

# GDPC What Now - Bulk Upload Guide

A brief guide for use of the CSV for translating What Now content.

## CSV > Spreadsheet

1. Go to the portal, log in and confirm you are logged in as the correct NS.
2. Content > Bulk Upload
3. Download the correct CSV (one language per CSV)
4. Open in a spreadsheet
5. Select all columns and wrap text to stop overlapping

## Notes

1. The code at the top of the sheet is a unique identifier for the NS and timestamp for when the file was downloaded, please don't delete this.
  - a. (eg. VVNBMjAxOC0wNS0xOFQxMjoxMTozMyswMDowMA)
2. Anything with a # in front of it is a note - please don't delete this.
3. Do not re-order the columns
  - a. The order for the CSV messaging steps inputted in the CSV represents the order the messages will appear in.
4. Adding an event type in column A will populate the next event type messaging
  - a. The event type must exist in the platform. This can be added within the WhatNow tab.
5. Do not delete any existing columns or rows - it is very important that all content that is exported is left in the sheet. If you do not want to include content, please just leave it blank. **Deleting columns/rows could result in the CSV being unusable!**
6. Please populate column C with the region your message is for. The region needs to exist in the platform or an error will occur. Please leave blank if nationwide.

## How To

1. Complete any fields (National Society name etc.)
2. Each messaging step must be separated with a new row. Leave columns A to F blank on these rows.
3. Leave any content blank that you do not want to include - this will be skipped when uploaded to the CMS.
4. Before importing data, you will be given the option to "Reject import if any content will overwrite more recent versions." - if you select yes, this will stop the import from going through if it will result in overwriting recent content. Please select yes if you do not wish to make any changes to existing content - this will stop you from accidentally overwriting any existing content.