



OWNZONES Connect Import CSV

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Introduction

You can import multiple assets to quickly bring in ready-to-use content into OWNZONES Connect. By using a CSV file you create yourself, you have full control over which assets you want to create or update, as well as their files, designations, and metadata attributes associated with them.

Note: *Updating a list of assets will consider anything that is different from what was imported previously. For example, importing an asset with just the Asset Tag different will only change the Asset Tag field and leave all others unchanged. Keep in mind that the CSV files used to import must always have different names.*

Take the following steps to perform a CSV import from start to finish:

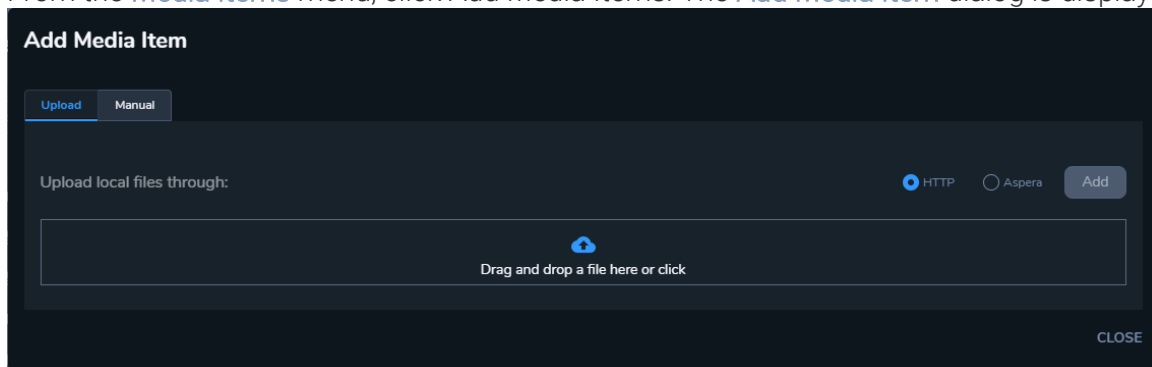
1. Upload the media items. See [Upload Media](#).
2. Create the necessary designations for assets, files, and metadata sets. See [Create Designations](#).
3. Create and configure the entity types that will be used with the assets you import. See [Configure Entity Types](#).
4. Create the CSV file and fill its fields according to the set designations, file locations, and metadata attribute fields. See [Create the CSV File](#).
5. Import the CSV file into OWNZONES Connect. See [Import the CSV File](#).
6. Verify that the assets and attribute fields were correctly imported. See [Validate the Imported Assets](#).

Upload Media

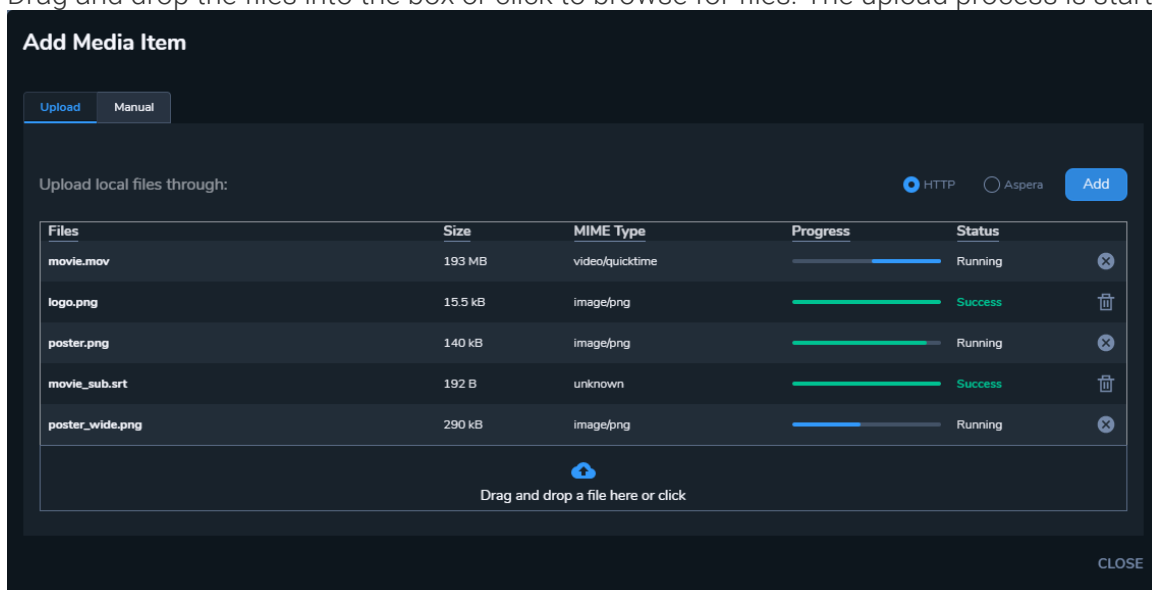
You must first upload the media items into the platform, so they can be associated and assigned to the asset during the import process.

