

Media Import (System Administration Module)

The **Media Import** feature allows you to import large groups of media files. If a photographer is able to provide you with the digital photos, you could then import those portraits to the records using one of the **Media Import** functions. The **Student Media Import**, **Faculty Media Import**, **Constituent Media Import** and **Vendor Import** work the same. We use examples for importing student photos, but the procedures are interchangeable.

PREPARING FILES FOR IMPORT

The import file is used to link the media items to the student or faculty records. Media Import files must be .txt files. To successfully import the media items, the import file must be in comma-delimited format with quotation marks.

Best Practice: Place images and .txt file in the same folder

TIP: Excel can be used to set up the .txt file!

- From **Registrar** open the Student Search Window and export Columns: *Student ID | First Name | Last Name*
- Open Excel and add new columns to prep for concatenation process
 - o Photos (fill in relative filenames i.e. Nicole's photo is Image01,jpg)
 - **Punctuation** needed for concatenation: ["] and [","]
 - The objective is to build a comma delimited text string formatted with quotation marks and commas as required to import an image, i.e.: "ALTA011","Image01.jpg","Nicole","Altamare"

1	A	В	C	D	E	F
1	ID	Photos	Last Name	First Name	=	","
2	ALTA011	Image01.jpg	Altamare	Nicole		
3	AMAR011	Image02.jpg	Amareto	Solomon		
4	ARNO011	Image03.jpg	Arnomarra	Anna		
5	ARNO012	Image04.jpg	Arnomarra	Patrick		
6	ASSA012	Image05.jpg	Assaria	Colleen		
7	ASSA011	Image06.jpg	Assaria	William		
8	BALS011	Image07.jpg	Balsalm	Jeffrey		
9	BARN011	Image08.jpg	Barns	Timothy		
10	BENS011	Image09.jpg	Bensaliski	Catherine		
11	SCHR011	Image10.jpg	Schroder	Matthew		





• In an adjacent column create concatenate formula using "&"

	С	D	E	F	G
	Last Name	First Name	н	n n 7	
og	Altamare	Nicole			=\$E\$1&A2&\$F\$1&B2&\$F\$1&C2&\$F\$1&D2&\$E\$1

TIP: to add punctuation, select the cell +press F4

\$E\$1 (absolute column and absolute row)	п
\$F\$1 (absolute column and absolute row)	11 11 1

• Auto fill down to concatenate, results seen below

G
"ALTA011","image01.jpg","Altamare","Nicole"
"AMAR011","image02.jpg","Amareto","Solomon"
"ARNO011","image03.jpg","Arnomarra","Anna"
"ARNO012","image04.jpg","Arnomarra","Patrick"
"ASSA012","image05.jpg","Assaria","Colleen"
"ASSA011","image06.jpg","Assaria","William"
"BALS011","image07.jpg","Balsalm","Jeffrey"
"BARN011","image08.jpg","Barns","Timothy"
"BENS011","image09.jpg","Bensaliski","Catherine"
"SCHR011","image10.jpg","Schroder","Matthew"



- From **Excel** Copy the concatenated text (CTRL + C)
- Open Notepad (or alternate text editor)
 - Paste (CTRL + V) concatenated text into Notepad
 - o Save as a .txt file

 Desktop app 	L	M	N			
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MAR011","image02.jpg","Amareto","Solomon"						
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RNO012","image04.jpg","Arnomarra","Patrick"						
SSA012","image05.jpg","Assaria","Colleen"						
SSA011","Image06.jpg","Assaria","William"						
ALS011","image07.jpg","Balsalm","Jeffrey"						
ARN011","image08.jpg","Barns","Timothy"						
ENS011","image09.jpg","Bensaliski","Catherine"		_	_	_		
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Batchimport.txt - Notepad	N		votepad			
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"ALTA011", "image01.jpg", "Alta "AMAR011", "image02, ing", "Amar	eto"."S	olomon'				
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IMPORTING MEDIA FILES

The following procedure walks you through a media file import, from start to finish. You can save the media import to return to it later; you do not have to complete the entire procedure in one session.

	📰 Student Medi	ia Import List	– 🗆 X	1
 From the System Administration Module Open the File menu and then select Media Import: Students 	File Edit Tools	s Help Name		
• Click the NEW button.		Student Media Imp File	port – 🗆	×
	This Import	Description Defaults Media Publishing	Student Photos	
• The Media Import window opens	Post Delei	Category	Portrait	
MEDIA TAB			🗸 Default Image to Display 🛛 🗹 Transfer	
 Enter a Description Category defaults to Portrait Default Image to Display: check to in Media Tab 	o display	Key Words Owned by Available in Media Security Group File Storage Method	Edit Registrar Registrar and Accounts Receivable (All) Internal (Stored in Database) (only internal files can be published)	
	— Page 3	Location of Media c:\/ Import File c:\/	documents\studentphotos	_ _ _ *



- o Transfer: check to have attachment transfer with student record
- o Key Words (optional) can be used in queries for retrieving records
- o Owned By is the name of the module that will "host" the files
- Media Security Group defaults to (All)
- o File Storage defaults to Internal
- o Select Directories:
 - Location of Media
 - Import file: .txt file
- Click OK
 - o if any records are not formatted correctly, you will see an error message.
 - Click the Yes button in the message to skip that record and proceed to the next.
- A message will inform you if the files were successfully loaded. Click OK.

The **Media Import List** will populate with the IDs, names, and current grade.

- Select a record to see associated image
 - If the record is red the media item referenced in the file is not in the directory you selected, it will not be available.



- Entries for this Import (applies to individual records)
 - o Click New to add more media
 - o Click the Edit button to associate an image with a different record





- o Click Delete to a single media entry
 - Be sure you select Delete button under Entries
- This Import (applies to the batch of records)
 - o Click the Post button when you are ready to post the media files to the student records
 - o Click the Delete button if you want to discard/cancel this import session
 - o Click the Save button if you want to save this import session and work on it later

PUBLISHING TAB

- To make the photo visible in MBP select the publishing tab
 - o Select Date
 - Select Group Folder (optional)
 - Select "Visible" checkboxes as needed
 - Example: only Parents with Academic Access will see the image

Description Defaults	2016 Photo	
Media Publishir	g	
📝 Publish Docu	ment	
Publishing Opt	ons	
Publish beginn	ing on 01-06-2017 🎹 at 10:23 AM	
Display Group		
Display aroup	The document displays in this folder.	
🔲 Visible to S	udent	
📝 Visible to P	arents 🔲 Parent 1 📄 Parent 2 📄 Other Addr	resses
🔽 Only th	ose with Academic Access	
🔲 Only the	ose with Billing Access	
ocation of Media		
.ocation of media	c. valocuments vstatientphotos	
mport File	c:\documents\studentphotos\batchimport.txt	

Field | Maximum Length

Student ID	7 characters
Faculty ID	5 characters
Name of the file to be linked to the record	235 characters



Last name + First name + Student's current grade	These three fields combined must be less than 100 characters.
Last name + First name + Student's current grade	These three fields combined must be less than 100 characters.

File Type File Extension

Graphic files may not only be attached to a record, but they can also be viewed there. This preview function is applicable only to certain graphic formats, listed in the table below.

Bitmap	*.bmp
Device-Independent Bitmap	*.dib
Graphics Interchange Format	*.gif
Joint Photographic Experts Group	*.jpg
Paintbrush Files	*.dcx, *.pcx*.jfx
Tag Image File Format	*.tif
Windows Meta File	*.wmf