

GoAntiquing! Gateway

Administrators Guide

Welcome to GoAntiquing!

Gateway Login

MY ANTIQUE MALL - ARROYO GRANDE, CA

Search for Shop Name

Dealer ID

Password

[Change password](#)

Login

Remember login info

? Not getting Sales Alerts? You possibly unsubscribed or marked us as spam. Login and click Info.

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June 12, 2024

Revision 1.10

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Revision History

Changes to this document are shown below.

1.0	Initial version.	March 5, 2011
1.1	Added 'Where is GoAntiquing! Gateway on the internet?' section.	March 10, 2011
1.2	Formatting and image cropping.	March 15, 2011
1.3	Added and updated for "Send Shop Total to Admin"	March 16, 2011
1.4	Updated with current application and website design and features.	March 16, 2018
1.5	Clarified Shop Performance By Top Dealer variants.	March 20, 2018
1.6	Added section for setting up a flat fee to charge back the Dealers for the service.	April 16, 2019
1.7	Clarity of what "Sales Data" means added to "What is the GoAntiquing! Gateway" section. Also added description of "Sales Alert Blacklist Check" report.	October 18, 2019
1.8	Updated for various new features.	January 20, 2021
1.9	Changed wording "BlackList" to "DenyList".	August 5, 2023
1.10	Added detail regarding 'Can receive Sales Alerts' box	June 12, 2024
1.11	Update the Internet Gateway options descriptions	September 19, 2024

Welcome

Welcome and thanks for purchasing a membership to the **GoAntiquing!** Gateway. With your membership your Dealers will be able to:

- Access Sales Reports
- Receive emailed Sales Alerts
- Access the Want List
- Use the Messaging utility that appends your message to the Sales Alerts that are sent.
- And, if the shop also has the Data Backup service as part of the premium services purchased, then PDF versions of the end of month reports will also be available (for up to the # months the shop pays for).
- If the shop subscribes to the Dealer Managed Inventory service (DMI) then a link for the Dealer is available.

What is the GoAntiquing! Gateway?

The **GoAntiquing!** Gateway is an internet website that was designed to be a secure location where the sales data* from your shop can be posted daily and hosted for review by your Dealers. The Gateway offers direct login with options for the Dealer to get messages from you or to pull reports for the day, week, month, or a custom date range.

** The Gateway shows "Sales Data" information, which includes Item sold info such as Date, ID# (if provided), Description, Quantity, Price, Discount, Net Sale to you (minus any applicable shop commission). There is no information in the Gateway web reports regarding any financial adjustments (such as via the Settlement module) to the Dealer such as Rents Due, Rents Paid, Credits, Debits, or Fees. The reason for this is that the concept of the Gateway is to provide to the Dealer the information they need to know what they sold and potentially what they need to bring to the shop to restock their booth. However, shops that use Data Backup in addition to Gateway can opt to upload PDF versions of end of month reports for the Dealers to access.*

Access to the Gateway is by paid membership. A shop pays for a membership for a certain number of Dealer seats (see next section for an explanation for what a Dealer seat is) for a period of time. The amount of data hosted is typically 3 months history, but many shops pay a small additional fee for additional months of historical data.

There are a few setup / configuration steps that you must take to be able to update the sales data on the Gateway on a daily basis. These were included in an email send to you, and it had a password and other info. The password is entered into **GoAntiquing!** POS and is not needed to be used to actually access the report to retrieve reports. It is the password that the software uses to update the daily sales information. If you have not received a password then please contact **GoAntiquing!** Support via support module, support site, email, or telephone.

* Support module: located inside the GoAntiquing! program, under Reporting is the Support module.

Alternate support site: <https://goantiquing.net/support.asp>

Email: support@goantiquing.net

Phone: 800-385-7911, Mon-Fri, 9am-4:30pm Pacific time. 10am-2:30pm Saturdays Pacific Time.

* Best method! Note that best form of contact is the Support module within the program itself as it documents your question, bundles your database for us to analyze, and creates an email chain for us to follow.

Where is the GoAntiquing! Gateway?

Please use your web browser to open the website:

<https://goantiquing.net/dealerlogin.asp>

If you are utilizing emailed Sales Alerts, each Sales Alert that is emailed has a “shortcut” link for quick access to the main Gateway login page so that a dealer can see more than just the current days totals (which is what is sent via email). An example shortcut for a shop called My Antique Mall might be <https://goantiquing.net/myam>. This shortcut was also provided to you with the security information for configuring the Gateway in GoAntiquing!

What is a Dealer “seat”?

The Gateway service is sold on a “seat” basis. A Dealer “seat” is the use of the Gateway, including active login at the actual website, or passive use by receiving a Sales Alert, by a Dealer at least once in a calendar month period.

For example, if Dealer #110 logs in on March 10, that uses 1 seat and your seat count is reduced by one. When Dealer #110 logs in on March 11, that still counts as 1, not as 2. If you have setup your Gateway options to send your Dealers a Sales Alert (e.g. email summary), that also counts as 1, so if Dealer #110 gets 20 Sales Alerts and logs in 10 times during the month that counts as 1 seat for the month.

If you delete Dealer #110 or disable their Gateway access their seat use still counts as 1 until a new month starts.

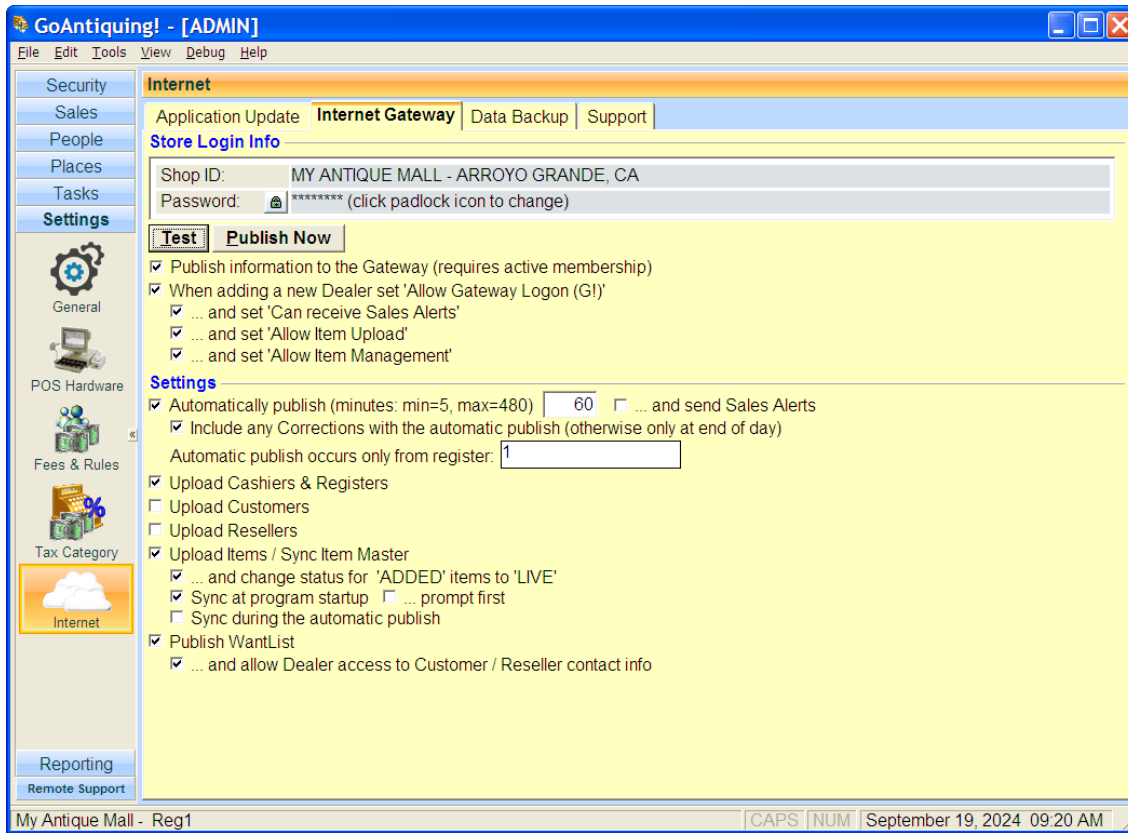
We do encourage you to use as much as you need of the Gateway and therefore we do not limit your use to your purchased seat count. It is often quite common for a shop to startup with 20 seats and increase to 50 or more within a month. To allow the word to spread to the rest of your Dealers we let you grow (they do talk, don't they?) as fast you want to grow.

