Import Images

Contents

Quick

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

Import > Images > Quick tab

Quick Import

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

This is a brief summary of the import.

Overview	Settings	Schedule	Notification	FTP

Name Textbook Cover Art

Created By: demo, demo - Adams Middle School

Notes

Favorite ☐ ★

Shared ☐ ⟳

Run

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.

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

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.

| Overview | Settings | **Schedule** | Notification | FTP |

☑ Schedule Import 🗓

Frequency [Once ▼]

On [MM/DD/YYYY] 🗓

At [HH] : [MM] [PM]

Run

Settings

📃 Unknown macro: 'multiexcerpt-include-macro'

Notification

Notification

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

| Overview | Settings | Options | Schedule | **Notification** | File Source |

If you want confirmation that your imports are being performed at the indicated times and sent to the appropriate people, check the **Enable Email Notification** box and provide email addresses in the fields below. You can provide more than one email address separated by commas.

Operators specified in the **Email Notification To** field will be sent confirmation that the import was performed.

☑ Enable Email Notification

Email Notification To [   ]

Run

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.

Overview	Settings	Schedule	Notification	**FTP**

Alexandria can import new (or update existing) records from a record database stored on an FTP server. These options allow you to specify the (secure) FTP server URL and username/password credentials.

Protocol: FTP ▼

Host: myserveraddress.com   Test FTP Connection

Port: 21

Path: /directory/subdirectory/filename.txt

Username: jsmith

Password: . . . .

☐ Delete File(s) after Processing

Run

Settings