

# Avenza Maps Batch Uploader

The Map Store Batch Uploader is a new tool by Avenza that allows vendors to upload large sets of maps all at once without relying on the vendor site interface. Vendors can also use the Batch Uploader to create new versions of existing maps. More information on Map Versioning can be found on the [Avenza Maps Help Page](#).

## Table of Contents

<b>Accessing the Batch Uploader</b>	<b>2</b>
<b>My Uploads</b>	<b>2</b>
<b>Selecting Files to Upload</b>	<b>2</b>
<b>Relinking Files</b>	<b>4</b>
<b>Uploading &amp; Editing a Spreadsheet</b>	<b>4</b>
<b>Spreadsheet Troubleshooting</b>	<b>5</b>
<b>Spreadsheet Fields</b>	<b>5</b>
<b>Uploading maps</b>	<b>7</b>
<b>Completing Your Batch</b>	<b>8</b>

## Accessing the Batch Uploader

1. Go to the link below to access:
  - o <https://mapstore-uploader.avenza.com/uploader>
2. Sign in with your Vendor Account.
3. Upload!

## My Uploads

1	2	3	4	5	6	7	8
	33.7%	Canada Maps	google.com/spreadsheets/d/1iHRV...		4 / 8	371.0 MB	
	100.0%	USA Maps	google.com/spreadsheets/d/13Wgc...		6 / 6	311.9 MB	
		2017-12-21	Maps list.xlsx		0 / 21	1.1 GB	
	100.0%	2017-12-20	google.com/spreadsheets/d/1VBZk...		239 / 239	233.5 MB	

[Show 6 archived map batches](#)

The My Uploads page shows all of your previous, unarchived batch uploads.

1. Status of the files in the batch.
  - a. Green checkmark: ready for upload
  - b. Red broken link: unlinked batch
2. Batch upload progress percentage
3. Edit the batch title
4. Batch title
  - a. Date stamp is default
5. Download URL of the batch spreadsheet.
6. Number of maps uploaded and the total number of maps in the batch.
7. Total size of the batch
8. View batch info, edit the batch, and remove the batch from this list by archiving it

## Selecting Files to Upload

Click the 'Upload a new map batch' button and browse to the file location. Alternatively, drag-and-drop maps directly to the upload box in your browser window. You can toggle between selecting individual files or an entire folder by clicking on the appropriate tab at the top of the page. Your files must be in Geospatial PDF, GeoPDF®, GeoTIFF format.

1 Files Spreadsheet Ready to upload Upload Done

2 — Some files are unlinked. Add these files again, please.

3 Multiple files Folder ? Help

Drop Map files here  
or click [here](#) to select multiple files

4  Select All  Delete 0 selected

6	<input type="checkbox"/> ✓ inset1.tif	49.8 MB
	<input type="checkbox"/> ✗ inset2.tif	62.2 MB
7	<input type="checkbox"/> ✗ inset3.tif	42.6 MB
	<input type="checkbox"/> ✓ krel1000.tif	20.7 MB
8	<input type="checkbox"/> ✓ krel500.tif	23.1 MB
	<input type="checkbox"/> ✓ map25.tif	31.4 MB
	<input type="checkbox"/> ✓ map26.tif	78.4 MB
	<input type="checkbox"/> ✓ map27.tif	62.8 MB

Continue →

The Files page displays all the files that you have selected for your batch upload and their status

1. Batch upload process steps (Files, Spreadsheet, Ready to upload, Upload, Done).
2. Status bar indicating any detected issues or errors.
3. Toggle upload type between File or Folder.
4. Select or deselect all maps in the list.
5. Delete selected maps from the list.
6. Successfully uploaded map (green checkmark).
7. Unlinked map that requires relinking to continue.
8. Successfully linked map ready for upload

## Relinking Files

When a batch upload is interrupted prior to uploading, the path to the selected files will be broken and the files will be considered 'unlinked'. In order to resume the batch, the files must be 'relinked'. This is accomplished by adding the files in the same way you initially selected them, by either browsing to its location or dragging and dropping them to the upload box in your browser window.

