

COMPONENT USER MANUAL

Thank you for purchasing CSV Import for Joomla & JReviews.

This manual provides an overview of the component, CSV file preparation and optimization guidelines, and step-by-step guide to using the component.

1.	Component Overview	2
2.	Using CSV Import with Joomla	2
3.	Using CSV Import with Jreviews	3
4.	Preparing your CSV File for Import	4
4.1.	Currency Values.....	4
4.2.	Percentages	5
4.3.	Numbers: Integers, Decimals, Currency, and Percentages.....	5
4.4.	Select Lists, Checkboxes, and Radio Buttons	8
4.4.1.	Radio Buttons and Single Select Lists.....	8
4.4.2.	Checkboxes and Multiple-Select Lists	9
4.4.3.	Example 1: Associating a Single-Value CSV Column with a Radio Button Field or Single Select-List.....	9
4.4.4.	Example 2: Associating a Multi-Value CSV Column with a Checkbox Field or Multiple-Select List.....	11
4.4.5.	Example 3: Associating Content across Multiple Columns with a Checkbox Field or Multiple-Select List	13
4.5.	Dates	15
4.6.	Long Text	16
4.7.	HTML Code	16
4.8.	URLs.....	16
5.	Importing Your Content: Step-By-Step	17
5.1.	The Control Panel	17
5.2.	Choose CSV File to Import.....	17
5.3.	Associate CSV Columns to Joomla/jReviews Fields	18
5.4.	Configure Global Settings for New Content Items.....	19
5.5.	Review & Save Import Configuration (Optional).....	20
5.6.	That's it!.....	21

1. COMPONENT OVERVIEW

CSV Import is a powerful tool for importing data from spreadsheets into Joomla and jReviews. This component was designed for two purposes:

- 1) to allow Joomla users to import data they already have into their websites, and
- 2) to allow users with potentially massive amounts of content to create, manage, and manipulate their content in bulk using familiar tools such as Excel before importing it into their Joomla-based websites.

While this tool is very useful for importing standard Joomla content, it is invaluable when used in conjunction with jReviews, the premier Joomla extension for advanced content management. In addition to content ratings and reviews features, jReviews makes it possible to create, manage, and display highly structured and complex content items. In addition to Joomla's standard content inputs (title, introtext, fulltext, etc.), jReviews makes it possible to add additional content input fields that you define. With rich and flexible display and search capabilities, jReviews is the ideal one-stop extension for managing and integrating a wide range of content types, such as product catalog items, real estate listings, contacts, directory listings, etc.

Together, jReviews and CSV Import allow Joomla users to create content-rich websites beyond anything that can be achieved with Joomla alone.

2. USING CSV IMPORT WITH JOOMLA

CSV Import can be used in Joomla 1.0+ or Joomla 1.5 (legacy mode), with or without jReviews. The tool creates a new Joomla content item based on each row in your CSV file (except the first/header row.)

Important Note about Joomla 1.5: To use CSV Import with Joomla 1.5, you must enable "Legacy Mode" by going into Extensions > Plugins > System plugins and enabling the appropriate plugin.

This component supports importing CSV cell content into the following standard Joomla fields:

- **Title:** Required. You must associate one of the columns in your CSV file with the Title field
- **Title Alias:** Optional

- **Introtext:** Handles full text and HTML
- **Full text:** Handles full text and HTML
- **Section ID & Category ID (Optional):** If you would like to assign content within a CSV file to *different* categories and sections, create TWO columns in your CSV file, and provide the numeric ID of your Joomla section/category in the CSV cell.

Additionally, you may set global settings that will be applied to all imported content items. This is a very useful feature that eliminates the need to add Joomla-specific columns to your CSV file. Simply set these options once, and they will be applied to all imported content items:

- **Author ID:** User ID of the author that will be attributed to the new content items
- **Section ID:** (Required) Any items that do NOT have a value for section ID in the CSV file (either because there is no column or because there is no value in the source cell) will be assigned to this section
- **Category ID:** (Required) Any items that do NOT have a value for category ID in the CSV file (either because there is no column or because there is no value in the source cell) will be assigned to this category
- **Published Status:** the default publish state (yes = published, no = not published) of the new content items
- **Meta Keywords:** keywords for all items (optional)
- **Meta Description:** description for all items (optional)
- **Create Date, Publish Start Date, Publish End Date**
- **Access Level:** controls content user group permissions for the all new content items
- **Show/Hide Parameters for Back Button, Author Names, Created Date, Modified Date:** basic settings under the "Parameters" tab of Joomla content items
- **Default Image:** Image will be associated with all content items. Very useful for attaching a logo or "Image coming soon" or "No Photo" image to content items.