For record tracking, we do run a monthly Audit of your use of the Gateway. If your shop uses more than 10% over your purchased seat count we will either contact you for an increased payment level or will collect that at time of renewal as an overage fee in addition to the renewal amount. The information on current and historical usage levels is visible to you as Admin reports on the Gateway and in the Shop Settings page as a summary.

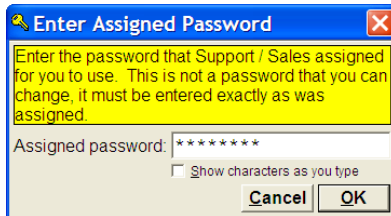
Connection Configuration

The following is a series of steps and screenshots of **GoAntiquing!** to configure it to connect to the Gateway and update it daily via the Daily Close Out process.

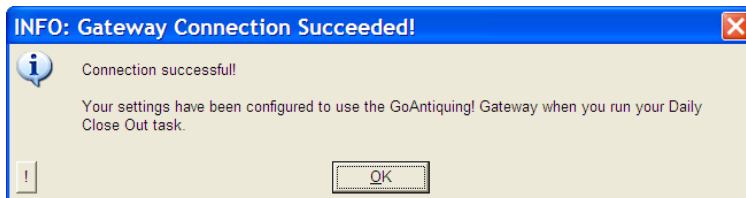
1. Go to the Gateway configuration page located at Settings / Internet / Internet Gateway



2. Click the padlock icon next to the password prompt and enter the password you were provided into the Password field, then click OK.



3. Then click the Test button. **GoAntiquing!** will respond with:



4. A successful test will set the box first box below. If test fails, repeat steps above until it is successful or contact Support.

- When adding a new Dealer set 'Allow Gateway Logon (GI)'
- ... and set 'Can receive Sales Alerts'
- ... and set 'Allow Item Upload'
- ... and set 'Allow Item Management'

5. The additional checkboxes above are default settings used when adding a new dealer and how that dealer should participate in the Gateway. Note you can change these per dealer.

- The first additional checkbox "... and set 'Can receive Sales Alerts'" is highly recommended for all.
- The next two boxes control how dealer inventory is available at the Gateway.

Note these are only useful for shops that also subscribe to the Dealer Managed Inventory (DMI) service.

6. Automatically publish (minutes: min=5, max=480) ... and send Sales Alerts

You can also opt to have **GoAntiquing!** publish sales throughout the day by checking this box, and you can adjust how frequently the update occurs by changing the minutes.

However we recommend NOT checking the "... and send Sales Alerts" box as this repeats sales each interval throughout the day once a Dealer has sold anything (not just newly sold items) and it is annoying to the Dealers.

Include any Corrections with the automatic publish (otherwise only at end of day)

Some shops that do a LOT of Corrections to information might find that publishing those corrections during the day time hours adds a lot of time to the automatic publishing that occurs throughout the day, if that is the case with your shop, then uncheck this box.

Automatic publish occurs only from register:

If you are a shop with more than one computer running **GoAntiquing!** you can designate which computer does the automatic publishing tasks during the day. The system defaults to whichever computer is designated as the Main (usually #1), but if you find that the automatic publish interferes with operations, you can designate the other computer to do that job (perhaps an "Admin / POS-Limited" computer in the manager's office?). The computer does need to be running **GoAntiquing!** for this to work, meaning it has to be logged in all the way and sitting on a page like Cash Register or Dealers.

7. The other check options and features on the Internet Gateway screen are:

Upload Cashiers & Registers

A future option to have a simple way to ring up customers via a web browser (Web POS) will benefit from having the list of Cashiers and Registers uploaded. Until that feature is released this option should be left unchecked.

Upload Customers

If checked this will upload the Customer list which can be used for the future Web POS and for the Want List.

Upload Resellers

If checked this will upload the Reseller list which can be used for the future Web POS and for the Want List.

Upload Items / Sync Item Master

If checked this will upload the Dealer inventory list. Note that how much inventory can be uploaded is based on the subscription level for the DMI service. Shops that do not subscribe to DMI can have up to 10,000 items uploaded. The DMI service has pay levels for different item quantity points. If you need more info contact Sales.

... and change status for 'ADDED' items to 'LIVE'

This option is a DMI management feature. When a Dealer first adds an item to inventory online, the status is ADDED and they can freely edit Quantity. Once a new item is synchronized between Shop and DMI Server the status is typically changed to LIVE (this is a default setting on the Gateway Admin 'Info' page).

Sync at program startup ... prompt first

Recommend this be checked to allow the inventory to synchronize automatically at program startup on the Main register. If you want to choose to bypass this then also check the "... prompt first" box.

Sync during the automatic publish

Recommend leaving this turned off, unless you are dedicating a specific computer to automatically publish sales (see above). Leaving this on can incur a delay during the day as Sync is complex process that takes substantial time and computer resources.

