



Import Add-on
For
Joomla & WordPress
Quick User Guide

Minimum Requirements

- JReviews 2.7.4.1 for Joomla or WordPress
- PHP 5.5

Overview of key features

- Ajax-driven and memory efficient for improved performance with large imports.
- IMPORT and EXPORT functionality for JReviews LISTINGS.
- FILTERS can be setup for EXPORTS to limit the result set.
- IMPORTS can be used to CREATE and UPDATE listings.
- PHOTOS can be added when importing listings. The photos can be located on your site or an external site.
- Embedded VIDEOS from supported sources (YouTube, Vimeo, Dailymotion) can be added when importing listings by including the video URL.
- CUSTOM FIELD options will be automatically created when creating or updating listings.
- CUSTOM FIELD RELATIONS for field options will be automatically created when specifying the control field name. So for example a City can automatically be imported as a child option of a specific State.
- IMPORT and EXPORT PROFILES can be saved and re-used to improve usability and save time.

Exporting Listings

Export Listings

Cancel Continue

Step 1: Select filters & export fields

Filters	Fields
Select Directories	Listing ID
Select Listing Types	Listing Title
× Hotels	☰ Category ID ×
	☰ Listing Summary ×
	☰ State (jr_state)
	☰ City (jr_city) ×
	+

- Use filters to limit the results of your export. You can filter by:
 - ✓ Directories
 - ✓ Listing Types
 - ✓ Categories
- Select the Listing columns you want to include in your export. The columns include both the standard fields as well as custom fields.
- The Listing ID is automatically included in all exports because it is necessary in IMPORTS to be able to UPDATE Listings.

Importing Listings 1/2

Import Listings

Step 2: Associate columns

To update existing listings include the Listing ID in your file and associate it with the Listing ID column.

File Headers	Listing Columns
<input type="text" value="Listing ID"/>	<input type="text" value="Listing ID"/>
<input type="text" value="Listing Title"/>	<input type="text" value="Listing Title"/>
<input type="text" value="Category ID"/>	<input type="text" value="Category ID"/>
<input type="text" value="Listing Summary"/>	<input type="text" value="Listing Summary"/>
<input type="text" value="State (jr_state)"/>	<input type="text" value="State (jr_state)"/>
<input type="text" value="City (jr_city)"/>	<input type="text" value="City (jr_city)"/>

- After uploading the CSV file with your listing data you will associate the headers from the first row in the CSV file with the corresponding Listing Columns as you want them stored in the database.
- If you are importing from a previous EXPORT and left the headers unchanged, the add-on will automatically perform the column association for you.
- Include the Listing ID if you want to perform UPDATES to existing listings.

Importing Listings 2/2

Import Listings

Step 3: Set defaults

Since you are updating existing listings, only use the defaults below if you want to change the value of these fields.

Skip import if duplicate exists matching (all)	Select Field	
	<input type="button" value="+"/>	
User	<input type="text"/>	<input type="text"/>
Category	Select Category	
Created	<input type="text"/>	<input type="text"/>
Publish date	<input type="text"/>	<input type="text"/>
Expiration date	<input type="text"/>	<input type="text"/>
State (jr_state)	<input type="text"/>	
	<input type="button" value="+"/>	

- Use the DUPLICATES filters to filter out listings in your file to prevent duplicates. For example, you can stop listings with the same value in one or more custom fields from being imported. Or listings with the same title, etc.
- When importing NEW Listings, the Category ID and User ID are required and can be specified as defaults if not included as columns in your file.
- You can also set default values for dates and any number of custom fields.

Importing PHOTOS with Listings

- Include local path or remote URLs for photos you want added to NEW or EXISTING Listings.
- Add CAPTIONS by appending them separated with a pipe “|” character.

	A	B	C	D
1	Listing Title	Photo Logo	Photo Cover	Photo Gallery
2	Business XYZ	/media/import/businessXYZ-logo.jpg Business XYZ Logo	/media/import/businessXYZ-cover.jpg	http://www.somesite.com/image.jpg

- Associate the headers with the PHOTO column and set the additional photo options (Main Media, Gallery / Cover / Logo).