3. USING CSV IMPORT WITH JREVIEWS

CSV Import allows content from CSV cells and columns to be associated with any of your defined jReviews fields. The CSV Import wizard will read the columns from your CSV file (by interpreting the header row of the file) and give you the option to associate each column with a corresponding field in jReviews.

Upon import, a new Joomla content item will be created, and the corresponding cell text will be saved to the database in the corresponding jReviews field, regardless of compatibility; **there is no validation in the import process** (e.g., validating that the imported content for an "integer" field is in fact an integer).

So, although the content will be saved to the correct jReviews field, it may or may not be compatible with the settings of the jReviews fields. If this occurs, you may experience one of several issues:

- The data will initially display in a way that seems correct: however, if/when you edit the content item, jReviews will display an error when you attempt to (re)save the item, and ask you to correct the issue.
- If a field is used for advanced display or logic controls, you may end up with odd behavior

Of course, if all of your jReviews fields are of type "text", then any imported content should import and display without issue. However, you are then missing out on the added features that come from having jReviews cells have specific types.

Therefore, we recommend that you take time to review your CSV file, and make any changes to the CSV file prior to importing. This will save you significant time and hassle down the road – which is the whole point of this component.

4. PREPARING YOUR CSV FILE FOR IMPORT

We highly recommend that you review and optimize your CSV file prior to import. Particularly if you have a lot of content, it is much easier – in terms of time and effort -- to manipulate content in a spreadsheet than it is in Joomla or jReviews.

Preparing your CSV file involves reviewing your columns and a) changing the cell format, or b) changing the cell content.

The guide below describes best practices and formatting issues you will want to consider to get the most out of this component.

4.1. Currency Values

jReviews does a very nice job of accommodating currency values. You should let jReviews do the work for you in terms of formatting. The currency value coming from your CSV file should be a just a normal integer or decimal (see guidelines below). Configure the destination jReviews field to achieve the output you desire.

See *Numbers* below for more information and format guidelines.

4.2. Percentages

jReviews does not have a "Percentage Format" option, as it has for currency. Therefore, BEFORE importing, you have a decision to make: will your CSV percentage cells have values such as .96 or 96%? We recommend the latter: if you use the .### format, you will have to do some tricks to display that value as "##.##%". Whatever you decide, stick with the choice going forward. Note that you MUST reformat your CSV columns to be of type Number or General before importing. CSV Import will not recognize cells of Percentage format.

See *Numbers* below for more information and format guidelines.

4.3. Numbers: Integers, Decimals, Currency, and Percentages

If your CSV file contains numbers that will be associated with jReviews fields of type *Integer* or *Decimal*, you must ensure that the numbers in the CSV cells contain no commas and no non-numeric characters other than a minus sign or decimal point. Failure to remove commas will result in only the numbers to the left of the comma being imported (e.g., 12,000 becomes 12).

Note: You can import numbers of any format into non-numeric jReviews fields such as *Text*, *Text Area*, etc. However, you will not be able to take advantage of special options that jReviews has for numeric field types.

Once the number is imported into jReviews, you can use jReview's Advanced Options features for the field to alter the display of the number. For example, enabling the *Currency Format* for a jReviews field of type *integer* or *decimal* will add a comma as a thousands separator, and round the number to decimal places. See more tips in the *Tips for jReviews Fields Settings* column below.

If you are using Excel, use the built-in *Cell Format* option (available under the *Format > Cells...* menu) to alter the way that numbers are displayed in your CSV columns.

For best results, follow these guidelines:

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CSV Cell >> Imports to "Integer" field type

Original CSV Cell	Set CSV Cell Format to...	Correct CSV Cell	Tips for jReviews Field Settings
1,000.01	Category: Number Decimal Places: 0 Use thousands separator: No (not selected)	1000	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes".
- 1,000.01	Category: Number Decimal Places: 0 Use thousands separator: No (not selected) Negative Numbers: -1234	-1000	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes".
\$1,000.01	Category: Number (NOT "Currency") Decimal Places: 0 Use thousands separator: No (not selected)	1000	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes". To show a \$ sign, alter the Output Format option to look like this: \${FIELDTEXT}
42.5%	Category: General or Number (NOT "Percentage") Decimal Places: 0 Use thousands separator: No (not selected)	42	To show a % sign, alter the Output Format option to look like this: {FIELDTEXT}%