To upload media items:

1. From the [Media Items](#) menu, click Add Media Items. The [Add Media Item](#) dialog is displayed.



2. Drag and drop the files into the box or click to browse for files. The upload process is started.



3. Once all files have been successfully uploaded, click [Add](#). The media items are now uploaded into Connect and their ingest process has started.

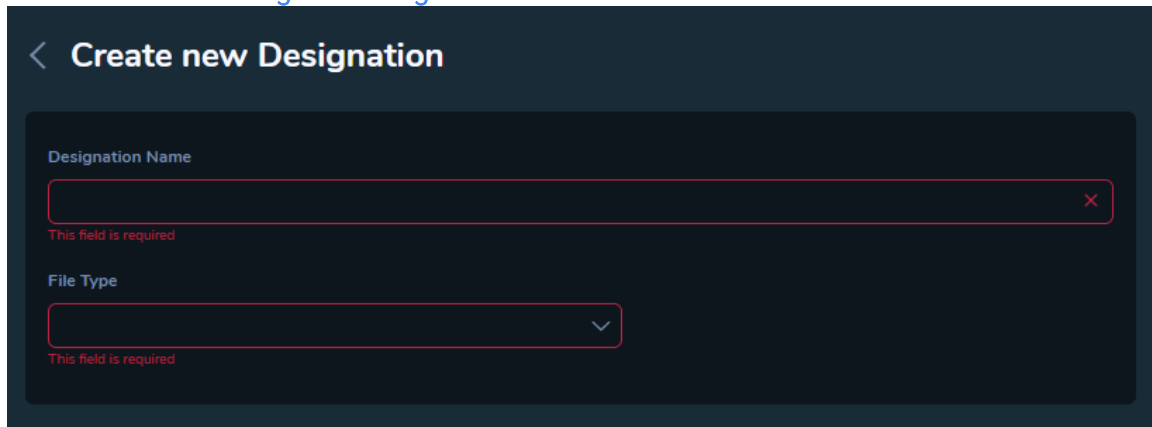
Create Designations

Designations are a central part to the import process, as you will be using them to define how content is connected to the asset.

To create the necessary designations:

1. From the [Designations](#) menu, click [New Designation](#). The [Create New Designation](#) page is displayed.

[The Create New Designation Page](#)



