...

Delete Item

Move Up

Move Down

Subtotals

Goods: £ 567,92

Charges: £ 8,00

Order disc: £ 56,79

Totals

Net: £ 519,13

VAT: £ 99,98

Gross: £ 619,11

Exchange Rate

Rate: 1,000000

Currency: Pounds Sterling

Save

Save and Generate PO

Order Profit...

Close



Below is a preview of the details of the first product in the order.

Edit Order Item Line

Item Type

☒ Standard item
 ☐ Free text item
 ☐ Additional charge
 ☐ Comment line

Product Item

Code:

Name:

Warehouse:

Fulfilment:

☐ Amend item description

Item Values

Selling unit:

Selling price unit:

Unit discount %:

Quantity:

Unit price: £

Unit discount: £

Qty to allocate:

Stock item unit:

Disc unit price: £

Allocated:

Unit cost: £

Item Totals

VAT rate:

Net value: £

VAT value: £

Document Comments

Picking List

Despatch Note

Project analysis

Nominal analysis

Project Analysis

Code:

Revenue:

Delivery Dates

Requested:

Promised:

Save

Analysis Codes...

Profit...

Cancel

Below is the "Delivery & invoicing" tab.

**Amend Order**

Order Details | **Delivery & Invoicing** | Payment with Order

**Delivery Address**

Postal name: Abbey Retail Ltd  
 Address: 16 Church Lane  
 Lochside  
 Edinburgh  
 Midlothian  
 City: Londre2  
 County: Paca2  
 Postcode: EH12 1WE  
 Country: United Kingdom  
 Contact: Mr. Hayley Bass  
 Telephone: +44 131 621 1111  
 Fax: 44 0131 621 3333  
 E-mail: [info@abbeyretail.com.uk](mailto:info@abbeyretail.com.uk)  
☐ Use invoice address Change...

**VAT Details**

VAT number:   
 VAT code: 1 - Std Rate  
 Country code: GB - Great Britain  
☐ Triangulated

**Invoice Address**

Postal name: Abbey Retail Ltd  
 Address: 16 Church Lane  
 Lochside  
 Edinburgh  
 Midlothian  
 City: Londre2  
 County: Paca2  
 Postcode: EH12 1WE  
 Country: Great Britain

**Early Settlement Discount**

Discount %: 0,00 if paid within 0 days

**Order Discount / Surcharge**

Discount %: 10,00 Value: £ 56,79 Discount

**Order Taken By** **Order Priority**

Name: madagaga A

**Analysis Codes**

Name	Value
Sales Area	North
Sales person	None

Save Save and Generate PO Order Profit... Close

Below is the "Payment with Order" tab.

**Amend Order**

Order Details | Delivery & Invoicing | **Payment with Order**

**Record Payment With Invoice**

☐ Record payment with order  
☒ Full payment  
☐ Invoice payment with order immediately

