

Upload to Lists

Hello, in this session you will learn how to bulk upload items to Lists in Rialto.

In a List you can bulk upload a list of up to 5,000 items from the information panel. If you want to be sure the file hasn't already been uploaded, click the expand panel icon, and here you can see a list of the uploaded Excel files.

If your file hasn't been uploaded yet you can add it here. Either drag and drop your file into this box, or click Upload file and locate it on your computer. You will then get a popup asking you to choose a ranking method which will choose the preferred offer of the item when multiple exist.

Make sure choose a ranking profile that includes preferences for choosing among offers for the same title, such as preferred format, platform, license terms, binding, and/or DDA/ATO/STL availability. For example, if you would like to load a list with the option to add titles to DDA in bulk, boost "DDA available" to have Rialto select DDA-eligible offers that are available. For more information please watch the session on Ranking Profiles.

Please note that the upload time is dependent on the size of the Excel file. You can leave this page and continue working while your list is processed. Once it is complete you will see the items in your list. If any items were skipped you can download that file and see which items were not added. Titles are skipped if they are already in the List or there was no match found in the Rialto Marketplace.

After a file has been successfully uploaded, you will be able to facet by the filename in your list.

You now know how to bulk upload items to a List in Rialto. Thanks for watching!