< Create new Designation

Designation Name

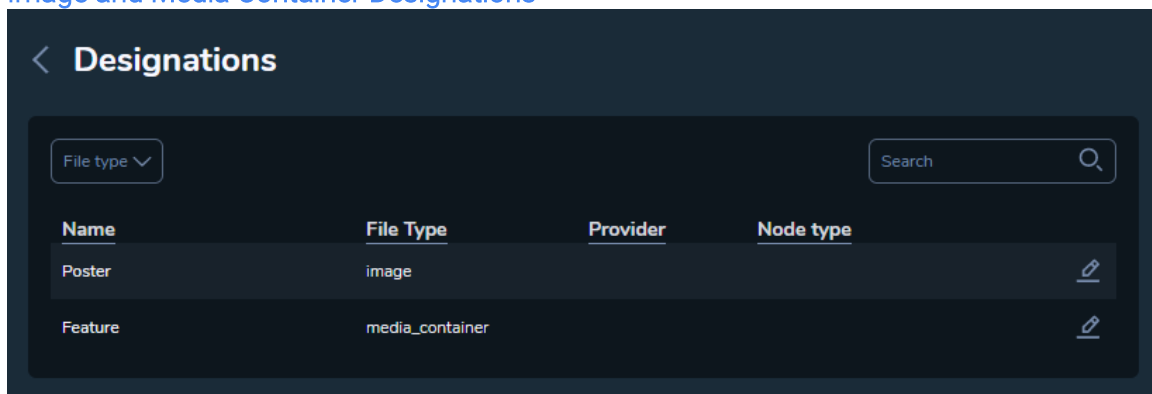
This field is required

File Type

This field is required



2. Type a [Designation Name](#), then choose a [File Type](#).
3. Click [Save & Return](#).
4. Repeat steps 1-6 to create the designations you will need.

[Image and Media Container Designations](#)



< Designations

File type Search

Name	File Type	Provider	Node type
Poster	image		
Feature	media_container		

Configure Entity Types

Entity Types are used to define metadata attributes that assets will inherit when assigned a certain type.

To create an entity type:

1. From the [Metadata Settings](#) menu, on the [Classification](#) tab, click [Add New Entity Type](#). The [Create New Entity Type](#) page is displayed.

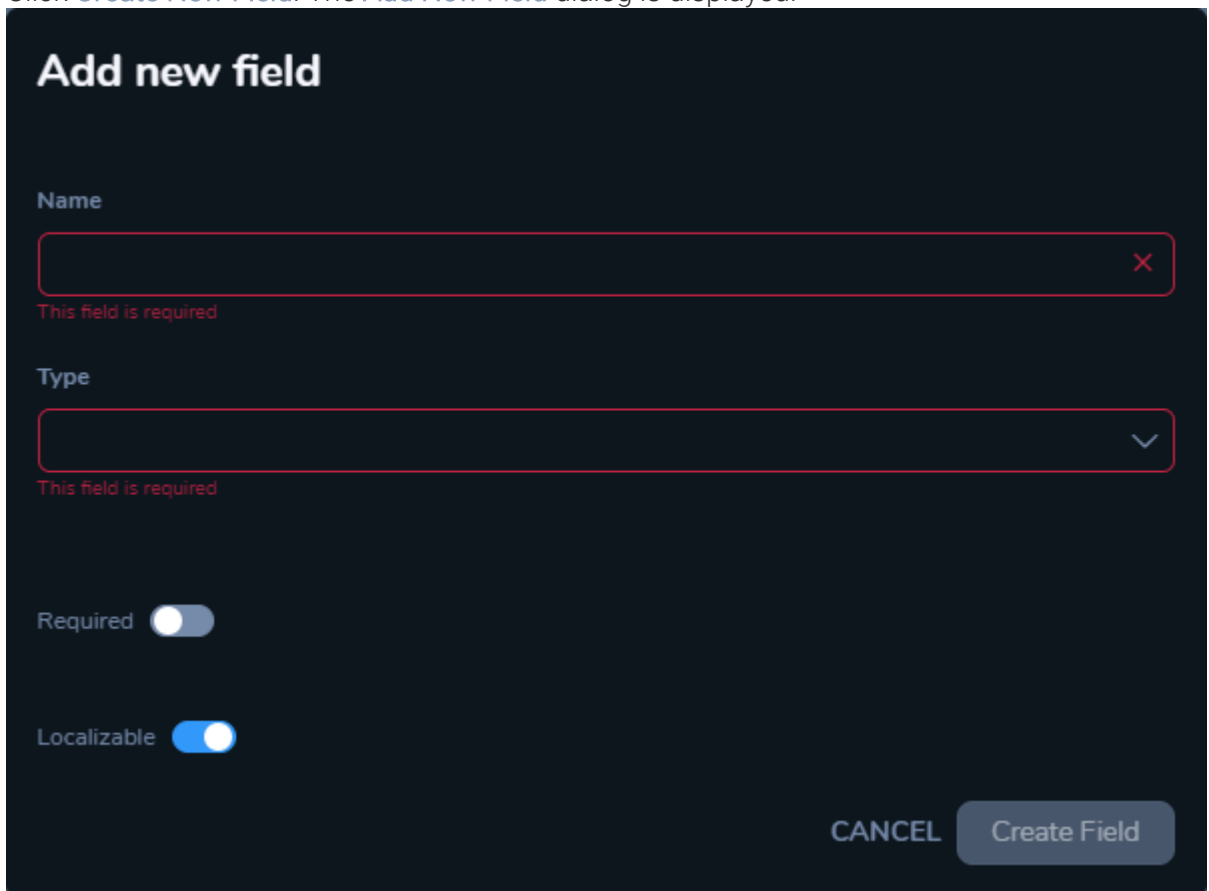
A screenshot of a web interface for creating a new entity type. The page title is "Create new Entity Type" with a back arrow on the left. Below the title is a "Details" section containing three fields: "Name" (an empty text input field with a red border and a small "x" icon, with the error message "This field is required" below it), "Parent Type" (a dropdown menu with "Select from" and a downward arrow), and "Abstract" (a toggle switch that is currently turned off).

