

# Excel To WP Plugin Documentation

## Where to access the plugin?

In your admin dashboard, you can find the plugin in the left hand menu.

The screenshot shows the WordPress admin dashboard for the 'Australian Women's Health Alliance' site. The top navigation bar includes the site name, a home icon, a refresh icon, a comment icon, a '+ New' button, a 'Delete Cache' button, and a 'WPForms' notification with 5 items.

The left-hand menu is expanded, showing various options. The 'Import Excel' option, located under the 'Wordfence' section, is highlighted with a red rectangle.

The main content area displays a line graph showing data over time (Mar 25 to Mar 31). Below the graph, there is a table of entries:

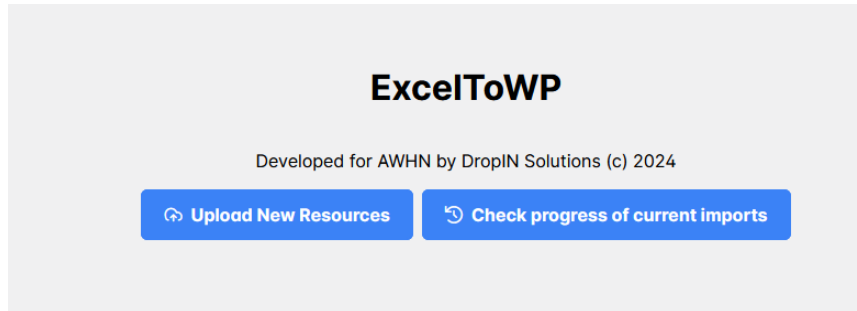
Entry	Count
Membership	5
Download Gendered Framework for Action on Prevention and Healthcare	2

Below the table, there is a recommended plugin: 'SeedProd' with links to 'Install' and 'Learn More'.

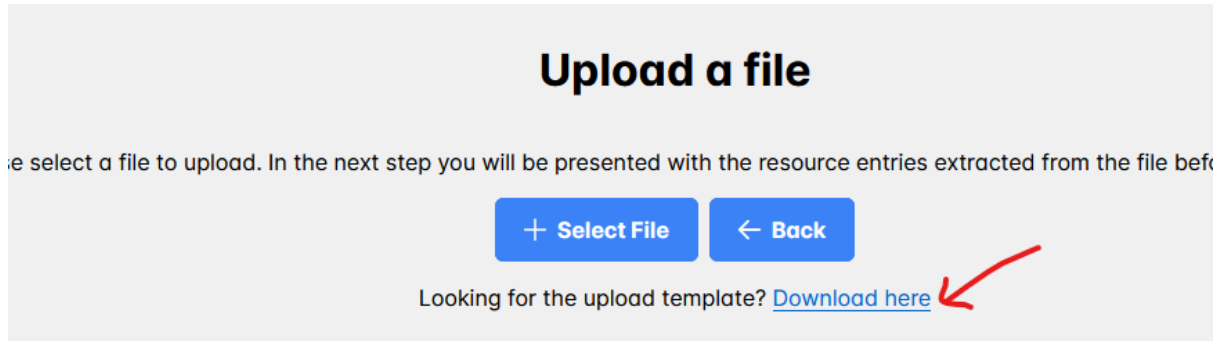
The right-hand sidebar contains a 'WordPress Events and News' section, which includes a notification about upcoming events and a list of recent news items, such as 'WordPress 6.5 Release Candidate 4' and 'Gutenberg Times: Gutenberg Changelog #98'.

## How to upload new files

1. Press the Upload New Resources button



2. If you don't have the upload template on your computer, please download it. If you already have the template, move on to step 3.