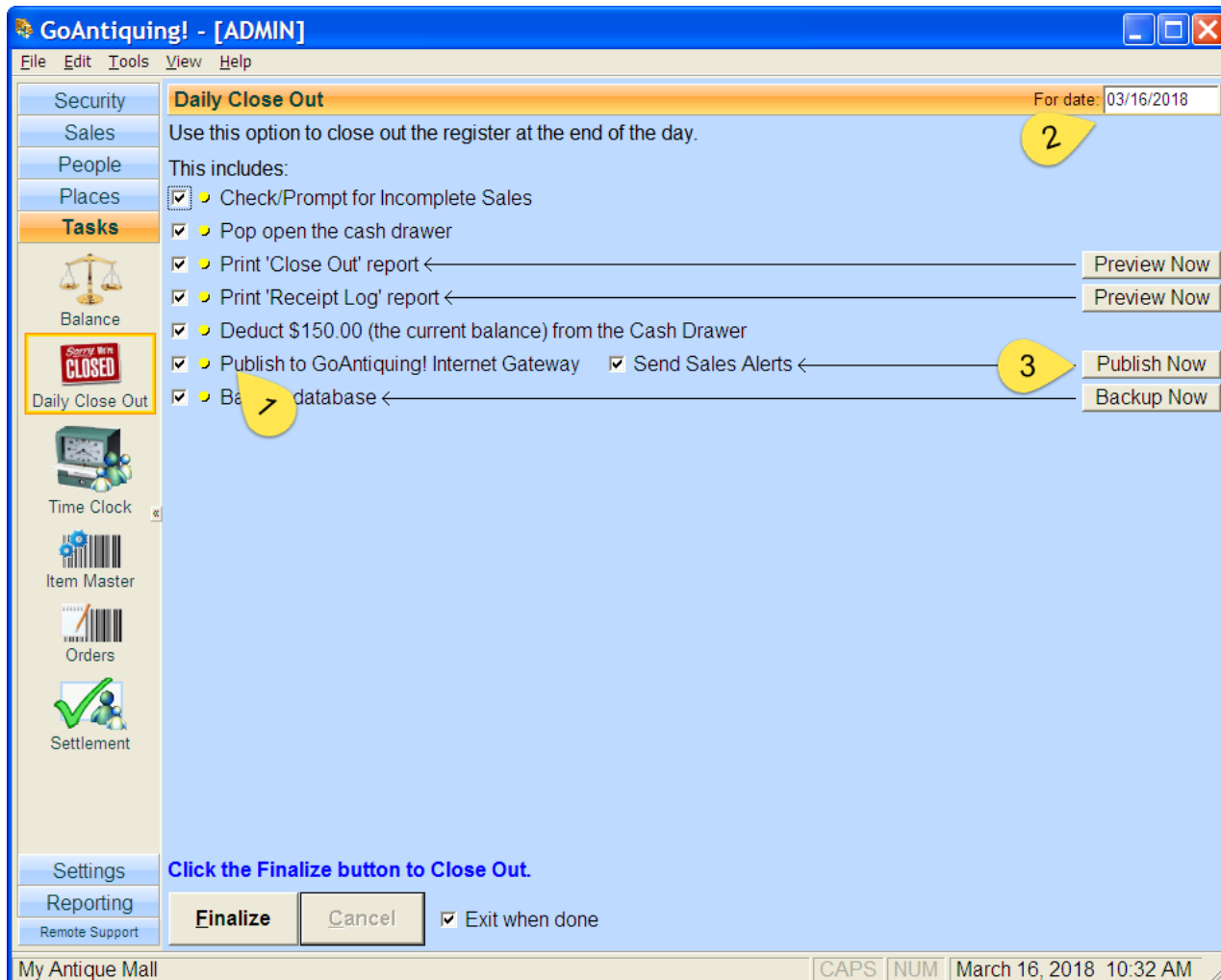
Publish WantList

If checked this will upload the Want List. The secondary option, which is disabled and turned off by default would allow your Dealers to see who requested an item - this may or may not be a good idea depending on how you operate your business, e.g. if this were turned on a Dealer and a Customer could conduct a private transaction.

... and allow Dealer access to Customer / Reseller contact info

Daily Close-Out Requirement

The Gateway gets updated daily by the Daily Close Out process. You must perform a Daily Close Out for the website to be updated. See step #2 under "Connection Configuration".



(1) Note the checked option "Publish to GoAntiquing! Internet Gateway". This option must be checked for the Gateway to be updated and you must do a Daily Close Out each and every day the shop is open, otherwise the Dealer data will not be updated and Dealers will call you and ask.

If for some reason you have forgotten to do a Daily Close Out, or for some other reason sales were not published for some previous day, you can do so by changing the (2) "For Date" to the day you want to publish for and clicking (3) Publish Now.

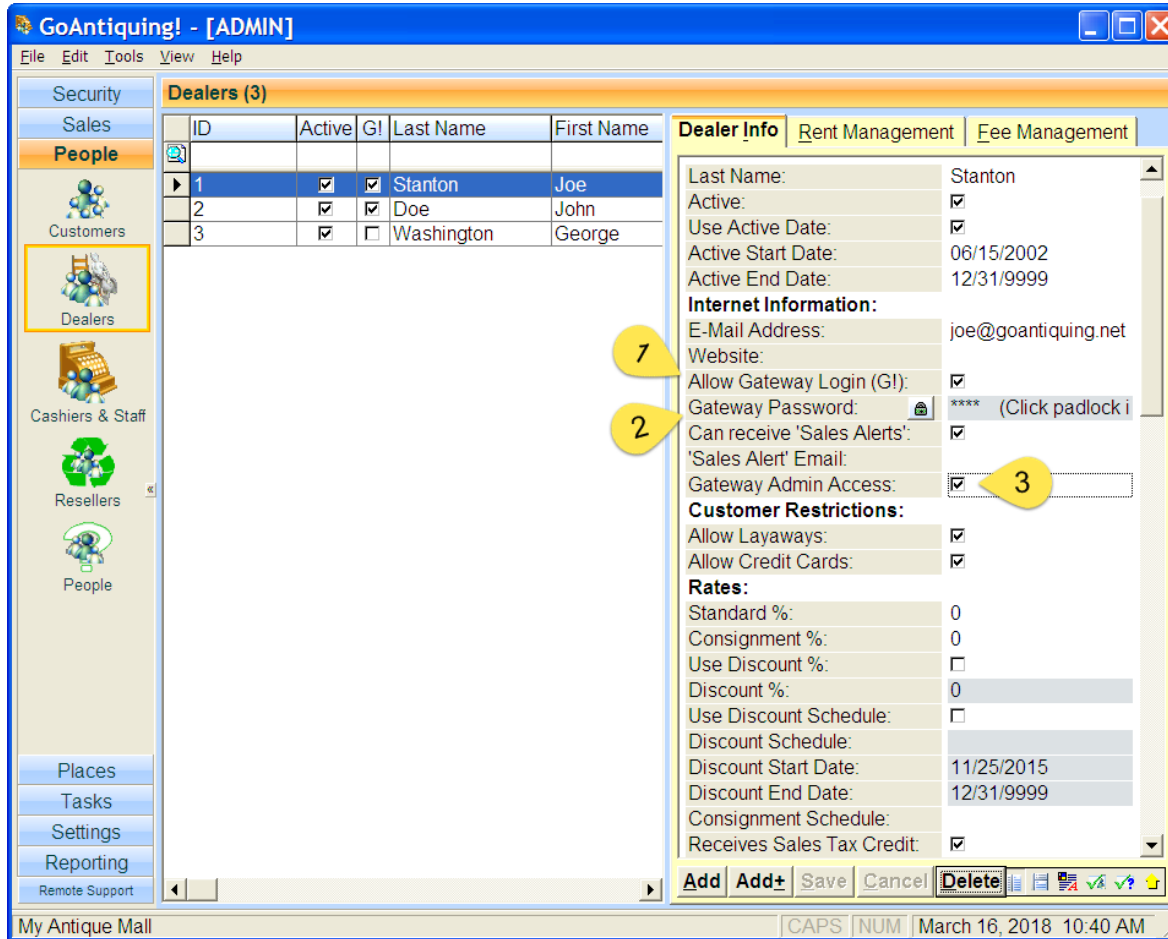
Administrator Dealer Setup

As the shopkeeper you need to administer the Gateway for your dealers and to keep track of usage so that you do not wind up using more of the Gateway than you are prepared to pay for.

To help you with this task, we have an extended set of options for you to use when you login to the Gateway using your administrator Dealer account.

First you must setup a Dealer account to use as the Gateway Administrator. Assuming you already created a Dealer account for yourself (if not please do so), the following screens document the steps to take to configure the administrator settings.

This is a screen shot of the Dealer record for an administrator level Dealer.



The Gateway Administrative Dealer must have the Allow Gateway Login checkbox checked (1), as any Dealer would, in order to get access to the Gateway. You should also set a password (2) for your Gateway Administrator Dealer account by clicking the padlock icon. Note Check the Gateway Admin Access (3) checkbox, doing so will allow this Dealer to be able to access any Dealer's sales info on the Gateway or to view usage statistics or to change Shop Info (including managing Sales Alert configuration).

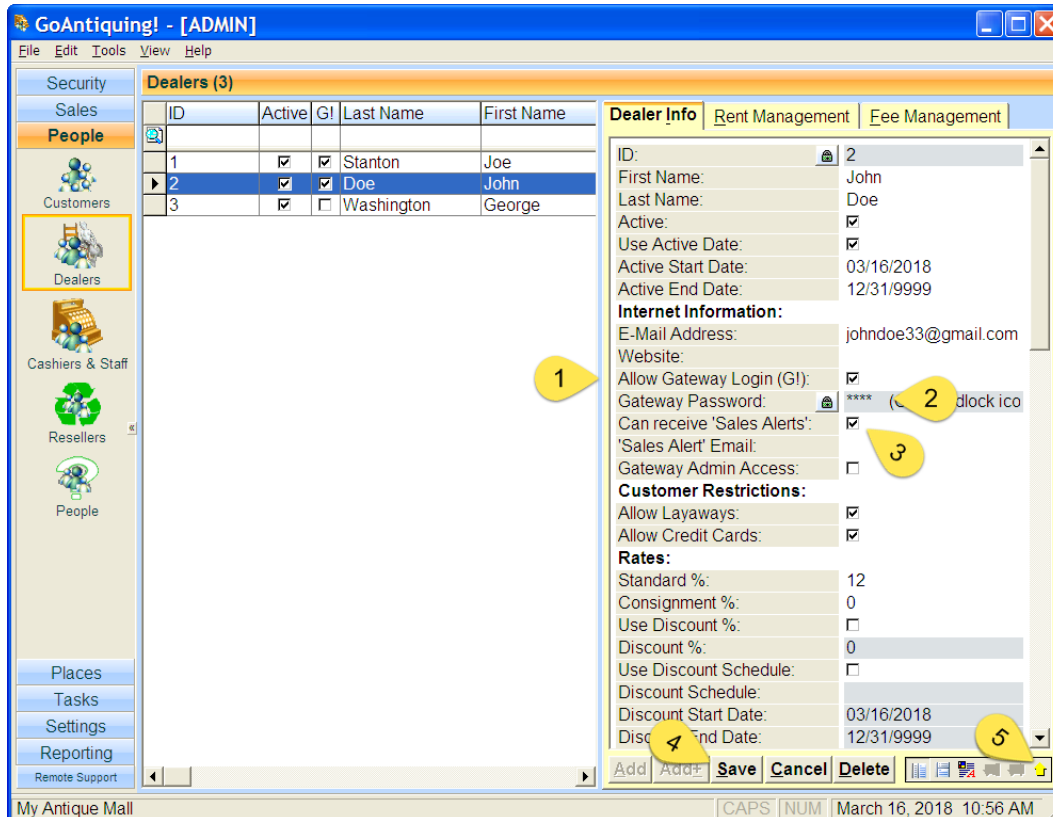
Dealer Gateway Access and Password Management