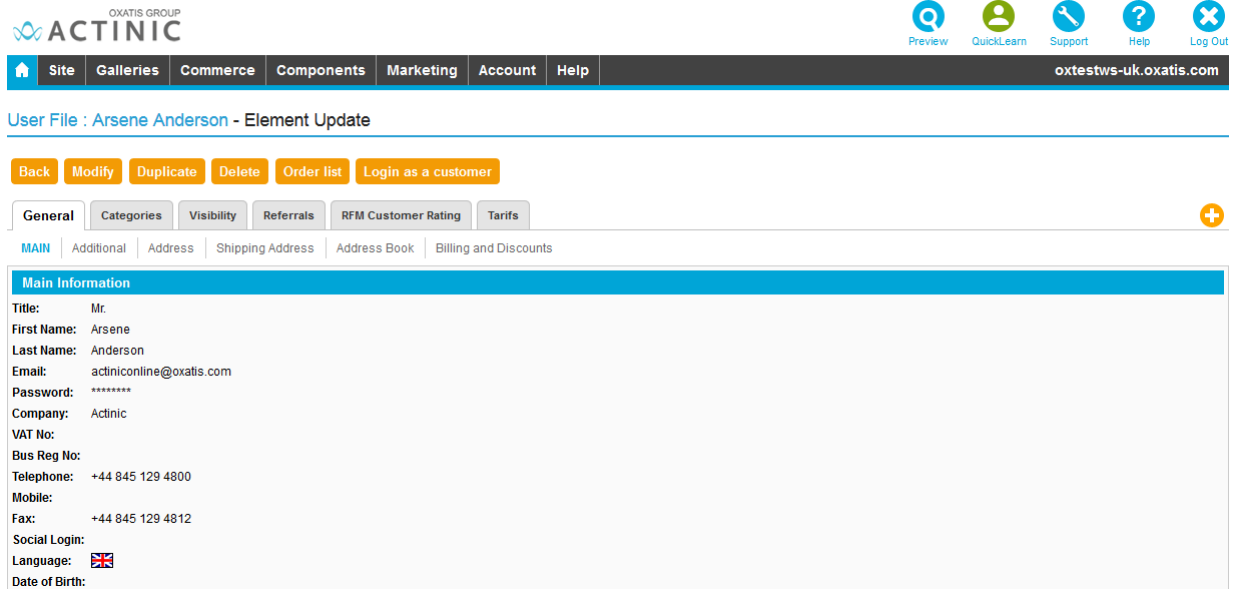
Payment: £ 0,00  
 Method:   
 Payment Declared: 0,00  
 Payment Undeclared: 0,00  
 Declared Payment Remaining: 0,00

Reference:   
 Description:

## 16. Creating Customers in Sage 200 v2015 On Premise

Exporting customer orders to Sage also allows you to create new customer accounts in the Sage database. Below is an example user from the Actinic website that was exported to Sage 200 v2015 On Premise.

*The main tab in the user account.*



OXATIS GROUP  
**ACTINIC**

Preview QuickLearn Support Help Log Out

Site Galleries Commerce Components Marketing Account Help otestws-uk.oxatis.com


User File : Arsene Anderson - Element Update

Back Modify Duplicate Delete Order list Login as a customer

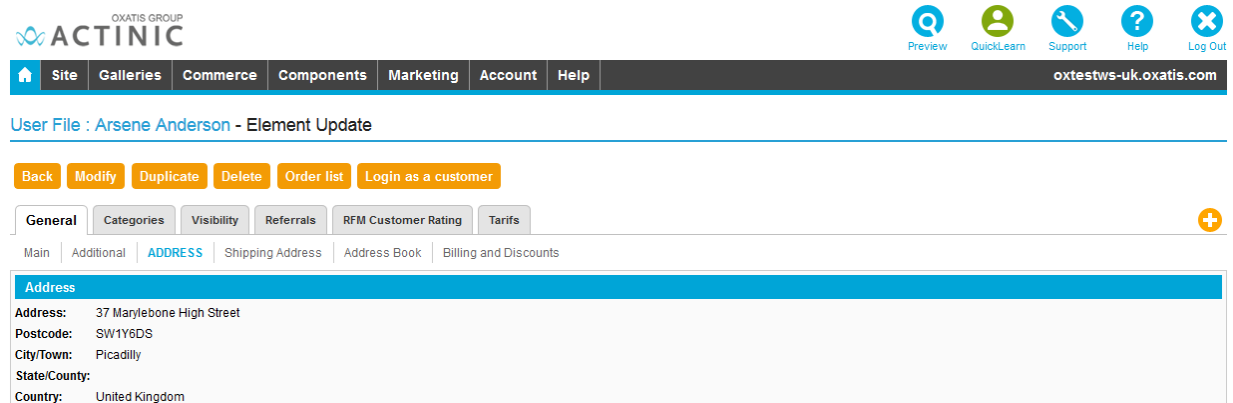
General Categories Visibility Referrals RFM Customer Rating Tarifs

MAIN Additional Address Shipping Address Address Book Billing and Discounts

**Main Information**

Title: Mr.  
First Name: Arsene  
Last Name: Anderson  
Email: actiniconline@oxatis.com  
Password: \*\*\*\*\*  
Company: Actinic  
VAT No:  
Bus Reg No:  
Telephone: +44 845 129 4800  
Mobile:  
Fax: +44 845 129 4812  
Social Login:  
Language:   
Date of Birth:

*Below is the billing address tab in the user account.*



OXATIS GROUP  
**ACTINIC**

Preview QuickLearn Support Help Log Out

Site Galleries Commerce Components Marketing Account Help otestws-uk.oxatis.com

User File : Arsene Anderson - Element Update

Back Modify Duplicate Delete Order list Login as a customer

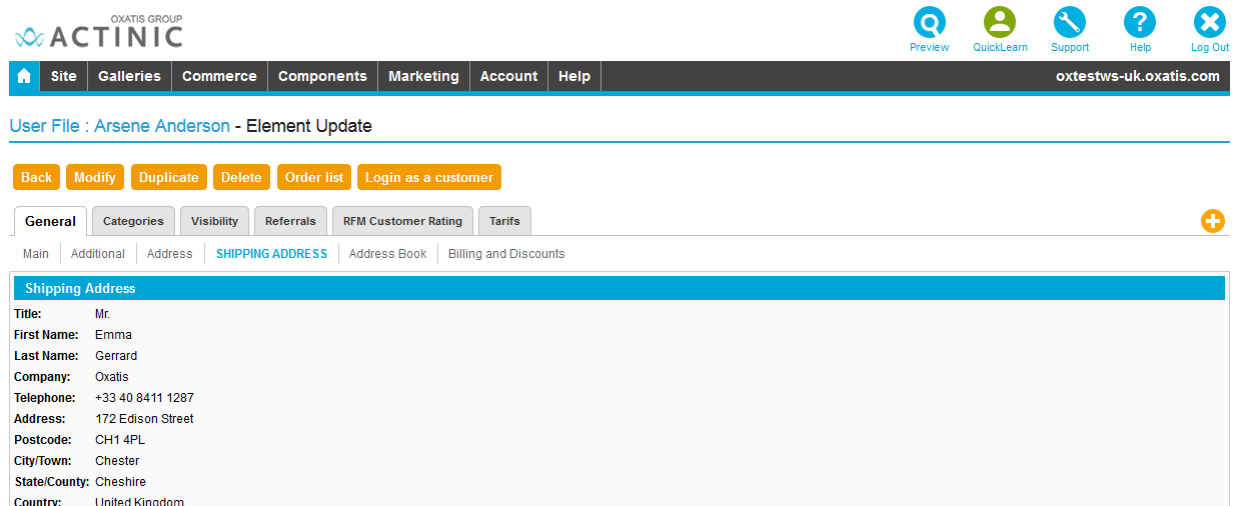
General Categories Visibility Referrals RFM Customer Rating Tarifs

Main Additional ADDRESS Shipping Address Address Book Billing and Discounts

**Address**

Address: 37 Marylebone High Street  
Postcode: SW1Y6DS  
City/Town: Picadilly  
State/Country: United Kingdom

