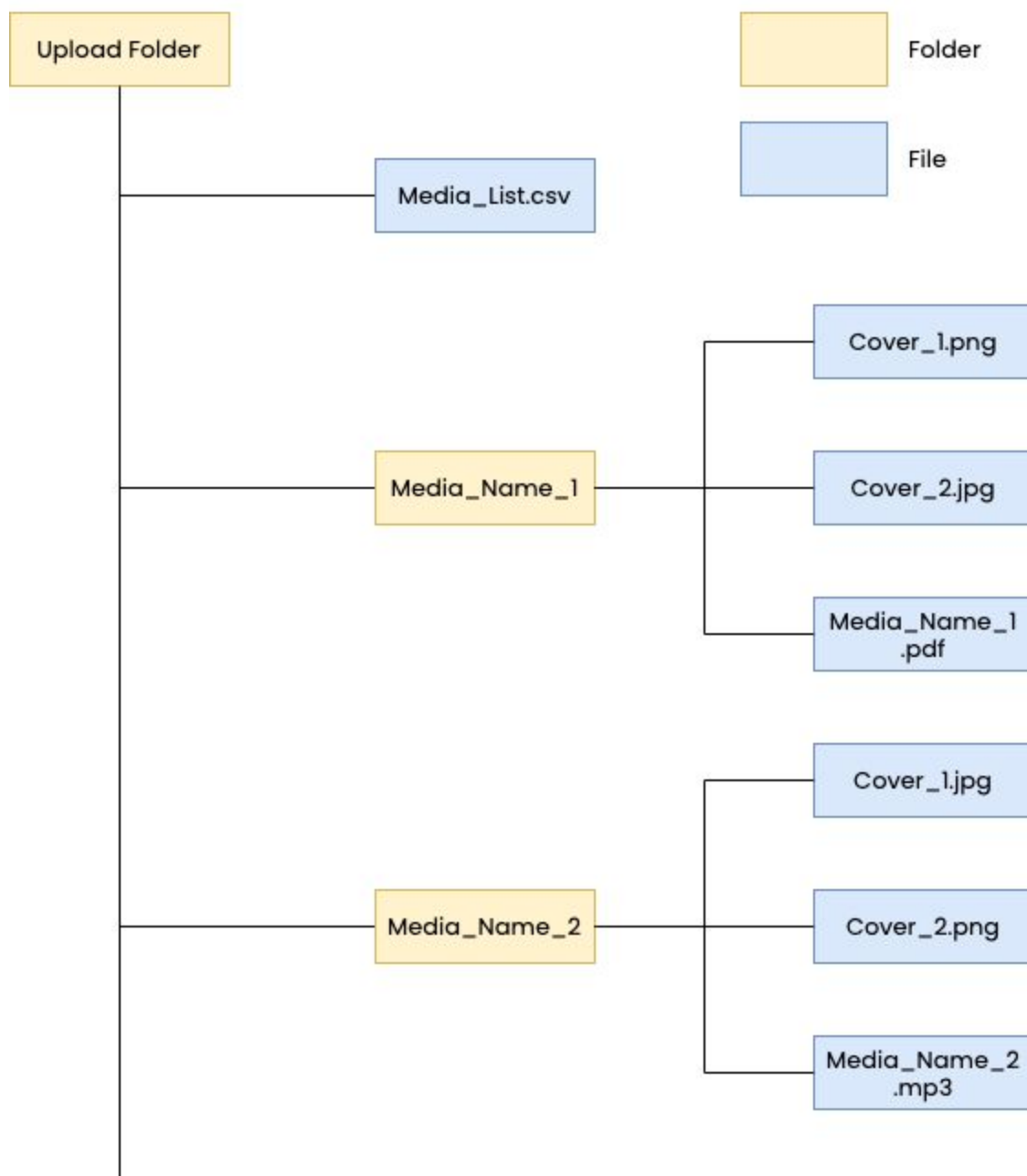


Media Multi Uploading Manual

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1. Directory Structure



Items	Type	Description
Upload Folder	Folder	A folder contains 1 CSV file and folders of media to be uploaded
Media_Name_1	Folder	<ul style="list-style-type: none"> - These folders contain Media Files (.pdf, .mp3, .mp4) and Media Cover Files (.jpg, .png) - One folder is equivalent to one media - Name of Folder must match with its name of Media File
Media_Name_2		
...		
Media_Name_n		
Cover_1	File	<ul style="list-style-type: none"> - These files are media cover images - Must be .jpg or .png format only - Media Cover Files will be sorted by alphabet order. The 1st one will be the main cover.
Cover_2		
...		
Cover_n		
Media_Name_1	File	<ul style="list-style-type: none"> - These are Media Files - Must be .pdf (book), .mp3 (audio), .mp4 (video) format - Name of Media File must match with name of its parent folder
Media_Name_2		
...		
Media_Name_n		