By default when you create Dealer records they are setup with access to the Gateway and Sales Alerts from the settings page shown on step #1 of Connection Configuration.

When adding a new Dealer set 'Allow Gateway Logon (G!)' ... and set 'Can receive Sales Alerts'

Be sure and set these two options based on how you want Dealer records created. When you install **GoAntiquing!** these options are defaulted to being checked.

Here is a Dealer record (note this example shows the Dealer list and Dealer Info side-by-side):



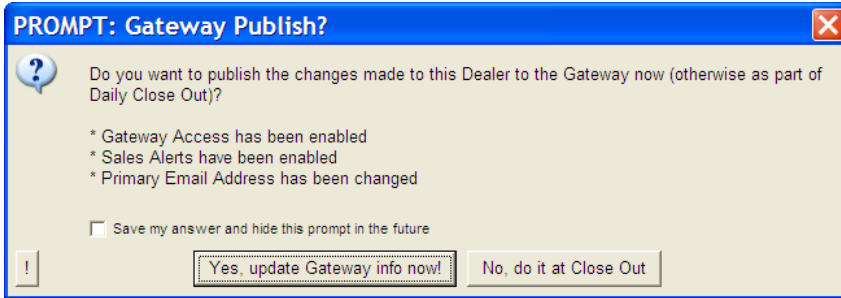
For a Dealer to have access to the Gateway, this dealer must have the Allow Gateway Login checkbox (1) checked, note that the G! checkbox on the Dealer listing indicates if this checkbox is checked.

You should also set a starting password for your Dealer to use on the Gateway (2), this is optional, but be aware that by default all Dealer passwords are blank. Any changes you make to a Dealer record must be Saved (with the Save button) and uploaded to the Gateway.

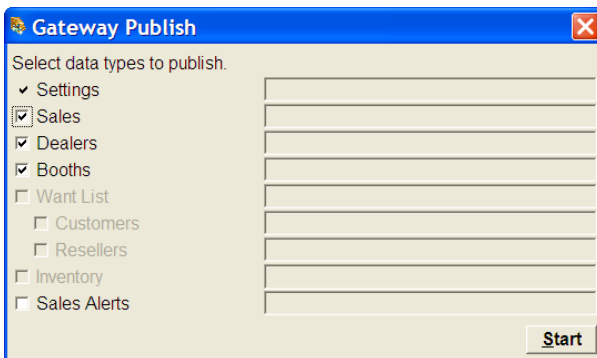
Be sure and check the box "Can receive 'Sales Alerts'" (3) for any Dealer who will be sent a Sales Alert. Then click Save (4).

You can also proactively upload data to the Gateway via the yellow arrow (5).

The program will prompt you to update the Gateway when you make a change to the information that affects the Dealer on the Gateway (such as active status, email address, password, etc). You should probably click Yes and consider checking the box to "Save my answer...".



If you want to force update of info, for example if you click No above, or just to do a quick update of the Gateway you can click the green Upload arrow on the toolbar (4). When you use the green Upload arrow, you get the following pop-up screen:



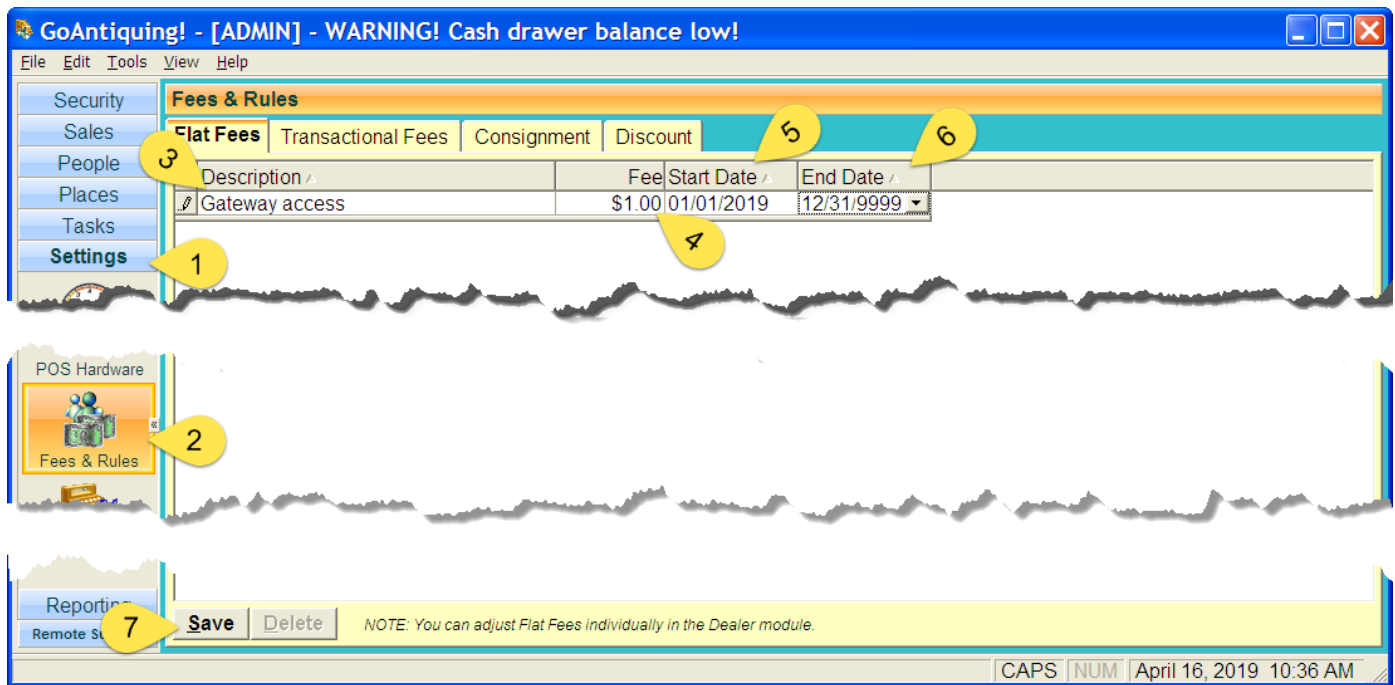
Simply click Start to upload the data. Note that it uploads Sales and Booths as well. You can uncheck these if you want.

Setup a Fee to Charge the Dealers for the Service

Most shop will want to charge the Dealers for access to the Gateway to recover the costs of the service as well as the overhead it costs you to setup the email addresses and passwords, and then to manage that over time.

1. In the program, not the website, click "Settings" on the left side.
2. Then click "Fees & Rules" (or "Fees & Schedules").
3. On the first tab, labeled "Flat Fees", enter the letter "G" on the top row under the Description column. The program will fill in "Gateway access" automatically. Very important that the description be exactly "Gateway access".
4. Enter the fee amount, either \$2.00 or some other amount.
5. Enter the effective start date for the fee, example 1/1/2019
6. Enter the effective end date, use 12/31/9999 for ongoing essentially forever.
7. Click Save.