*Below is the shipping address tab in the user account.*



OXATIS GROUP  
**ACTINIC**

Preview QuickLearn Support Help Log Out

Site Galleries Commerce Components Marketing Account Help otestws-uk.oxatis.com

User File : Arsene Anderson - Element Update

Back Modify Duplicate Delete Order list Login as a customer

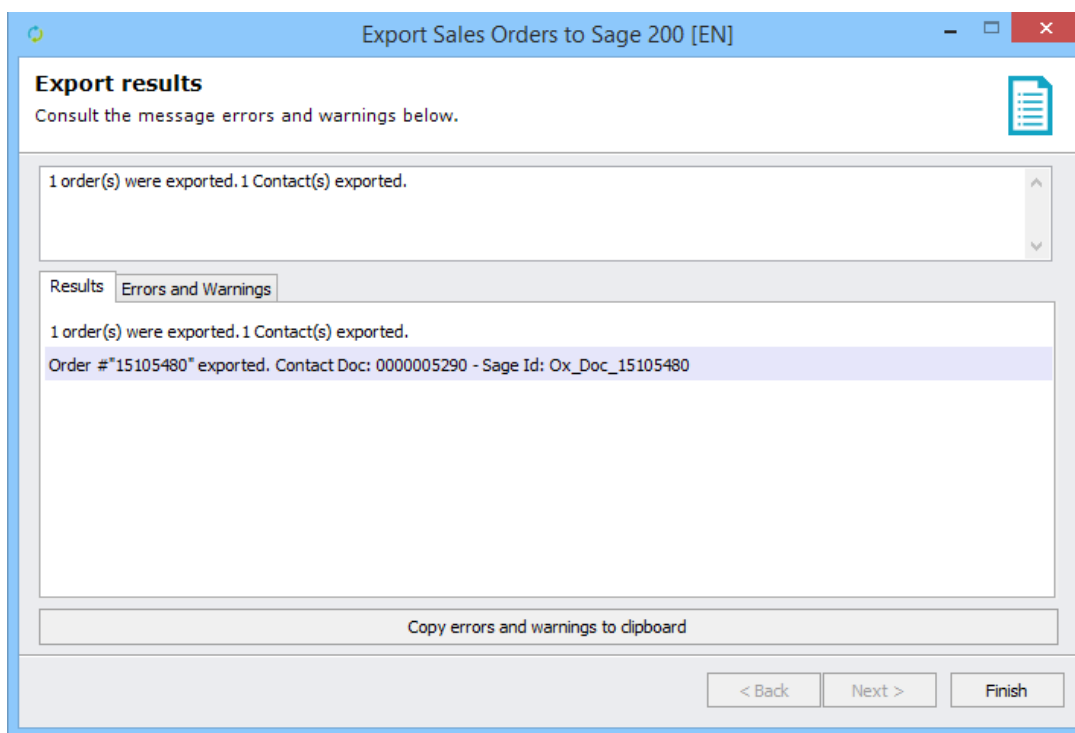
General Categories Visibility Referrals RFM Customer Rating Tarifs