2. Type a name for the entity, then, optionally, choose a parent entity to connect to.
3. Click [Save](#). The [Entity Type Details](#) page is displayed.

A screenshot of the "Entity Type Details" page for an entity named "movie". The page title is "movie" with a back arrow on the left. Below the title is a "Details" section with three fields: "Name" (text input containing "movie"), "Parent Type" (dropdown menu showing "Select from"), and "Abstract" (toggle switch that is turned off). Below the details is a "Fields" section. It contains a "Field type" dropdown menu, two buttons: "Copy Fields" and "Create New Field", a search bar with a magnifying glass icon, and a "No results" message at the bottom.

4. Add an attribute field (and repeat for as many attributes as you require):

1. Click **Create New Field**. The **Add New Field** dialog is displayed.



2. Type an attribute **Name**.
3. Choose the attribute **Type**.
4. Choose whether the attribute is **Required** or not.
5. Choose whether the attribute is language-specific (**Localizable**) or not.
6. Click **Create Field**. The attribute field is added to the entity.

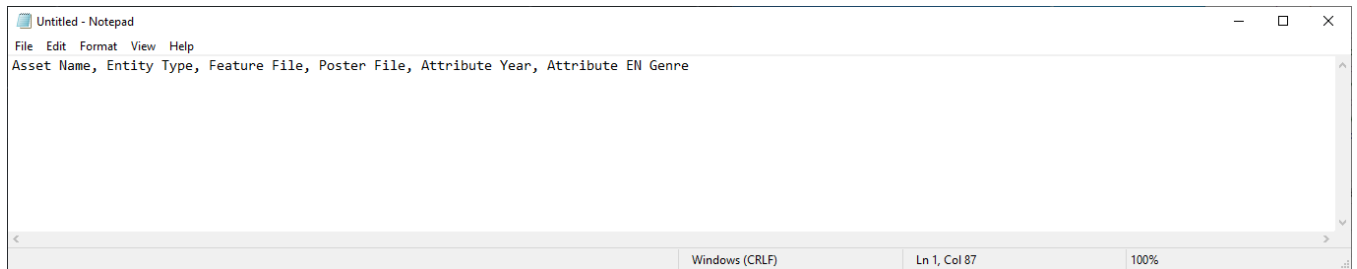
Create the CSV File

To import into OWNZONES Connect, you need to create a CSV (Comma Separated Values) file detailing the fields you deem necessary to your workflow.

To create a bulk import CSV file:

1. Launch any text editor you can save CSV files with (Excel, Notepad etc.).
2. Decide on a format for your CSV file. For this workflow, we're taking into consideration a file with the following headers:
 - Asset Name - mandatory in all CSV import files
 - Entity Type – mandatory in all CSV import files
 - Asset File – poster and audio-video flat feature media items
 - Metadata fields – attributes, as defined in the entity type
3. Type the column headers, separated by comma.