When you do end of month Settlement this fee will automatically be charged to any Dealer with the "Allow Gateway Access (G!)" checkbox checked.



Gateway Features for the Administrator

As the administrator of the Gateway you have an extended set of options on the website portal. These include access to usage tracking statistics, reports for all dealers, a limited set of charts and graphs, options to manage how the Gateway operates (in terms of Sales Alerts), Shop Info editing capability, and the ability (via a special Gateway Usage report) to reset passwords remotely.

Admin Welcome Page

What information shows on the welcome page is configurable. Note the links at the top include Shop Settings (1) and Shop Reports (2) options. Non-administrative Dealers do not see those two links or the green header with shop info (3), but only see the information in the orange header sections (4).

My Antique Mall
655 Bayview Lane, Arroyo Grande, CA 93420 8003857911

[Shop Settings](#) [Shop Reports](#) [Sales Reports](#) [Want List](#) [My Info](#) [My Usage](#) [Dealer Logout](#)

Welcome, Joe Stanton!

Today's Sales Summary - Full Shop = \$0.00

Sales data last updated: Pacific
Sorry, nothing sold today. Please check later or tomorrow.

This Month's Gross Sales Summary - Full Shop = \$5,056.42

To see monthly details, go to [Shop Reports](#) and run the report for Date Range "This Month".

Today's Sales

Sorry, nothing sold today. Please check later or tomorrow.

Yesterday's Sales

Date	ItemID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
3/15/2018	A1	2 Yellow/Purple Doilies			\$6.00		\$6.00		\$6.00
3/15/2018	HOWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95		\$8.95
3/15/2018	HSP6	Silver Polish			\$8.95		\$8.95		\$8.95
3/15/2018	1131	Murano Glass			\$20.00		\$20.00		\$20.00
									Net Sales \$43.90
									Gross Sales \$43.90

Previous 7 Day's Sales

Date	ItemID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
3/7/2018	SILVER	silver polish			\$8.50		\$8.50		\$8.50
3/7/2018	LEATHE	Howard10171			\$8.50		\$8.50		\$8.50
3/8/2018	UP22	Drawer Desk			\$140.00		\$140.00		\$140.00
3/12/2018		reed-N-Wax			\$8.95		\$8.95		\$8.95
3/14/2018	RCBB3	Beer Bread - Cheesy Garlic			\$6.75	50%	\$3.38		\$3.38
3/14/2018	RCCE3	Slow Cooker Mix - Kickin' Enchilada Soup			\$6.80	50%	\$3.40		\$3.40
3/14/2018	HFF6	Dark Oak			\$6.00		\$6.00		\$6.00
									Net Sales \$2,693.16
									Gross Sales \$2,693.16

This Month's Gross Sales Summary = \$3,721.92

To see monthly details, go to [Sales Reports](#) and run the report for Date Range "This Month".

Shop Settings Page

When you click the Shop Info link you will see a page with multiple sections. Each section is documented below.

Shop Info section

Shop Info Renewal 12/31/9999 ▲

DMI Fee Due

Business E-Mail

Logo URL

Force Sales Data Reload

Group Reports By Booth

Show Account Purchases

Require Password

Allow Password Changes

Allow Dealer Messaging

Allow 'Export to CSV'

On this page you can only view and make changes for a few basic settings.

- **DMI Fee Due.** If your shop subscribes to the premium Gateway feature for Dealer Managed Inventory (read more in the DMI section) this option will be shown to let you know when that service is due for renewal.
- **Business Email.** The email address we use to contact you.
- **Logo URL.** Specify a JPG or PNG logo to show on the right side of Gateway pages that helps personalize the site for your Dealers. You must specify an internet location in URL format, e.g. a location on the internet prefixed with the standard "http://" or "https://". The logo is displayed to the right of your shop name on page headers.
- **Force Sales Data Reload.** Under rare circumstances we may need to want to reload all the Gateway sales data. If checked, this will cause that to occur on the next reload, then the box will automatically become unchecked.
- **Group Reports By Booth.** If your shop uses Booths as a method of tracking sales (most shops do not), checking this box will create a grouping of subtotals by each Booth.
- **Show Account Purchases.** Occasionally Dealers may be allowed to buy on account, this will show items paid for by their account / Dealer ID.
- **Require Password.** This is unchecked by default, will when checked require that Dealers set a password. They will not be able to login with a blank password.
- **Allow Password Changes.** If you check this box then Dealer will not be allowed to change their own password, you will then be in control of all passwords.
- **Allow Dealer Messaging.** Dealers may send messages to you using the Message feature if you check this box.
- **Allow 'Export to CSV'.** When viewing their sold items, this option which is enabled by default, a button is shown to allow them to export the list to a CSV file for their own needs.
- Any changes you make must be saved with the Save button.

Gateway Usage Statistics

This mini-section shows how much activity has occurred for the month so far. This gives you ability to see if you will use all your purchased seats or if you need to purchase additional seats to cover your shops actual usage of the Gateway service.

Month	Paid	Used	Logins	Alerts
08/2023	10	1	1	0
07/2023	10	2	8	10
06/2023	10	1	3	0
05/2023	10	1	3	0
04/2023	10	1	17	0
03/2023	10	1	5	0
02/2023	10	1	6	0
01/2023	25	1	5	0
12/2022	23	1	1	0
11/2022	23	2	20	2
10/2022	23	1	1	0
09/2022	23	2	7	20

Additional detail, such as who logged in when, how many times, failed login attempts, etc., can be seen using one of the several "Gateway Usage" reports. This will be detailed later.

Sales Alert section

This page allows to configure how and when (or even if) Sales Alerts are sent to the Dealers.

Sales Alerts	
<input checked="" type="checkbox"/>	Use Sales Alerts
<input checked="" type="checkbox"/>	Use Detailed Alerts
<input type="checkbox"/>	Send Empty Alerts
<input checked="" type="checkbox"/>	Send Shop Total to Admin
<input checked="" type="checkbox"/>	Send Shop Sales Detail to Admin
<input checked="" type="checkbox"/>	Send Messages
<input type="button" value="Save"/>	<input type="button" value="Reset"/>

- **Use Sales Alert.** If you uncheck this box then Dealers will not be sent either the short text-only Sales Alerts or the "Detailed Alerts".
- **Use Detailed Alerts.** Checking this sends actual full reports for the day. This is the same information as shown when a Dealer login and sees the current day sales on the welcome page.
- **Send Empty Alerts.** Checking this means that the Dealer will receive Alerts even if they had no sales that day.
- **Send Shop Total to Admin.** This will send a special Sales Alert to the e-mail address of the Dealer records marked as Gateway Administrator.
- **Send Shop Sales Detail to Admin.** This will send a special Sales Alert to the e-mail address of the Dealer record marked as Gateway Administrator. This includes the total and all itemized sales details.
- **Send Messages.** The text of the most recent message you write to "All Dealers" will be sent along with both the short and detailed Sales Alerts.
- Any changes you make must be saved with the Save button.

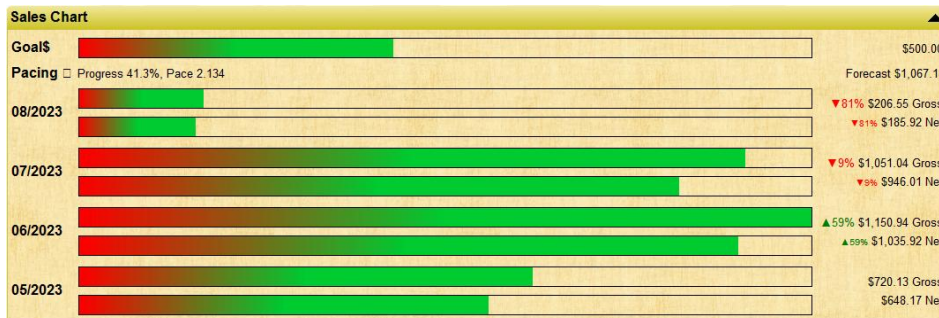
Welcome Page section

This section allows you to configure which information is shown when the Dealer initially logs into to the Gateway.