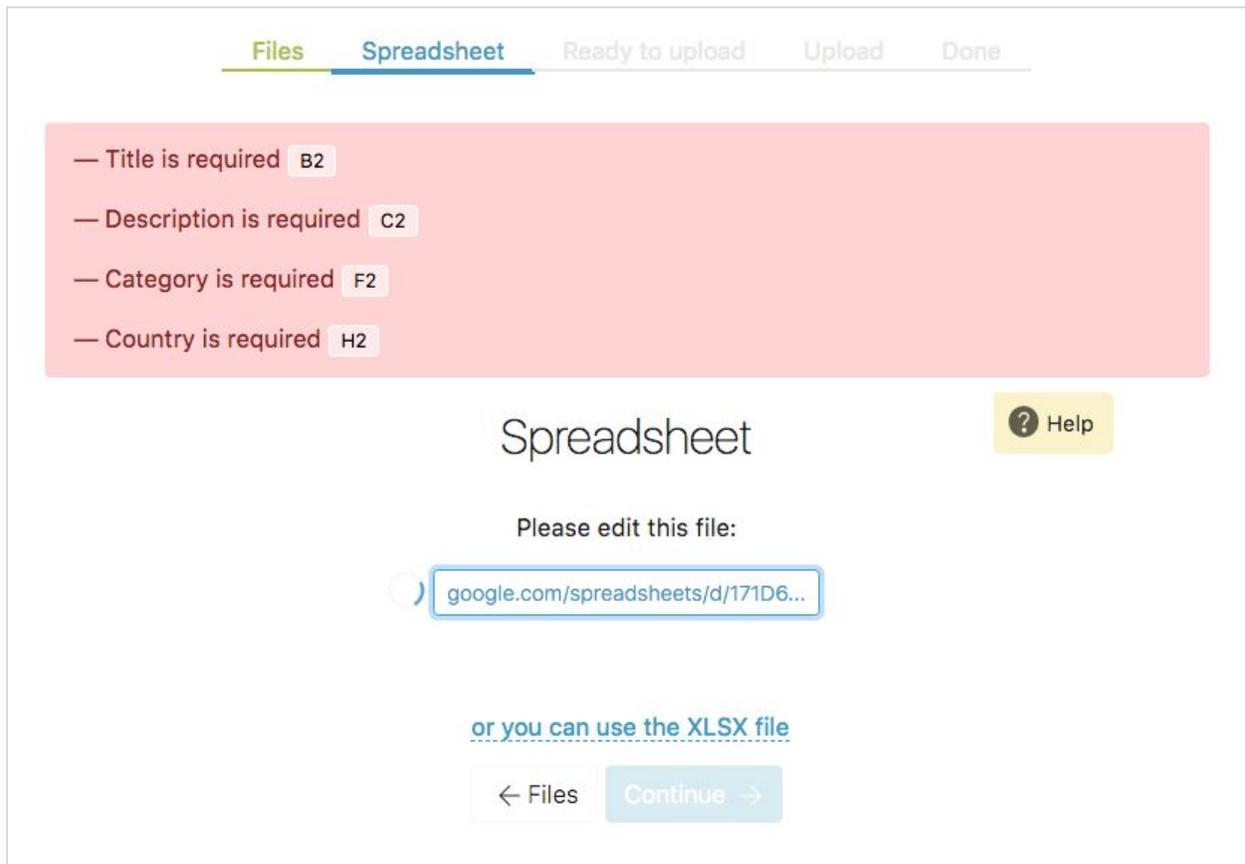
## Uploading & Editing a Spreadsheet

In order for maps to be added to the Map Store, they need to have all the necessary information to complete its listing. This is accomplished by completing and uploading a spreadsheet with all of this information. There are two ways to complete the spreadsheet:

1. **Excel (XLSX) file:** By using this method, the spreadsheet can be edited on your desktop using Microsoft Excel or similar. A template with all the selected files added to the spreadsheet can be downloaded directly from the batch uploader. Fill in the spreadsheet, save it, and upload it during the Spreadsheet step of the batch uploader.  
*Tip:* You can also upload a previously completed spreadsheet instead of having to complete one during the upload process. If you are using an existing spreadsheet, the formatting of each field must match the formatting of the template.
2. **Google Sheets:** By using this method, the spreadsheet can be edited in a browser. Verification of the spreadsheet is done as the spreadsheet is being edited so it does not have to be submitted manually. After selecting this method, click the link provided to open and edit your spreadsheet.