Column Headers

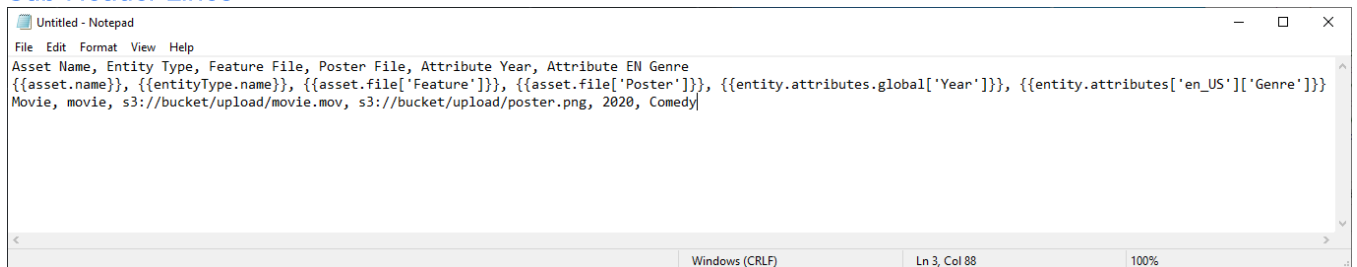


```
Asset Name, Entity Type, Feature File, Poster File, Attribute Year, Attribute EN Genre
```

Note: The column headers row is mandatory and helps with readability.

4. The following rows represent the sub headers, alternating between a template string definition and their corresponding values on the next row. See [List of Template Strings](#).

Sub-Header Lines



```

{{asset.name}}, {{entityType.name}}, {{asset.file['Feature']}}, {{asset.file['Poster']}}, {{entity.attributes.global['Year']}}, {{entity.attributes['en_US']['Genre']}}
Movie, movie, s3://bucket/upload/movie.mov, s3://bucket/upload/poster.png, 2020, Comedy

```

5. Save the file with the .csv extension. Make sure that the file name is unique (does not already exist in S3), as you will not be able to successfully upload it otherwise.

List of Template Strings

The following table describes the available template strings you can use in CSV import files:

Template String	Description
-----------------	-------------

<pre>{{asset.name}}</pre>	<p>The name of the asset. This field is mandatory for any CSV file you create.</p>
<pre>{{asset.file['file_des']}}</pre>	<p>The full path to the S3 location of the file with the file_des designation.</p>
<pre>{{entityType.name}}</pre>	<p>The name of the asset. This field is mandatory for any CSV file you create.</p>
<pre>{{entity.attributes['lang']['attr']}}</pre>	<p>The 'attr' attribute field for the 'lang' language of the entity.</p>
<pre>{{entity.attributes.global['attr']}}</pre>	<p>The non-localizable 'attr' attribute field of the entity.</p>
<pre>{{entity.parent.attributes['lang']['attr']}}</pre>	<p>The 'attr' attribute field for the 'lang' language of the parent of the entity.</p>
<pre>{{entity.parent.attributes.global['attr']}}</pre>	<p>The non-localizable 'attr' attribute field of the parent of the entity.</p>
<pre>{{entity.children['childName'].attributes['lang']['attr']}}</pre>	<p>The 'attr' attribute field for the 'lang' language of the child named 'childName' of the entity.</p>
<pre>{{entity.children['childName'].attributes.global['attr']}}</pre>	<p>The non-localizable 'attr' attribute field of the child named 'childName' of the entity.</p>
<pre>{{entity.attributes['fileDes']['property']}}</pre>	<p>The 'property' of the 'fileDes' reference for the entity.</p>