Main Additional Address SHIPPING ADDRESS Address Book Billing and Discounts

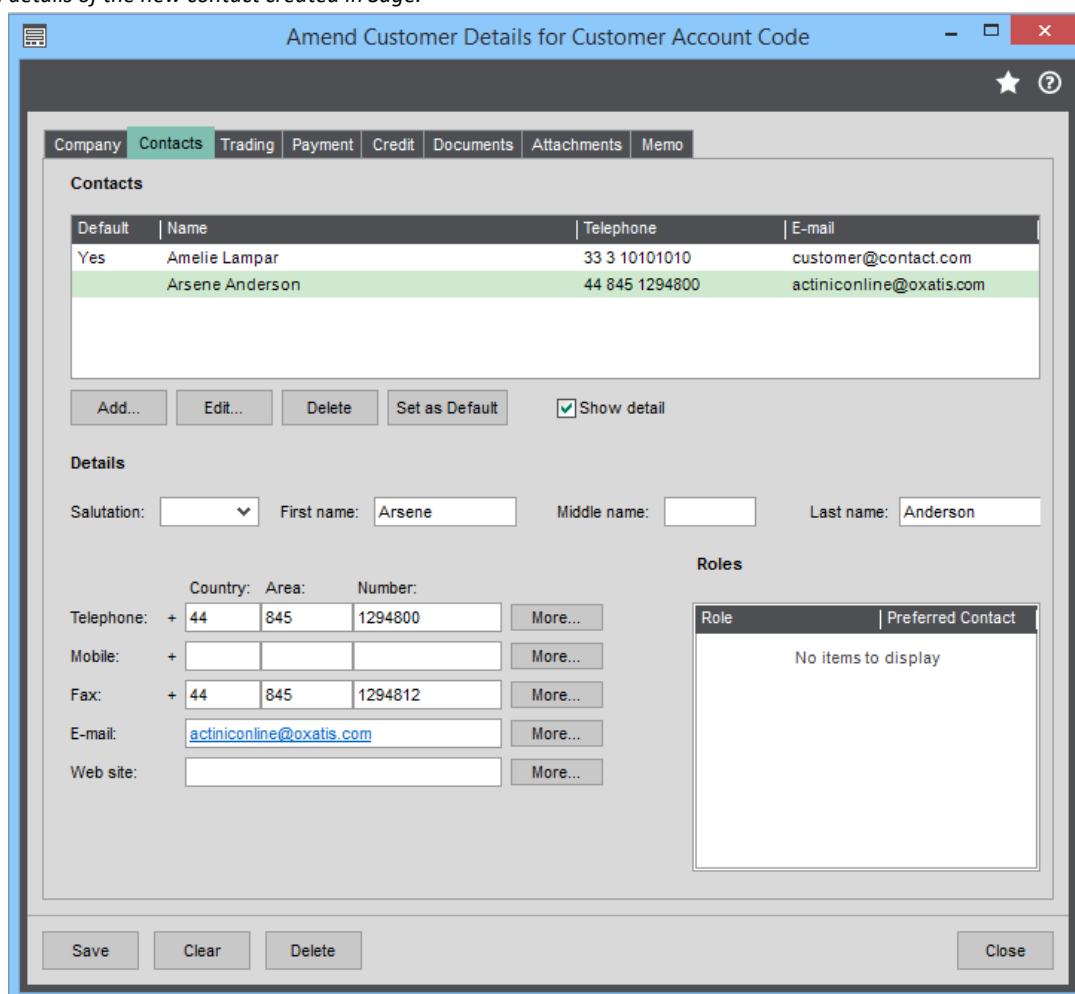
**Shipping Address**

Title: Mr.  
First Name: Emma  
Last Name: Gerrard  
Company: Oxatis  
Telephone: +33 40 8411 1287  
Address: 172 Edison Street  
Postcode: CH1 4PL  
City/Town: Chester  
State/Country: Cheshire  
Country: United Kingdom

Exporting this customer's order will automatically add the customer contact in the B2C Customer account in Sage 200 v2015:



Below are the details of the new contact created in Sage.



## 17. Currency Management

To handle more than one currency, it is mandatory to have as many Actinic websites as there are different currencies, as websites can only handle one currency each. It will be then necessary to import products with the right price and currency, and to import customers with the right currency.

To do so, i. e. with the Euro currency, the product **COOK/CERM/HOB**, and customer NAN001 both carry the Euro currency. Those examples are available in the Sage 200 Demo Environment file.

It is first necessary to have a price band in the new currency. In the Selling Price menu of the COOK/CERM/HOB product, fill the price band in €, for example 120 as shown in the example below.

Price Band Name	Use Std	Price	Currency
Standard	<input checked="" type="checkbox"/>	151,30000	Pounds Sterling
Selling Band 2	<input type="checkbox"/>	143,20000	Pounds Sterling
Selling Band 3	<input type="checkbox"/>	165,00000	Pounds Sterling
Selling Band 4	<input checked="" type="checkbox"/>	0,00000	Pounds Sterling
Selling Band 5	<input checked="" type="checkbox"/>	0,00000	Pounds Sterling
<b>Euro</b>	<input type="checkbox"/>	120,00000	Euro

Connect your DataPlug with an Actinic website using your new currency, this information appears in the menu "Site > General Properties" in the Actinic Back Office.

### Main Currency

Currency used for prices: Euro (EUR)

Main Currency Format: #&nbsp;&euro;

Go to **Connector/Link for Sage 200/Configuration** in the DataPlug menu, and select the "Languages" tab. The website's currency is correctly displayed, if the website's currency was changed, it is necessary to wait for the Dataplug to take the information into account, a cache being temporarily kept on the website.

Configuration


Sage 200 Configuration Task Scheduler Languages

Languages and associated VAT

Language	VAT/Country
<input type="checkbox"/> French	France Metropolitan
<input checked="" type="checkbox"/> English	United Kingdom
<input type="checkbox"/> Italian	France Metropolitan
<input type="checkbox"/> Spanish	France Metropolitan
<input type="checkbox"/> Dutch	France Metropolitan
<input type="checkbox"/> German	France Metropolitan

Site currency: EUR

OK Cancel

 In the VAT/Country list, you can leave the website's country, and even with a different currency, you can continue to apply the country's VAT rates.