Welcome Page

- Show Sales Chart
- Show Rank
- Exclude Admin from Rank
- Show "Today's Sales"
- Show "Yesterday's Sales"
- Show "Previous 7 day's Sales"
- Show "This Month's Sales"
- Show "Today's Shop Sales"
- Show "This Month's Shop Sales"

- **Show Sales Chart** if checked will show the Dealer a bar chart of sales to date and compared to previous months sales as well. Here is an example of how the Sales Chart might look for a Dealer when they login:



- **Show Rank** if checked will show where the Dealer ranks in sales compared to other dealers, to exclude the shop's potential large volume ID's from the rank check the box **Exclude Admin from Rank**.
- **Exclude Admin from Rank** will not include and administrative tagged Dealer ID's in the ranking list.
- Any changes you make must be saved with the Save button.

Although the rest of the options are very self-explanatory, the "Show Previous 7 days Sales" option can be confusing for some Dealers who do not understand it is a sliding period of time, and a total on Monday could be less than the total shown on Tuesday if the previous Tuesday was a big sales day and the rest of the week was slow.

Messages section

This section allows you to post messages to your Dealers. These message are seen on the Welcome Page (if configured) and also can be sent along with Sales Alerts (also if configured). Only message sent to a specific Dealer are shown to that specific Dealer when they login, and only messages sent to "All Dealers" will be included on Sales Alerts.

Msg#	Date/Time	From	Recipient
9623	9/28/2022 4:59:21 PM	Joe Stanton	ALL DEALERS

← → B I U A [color] [background color] [bulleted list] [numbered list] [link] [unlink] System Font 12pt

Welcome to the GoAntiquing! Gateway, a service our shop subscribes to so that you can find out what has sold from your Booth ASAP!

P POWERED BY TINY

Save Delete Send Now!

- **Add button.** This allows you to start a new message.
- **Recipient.** By default this will be set to "All Dealers". Change to send to a specific person.
- **Text Editor.** The text editor allows rich formatting of text, including bold, color, italics, or font changes. Be careful to not use phrasing that might be considered to be "spammy" or junk by your Dealers email program as that can then cause Sales Alerts to stop being accepted by their email provider. Such words or phrasing would be anything that seems too much like marketing lingo or uses profanity, etc.

Note 1: We strongly recommend writing your message in an external word editor such as Notepad, Wordpad, or Word. Then you would copy/paste the information into the text editor. We recommend this as the website has a "session inactivity": timer, which if expires does NOT save your changes or new message.

Note 2: Please do not include any images! This can cause a lockup of the Save process as we do not anticipate large images to be part of these messages. We limit message length and images can increase the size of the message.

- **Save button.** When done writing the message click Save.
- **Delete button.** To delete a message check the box at the left and then click the Delete button.
- **Send Now.** If you want to send the message immediately, and not wait for end of day, then click Send Now!

Dealer Managed Inventory section

DMI is the service that Dealers can use to import, manage, delete items, and print labels including barcode and QR style barcode labels.

This section is only shown to those shops that subscribe to both the Gateway and DMI services. The DMI is a premium feature and is not included by default with your basic Gateway subscription. Contact sales at 800-385-7911 to get more information or for specific pricing. Quick take on pricing: \$10/month for the shop to provide up to 10,000 items for Dealers to manage (not per dealer, but 10k for the shop), \$25/month for up to 25,000 items and \$50/month for up to 100,000 items. If your number falls between these figures we offer incremental "chunks" for an additional cost.

Note: You can designate which Dealers can either Upload or Manage their inventory. Note that the item limit applies both to Upload only or Managed items. The purpose of then restricting access to certain Dealers for managing is to likely control that usage or to only make it available to premium Dealers who are interested in labeling or barcoding their items.

An introductory tutorial is available online at <https://goantiquing.net/dmihelp.asp>. This is available for the shop or the dealers to read and watch a video. Note that as DMI is a rapidly evolving feature (first introduced in February 2023) some of the information may be a little out of date).

Dealer Managed Inventory

Monthly Tier

Items Allowed

Total Cost

Force delete 'SHOPDELETED' items during 'Sync'

Manage 'Label Quantity' during 'Sync'

Zero LQ after download, do not upload LQ from Item Master

Enforce DealerID Prefix Force 6-character ItemID Show Category3/4/5

Print Booth ID

Allow editing Quantity only if Status='ADDED'

Advanced Mode Import Tool

Sheet Labels (Avery) Roll Labels

Item Labels (no barcode) Code128 Barcode Labels 'Code 128/UID' Barcode Labels

QR Barcode Labels Force QR (X1) for 8160/8195

QRI Barcode Labels Force QRI (X1) for 8160/8195

Prefix QRI with URL for online selling

Watermark Image

Currently used only on labels > 0.625" tall

Logo Image

Currently used only on Hang Tags

- The top section shows the pricing Tier your shop subscribes to for the inventory feature.
- The following checkboxes control what features are active on the DMI site for the Dealers.

Shop Reports

These are the reports available to you as the shopkeeper and Gateway administrator. Dealers do not get to see these reports.

- Shop Sales
- Shop Sales by Dealer (printable)
- Shop Performance by Day of Week
- Shop Performance by Hour by Day of Week
- Shop Performance by Dealer
- Shop Performance by Top Dealer (By Dealer Net)
- Shop Performance by Top Dealer (By Shop Net)
- Gateway Seat Usage
- Gateway Seat Usage (Include 0's)
- Gateway Usage
- Gateway Usage (successful logins only)
- Gateway Usage (wrong passwords only)
- Message History
- Sales Alert Deny List

Shop Sales

As shown you can select a report (by default it shows Shop Sales for all Dealers), select a date range, and view the report. In this example only Dealer 1 had any sales "yesterday" (March 15 2018).

Shop Reports											
Report	Shop Sales										
Dealer	ALL DEALERS										
Date	Yesterday										
Start Date	3/15/2018										
End Date	3/15/2018										
<input type="button" value="View Report"/>											
Shop Sales											
										Grand Total	\$43.90
#1 - Joe Stanton											
Date	DealerID	ItemID	Description	Lwy	Qty	ItemPrice	Disc%	Price	Amount Posted		
3/15/2018	1	A1	2 Yellow/Purple Doilies			\$6.00		\$6.00	\$6.00		
3/15/2018	1	HOWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95	\$8.95		
3/15/2018	1	HSP6	Silver Polish			\$8.95		\$8.95	\$8.95		
3/15/2018	1	1131	Murano Glass			\$20.00		\$20.00	\$20.00		
									Total	\$43.90	
										Grand Total	\$43.90

Shop Sales By Dealer (Printable)