## Spreadsheet Troubleshooting

Any errors detected in your XLSX file or in your Google spreadsheet will be summarized in the status bar at the top of the page. In Google Sheets, the erroneous fields will be highlighted in red until the error is fixed. You can also download an XLSX version with the errors highlighted.



*The Spreadsheet page gives you the option of using Google Docs or uploading an XLSX sheet. Any detected errors will be displayed*

## Spreadsheet Fields

- **Title:** Must be between 5 to 100 characters long.
- **Description:** Must be between 32 and 500 characters long.
- **Published:** Date format must be either YYYY, MM-YYYY, or DD-MM-YYYY.
- **Publisher:** Publisher name. Can be left blank if unknown.
- **Category:** Must match existing Map Store categories. Refer to your vendor site for category list and spelling. Separate with a semicolon ';' if more than one category applies.
- **Language:** Must match existing Map Store languages. Refer to your vendor site for language list and spelling. Separate with a semicolon ';' if more than one language applies.

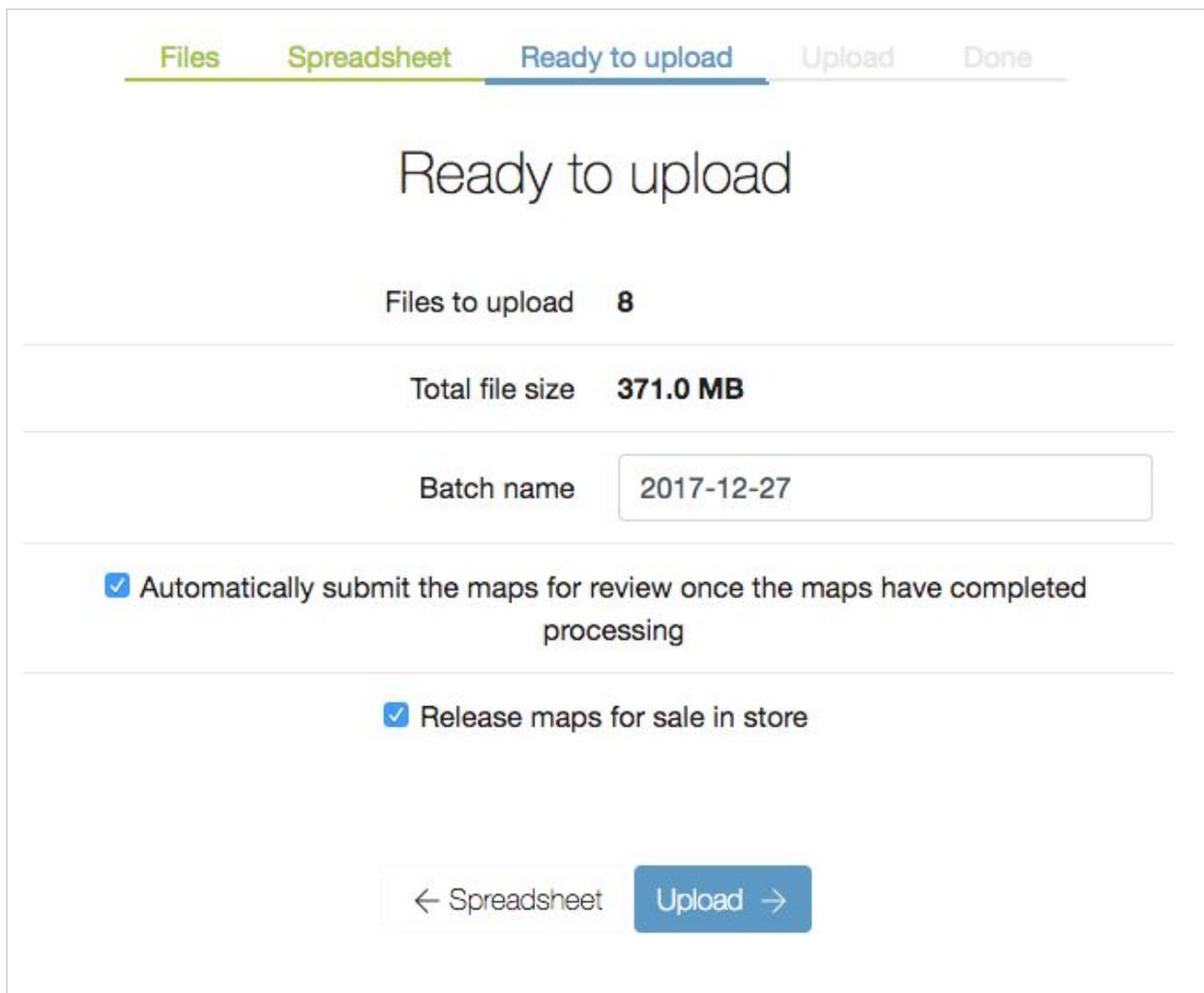
- **Country:** Must match existing Map Store countries. Refer to your vendor site for country list and spelling. Separate with semicolon ';' if more than one country applies.
- **Price:** Input closest iTunes Pricing SKU with a price ending in '.99' (\$0.99, \$1.99, \$2.99, etc.) Leave blank if free.
- **Hidden:** Will hide map from Map Store searches and only be accessible through a direct link. Enter 'Yes' to hide the map or leave blank to keep it visible.

