Converting CSV data for Recordings Data Table Import

Below is the outline process for converting typical spreadsheet data provided as CSV format, into an importable format for the data table displayed on the [Recordings page of ESMARConf](#).

Notes:

1. The following process will need to be carried out using OpenOffice/LibreOffice (specifically LibreOffice Calc, which is the spreadsheet component of the LibreOffice software package) which is available freely for all platforms. If you do not have this application, you can download here: https://www.libreoffice.org/download/download-libreoffice/. Alternatively if you are using MS Office you may have the option to export the final output of your document into OpenDocument Spreadsheet format (ODS).

2. The instructions provided rely on the user having access to the site database via PHPMyAdmin software so it is important to make sure that the user doing the importing has access to this interface prior to commencing the process.

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HOW TO: Convert CSV data into importable format for Recordings Table

1. Import your CSV data into spreadsheet

Typically the CSV data provided, when imported into spreadsheet format, contains the following columns:

id, firstname, middlename, surname, name, authors, email, affiliation, ORCID, TwitterHandle, GitHubUsername, type, title, abstract, activity, category, session, video_length, time_start, time_end, YouTube_URL, citation, DOI

These columns need to be reduced to only the necessary required for the import:

name, type, title, abstract, activity, category, YouTube_URL

2. Add, join and reorder columns to fit data table layout

- 'type' column data needs to be reordered to go just before YouTube_URL:
One way this can be done is by creating a new column before YouTube_URL, copying and pasting the column data from 'type' and then removing the old 'type' column.

- 'year' column needs to be added:
Insert a new column before 'type' and name it 'year'. Populate this column with the year that these recordings were produced (eg 2021, 2022, etc). The document name should give this information away. For example 'ESMARConf2021 Presenters and Presentations' or 'ESMARConf2022 Presenters and Presentations' etc.

- The *title* and *abstract* columns need to be concatenated into one column:

1. Create a column before the title and abstract, name it 'title and abstract (temp)'

2. In the column field enter the necessary code to concatenate the two fields along with 2 line breaks in between (in OpenOffice the code you need to use is: '=CONCATENATE(C2,"

",D2)', where C2 is the first field of *title* and D2 is the first field of the *abstract*.

3. Apply this formula to populate all cells below, for each relevant row.

4. You should now have a column with a title and abstract concatenated into one. We now need to copy this column as **data only** so that when importing, we're not importing just code, but actual data. This is done simply by first creating another column prior to the *title* column, name this '*title and abstract (data)*', then select all the data in the new column that you have created and use 'paste special → values only' to paste the content into the new '*title and abstract (data)*' column.

5. Check through to make sure that the data has been copied correctly into that column. If so then you can remove the now extraneous columns (*title and abstract (temp), title, abstract*) and make sure that you are left with valid data in the '*title and abstract (data)*' column.

6. You should now have the following columns and in the following order:

   name, title and abstract (data only), activity, category, year, type, YouTube_URL

3. Capitalise and rename column titles so that they are consistent with the data table on the site:

Name, Title and Abstract, Activity, Category, Year, Type, YouTube

4. Save the document as ODS format and name it in the following protocol format:

ESMARConf_Recordings_<year>, for example: ESMARConf_Recordings_2021.ods

If you are appending data from one year to another (see section on '***Appending Data to an existing ODS file'*** below**)** then the file name format should be as such:

ESMARConf_Recordings_<year>, for example – ESMARConf_Recordings_2021_2023.ods

Attention: Make sure that the **sheet name** is exactly the same name as the file name (excluding the file extension), so if the file name is '*ESMARConf_Recordings_2021_2023.ods*', then the sheet name should be '*ESMARConf_Recordings_2021_2023*'.

4. Appending Data to an existing ODS file?

It's quite likely that you will want to append data onto an existing ODS file. If this is the case then follow the instructions below:

- Download the latest ODS file successfully imported into the ESMARConf Recordings data table. This should be found on GitHub and should have a name like '*ESMARConf_Recordings_2021_2023'*.

- Let's say that now you have the latest CSV data for 2024 and you wish to append this data to the existing data table. The process would be as follows:

1. Use the instructions on '*HOW TO: Convert CSV data into importable format for Recordings Table*' above on the latest CSV data for 2024 so that it's in the same identical format.

2. Now simply copy and paste data from the 2024 spreadsheet into the 2021-2023 spreadsheet. Best to leave a blank row prior to pasting the 2024 data at the bottom of the 2021-2023 spreadsheet so that you can see more clearly where you've pasted from (and PHPMyAdmin won't import blank rows).

3. Save the document with a new name (for example *ESMARConf_Recordings_2021_2024.ods*) and make sure that the sheet name reflects this name also.

4. Use the instructions on '*HOW TO: import data into database via PHPMyAdmin interface.*' (outlined below) to import the new data that you wish to update the data table with.

5. Once you've successfully imported the new spreadsheet data then it's simply a matter of selecting the new table that will have been created from the import, from the 'Select Table' field when editing the data table on the recordings page (using Elementor of course) and upon updating/saving the page the new content should appear on the front end.

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HOW TO: import data into database via PHPMyAdmin interface.

1. Access PHPMyAdmin interface for import

- When in the PHPMyAdmin interface select the database that is currently being used by the ESMARConf site.

- Select the 'import' tab.

- *Choose file*: Choose the file that you have recently saved as ODS format.
- *Character set of the file*: UTF-8
- *Format*: OpenDocument Spreadsheet
- *Format-specific options*: Make sure you check the box for '*The first line of the file contains the table column names*'
- Click 'Go' to initiate the import process.

2. Upon successful import ...

- Log into ESMARConf Wordpress back end (admin interface).

- Go to 'Pages → Recordings (Edit with Elementor).

- Click on the existing data table and on the left hand column under 'Edit Advanced Data Table' select the 'Data Source'. You will see three select options below which need to be set to the following:

- *Source*: Select 'Database'

- *Select Query*: Select 'Table'

- *Select Table*: Select the table that was recently created through your last import. **This should be a table that has the same name as the sheet name from the ODS file that you imported**.

- Update document

- Check through the page on the front end (https://esmarconf.org/recordings) to make sure that all the data is being displayed correctly. If there are any issues with display then resort back accessing the previous table that was successfully displaying and check over ODS file to see what the potential issues might be occurring.