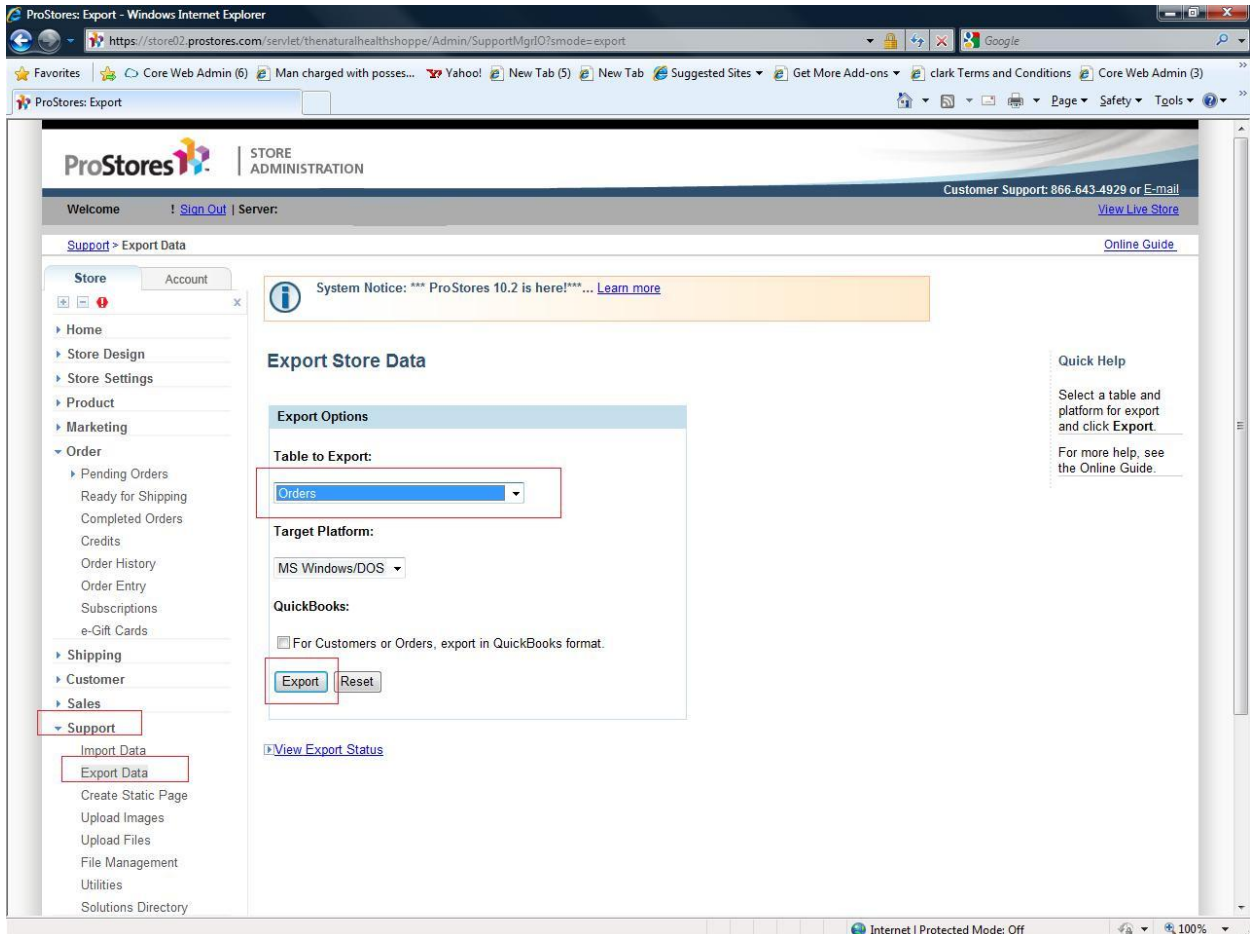


Importing orders from a ProStores account is currently a manual process and involves a few steps:

1.

