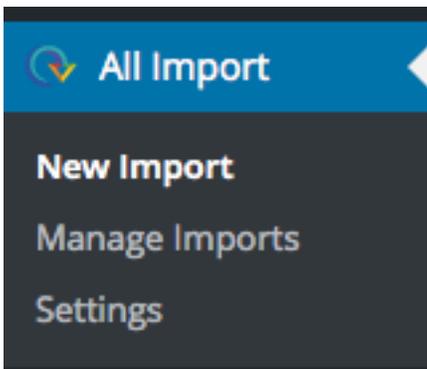


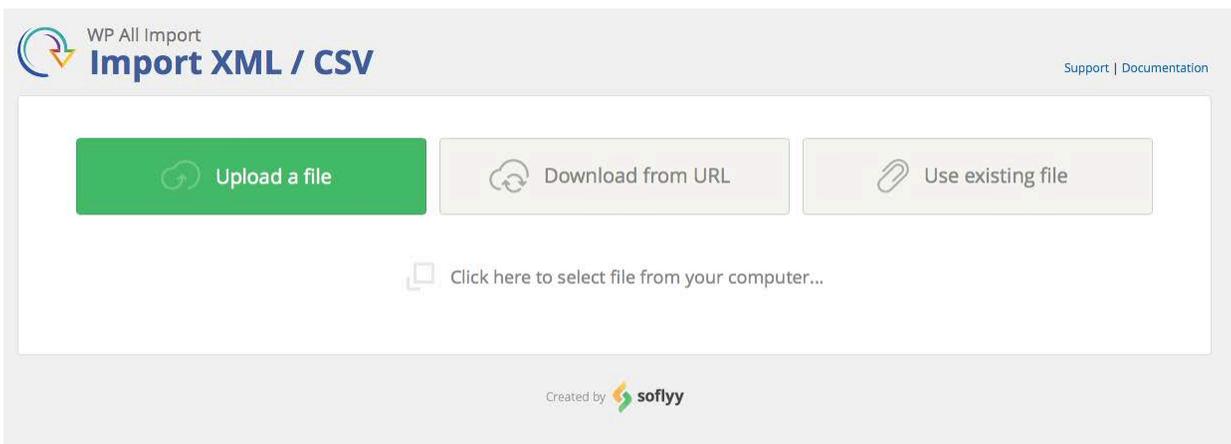
Importing Jobs 101:

- Populate the spreadsheet templates with your job posting data
- Once complete, save the spreadsheet(s) to your computer in **‘.xlsx’** format
- Open the files and save again, this time in **‘.csv’** format

Step 1: Click on “All Import” in the left menu.



Upload your CSV file from your machine by clicking the “Upload a file” button. Next, check the box “Click here to select file from your computer...”. Locate and select the file from your computer directory and click ‘Open’.



IMPORTANT - Change the data type from “*post*” to “*postings*” as shown below.

Import data from this file into...

 **New Items**

 Existing Items

Create new ☰ Postings ▼ for each record in my data file.

Step 2: The number, in green, at the top is important to watch for. If you are uploading a file with 5 or 10 jobs but the number shown is in the hundreds, you have a problem with your CSV containing **extra rows**. You need to check your CSV file in a text editor to see if there are blank rows and remove them. ****See NOTE below****

If the number, in green, at the top shows the correct number of rows (i.e. corresponds to the number of jobs you are uploading), click “Continue to Step 3”.



5 rows will be imported
Click an element to select it, or scroll down to add filtering options.

Continue to Step 3 >

node
1 of 5

Set delimiter for CSV fields: Apply

department	Department of Swedish Studies
campus	St. George
coursenumber	SOLA01H3 F
title	Critical Issues in Swedish I
courseenrolmentest	150
numberofpositionsest	1
sizeofappointmenthours	200
datesofappointment	9/1/15 - 12/31/15
tutoriallabscheduleifknown	Tues 11:00-12:00; Thurs 13:00-14:00
qualifications	Appropriate background for course (Critical Issues in Swedish I)
duties	Teaching assistant to conduct tutorials, invigilate tests and final examinations, hold office hours with students, consult with supervisor, mark tutorial assignments and examinations. Must be available to attend classes at UTSC, if necessary.
postingdate	6/01/15
closingdate	6/25/15
salary	\$42.05
applicationprocedure	Apply on line at the following link:

****NOTE** – if you encounter a problem with your CSV file containing **more rows than are expected**, please do the following:

- Open the ‘Notepad’ application from the Windows
- Click ‘File’ and ‘Open’
- Locate the spreadsheet file in your computer directory (ensure you select ‘All Files’ from the drop down menu in the bottom right corner)
- Highlight the file and click ‘Open’
- If there are extra rows of commas displayed, highlight all of those rows and hit ‘Delete’
- Click ‘File’ and ‘Save’
- Close Notepad
- Return to **Step 1** on the ‘Importing Jobs 101’ document and proceed

Step 3: When you see this page, **click the “Load Template” dropdown menu near the bottom of the page and select the type of job you are importing.**

WP All Import
Import XML / CSV

Support | Documentation

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department	Department of Swedish Studies
campus	St. George
course number	SOLA01H3 F
title	Critical Issues in Swedish I
courseenrolmentest	150
numberofpositionsest	1
sizeofappointmenthou	200
datesofappointment	9/1/15 - 12/31/15
tutorialabscheduleifk	11:00-12:00; Thurs 13:00-14:00
qualifications	Appropriate background for course (Critical Issues in Swedish I)
duties	Teaching assistant to conduct tutorials, invigilate tests and final examinations, hold office hours with students, consult with supervisor, mark tutorial (more)
postingdate	6/01/15
closingdate	6/25/15
salary	\$42.05
applicationprocedure	Apply on-line at the following link:

Save settings as a template **Load Template...**

Save settings as a template

- ✓ Load Template...
- CI Posting
- TA Posting

Click the “Continue to Step 4” Button

Save settings as a template

Step 4: This step isn’t too important because it’s already set up with the import template you chose in Step 3, so just click the “*Continue*” button at the bottom.

WP All Import will create new Postings for each unique record in your file.

Unique Identifier

 Drag an element, or combo of elements, to the box above. The Unique Identifier should be unique for each record in your file, and should stay the same even if your file is updated. Things like product IDs, titles, and SKUs are good Unique Identifiers because they probably won't change. Don't use a description or price, since that might be changed.

 If you run this import again with an updated file, the Unique Identifier allows WP All Import to correctly link the records in your updated file with the Postings it will create right now. If multiple records in this file have the same Unique Identifier, only the first will be created. The others will be detected as duplicates.

Configure Advanced Settings

Step 5: Almost done! Watch to see how many rows it shows as the second section in the “import summary”. If the number is vastly different than what you thought, go back to Step 4 and check your file. Otherwise click “Confirm & Run Import”

 **Your file is all set up!**
Check the settings below, then click the green button to run the import.

[Confirm & Run Import](#)

Import Summary

-  WP All Import will import the file `/home/hr/domains/cupedev.hr.lamp4.utoronto.ca/public_html/wp-content/uploads/wpallimport/uploads/17f***8be/CI_Posting_Upload_TEST_20150714.csv`, which is **4.41K**
-  WP All Import will process 3 rows in your file
-  Your unique key is `{title[1]}_{coursenumber[1]}`
-  Piece By Piece Processing enabled. 20 records will be processed each iteration. If it takes longer than your server's `max_execution_time` to process 20 records, your import will fail.
-  Your file will be split into 1000 records chunks before processing.

[Confirm & Run Import](#)

[or go back to Step 4](#)

That's it! You're done.

Import Complete!

WP All Import successfully imported your file `CI_Posting_Upload_TEST_20150714.csv` into your WordPress installation!

[View Logs](#) [Manage Imports](#)

Log

- Composing titles...
- Composing excerpts...
- Composing authors...
- Composing slugs...
- Composing menu order...
- Composing contents...
- Composing dates...
- Composing terms for 'Unions' taxonomy...
- Composing custom parameters...
- Composing URLs for images...
- Composing URLs for attachments files...
- Composing unique keys...
- Processing posts...
- Data parsing via add-ons...
- Composing advanced custom fields...
-