CSV Cell >> Imports to "Decimal" field type

Original CSV Cell	Set CSV Cell Format to...	Correct CSV Cell	Tips for jReviews Field Settings
1,000.01	Category: Number Decimal Places: 2 Use thousands separator: No (not selected)	1000.01	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes".
- 1,000.01	Category: Number Decimal Places: 0 Use thousands separator: No (not selected) Negative Numbers: -1234	-1000.01	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes".
\$1,000.01	Category: Number (NOT "Currency") Decimal Places: 0 Use thousands separator: No (not selected)	1000.01	To show a comma as a thousands separator, click the "Click Here for Advanced Options" link, then set the Currency Format option to "Yes". To show a \$ sign, alter the Output Format option to look like this: \${FIELDTEXT}
42.5%	Category: General or Number (NOT "Percentage") Decimal Places: 0 Use thousands separator: No (not selected)	42.5	To show a % sign, alter the Output Format option to look like this: {FIELDTEXT}%

4.4. Select Lists, Checkboxes, and Radio Buttons

CSV Import can be used to import content from a CSV file that will resolve to one or more options in a jReviews select-list, checkbox field, or radio button field. This is a very useful feature when you want to ensure that similar content items share the same data values, thereby making it easier to categorize and group content items (using jReviews powerful modules and search capabilities.)

To leverage this feature, the content in a column of your CSV file **must exactly match an available value in the jReviews field.** (See examples below).

Furthermore, it is recommended (and sometimes required) that you follow jReviews best practices and **enclose the relevant cell values in * ... *** to align with how jReviews stores data.

4.4.1. Radio Buttons and Single Select Lists

By their nature, these fields can have only ONE option selected at a time. Therefore, the cells in the source column of your CSV file should correspond to only one option.

Original CSV Cell	Correct CSV Cell	Excel/CSV How-to
yes	*yes*	The simplest way to make this change is via a search and replace within your CSV file. Here, you would search for yes and replace with *yes*

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4.4.2. Checkboxes and Multiple-Select Lists

In jReviews, multiple options can be associated with a checkbox field or multiple-select list and users are free to select as many of the options as they choose. The CSV cell must contain the values of the option(s) that will be selected for the checkbox or list.

Original CSV Cell	Correct CSV Cell	Excel/CSV How-to										
blue	*blue*	The simplest way to make this change is via a search and replace within your CSV file. Here, you would search for yes and replace with *yes*										
blue, red	*blue*red*	If multiple values are in a single cell, as shown here, then a search-and-replace operation will likely be the easiest way to create the correct value.										
<table border="1"> <tr> <td>Col 1</td> <td>Col 2</td> </tr> <tr> <td>blue</td> <td>red</td> </tr> </table>	Col 1	Col 2	blue	red	<table border="1"> <tr> <td>Col 1</td> <td>Col 2</td> <td>NEW</td> </tr> <tr> <td>blue</td> <td>red</td> <td>*blue*red*</td> </tr> </table>	Col 1	Col 2	NEW	blue	red	*blue*red*	<p>If the cell content that resolves to a single jReviews checkbox is distributed across different columns in your CSV file, you will need to create a new column that consolidates the data. You can achieve this by using a simple Excel function in the New column:</p> <p>=CONCATENATE("*",A1,"*",B1,"*")</p> <p>The visible result in the New column will be as shown at left.</p>
Col 1	Col 2											
blue	red											
Col 1	Col 2	NEW										
blue	red	*blue*red*										

4.4.3. Example 1: Associating a Single-Value CSV Column with a Radio Button Field or Single Select-List

Your CSV file contains a column called titled "My Very Favorite Color" with possible cell values of *red*, *blue*, and *green*.

	A
1	My Very Favorite Color
2	Red
3	Blue
4	Red
5	Green

Because you want to ensure that each of your content items has *only one* of these values (to help with sorting, browsing, and searching), you set up a radio button field (or single select-list field) in jReviews called...

My Very Favorite Color (ID = *jr_myfavoritecolor*)

with the following text/value pair options:

Add/Edit Options for field: My Very Favorite Color

#	Text	Value	Image	Option ID	Reorder	Order	Delete
1	Red	red		101		1	
2	Blue	blue		102		2	
3	Green	green		103		3	

<< Start < Previous 1 Next > End >>

You now need to ensure that the each corresponding value in your CSV file matches one of the options in the *Value* column above, and they are enclosed in * * to optimize jReviews functionality.

