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## Bulk Search from Uploaded File

To order in bulk with ease, Selectors can upload a spreadsheet containing multiple ISBNs to search for these titles in the marketplace and upload them to Rialto for subsequent processing.

The spreadsheet can be in Excel formats (.xlsx /.xlsm), or a .csv file, comma-separated. It should contain a single column with a header and the listed ISBNs. The maximum file size is 30MB.

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## Searching in Bulk by Uploaded File

### To search in bulk:

1. Open the Lists page (**Collection Development > Market > My Lists**) and create a new list (see [Working with Lists](#)).
2. In the list's right-hand panel, select **Upload File** and browse for the file containing ISBNs to upload, or drag a file to that location.
3. In the dialog that opens, select a ranking profile. The ranking is used to choose the best offer within a work, per ISBN.
4. Select how titles match when uploading to list, so that you have a better expectation for the outcome of the upload. The possible options are:
  - **Exact match to list**
    - Only offers that have the same ISBN are added to list.
    - When multiple offers (e.g., different licenses) exist for the ISBN, the added offer is determined by the selected ranking profile.
  - **Best version of a title**
    - The ISBN match occurs, then the best offer is determined from the matched work (even when the ISBN is different) by the selected ranking profile.
5. Select **Upload File**
  - An upload progress bar displays for files under 13 KB.
  - A banner displays on the page for files larger than 13 KB. In addition, when uploading files with a large amount of ISBNs, the upload is runs job that runs in the background to prevent timeouts and allow you to continue working with Rialto while the file loads.

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### Note

Depending on the number of ISBNs in the file, the offers may take a moment to load.

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6. The list of matching offers appears on screen. Please note, the ranking profile will not apply when there is only one offer in a work, or if none of the offers in the work meet the ranking profile's criteria. In these cases, you will see the exact ISBN from the file uploaded (if available in the market).

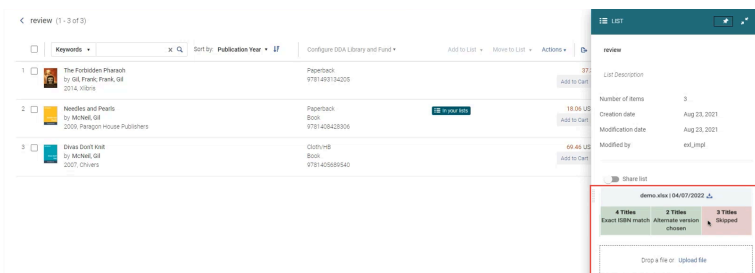
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### Note


When two or more offers match the ranking values in the profile, the system will chose one at random to match on upload. To avoid this, include more precise ranking values within your profile.

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- To view the details of the upload, expand the right-hand panel to see its information. The **Upload File** section in the panel displays how many titles were found and uploaded to Rialto and how many were not.



- In the **Upload File** section, you can do the following:

To:	Do:																																																																													
Download the file that was uploaded	<p>Select the  icon to download a list of all the ISBNs that were in the uploaded file, alongside their upload status and message, in a .xlsx file.</p> <hr/> <p><b>Note</b></p> <p>The download icon now appears only by the file name and not alongside the individual result tiles.</p> <hr/> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ISBN</td> <td>Status</td> <td>Details</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>9.7815E+12</td> <td>added</td> <td>Exact ISBN match</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>9.782E+12</td> <td>added</td> <td>Exact ISBN match</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>9.7817E+12</td> <td>added</td> <td>Exact ISBN match</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>9.7812E+12</td> <td>added</td> <td>Exact ISBN match</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>9.7818E+12</td> <td>added</td> <td>Alternate version chosen: 9781780761251</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>9.7861E+12</td> <td>added</td> <td>Alternate version chosen: 9780464877882</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>9.7802E+12</td> <td>skipped</td> <td>No items with matching ISBN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>9.7802E+12</td> <td>skipped</td> <td>No items with matching ISBN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>9.7815E+12</td> <td>skipped</td> <td>No items with matching ISBN</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Results - Bulk Upload</b></p> <p>The <b>Skipped</b> tile in the results indicates a list of all titles that were not uploaded. The .xlsx file includes the reasons why they were not uploaded, which can be:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <p>3 Titles Skipped</p> </div> <ul style="list-style-type: none"> <li>◦ Already in list</li> <li>◦ Title is not found in the marketplace</li> <li>◦ No items with matching ISBN</li> </ul>		A	B	C	D	E	F	1	ISBN	Status	Details				2	9.7815E+12	added	Exact ISBN match				3	9.782E+12	added	Exact ISBN match				4	9.7817E+12	added	Exact ISBN match				5	9.7812E+12	added	Exact ISBN match				6	9.7818E+12	added	Alternate version chosen: 9781780761251				7	9.7861E+12	added	Alternate version chosen: 9780464877882				8	9.7802E+12	skipped	No items with matching ISBN				9	9.7802E+12	skipped	No items with matching ISBN				10	9.7815E+12	skipped	No items with matching ISBN			
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- You may upload additional files to the same list. If there are ISBNs that are duplicates to the ISBNs in the original file, they will not be uploaded to avoid duplicates.
- Once the titles have uploaded, you can perform individual or bulk actions on them:
  - Add to cart
  - Add to list
  - Add to DDA