

# Settings

## Step 1: Uploading New Data

The image below represents the first page of the Bulk Upload process where you will specify the aspects of the file you are about to upload:



1. Upload Data - Browse to the .csv file you are wanting to upload on your pc. Then, specify the number of rows that you want to be able to preview when the file is displayed in the next step. If the file was "gzipped" select that radio button. Otherwise, leave the default set to "none".
2. Delimiter & Encapsulation - The data within a .csv file can be separated by different entities, such as commas and quotes (which are typical). The entities/fields of data are separated by the delimiter while each field/entity could be "contained" within the encapsulation values.
3. Data Type - Choose if the Bulk Upload is being run for Classifieds or Auctions.
4. Category - Select the category the items will be uploaded into.
5. Progress Bar - The progress bar lets you know how close you are to completing the current Bulk Upload.
6. Undo a Bulk Upload - If you have successfully completed bulk uploads they will appear in this area. You can then "undo" an upload if necessary at a later time.

## Step 2: Column Assignments

The image below represents the second page of the Bulk Upload process where you will assign columns to the data that you are about to process:



1. File's Data - The software will upload all of the file's items and display only the first few entries based upon the "Preview Rows" specified on the previous page.
2. Column Field Type - At the top of each column is a dropdown box. This dropdown box contains all of the different types of fields in the software. This includes an "Category Specific Fields" that are associated with the category that you are currently Bulk Uploading into. Once you make your choice, the "Column Sub-Type" dropdown box just below it will refresh with a new set of available choices.
3. Column Sub-Type - Depending upon the Column Field Type you choose, this dropdown will display the available questions (fields) that you can assign to the column of entries. In our example we have chosen the "Automobiles" category which contains "Category Specific Questions" of "Year", "Make", "Model", etc. Simply repeat the column assignment process for each column in your upload.
4. Field Not Used - There is a good chance that one or more columns in the file you have uploaded do not need to be included in the listings. Simply leave the dropdown marked as "Field Not Used". Those columns will be ignored by the software when the Bulk Upload takes place.

<tip c n>NOTE: Within the Column Field Type selection is also where you will specify if the column contains a URL for the listing's photo(s). Listing photos are not "uploaded" into the database. Instead,

they are URL referenced. The seller whose upload you are performing may later edit their listings as well and enter photos at that time if they wish.</tip>

## Step 3: Alter Listing Data

The image below represents the third page of the Bulk Upload process where you can adjust the data you are about to upload and account for any fields that may be missing from the file:



1. User ID - The Bulk Uploader will allow you to upload data for multiple users at the same time by selecting the appropriate column for "user id" on the previous page. Otherwise, you will need to choose the "user id" for the seller you are running the current upload for.
2. Default Field - This optional field allows you to enter default "static" data for each listing within your upload.
3. Title Field - This optional field allows you to have the software build a title for each of the listings if a "title" column was not provided in the .csv file. In our example, the seller did not provide a title for each vehicle. Therefore, you can specify that the title for each listing should be created from the "Year, Make, and Model".
4. Listing's Duration - Specify the duration of the listings.
5. Listing's Upgrades (Extras) - You can apply "listing extras", including "attention getters" to each listing in the upload.

## Step 4: Upload Processed

The image below represents the final page of the Bulk Upload process. You will see a success message upon completion and all of the listings in the uploaded file will automatically be "active" on your site:



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