You notice that the CSV values are in title-case, so you perform find-and-replace operations in Excel that looks like this:

Find what:

Replace with:

After repeating this operation for Blue and Green, the file is now ready for import.

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In Step 2 of CSV Import's import wizard, associate the column with the jReviews field:



4.4.4. Example 2: Associating a Multi-Value CSV Column with a Checkbox Field or Multiple-Select List

Your CSV file contains a column called titled "Favorite Colors". Each cell has a comma-separated list of colors; some cells have only one color, while others have several.

	A
1	Favorite Colors
2	Red, Green
3	Blue, Green
4	Red, Blue
5	Green

Because you want to ensure that all content items in your Joomla site have a consistent value for "Favorite Colors" (to help with sorting, browsing, and searching), you set up a *checkbox field* (or a multiple-select list) in jReviews called...

Favorite Colors (ID = jr_favoritecolors)

with the same text/value pair options as shown in the previous example.

You now need to ensure that the each corresponding value in your CSV file matches one of the options in the *Value* column above, and they are enclosed in * * to optimize jReviews functionality.

After performing the same find-and-replace operations as in the previous example, you end up with a spreadsheet that looks like this:

	A
1	Favorite Colors
2	*red*, *green*
3	*blue*, *green*
4	*red*, *blue*
5	*green*

You perform a final find a replace that look like this:

Find what:
Replace with:

To end up with a file that looks like this:

	A
1	Favorite Colors
2	*red*green*
3	*blue*green*
4	*red*blue*
5	*green*

The file is now ready for import.

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In Step 2 of CSV Import’s import wizard, associate the column with the jReviews field:

Favorite Colors > jr_favoritecolors

4.4.5. Example 3: Associating Content across Multiple Columns with a Checkbox Field or Multiple-Select List

Your CSV file contains a several distinct columns that correspond to the options in *one* of your checkbox or select-list fields. In each column, the cell values have an X to indicate “yes” and nothing to indicate “no.”

	A	B	C
1	Likes Red?	Likes Blue?	Likes Green?
2	X	X	
3	X		X
4		X	X

Because you want to ensure that all content items in your Joomla site have a consistent value for “Favorite Colors” (to help with sorting, browsing, and searching), you set up a *checkbox field* (or a multiple-select list) in jReviews called...

Favorite Colors (ID = jr_favoritecolors)

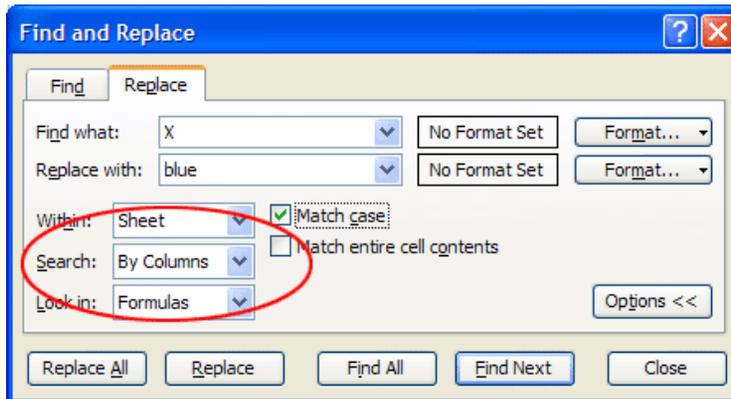
with the following text/value pair options:

Add/Edit Options for field: Favorite Colors

#	Text	Value	Image	Option ID	Reorder	Order	Delete
1	Red	red		101		1	
2	Blue	blue		102		2	
3	Green	green		103		3	

<< Start < Previous 1 Next > End >>

In your CSV file, you must first change the X in each column so that it corresponds one of the option values for *jr_favoritecolors*. There are many ways to do this in Excel (advanced users will build function) but a simple find-and-replace confined to each columns is the easiest:



At the end of this process, you should end up with three columns that look like this:

	A	B	C
1	Likes Red?	Likes Blue?	Likes Green?
2	red	blue	
3	red		green
4	red	blue	green

Now, create a fourth column in your CSV file called *Favorite Colors*. This column will combine all the values of columns A, B, and C so that they can be associated with a single jReviews field.