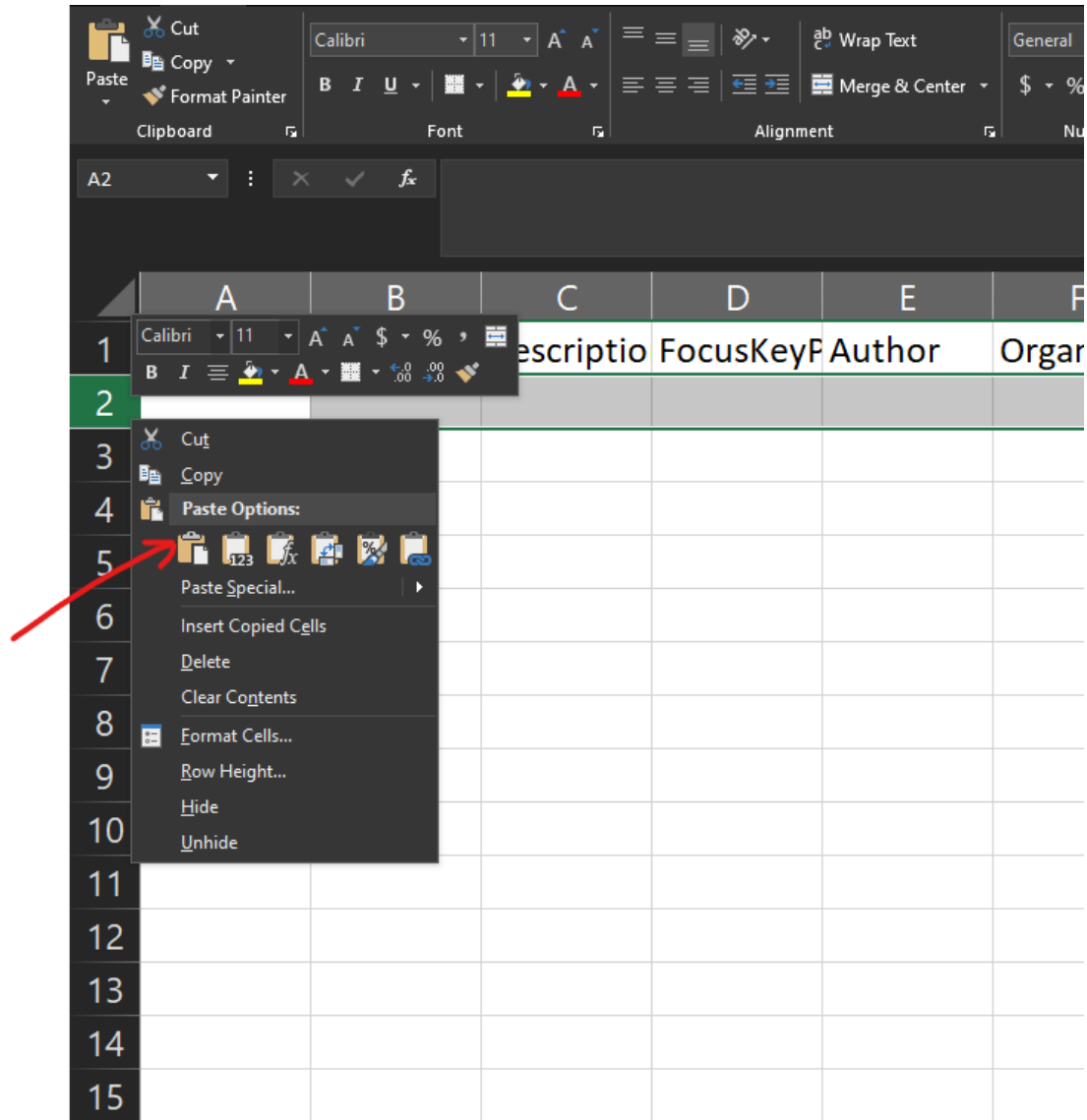


3. Paste your rows of resources you would like to upload into the upload template.

- a. For example in the below screenshot, I copied rows 2,3,4 from the Resources spreadsheet:

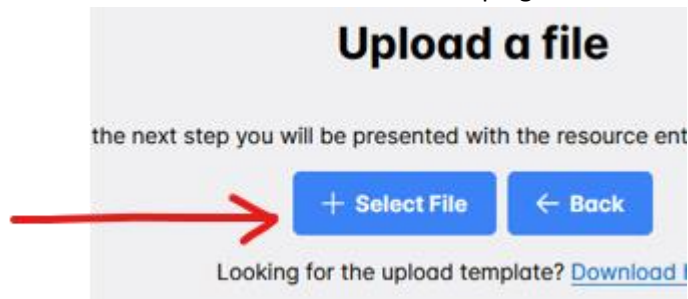
	A	B	C
1	<p>File (URL, developer to download and upload actual file, including PDF and Word versions, not link to external website unless it's a website)</p> <p><u>This tab is for resources that have been APPROVED only</u></p>	Title	<p>Description + Meta description (e.g. 1-3 sentences, starting with: "This [resource e.g. paper/report/guide/website etc. is/outlines etc.]..."</p> <p>Assuming most resources will be nationally focused, please add "territory-based", "state/territory/local government publications OR "international" for international resources</p> <p><b>NB: leave keywords off until advised in future</b></p>
2	<a href="https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-health.pdf">https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-health.pdf</a>	Abortion policy brief	<p>Abortion is healthcare. Health professionals and systems have a duty to provide safe, effective abortion healthcare. This policy brief highlights that to achieve gender equity we must enable effective abortion healthcare.</p> <p><b>Keywords:</b> abortion; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; carers, caregivers; child people; young women; women with disabilities; national; advocacy; policy; health care social determinants of health; women's rights; government and policy; funding; access</p>
3		Reproductive health leave policy brief	<p>This policy brief discusses the ways reproductive health leave could revolutionise gender equity in the workforce. There is a need to understand the impact of reproductive health in the workforce and ensure that reproductive health leave is accessible to all.</p> <p><b>Keywords:</b> assisted reproductive technology; infertility; maternal health; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; carers, caregivers; child people; young women; women with disabilities; national; advocacy; policy; health care social determinants of health; women's rights; government and policy; funding; access</p>
4		Why women's health matters policy brief	<p>Women experience health, illness, and healthcare differently to men and these differences are often overlooked. This brief argues that better outcomes in women's health offers benefits for individuals, families, and the community.</p> <p><b>Keywords:</b> gender; gender equity; gender equality; health and wellbeing; medical care; violence; Aboriginal and Torres Strait Islander; adult women; carers, caregivers; child people; young women; women with disabilities; national; advocacy; policy; health care social determinants of health; women's rights; government and policy; funding; access</p>
5		Women and sexual and reproductive health	<p>Gender is a significant determinant of sexual and reproductive health. This paper advocates for ensuring women can access sexual and reproductive health care appropriate to them.</p> <p><b>Keywords:</b> abortion; gender; gender equity; gender equality; medical care; maternal health; violence; reproductive health; sexual assault; migrant and refugee women; older women; LGBTQ+; women with disabilities; national; rural; regional remote; advocacy; policy; education; health literacy; health systems; public health; prevention; social determinants of health; women's rights; government and policy; funding; access</p>
		The impact of religious discrimination bills on women's health policy brief	<p>This policy brief discusses our right to access healthcare free from discrimination and discrimination, including religious discrimination, is essential to achieving health and wellbeing.</p>

- b. Then paste them into the second row in the upload template (please ensure you do not remove the first row in the upload template:



- c. Then save the upload template file to your computer

4. Press the blue Select File button on the plugin and choose the file you saved in step 3



5. The plugin will now show the rows it can read from the uploaded file, and display any errors you need to fix before it can be uploaded:

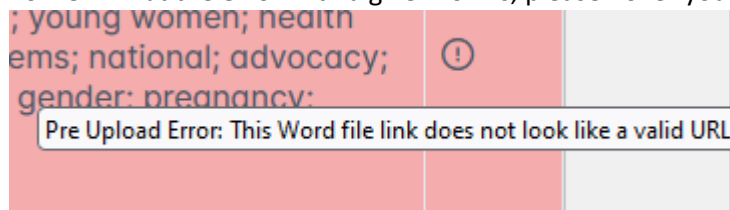
The following 3 resources are available in the selected excel file.  
Please verify they are correct and press the **Start Upload** button to send this batch (Batch ID: 23aa9495-1dcb-42ba-96a0-9bce94934253) to the website.