Table 1: Directory Structure Description

2. CSV File Configuration

- Download CSV Template for Media Multi Upload
- Open CSV File by Microsoft Excel or Google Sheet

	A	B	C	D	E
1	Name	Type	Author	is_active	Category
2					
3					

Items	Description
Name	- Name of media to be uploaded - Must match with its Media_Name folder
Type	- “book”, “audio”, “video” for .pdf, .mp3, .mp4 respectively
Author	- Name of media author
is_active	- “true”: Active status - “false”: Inactive status
Category	- Category of media - Multi-category will be divided by - Category must match with available category list

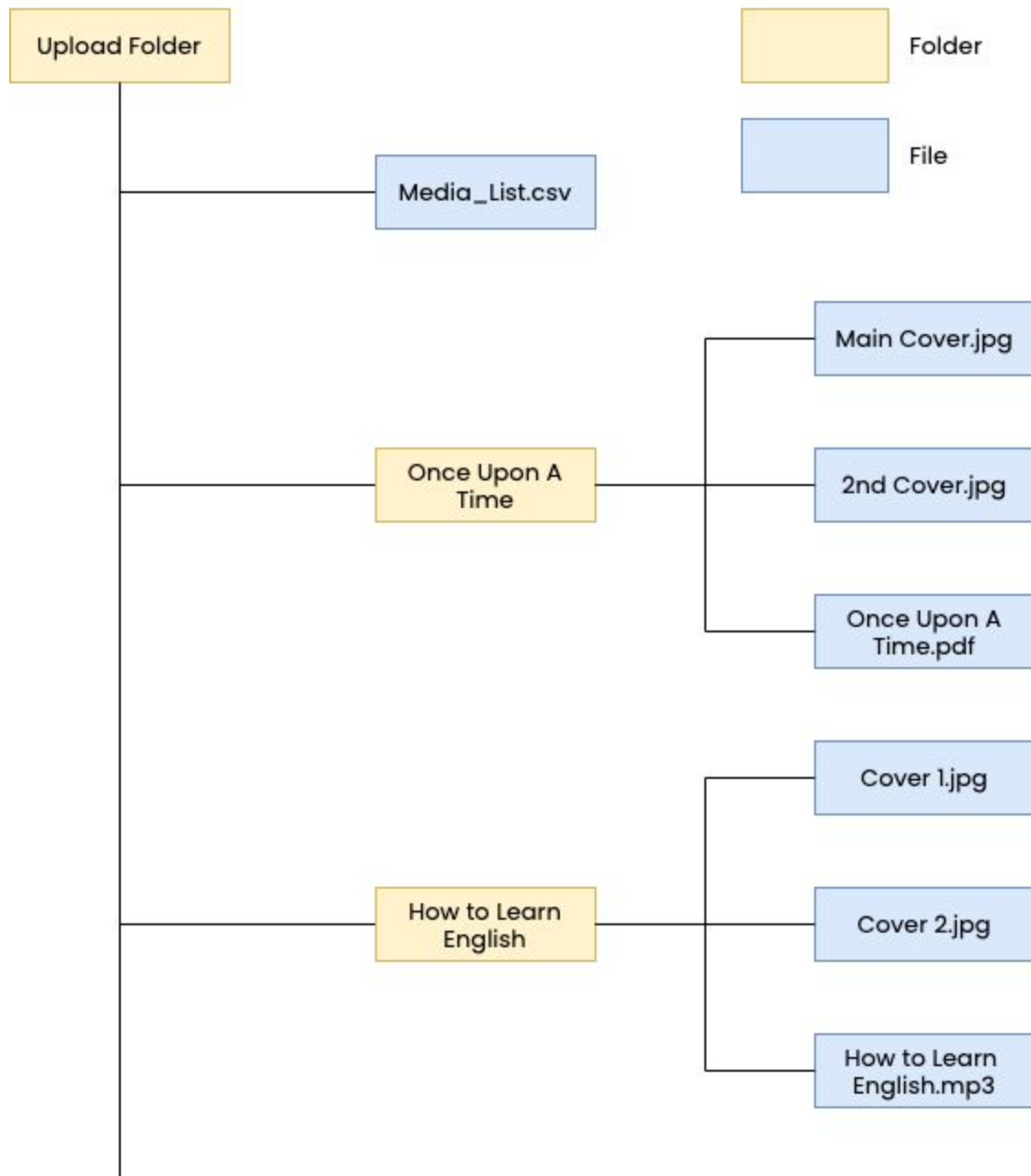
Table 2: CSV File Description

- Number of folders in the multi upload folder = Number of lines in the csv file (excluding 1st line)