In each cell of the new column (in this case, column D), type this simple function: **`=CONCATENATE("*,A1,*",B1,"*",C1,"*")`**

Upon mousing-out of the cell, you will see the function result like this:

	A	B	C	D
1	Likes Red?	Likes Blue?	Likes Green?	Favorite Colors
2	red	blue		*red**blue*
3	red		green	*red**green*
4	red	blue	green	*red*blue*green*

Don't worry about the double ** - this will be ignored by jReviews.

This CSV file is now ready for import.

In Step 2 of the import wizard, you choose to ignore/skip the first three columns (you don't need them because the information is now represented in the fourth column) and associate your new column with the jReviews field:

Likes Red?	>	Ignore
Likes Green?	>	Ignore
Likes Blue?	>	Ignore
Favorite Colors	>	jr_favoritecolors

4.5. Dates

Sorry, importing dates into jReviews *Date* fields is NOT supported in this release.

If your CSV file contains a date column, simply choose the "Ignore" option in the select-list when associated CSV columns to jReviews fields (Step 2).

In Step 3, you may set global created, publish start, and publish end dates for all imported content items.

Tip: Alternatively, you can create a field in jReviews of type *Text* to store the date value that you import. Please note, however, that the display and logic features associated with jReviews *Date* fields will not be available.

4.6. Long Text

Importing long text (tested with 4000 words and 25,000 characters) is supported following types of jReviews fields: *Text Area* and *Code Enabled Text Area*.

Please Note: all/any formatting, including HTML code and line breaks, will be stripped when importing content into a normal *Text Area*-type field.

Tip: To preserve formatting, import formatted content into *Code Enabled Text Area*-type fields in jReviews, or into the *Intro Text* or *Full Text* fields for Joomla.

4.7. HTML Code

Importing HTML code is supported by following types of jReviews fields: *Code Enabled Text Area*.

HTML can also be imported into the Joomla *Introtxt* and *Fulltext* fields.

4.8. URLs

If your CSV file included URLs in the form of "www.company.com" , the link that is generated by jReviews will no go to the correct place. jReviews will require that you change this to "http://www.company.com" when editing the document

Recommendation: convert all URLs to full URLs in your CSV file before importing.

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5. IMPORTING YOUR CONTENT: STEP-BY-STEP

Now the easy part: you've checked your CSV file to ensure that you get the best results possible upon import, and made any necessary changes. You are now ready to import the content in your file.

5.1. The Control Panel

This is where you view and run any of your saved import profiles.

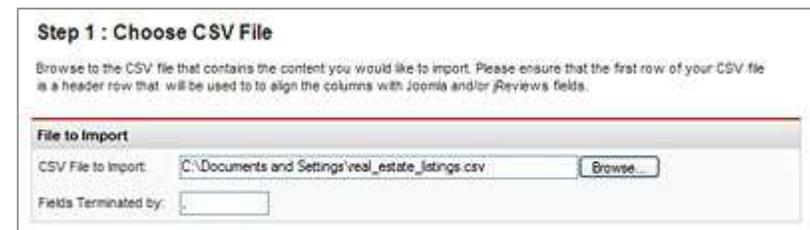
Click on a saved profile to run it against a new CSV file, or click "New" in the upper right-hand toolbar to import a file not associated with a saved profile.



5.2. Choose CSV File to Import

Browse to the CSV file that you would like to import.

Important! The first row of your CSV file MUST be a header row that contains the column titles that will be used to create the association with jReviews.



5.3. Associate CSV Columns to Joomla/jReviews Fields

All columns from your original CSV are listed in the left column. The right column contains the available Joomla fields and any jReviews fields you have defined.

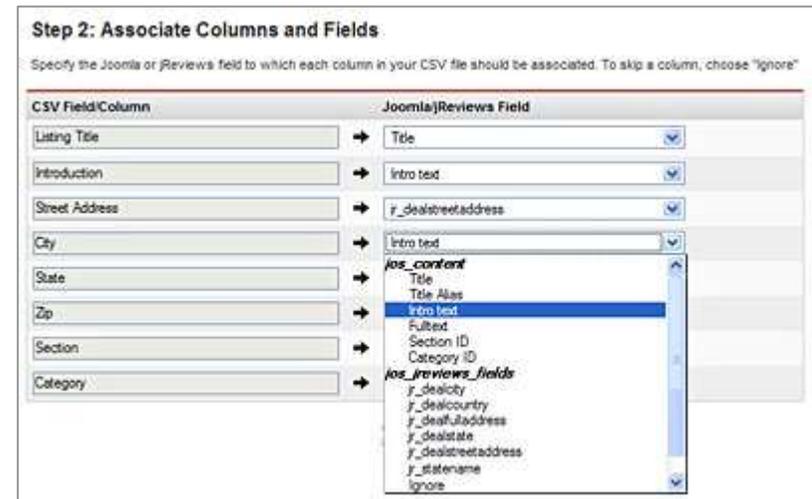
Note that each Joomla/jReviews field can be selected only ONCE. You will receive an error if you attempt to associate the same jReviews field with more than one CSV column.

