# **Import Images**

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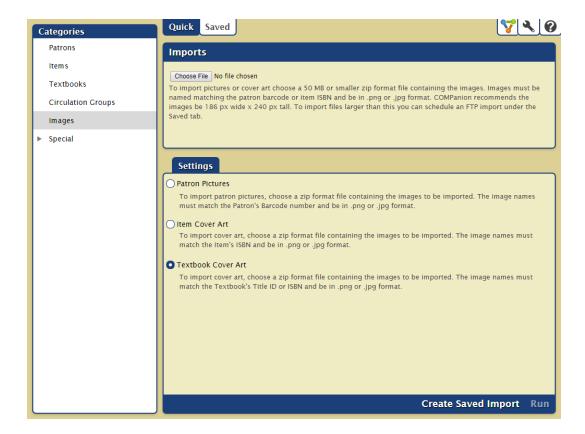
# Quick



① this information has been moved to htt ps://support.goalexandria.com /operations/import/import-images/

**Quick Import** 

Import > Images > Quick tab



#### **Imports**

#### **Choose File**

Click here to locate the ZIP file containing your images. Images in the ZIP file should be in PNG or JPG format, and the filenames must match the requirements of the import type selected below. We recommend images are 186x240 pixels. ZIP files larger than 50 MB will need to be imported in the saved tab via FTP.

#### Settings

Choose the type of images to import.

#### **Patron Pictures**

Image names must match the patron's barcode number.

# **Item Cover Art**

Image names must match the item's ISBN.

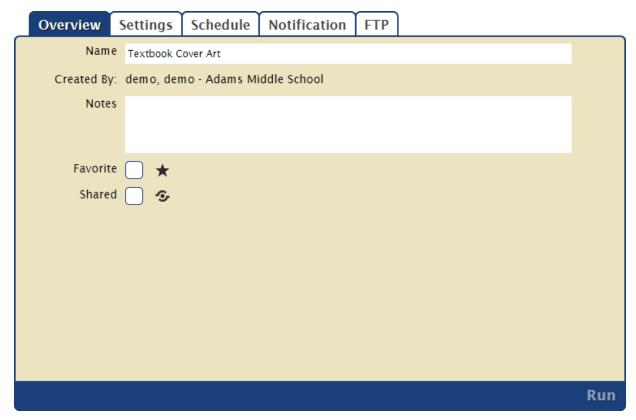
#### **Textbook Cover Art**

Image names must match the textbook's Title ID, ISBN, or Copy Barcode.

# Overview Overview

Import > Images > Saved tab

This is a brief summary of the import.



#### Settings

#### Name

Enter a name for this saved import.

### Created

Displays the name of the operator who created the import and their Site ID Code. It cannot be edited.

# Notes

Enter general usage notes about the import here. Something like, "Only perform this import at the end of each month!"

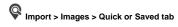
### **Favorite**

Save this to your favorites list for easy access.

### **Shared**

Share this with other operators in your library or union. This is often helpful when particular imports are used frequently.

# Settings Settings



Choose the type of images to import. Image files should be in PNG or JPG format, and the filenames must match the requirements of the import type selected below. The files will need to be added to a ZIP file for importing.

Overview Settings Schedule Notification FTP

Patron Pictures

To import patron pictures, choose a zip format file containing the images to be imported. The image names must match the Patron's Barcode number and be in .png or .jpg format.

Item Cover Art

To import cover art, choose a zip format file containing the images to be imported. The image names must match the Item's ISBN and be in .png or .jpg format.

Textbook Cover Art

To import cover art, choose a zip format file containing the images to be imported. The image names must match the Textbook's Title ID or ISBN and be in .png or .jpg format.

#### Settings

#### **Patron Pictures**

Image names must match the patron's barcode number.

### **Item Cover Art**

Image names must match the item's ISBN.

# **Textbook Cover Art**

Image names must match the textbook's Title ID or ISBN.

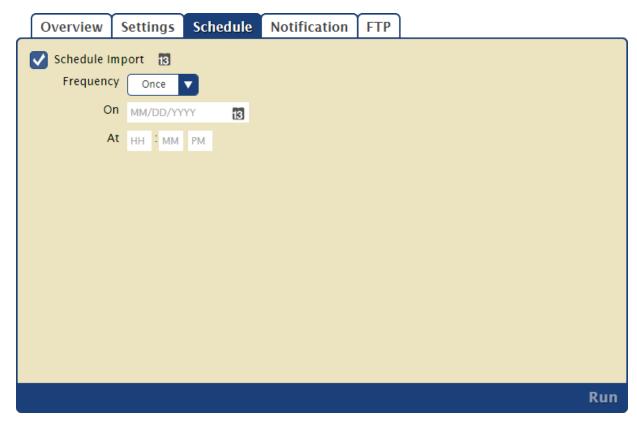
# Schedule Schedule

Import > Images > Quick or Saved tab

Use these settings to schedule this import to run on a regular basis. The Schedule tab is disabled until an FTP server is set up in the File Source tab.



The scheduled time is the time the import is added to your Operations queue. Depending on how busy your queue is, the import may or may not be complete at that exact time.



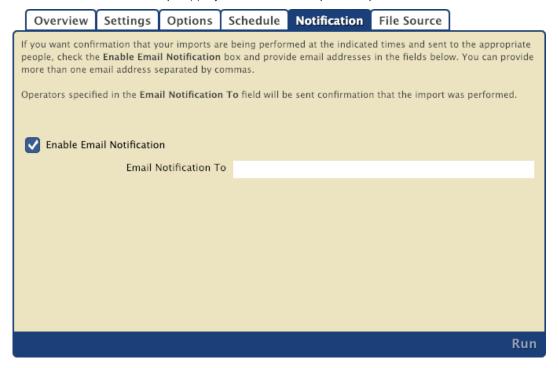
Settings



# Notification Notification

Import > Images > Saved tab

Enable an email confirmation to be sent to the recipient(s) of your choice once the import is complete.



### Settings



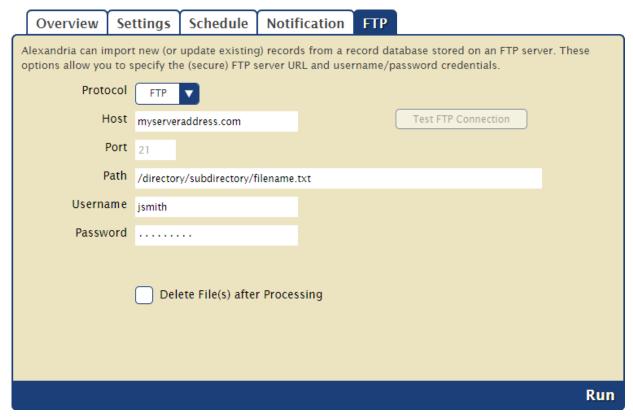
Unknown macro: 'multiexcerpt-include-macro'

# **FTP**

# File Source



You can import new or update existing records from a database stored on an FTP server. The options in this tab allow you to specify the (secure) FTP server URL and username/password credentials so Textbook Tracker can locate the import file. An FTP server is required for imports to be scheduled.



# Settings



📃 Unknown macro: 'multiexcerpt-include-macro'