Then, in the Dataplug's **Connector/Link for Sage 200/Import Item(s)** menu, choose the option **Import Items**. During the Item prices mapping, it is only possible to retrieve the prices corresponding to the website's currency. The product will consequently have the wanted currency.

In the Dataplug's **Connector/Link for Sage 200/Import Contact(s)** menu, choose the option "Import Contacts". The B2C customer account has to be in the website's currency.

Execute all the imports, then transfer the products to the website, and check the COOK/CERM/HOB product from the Back-Office, which will display the correct price.

## Item : Ceramic 4 Plate Hob (Electrical: Cooker, Fuel: Electric) - Properties

[Back](#) [Modify](#) [Delete](#)

**General** Image(s) Categories SEO Language and Visibility Attributes Up/Cross-Selling Character

**MAIN** Additional Stock Availability Weight and Dimensions Handling Intangible Items

### Main Information

**Code:** COOK/CERM/HOB

**EAN Code:**

**MPN:**

**Name:** Ceramic 4 Plate Hob

**Electrical:** Cooker

**Fuel:** Electric

**Short Description:**

**Prices:**

	Sale Price		<del>Strikethrough Price</del>		Packing Unit	Discount
	Ex VAT	Inc VAT	Ex VAT	Inc VAT		
Price 1	120.00	144.00			1	
Price 2					1	
Price 3					1	
Price 4					1	
Price 5					1	
Price 6					1	
Price 7					1	
Price 8					1	
Price 9					1	
Price 10					1	

**Item Family:**


**Eco-Tax (Inc VAT):**

**VAT Rate:** UK - Standard Rate (20.0%)

**Cost (Ex VAT):**



Order a product with the user, which will be associated to the Euro currency, as the product which will be displayed in Euro, as shown below:

**Order #15182628** 

7 Apr 2016

## Customer Information

Ms. Emile Mieville ([emile@nanteshs.com.fr](mailto:emile@nanteshs.com.fr))  
 Nantes Home Stores (Fr)  
 Phone: +33 2 40 44 59 00  
 Fax: 33 02 40 44 59 34

## Address

567 Rue de Valmy  
 BP 90 561  
 Nantes cedex 4  
 France  
 FCity, 44309  
 France Metropolitan

## Shipping Method

UPS

## Payment Method

Use Customer Account

## Details

Items	Unit Price	Quantity	Amount
Ceramic 4 Plate Hob (Code: COOK/CERM/HOB) Electrical : Cooker Fuel : Electric	120.00 €	1	120.00 €
<b>Subtotal</b>			<b>120.00 €</b>
<b>Shipping &amp; Handling</b> UPS			<b>8.00 €</b>
<b>VAT</b>			<b>25.60 €</b>
<b>Total</b>			<b>153.60 €</b>

Base Price (Excl. VAT)	VAT Rate	VAT Amount
120.00	20	24.00

Download this order in the DataPlug and transfer it to Sage 200.

By looking at the generated order, you can notice that the item keeps the Actinic website's currency, but a change rate appears.

**Amend Order**

**Order Details** | Delivery & Invoicing | Payment with Order

**Account Selection**

☒ Customer account ☐ Cash account

Code: NAN001  
Short name: Nantes  
Postcode: 44309  
Name: Nantes Home Stores (Fr)  
By default supply from: WAREHOUSE

**Order Detail**

Order no: 000005295  
Order status: Live  
Document date: 07/04/2016  
Date requested: 07/04/2016  
Date promised: 07/04/2016  
Customer order no: Ox\_Doc\_15182628

☒ Show values ☐ Show quantities

Item	Description	Quantity	Unit Price	Disc. %	VAT Rate	Gross
COOK/CERM/HOB	Ceramic 4 Plate Hob	1,00000	120,00000	0,00	EU Std Rate	120,00
Carriage	Carriage	1,00000	8,00000	0,00	EU Std Rate	8,00

**Exchange Rate**

Rate: 1,637023 Currency: Euro

**Subtotals**

Goods: EUR 120,00  
Charges: EUR 8,00  
Order disc: EUR 0,00

**Totals**

Net: EUR 128,00  
VAT: EUR 25,60  
Gross: EUR 153,60

Buttons: Add Items... Edit Item... Delete Item Move Up Move Down Save Save and Generate PO Order Profit... Close

The name and the price of the product are the ones from the Oxatis Order.