File Headers	Listing Columns			
Listing Title	Listing Title			
Photo Logo	Photo	☆ Main Media	Gallery	Cover Logo
Photo Cover	Photo	☆ Main Media	Gallery	Cover Logo
Photo Gallery	Photo	★ Main Media	Gallery	Cover Logo

Importing VIDEOS with Listings

- Include URLs for videos you want added to NEW or EXISTING Listings.
- Add titles by appending them separated with a pipe “|” character. Otherwise the title provided by the video service will be used.

	A	B	C
1	Listing Title	Video	Video
2	Business XYZ	https://www.youtube.com/watch?v=Dz1qBa6AojU	https://www.youtube.com/watch?v=-DIJvggBrg8

- Associate the headers with the VIDEO column.

File Headers	Listing Columns
<input type="text" value="Listing Title"/>	<input type="text" value="Listing Title"/>
<input type="text" value="Video"/>	<input type="text" value="Video Embed: Yo..."/> <input type="button" value="☆ Main Media"/>
<input type="text" value="Video"/>	<input type="text" value="Video Embed: Yo..."/> <input type="button" value="☆ Main Media"/>

Importing CUSTOM FIELD Data

- Importing custom field data is as simple as entering the text you want for your Listing Custom Fields. This also applies to Select, Radio and Checkbox fields. For Multiple Select and Checkboxes if the Listing has multiple options, just separate them with a comma.
- To automatically create relationships, you need to include both the control and dependent fields in your file and append the dependent field value with the control field name separated by the pipe “|” character.
- If a field option includes a “comma” as part of the option TEXT, it needs to be escaped with a backslash. For example, if the option TEXT is “One, Two”. This rule applies to Select, Multiple Select, Radio and Checkbox fields.
- If a field option doesn’t already exist for a particular field (Select, Radio, Checkbox) then the option will be automatically added to that field during the import process.

	A	B
1	Listing Title	Cuisine (jr_cuisine)
2	Restaurant XYZ	Italian,American

	A	B	C
1	Listing Title	State	City
2	Business XYZ	California	San Francisco jr_state
3			

	A	B
1	Listing Title	jr_somefield
2	Options with commas example	One\,Two,Red\,Blue
3	There are two options in this example: <ul style="list-style-type: none">• One,Two• Red,Blue	

Using PROFILES to re-create jobs

- Import and Export profiles can be huge time-savers when you need to perform the same import and export jobs periodically.
- It can be time consuming to go through each step to select export columns or associate import columns with your file headers and set the import defaults. So PROFILES is what you need to use.
- In the final step of each job, right before you begin the export or import process, you have the option of saving the profile so you can re-use it later on.
- Once you have at least one profile saved you'll be able to choose it in the first step of your next job and it will automatically load all your previous settings.

Step 4: Confirm import settings

Review the associations and global settings below before you continue.

Save import profile as

Save

Step 2: Confirm export fields

Review the selected export fields.

Save export profile as

Save

Important differences with discontinued CSV Import Component

Skip this section if you were never a user of the CSV Import Component for Joomla

CSV Import Component

Import Add-on

- It was necessary to use field option VALUES surrounded by asterisks:
 - *latin-american*french*american*
 - *los-angeles*

- Use a comma list of field option TITLES:
 - Latin American,Italian,French
 - Los Angeles

- It was necessary to add any field options first in JReviews before they could be used on imports.

- If a field option doesn't exist, the Add-on will automatically create it. It will also create new field option relations as explained on slide 9.

- It was not possible to import photos nor videos.
- It was not possible to export listings nor update existing listings.

- Both photos and embedded videos can be imported.
- Both exporting and updating are possible.

- Required working with Windows CSV files.

- Automatically recognizes line ending and can use files from different sources.