*The following fields are used for versioning only and can be left blank if you are uploading a batch of brand new maps.*

- **New Version:** Will replace the map with the matching title on your vendor site. Select 'Yes' to replace the map.
- **What's New:** If you wish to create a new version of the map, set this value to Yes. Note that in order to match the file with an existing product, the **old\_title** field has to match the title of an existing product.
- **Discount Price:** If you are creating a new version, you can set a discount price for returning customers. New customers will be charged the price set in the **price** field. Leave blank if you do not want the customer to be charged for an update or set a price using the same formatting as the **price** field.
- **Old Title:** In order to create a new version of a product, this field has to be an exact match to the title of a current product. The new version will update the title to what is entered in the **title** field.

## Uploading maps

When your files are selected and the spreadsheet completed, you can begin to upload maps. On the 'Ready to upload' step, you have the option to automatically submit the maps to our QA team for review once the maps have completed processing. Keeping this option disabled will allow you to review maps on your vendor site before submitting them for review. You also have the option to automatically release the map for sale on the Map Store after we review the maps. If you disable this option, you will have to release the maps for sale from your vendor site after review.



The screenshot shows a progress bar at the top with five steps: 'Files', 'Spreadsheet', 'Ready to upload', 'Upload', and 'Done'. The 'Ready to upload' step is currently active and highlighted in blue. Below the progress bar, the main heading is 'Ready to upload'. The interface displays the following information:

- Files to upload: 8
- Total file size: 371.0 MB
- Batch name: 2017-12-27
- Automatically submit the maps for review once the maps have completed processing
- Release maps for sale in store

At the bottom, there are two buttons: '← Spreadsheet' and 'Upload →'. The 'Upload' button is highlighted in blue.

*You are ready to upload once the files are linked and the spreadsheet is verified. Verify your settings before uploading.*

Click 'Upload' to upload your files. **Don't close the browser window while uploading.** Uploaded maps still need to be processed by the Map Store server. You can monitor the processing progress on your vendor site. If the upload is interrupted, you can restart it by selecting the upload from the My Uploads page, and relinking any incomplete files.

Files Spreadsheet Ready to upload Upload Done

Upload in progress  
Do not close this window

1 inset2.tif 62.2 MB

2 Maps left: 4 maps, 221.2 MB  
Time left: 4 minutes

10%

3

← Ready to upload Resume ▶ Pause ||

The upload progress will be shown here. Closing the browser will interrupt the upload. You can resume it from the My Uploads page.

1. Current file upload progress.
2. Batch summary and upload progress.
3. Upload can be paused or resumed.

## Completing Your Batch

Once the batch is complete, the Map Store Processing Server will process your maps and add them to your vendor site. Processing time can vary depending on the size and number of maps you upload. You can check on the status of your maps from your [Vendor Site](#) and, if necessary, make any final edits to your map.

Please fill out a [Help Request](#) form if you have any comments or issues. Thank you for supporting the Avenza Map Store!