[Start Upload](#)

The provided file has errors in resources. Please find red rows in the list below, and hover your mouse on the info icon on the right of the row to view the error. Then please resolve the error in the excel file and [choose a new file](#)

Title	Description	PDF Url	Word Url	Keywords	Status
Abortion policy brief	Abortion is healthcare. Health professionals and systems have a duty to provide safe, affordable and accessible healthcare. This policy brief highlights that to achieve gender equity we must enable equitable access to abortion.	<a href="https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf">https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf</a>	AWHN_Policy-brief_Abortion.doc.docx (live.com)	abortion; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; health rights; health systems; national; advocacy; access; family planning; fertility; gender; pregnancy; reproductive health	ⓘ
Reproductive health leave policy brief	This policy brief discusses the ways reproductive health leave could revolutionise gender relations in the workplace. There is a need to understand the impact of reproductive health in the workforce	<a href="https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf">https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf</a>	AWHN_Policy-brief_Reproductive-health-leave.docx (live.com)	assisted reproductive technology; infertility; maternal health; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; health rights; health systems; national; advocacy; policy; access; family planning; fertility; gender; pregnancy; reproductive health; worker's rights	ⓘ


- a. To view what the error with a given row is, please hover your mouse over the (i) icon on the Status:





- b. You will have to edit the excel file you are trying to upload and fix the errors. The most common error is not having a title, or not having a word file link – The wordUrl and pdfUrl columns in the excel file have to be links (instead of text that displays as a normal text and links to somewhere upon clicking).
6. When the file is ready to upload, the “Start Upload” button on the top right will be activated. Please press this button to upload the files.
7. The Status icon for each resource row will change to reflect “processing” and then eventually “success”.
  - a. If there are any errors in the upload process, you can hover over the status icon to see what the error is. The plugin is going to try to resolve errors if it can without any significant change to data (eg. it can auto correct special characters to fall back to their similar unspcial versions).
  - b. If you notice a lot of errors, please contact us.
8. After the file has upload, you will find all the new resources in the Wordpress admin area under Resources as drafts or click on the Success icon to open that resource in a new tab:

The following 3 resources are available in the selected excel file.

Please verify they are correct and press the **Start Upload** button to send this batch (Batch ID: 73de0f17-2376-457b-8328-850989a4916a) to the website.

 **Start Upload**

Title	Description	PDF Url	Word Url	Keywords	Status
Abortion policy brief	Abortion is healthcare. Health professionals and systems have a duty to provide safe, affordable and accessible healthcare. This policy brief highlights that to achieve gender equity we must enable equitable access to abortion.	<a href="https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf">https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf</a>		abortion; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; health rights; health systems; national; advocacy; access; family planning; fertility; gender; pregnancy; reproductive health	
Reproductive health leave policy brief	This policy brief discusses the ways reproductive health leave could revolutionise gender relations in the workplace. There is a need to understand the impact of reproductive health in the workforce and evaluate existing policies.	<a href="https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf">https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf</a>		assisted reproductive technology; infertility; maternal health; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; health rights; health systems; national; advocacy; policy; access; family planning; fertility; gender; pregnancy; reproductive health; worker's rights; financial literacy	
Why women's health matters policy brief	Women experience health, illness, and healthcare differently to men and these differences begin at birth. This policy brief argues that better outcomes in womens health offers benefits for individuals, families and the community.	<a href="https://awhn.org.au/wp-content/uploads/2022/10/AWHN_Policy-brief_Why_Womens_Health.pdf">https://awhn.org.au/wp-content/uploads/2022/10/AWHN_Policy-brief_Why_Womens_Health.pdf</a>		gender; gender equity; gender equality; health and wellbeing; medical care; prevention of gender based violence; Aboriginal and Torres Strait Islander; adult women; carers, caregivers; children; older women; LGBTIQ+; young people; young women; women with disabilities; national; advocacy; policy; health care; health equity; health rights; social determinants of health; women's rights; government and policy; funding; access	