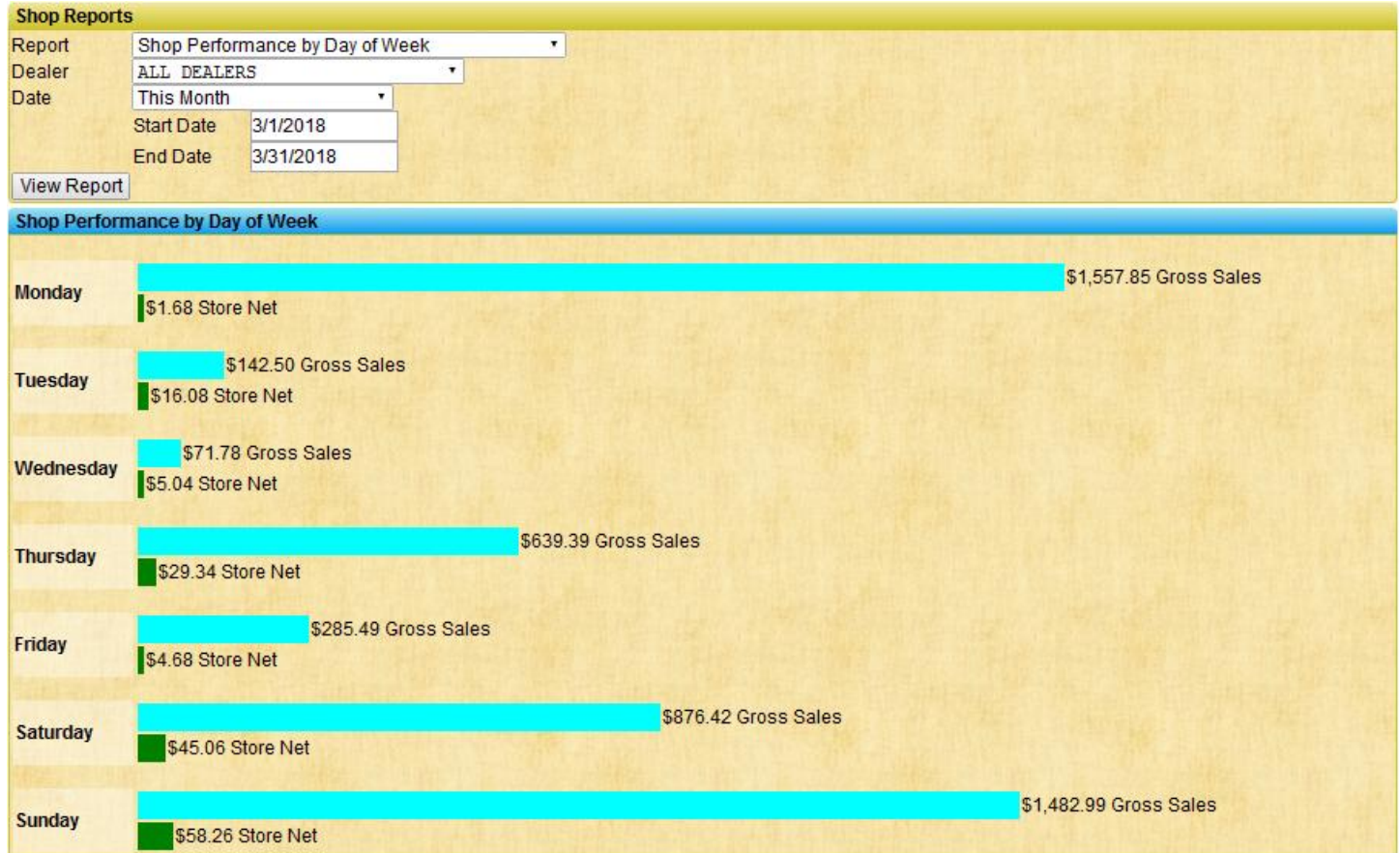
Sales Report for 3/15/2018-3/15/2018									
Joe Stanton(#1)									
Date	ItemID	Description	Lvy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
3/15/2018	A1	2 Yellow/Purple Doilies			\$6.00		\$6.00		\$6.00
3/15/2018	HOWARD	Howard Restor-A-Shine Wood Finish			\$8.95		\$8.95		\$8.95
3/15/2018	HSP6	Silver Polish			\$8.95		\$8.95		\$8.95
3/15/2018	1131	Murano Glass			\$20.00		\$20.00		\$20.00
Gross Sales									\$43.90

Sales Report for 3/15/2018-3/15/2018									
John Doe(#2)									
Date	ItemID	Description	Lvy	Qty	ItemPrice	Disc%	Price	Shop%	Net Sale
Gross Sales									\$0.00

Shop

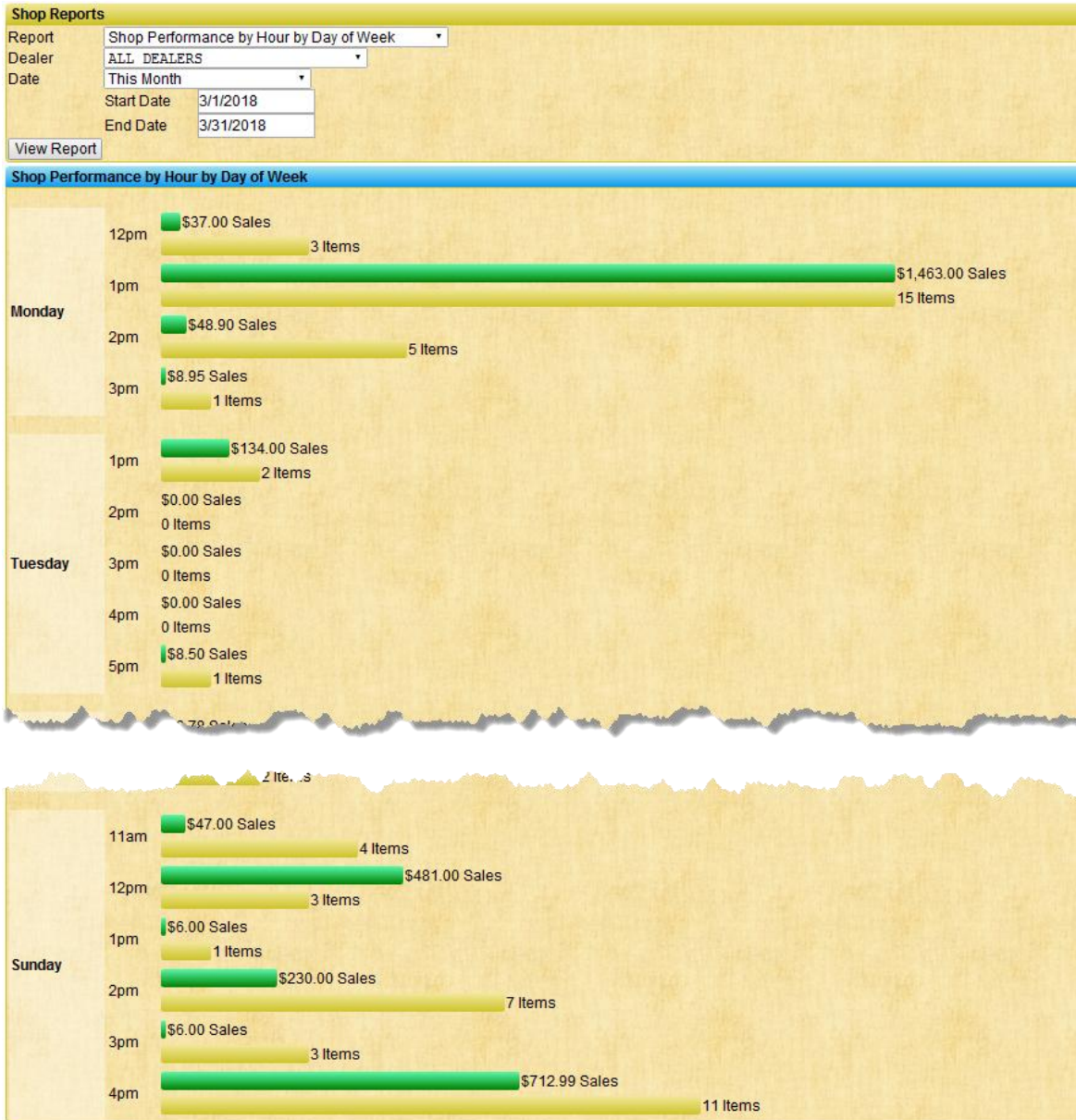
Performance by Day of Week

This report shows a summary of the week with best performing days showing a longer bar graph. Although you are certainly aware of when the shop is busy this report shows you the facts very clearly. For this demo data Sunday and Monday are far and above the best day.