Remember: CSV Import does not validate that the content you are importing into a jReviews field is compatible with the type of fields (e.g., text vs. integer vs. URL) Refer to the section entitled "Preparing Your CSV File for Import" for guidelines and best practices.

Set up the associations between your CSV file data and the Joomla and/or jReviews fields in your site.

To skip a column, choose the "Ignore" option in the pull-down list (the last option.)

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5.4. Configure Global Settings for New Content Items

No need to add Joomla-specific columns to your CSV file: simply set Joomla parameters for all new content items in this view.

Upload an image file for all new content items. This is useful for items such as catalog entries that have a "no photo" image as a placeholder, or items that would have the same logo.

Any jReviews fields that were NOT associated with a CSV column in a previous step are listed as well. Optionally, choose a jReviews field, then enter a value for that field. **All new content items will be assigned this value for this field.**

Example:

If you are importing a list of cars made by Toyota, you could define several jReviews globally rather than including them as columns in your CSV file.

jr_manufacturer	>	Toyota
jr_countryoforigin	>	Japan
jr_otherfield	>	
jr_otherfield	>	

Step 3: Global Settings for New Content Items

For your convenience, you can set basic display parameters (such as those found in a content item's Parameters tab) for all newly created content items using the options directly below. Additional Joomla and jReviews fields (if applicable) are also available below. Choose a field, then specify a value. The values on this page will be applied to all new content items.

Basic Joomla Parameters for All New Content Items

Author User ID: [View User List](#)

Section ID*: *Used if not specified in CSV file. [View Section List](#)

Category ID*: *Used if not specified in CSV file. [View Category List](#)

Published:

Meta Keywords:

Meta Description:

Created Date:

Publish Start Date:

Publish End Date:

Access Level:

Back Button:

Author Names:

Created Date and Time:

Modified Date and Time:

Default Image:

Other Global Settings for All New Content Items

For this field...	Set value to...
<input type="button" value="f_notes"/> <input type="button" value="v"/>	<input type="text" value="Offered by California Realty Company"/>
<input type="button" value="f_notes"/> <input type="button" value="v"/>	<input type="text"/>
<input type="button" value="f_notes"/> <input type="button" value="v"/>	<input type="text"/>

5.5. Review & Save Import Configuration (Optional)

Review the column-to-field associations and global settings.

Optionally, provide a name for this import configuration so you can save it and run it with similar CSV files that have the same column setup. This is highly recommended, especially if you will be importing similar content on a regular basis.

If you are already using a saved import profile for this import, you may choose to save *this* configuration with a new name (like a save-as function).

Click Next to import the content.

Step 4: Confirm Import Settings
Review the associations and global settings below. If you are satisfied with the configuration, click Next to import the content of the CSV file.

Column-to-Field Associations

CSV Field/Column	Joomla!Reviews Field
Listing Title	→ jos_content.title
Introduction	→ jos_content.introtext
Street Address	→ jos_reviews_fields.r_realstreetaddress
City	→ jos_reviews_fields.r_realcity
State	→ jos_reviews_fields.r_realstate
Zip	→ jos_reviews_fields.r_realzip
Section	→ jos_content.sectionid
Category	→ jos_content.catid

Basic Joomla! Settings for All New Content Items

Author User ID:	62
Section ID:	0
Category ID:	0
Published:	Yes
Meta Keywords:	real estate, real estate listings, properties
Meta Description:	real estate for sale
Created Date:	2008-02-01
Publish Start Date:	2008-02-01
Publish End Date:	
Access Level:	Public

Other Global Settings for All New Content Items

jos_reviews_fields.r_realnotes	→ Offered by: California Realty Company
--------------------------------	---

Save Import Profile (Optional)
If you would like to save this profile for future use, specify a name below.

Save Import Profile as:

Save configuration profile for future imports

5.6. That's it!

Your new content items are created and placed in the sections/categories you specified. The content can now be manipulated like any other Joomla/jReviews content.