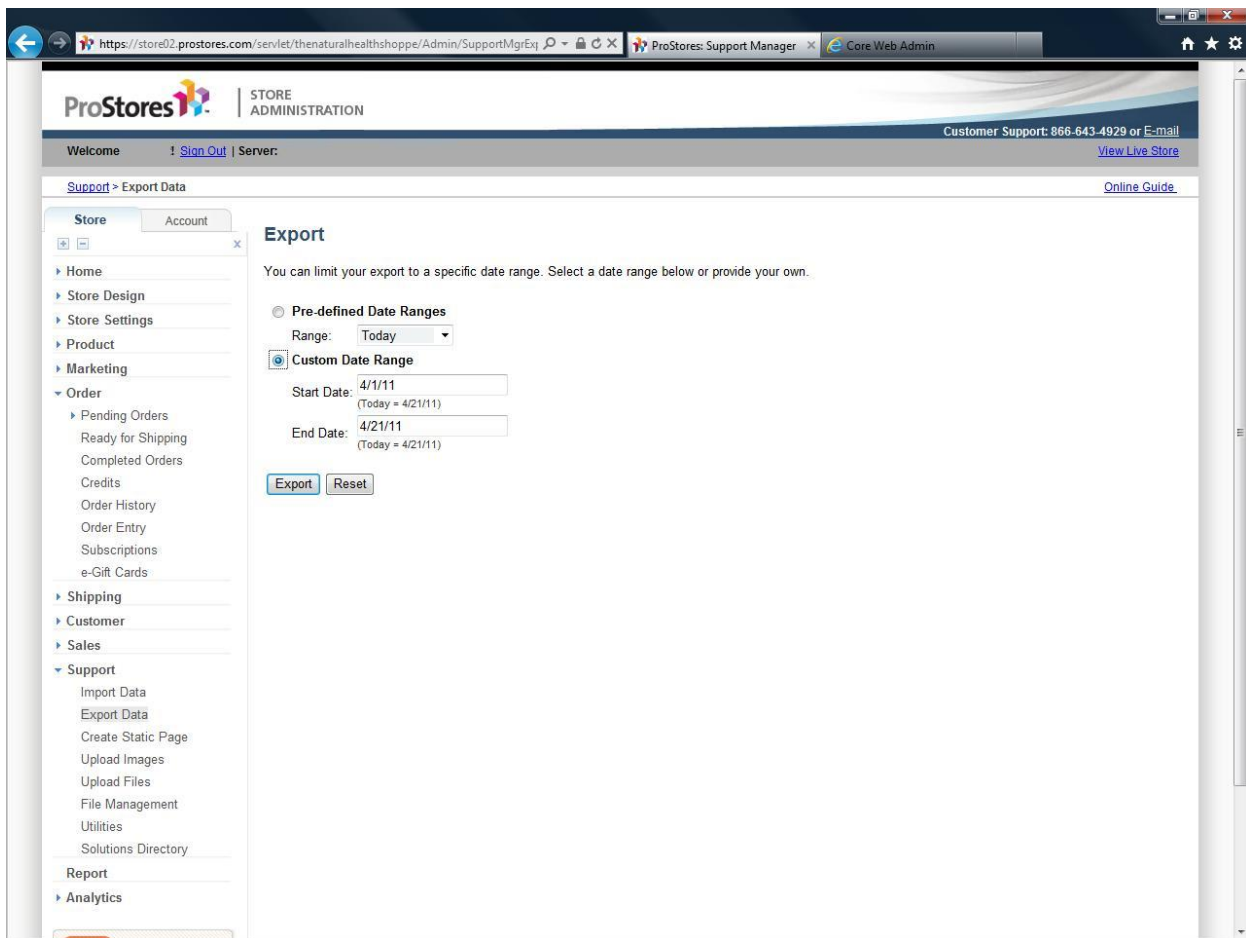
Export orders into a file by going to the ProStores Store Administrator, Support->Export Data



2.

On the next page, select a date range. It is better to use a longer date range since SellerCloud will make sure that the same orders aren't imported twice.

Note: ProStores always defaults to export today's orders.



The screenshot shows the ProStores Admin interface. The browser address bar displays the URL: <https://store02.prostores.com/servlet/thenaturalhealthshoppe/Admin/SupportMgr/ExportData>. The page title is "STORE ADMINISTRATION". The navigation menu on the left includes: Home, Store Design, Store Settings, Product, Marketing, Order (with sub-items: Pending Orders, Ready for Shipping, Completed Orders, Credits, Order History, Order Entry, Subscriptions, e-Gift Cards), Shipping, Customer, Sales, Support (with sub-items: Import Data, Export Data, Create Static Page, Upload Images, Upload Files, File Management, Utilities, Solutions Directory), Report, and Analytics. The main content area is titled "Export" and contains the following text: "You can limit your export to a specific date range. Select a date range below or provide your own." Below this text are two radio buttons: "Pre-defined Date Ranges" (unselected) and "Custom Date Range" (selected). Under "Pre-defined Date Ranges", there is a "Range:" dropdown menu set to "Today". Under "Custom Date Range", there are two input fields: "Start Date:" with the value "4/1/11" (Today = 4/21/11) and "End Date:" with the value "4/21/11" (Today = 4/21/11). At the bottom of the form are two buttons: "Export" and "Reset".

3.

After clicking the Export button, the export file can be downloaded from the next page.

Note: The download file always has the same name and even if you click the link from one of the older request times, it will always download the latest file.

The screenshot shows the ProStores Support Manager interface. The main content area is titled "Export Status" and includes a system notice: "System Notice: *** ProStores 10.2 is here!***... [Learn more](#)". Below the notice, a message states: "Exports are processed at scheduled intervals. This page will refresh itself every 30 seconds to display export results." A table lists the export records:

File Type	Status	Export File	Request Time	Number of Records
Orders	Complete	orders.csv	1/23/11 12:57 PM	20
Orders	Complete	orders.csv	1/23/11 12:59 PM	115
Orders	Complete	orders.csv	2/6/11 8:15 PM	3

Below the table, there is a "Delete" button and a "[Return to Export](#)" link. The left sidebar contains a navigation menu with categories like Home, Store Design, Store Settings, Product, Marketing, Order, Shipping, Customer, Sales, and Support.

4. Goto Microsoft Excel and open the downloaded CSV file and then Save As format Tab Delimited.
Open [SellerCloudOrderImport.exe](#) and login with your SellerCloud username and password
5.
Select Import-> Pro Store from the menu and browse the file orders.txt
6.
Select the appropriate company from the dropdownlist and click the 'Import Orders' button. After the orders are processed it will give details about how many orders were processed successfully.
Note: Prostores allows certain invalid input like invalid email addresses that are rejected by SellerCloud, and the SellerCloudOrderImport tool will give an error message detailing these issues if they occur so that the file can be modified and resubmitted.