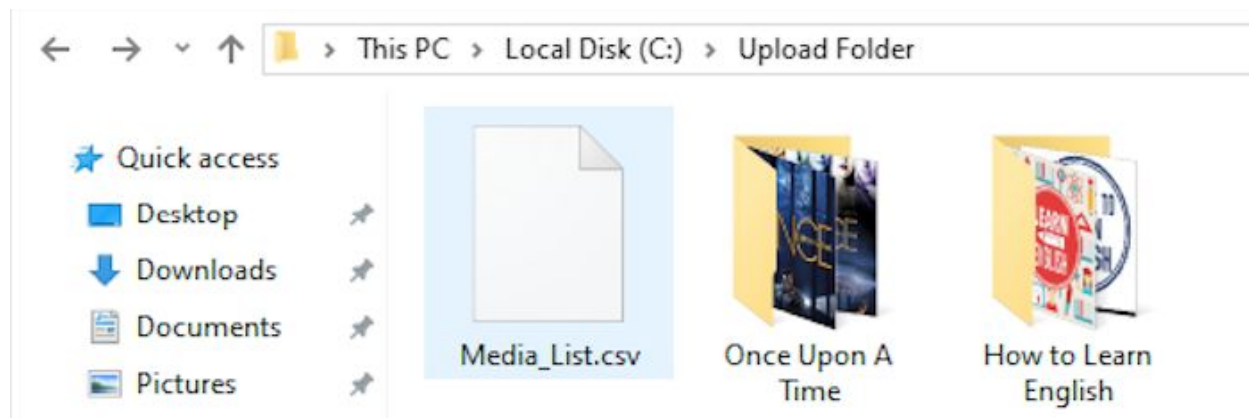
3. Example

Now Publisher wants to upload 2 new media: a book (.pdf) **“Once Upon A Time”** and an audio (.mp3) **“How to Learn English”** to CLICk.

- This will be Directory Structure:



- Upload Folder will contain 1 CSV File **“Media_List.csv”** and 2 folders **“Once Upon A Time”**, **“How to Learn English”**

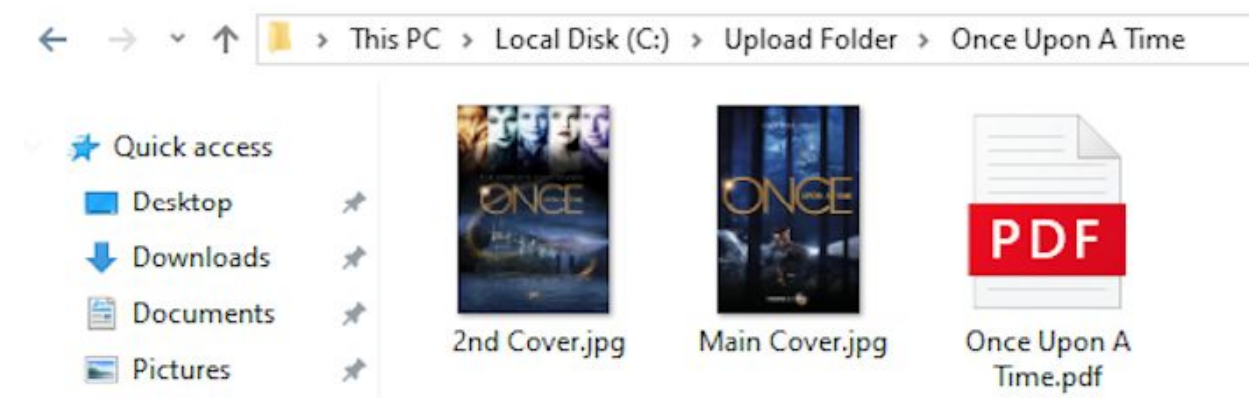


- CSV File **“Media_List.csv”** content will be:

In which, book “Once Upon A Time” has 2 categories: Literature and Thriller, divided by |

	A	B	C	D	E
1	Name	Type	Author	is_active	Category
2	Once Upon A Time	book	PINKast	TRUE	Literature Thriller
3	How to Learn English	audio	BHD	TRUE	Language
4					

- Folder **“Once Upon A Time”** will contain file **“Once Upon A Time.pdf”** (name matched) and 2 cover images **“Main Cover.jpg”**, **“2nd Cover.jpg”** (in this case, main cover will be **“2nd Cover.jpg”** file because of alphabet order).



CLICK (Cloud Library Information Center)

- Folder “How to Learn English” will contain file “How to Learn English.mp3” (name matched) and 2 cover images “**Cover 1.jpg**”, “**Cover 2.jpg**” (in this case, main cover will be “**Cover 1.jpg**” file because of alphabet order.

