

# Bulk Uploader Formatting Tips

Certain fields in the Bulk Upload process require their data to be entered in specific ways that are not always immediately obvious. This page should help to document those:

## "List" Keyword

When the word "List" is used in a column name in the bulk uploader (as in "Images List" or "Locations (Terminal Regions) [List]"), it indicates that field accepts a comma-delimited list of multiple values. Note that item order within a **List** field is preserved (e.g. the ultimate Display Order of images added via **Image List** will match the order in which they appear in the **List**)

## Price

The **price** field is **numeric-only**, and its numbers should be entered in American-style syntax and without a thousands separator. In other words, "\$15564.85" and "15,564.85" are both **incorrect** – the value in that case should simply read "15564.85"

**Precurrency** and **Postcurrency** symbols (e.g. "\$" and "USD," respectively) have their own columns, and should be set up as such, and **NOT** part of the main price column

<tip c n>**NOTE:** The same numeric-only convention applies to all Auction-type price fields, as well (buy now, minimum bid, reserve price, etc)</tip>

## Category Name/ID

When uploading to multiple categories from a single file, you must specify the category for each listing. This must be in a single column, and can take the format of either the category name or ID number.

**Important:** When using the category name, only an EXACT match will work – the source file must spell the category name exactly as it appears in the database. Also note that it is possible to configure multiple categories in the core software with the same name; the bulk uploader will arbitrarily pick the first category it finds whose name matches the given data, so if you use multiple categories named the same, be sure to specify category by ID number when bulk uploading. You can find a category's ID number in parentheses next to its name on the Category Setup admin page.

## Date-type Optional Fields

Optional Fields of type "date" should have their date specified in the format YYYYMMDD. January 16, 2012, for instance, would be 20120116

## Multi-Level Fields

With multi-level fields you only need to include the lowest level value within the csv data. For example if you had a multi-level field for Make and Model of cars. The first level would be Make and the second level would be model. So if you had data like this:

```
Chevrolet (make) > Impala (model)
```

You only need to include "Impala" within the csv data and assign that field to the multi-level field. If for instance you happen to include make in one column and model in another column of your csv data just assign the column that contains the model to the multi-level field in the bulk upload configuration and the software will assign "Impala" at the "model level" and auto assign "Chrevrolet" at the make level.

## Youtube Video List

See the notes on the **List** keyword above. Data to this field may be in any format supported by the front-end video uploader. E.g., both "<http://www.youtube.com/watch?v=dQw4w9WgXcQ>" or simply "dQw4w9WgXcQ" are acceptable inputs.

## Locations (Terminal Regions) [List]

You may use the bulk uploader to specify regions for each listing, for use with the Geographic Navigation addon. To do so, specify the lowest-level region for each listing. You can specify either the Region ID number (shown next to each region in the Geographic Setup > Regions page) or the name of the region in text form. If your site has multiple regions with identical names, it is recommended to use ID numbers instead of names, to ensure exactly the correct regions are used.

This can be used to set a primary Region, as well as Additional Regions, and will preserve the order of entered data. For example, given the data point "Dallas, Forth Worth, Waco" the listing's primary Region will be Dallas, while it will have Fort Worth and Waco as Additional Regions.

## Storefront Category ID#

You can specify which of a user's storefront categories a bulk uploaded listing should go into. This requires the use of that category's ID number. The ID number may be found in the URL of the given category's page on the front-end. For instance, with a URL of <http://example.com/index.php?a=ap&addon=storefront&page=home&store=50&category=379>, you would enter "379" in the bulk upload source file.

## Cost Options

### Option Group #: Group Name

This should be a single text string containing the name of an option group

e.g. To add user selections for shirt size, enter:

#### Shirt Size

<tip c n>Tip: for the next four fields, be sure to use a consistent order within each field. To help illustrate this point, we'll demonstrate a single set of options throughout.</tip>

### Option Group #: Option Names

A comma-separated list of names for each option in this group, in the correct display order

e.g. To add Small, Medium, and Large as choices for shirt sizes, enter:

**Small,Medium,Large**

### Option Group #: Option Costs

A comma-separated list of added costs for each option in this group, in the correct display order. Numbers only – do not include precurrency or postcurrency symbols

e.g. To add no cost to the buyer for choosing a Small or Medium shirt, and \$0.50 for choosing Large, enter:

**0.00,0.00,0.50**

### Option Group #: Option File Slots

A comma-separated list of file slots for each option in this group, in the correct display order. Integers only.

e.g. To associate image 1 with Small shirts, image 2 with Medium shirts, and image 3 with Large shirts, enter:

**1,2,3**

### Option Group #: Option INDIVIDUAL Quantities

A comma-separated list of quantities for each option in this group, in the correct display order. Integers only.

e.g. If you have 5 Small shirts, 2 Medium shirts, and 16 Large shirts, enter:

**5,2,16**

## COMBINED Quantity Sets

This one can be a bit tricky. It accepts a comma-separated list in this format: **option name 1+option name 2=quantity of 1 and 2**

To give an example, if adding 3 small, black shirts; 5 large, red shirts; and 7 large, black shirts, you would use this expression:

**small+black=3,large+red=5,large+black=7**

You are not limited to pairs of options. I.e., **small+black+smelly=1** would work (though we don't recommend selling "smelly" shirts in the first place... ;) )

## Automatic Title from Other Fields

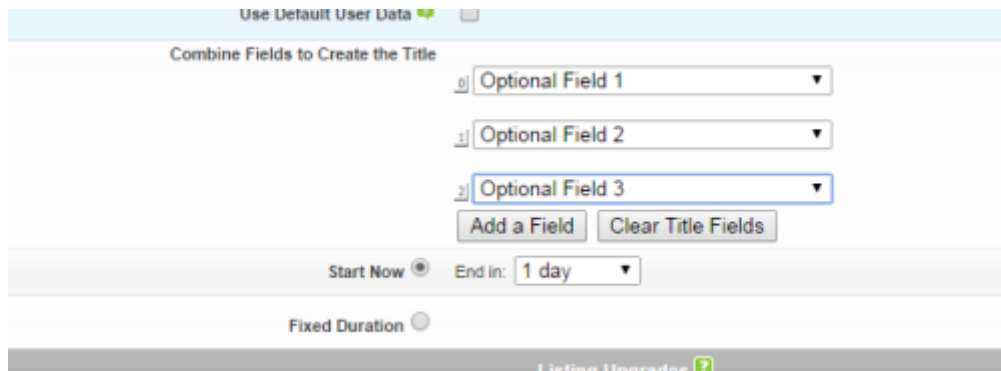
If you use the [automatic title field from other fields feature as described here](#) in the software you can still do that within the bulk uploader feature within a specific upload.

You would do field matching as normal through the second step to the bulk upload process and then set the fields to use for the title within step 3 of the bulk upload process. So if you use site wide optional field 1, 2 and 3 to create your title you will need to populate those fields within step 2 of the upload process and then set those fields to populate the title within step 3 of the bulk upload process. Look for the following within the step 3 page of the bulk upload process:

The screenshot shows the 'Listing Options' step of the bulk uploader. The interface includes a progress bar at the top with four steps: 'File Information', 'Assign Fields', 'Listing Options' (the current step, highlighted in blue), and 'Upload Complete'. Below the progress bar, there is a section titled 'Alter Listing Data' with a blue arrow icon. The main content area contains several settings: 'Default Seller' (a dropdown menu showing '2 - testing1'), 'Check User Limits' (a checkbox), 'Set Default Field Values' (a button labeled 'New Default Field'), 'Use Default User Data' (a checkbox), and 'Combine Fields to Create the Title' (a button labeled 'Add a Field'). Below these are 'Start Now' and 'End in: 1 day' (a dropdown menu). There is also a 'Fixed Duration' section. The 'Listing Upgrades' section includes 'Bolding', 'Better Placement', 'Featured Listing', and 'Attention Getter' (a dropdown menu showing 'beach front'). At the bottom, there is a 'Multi-part Upload' section with 'Upload at most' and 'listings every' (a dropdown menu) and 'hours'. At the very bottom, there are three buttons: 'Back', 'Reset', and 'Upload Listings'. Two red arrows are overlaid on the image: one points to the 'Listing Options' tab in the progress bar, and the other points to the 'Add a Field' button.

and then click the **add a field** button to start setting up each field to populate the title and you will

end up with something like the following if you used site wide optional field 1, 2 and 3 to populate the title field:



Use Default User Data ☒

Combine Fields to Create the Title

Optional Field 1

Optional Field 2

Optional Field 3

Add a Field Clear Title Fields

Start Now ☒ End in: 1 day

Fixed Duration ☐

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