The item's currency is Euro and its change rate as filled in the Sage 200 file is shown.

## 18. Task Scheduler

All previously documented tasks (import of Sage data, upload to Actinic, order download and export to Sage, etc.), can be scheduled for automatic execution.

To schedule these tasks, go to the DataPlug menu: **Connectors** | **Link for Sage 200** | **Configuration**, then select the **Task Scheduler** tab.

*In this tab, you can schedule your tasks.*

Task name	Active
Download orders from Oxatis website	<input type="checkbox"/>
Export orders from DataPlug to Sage 200	<input type="checkbox"/>
Import Item(s) from Sage 200 to Dataplug	<input type="checkbox"/>
Upload images to Oxatis website	<input type="checkbox"/>
Upload item(s) to Oxatis website	<input type="checkbox"/>
Import Contact(s) Accounts from Sage 200 to Dataplug.	<input type="checkbox"/>
Upload contact(s) to Oxatis website	<input type="checkbox"/>

To do so:

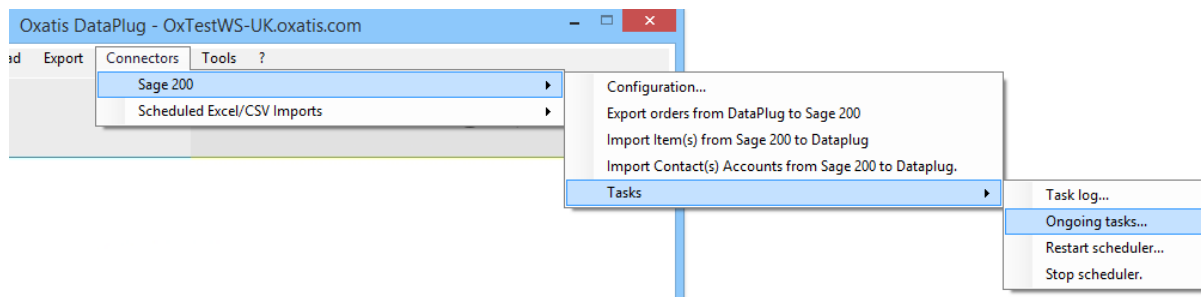
- ✓ Enable at least one of the available tasks.
- ✓ Enable at least one day of the week.
- ✓ Define the start and end times for your schedule (all the time by default).
- ✓ Define an execution interval in minutes (15 minutes by default).

Once configured, the tasks that have been enabled in the scheduler will be executed automatically in the background.

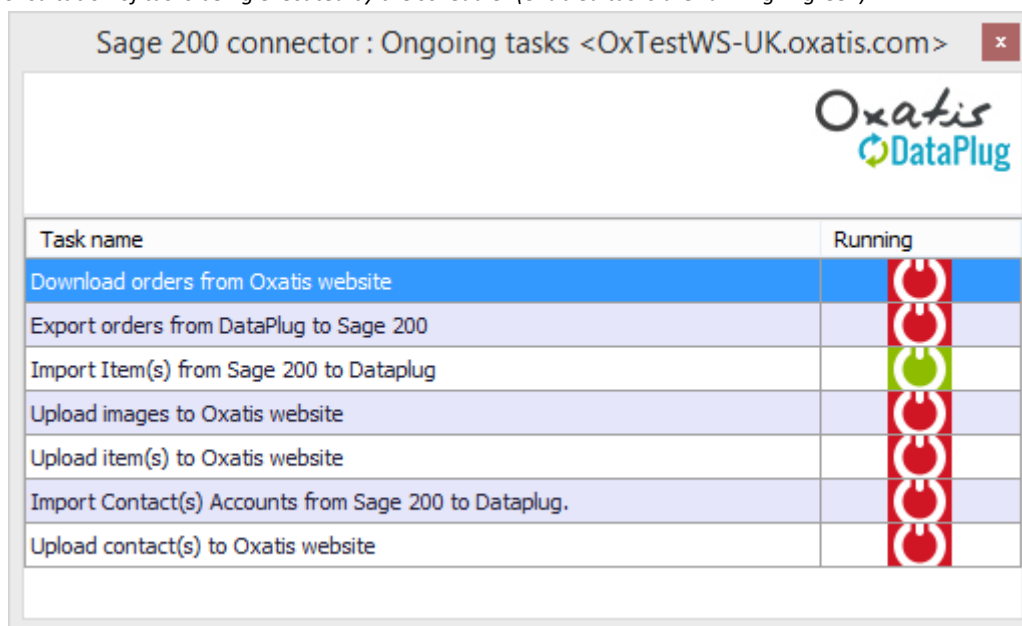
Note: Tasks are executed in a predefined order:

- 1) Sage product import to DataPlug.
- 2) Sage customer/contact import to DataPlug.
- 3) Images upload to Actinic.
- 4) Products upload to Actinic.
- 5) Customers/contacts upload to Actinic.
- 6) Actinic orders download to DataPlug.
- 7) Orders export from DataPlug to Sage.

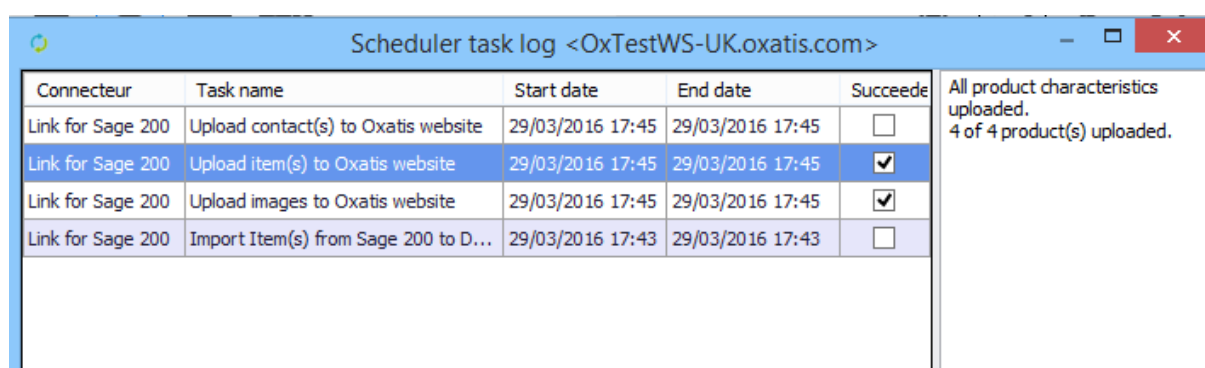
*Below: If the scheduler is enabled, you can consult the tasks being executed and a log of previously executed tasks in the following menu: **Connectors** | **Link for Sage 200** | **Tasks** | **Ongoing tasks**.*



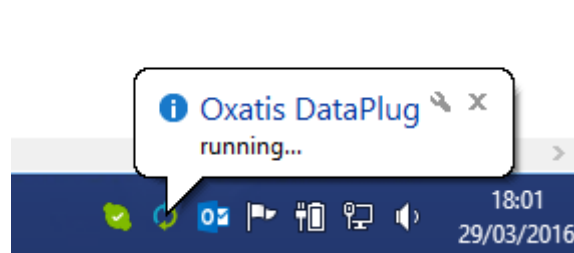
Below: Consultation of tasks being executed by the scheduler (enabled tasks are running in green).



Below: Consultation of the scheduler task log.



Below: You can close the DataPlug (from the red x in the main window, and not from the File menu) and leave it running in the background. An icon will appear in the Windows task bar.



*Right-click on the DataPlug icon. A pop-up menu will appear and allow you to:*

- *Open the DataPlug.*
- *Quit the DataPlug.*

