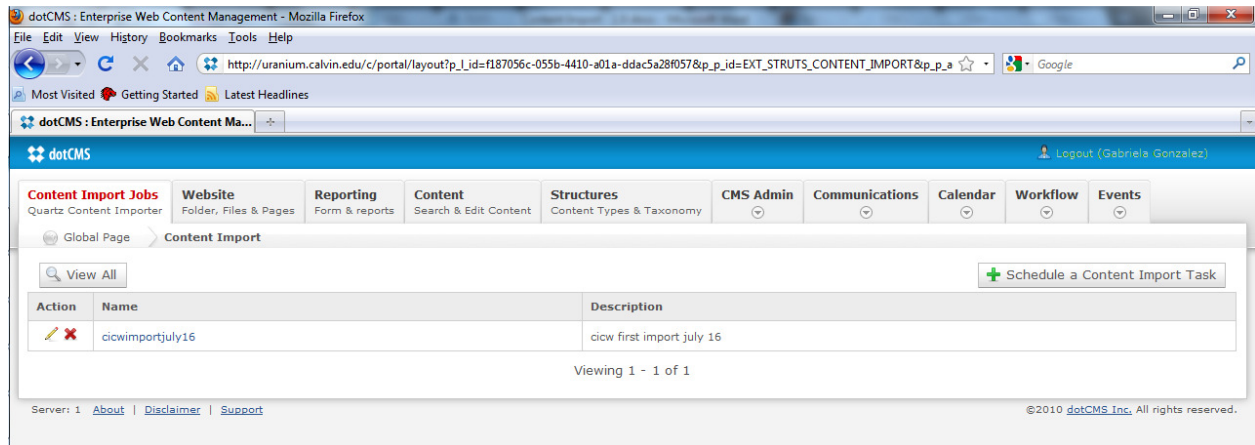


The configuration of automatic content imports must be done through the back-end tool named: Content Import Jobs.



Documentation on how to configure the content import plugin can be found at <http://www.dotcms.org/plugins/?id=1938327&showPagination=false> .

To have access to the “Content Import Jobs” tool, users need to have assigned the role: “Content Importer”

The screenshot shows a web-based form titled "Schedule a Content Import Task". At the top, there are navigation tabs: "Content Import Jobs" (selected), "Website", "Reporting", "Content", "Structures", "CMS Admin", "Communications", "Calendar", "Workflow", and "Events". Below the tabs, the breadcrumb path is "Global Page > Content Import > Schedule a Content Import Task".

The form fields are as follows:

- Task Name:** A text input field.
- Task Description:** A text input field.
- Execute:**
  - From:** A date/time selector set to July 20, 2010, 11:50 AM.
  - To:** A date/time selector set to July 20, 2010, 11:50 AM.
  - at:** Radio buttons for "12:00:00 AM", "between 12 AM and 12 AM", and "every".
  - every:** A dropdown menu for frequency (e.g., "MonTueWedThuFri SatSun").
- Structure to Import:** A dropdown menu set to "CC - Department".
- Language of the Contents to Import:** A dropdown menu set to "United States - English".
- Key Fields:** A list of checkboxes for "Host", "Code", "Title", "Division", and "URL".
- File Path:** A text input field.
- Report Email:** A text input field.
- CSV Separator Delimiter:** A text input field.
- CSV Text Delimiter:** A text input field.
- Publish content:** A checkbox.

At the bottom of the form are "Cancel" and "Save" buttons. The footer contains "Server: 1 | [About](#) | [Disclaimer](#) | [Support](#)" and "©2010 dotCMS Inc. All rights reserved."

Task Name and Task Description parameters are informative.

The Execute parameters allow to:

- Configure a start and end date for the execution of the import. Every time the task is edited, the end date will be set to the current date. If the task is supposed to run without an end date, the end date checkbox must be unselected before saving the changes.
- Configure either a specific hour when the import must be executed or a range of hours when the import will be repeated according to the recurrence set. For example: every day at 3 pm or every day each 15 minutes from 9am to 9pm.
- Configure the import to be executed on specific days of the week, month, or year.

The structure to import allows selecting what type of content will be imported.

The key fields are set when the import must update the content existing on the system. If no key fields are selected, all the rows read from the csv file will be created as new pieces of content.

The file path indicates either a specific file to be imported or the folder from where every .csv file will be imported. If a folder, the csv files will be processed from oldest to newest.

If a report email is entered, an email will be sent to this address indicating the status of the import.

The field separator and text field delimiter characters can be overridden.

If publish content is checked, the new and updated content will be published automatically. Otherwise, the new versions will have to be published manually from the content manager.