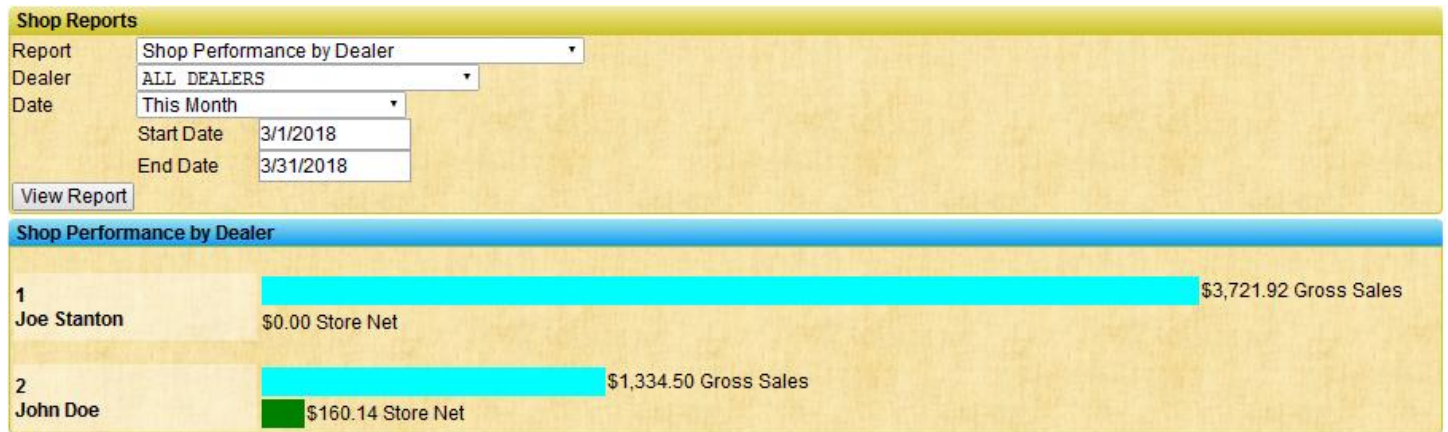
Shop Performance by Hour by Day of Week

This report shows a summary of all the days of the week for the period of time specified. This is a good tool to plan when to have staff on hand to ring up sales and wrap items. Shown are totals of sales and counts of items. The report only shows totals for hours between the earliest sale of a given day and the latest sale of a given day.



Shop Performance Dealer

This report shows a simple bar graph of sales by Dealer with gross sales and shop or store net bars. The report is sorted by Dealer ID.



Shop Performance by Top Dealer (2 variants)

This report has two variants, sorted by Dealer Net, and sorted by Shop Net. This report shows a simple bar graph of sales by Dealer with gross sales and shop or store net bars.



Gateway Seat Usage (2 variants)

These reports show information about usage of the Gateway, both Logins and Sales Alerts. You can also see if the Dealer is Registered (G!) at the moment, if they are an Administrator, and if they have set a password.

Gateway Seat Usage

This report shows just those dealers who have actually used the Gateway services (either via Login or Sales Alert).

Shop Reports

Report: Gateway Seat Usage
Dealer: ALL DEALERS
Date: Today
Start Date: 3/16/2018
End Date: 3/16/2018
[View Report](#)

Gateway Seat Usage

Seat usage: 2 out of 10 purchased
Dealers registered: 2 (NOTE: Usage count can exceed Registered count if you change the 'Allow Gateway Login' checkbox after someone has already received a Sales Alert or logged in.)

DealerID	G!	Admin	PW?	Name	Logins	Sales	Alerts	Last Activity	Last IP Address
1	Y	Y	Y	JOE STANTON	56	16	3/16/2018 3:48:26 PM	75.140.145.142	
2	Y	Y	Y	JOHN DOE	1	14	3/16/2018 3:48:13 PM	75.140.145.142	

Gateway Seat Usage (Include 0's)

This report will show ALL Dealers in the shop so you can verify status of all the checkmarks for Registered (G!), Administrator, and password status. Note that this report shows Dealer #3 even though he is not registered. This allows you to verify the status of each Dealer to better ensure you are not going to be charged for more than you have used. Note, however, that in a given calendar month, even if a Dealer is not registered (perhaps because you deregistered him or her during the month), if the system sees that there was activity that will still count as a seat used.

Shop Reports

Report: Gateway Seat Usage (Include 0's)
Dealer: ALL DEALERS
Date: This Month
Start Date: 3/1/2018
End Date: 3/31/2018
[View Report](#)

Gateway Seat Usage (Include 0's)

Seat usage: 2 out of 10 purchased
Dealers registered: 2 (NOTE: Usage count can exceed Registered count if you change the 'Allow Gateway Login' checkbox after someone has already received a Sales Alert or logged in.)

DealerID	G!	Admin	PW?	Name	Logins	Sales	Alerts	Last Activity	Last IP Address
1	Y	Y	Y	JOE STANTON	56	16	3/16/2018 3:48:26 PM	75.140.145.142	
2	Y	Y	Y	JOHN DOE	1	14	3/16/2018 3:48:13 PM	75.140.145.142	
3				GEORGE WASHINGTON	0	0		n/a	

Gateway Usage (3 variants)

These reports help you to understand who is using the Gateway for logging on, when they are using it, and how often they use it, and if they are logging in successfully or failing to login (entering wrong passwords). The "Wrong Passwords" variant allows you to reset their password with a simple button click.

Gateway Usage

Shop Reports

Report: Gateway Usage
Dealer: ALL DEALERS
Date: Today
Start Date: 3/16/2018
End Date: 3/16/2018

Gateway Usage

DealerIDName	Login Date/Time	IP Address	Status	Total Logins
1	Joe Stanton 3/16/2018 2:18:45 PM	75.140.145.142	Success	6
1	Joe Stanton 3/16/2018 2:18:42 PM	75.140.145.142	Failed - wrong password	1
1	Joe Stanton 3/16/2018 11:08:13 AM	75.140.145.142	Failed - not a valid DealerID	1

Gateway Usage (Successful Logins Only)

Shop Reports

Report: Gateway Usage (successful logins only)
Dealer: ALL DEALERS
Date: Today
Start Date: 3/16/2018
End Date: 3/16/2018

Gateway Usage (successful logins only)

DealerIDName	Login Date/Time	IP Address	Status	Total Logins
1	Joe Stanton 3/16/2018 2:18:45 PM	75.140.145.142	Success	6

Gateway Usage (Wrong Passwords Only)

This report shows just Dealers whose last login event was a failure due to an incorrect password entered.

Shop Reports

Report: Gateway Usage (wrong passwords only)
Dealer: ALL DEALERS
Date: Today
Start Date: 3/16/2018
End Date: 3/16/2018

Gateway Usage (wrong passwords only)

DealerIDName	Login Date/Time	IP Address	Status	Total Logins
1	Joe Stanton 3/16/2018 2:18:42 PM	75.140.145.142	Failed - wrong password	1 <input type="button" value="Reset 1"/>

By clicking the "Reset 1" button you can then change the password. The assumption is that you will tell the Dealer their new password!

Internet Gateway - Reset Dealer Password

Type in a new password and click Reset.

Shop Name: MY ANTIQUE MALL - ARROYO GRANDE, CA
Dealer ID: #1
Password:

Message History

See the listing all messages sent for a date range, for the entire shop, or a single Dealer. You can see both the summarized info as 1 row per message or can check the 'Show message detail' box to see the entire message sent.

Types of messages that can appear are standard Sales Alert, Detailed Sales Alert, Shop Sales Alert, Detailed Shop Sales Alert, Settlement Notification alert, or Shop Messages.

Sales Alert Deny List

This report will show the status of emails that were sent to a specific Dealer. The report checks the email sending service for any "bounces" or "spam complaints" and also checks if the Dealer "Unsubscribed". This report allows you to assist a Dealer who says "I am not getting my Sales Alerts".

This tool is also directly available to the Dealer once they login and click the "My Info" link at the top of the Welcome page.

The most common issue is that a Dealer receives their Sales Alert but it lands in Junk Mail. Then almost always the Dealer will use the common option most email programs have to "Delete all Junk and Mark as Spam". When this occurs we get a notification from their email provider (such as Yahoo, Gmail, Comcast, AOL, etc.) that the Dealer has marked our emails as Spam and we stop sending (because they asked us to, even accidentally, but we have to respect it).

How can the dealer fix this? Basically they need to add info@goantiquing.net which is our email address used for sending the Sales Alerts to a "safe senders list", perhaps called Address Book, Contact List, Safe Senders, or White List, etc., whatever technique their email provider has for preventing email from a specific sender (such as info@goantiquing.net) from being considered Spam or Junk. After the Dealer has fixed the issue that started their problem (such adding info@goantiquing.net to their "safe senders list"), then the Dealer can click the "Remove from Deny List" button provided.