

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:

File Information | Assign Fields | Listing Options | Upload Complete

Bulk Uploader

File type allowed: csv ([see sample](#))

Select A File:

Skip First Row: ☐ No

Preview Rows: 5

File Compression: None

Delimiter: , e.g., , (comma) or . (dot) or | (pipe) ...etc

Encapsulation: " e.g., "

Category: Announcements

☐ Multiple Categories

Listings Data Type: Classified

1. Select a file - Browse to the .csv file you are wanting to upload on your pc.
2. Skip First Row - If the first row of your source file contains column header names instead of actual data, set this to **yes**.
3. Preview Rows - Select the number of data rows to show as a preview in the next step.
4. File Compression - If your server supports it, you can upload a csv file from inside a number of different archive file types. This dropdown will show all the types supported by your server. If your source file is in one of these types, select it. If you are uploading an uncompressed (normal) .csv file, leave this set to **None**.
5. Delimiter - This is the character used to separate fields in your source file. The most common value is a comma (,), but it may be different depending on how your source file is saved. Note that "non-printable" characters, such as the "tab" character, are currently **not** supported for use as delimiters.
6. Encapsulation - This is the character used to enclose or encapsulate specific fields in your source file, usually to ensure that multi-word values do not get split up across columns. The most common character used here is the double-quote (").
7. Category - Select the category the items will be uploaded into. Optionally, you may select "Multiple Categories." If you do so, you must provide (on the next page) a **category id number** for each listing. The correct ID number for each category may be found in the Categories Setup page of the Admin. Also note that if uploading into multiple categories, Category-Specific Questions will not be available.
8. Listings Data Type - Choose if the Bulk Upload is being run for Classifieds or Auctions.

BETA - Revolving Inventory Upload ▲

Important: Be absolutely sure you have read the documentation and understand what this feature does before using it!
Save this upload as Revolving Inventory? ☒

Specify a label for this upload
(latin, alphanumeric characters only)

As of Geodesic v5.1, the bulk uploader has a new feature, termed "Revolving Inventory Uploads," that allows the creation and maintenance of a set of listings via a cron-refreshable source file. This feature is very powerful, but may adversely affect your site's performance if not used with care. Before creating a Revolving Inventory upload, be sure that you have read the documentation [need a link](#) and that you understand how to correctly use it. If you leave the "Save this upload as Revolving Inventory?" box **unchecked**, this bulk upload session will not make use of the Revolving Inventory feature.

<tip c n>As of Geodesic v5.1, the "delete log" that enables the removal of old Bulk Upload sessions has been moved to a new page in the admin: *Addons > Bulk Uploader > Manage Uploads*</tip>

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.
5. You can upload image URL's through the bulk uploader but not the actual images themselves. If images were actually included within the upload data that data upload file would be too large to handle for most if not all servers our clients use. The bulk uploader can handle up to 20 images per listing.

<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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