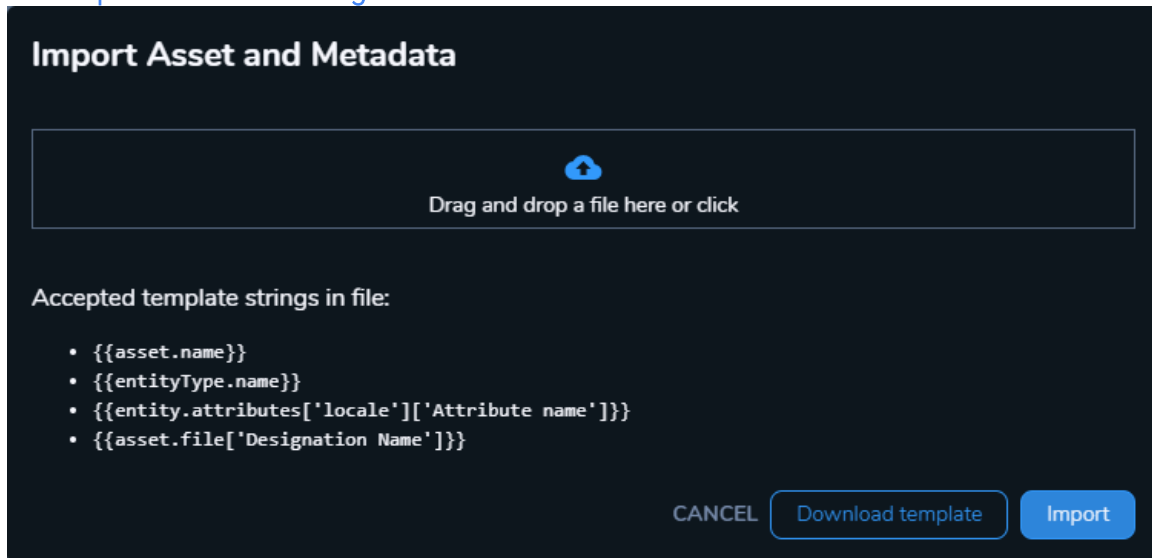
Import the CSV File

After you defined the designations and associated them in the previously created CSV file, you can import it into OWNZONES Connect.

To import the CSV file:

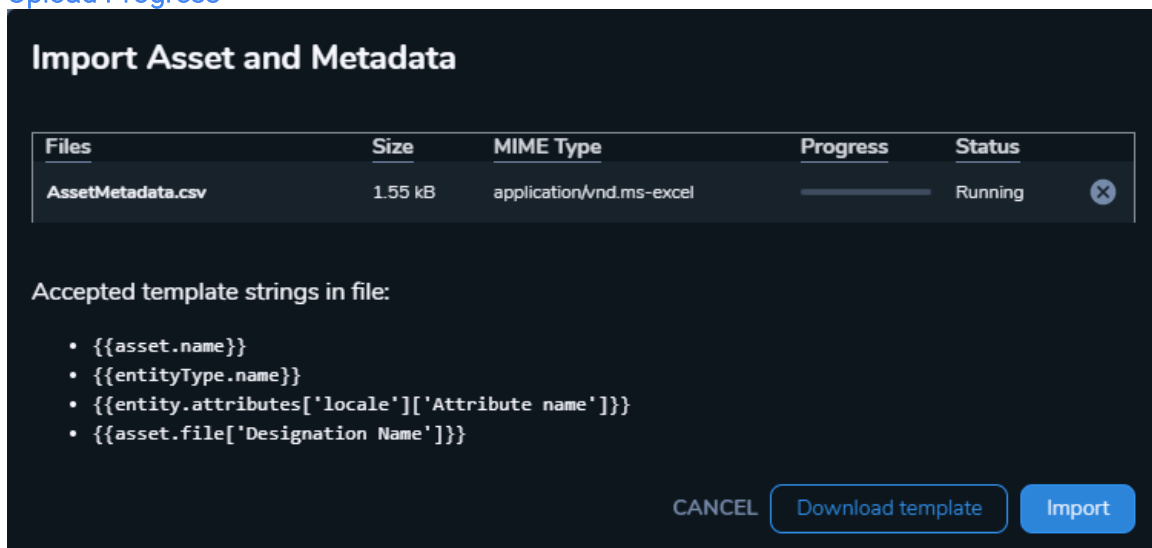
1. From the **Assets** menu, click **Import**. The **Import Metadata** dialog is displayed.

The Import Metadata Dialog



2. Click to browse or drag and drop the previously created CSV file.
3. The upload process begins.

Upload Progress



4. When the CSV has been successfully uploaded, click **Import**.

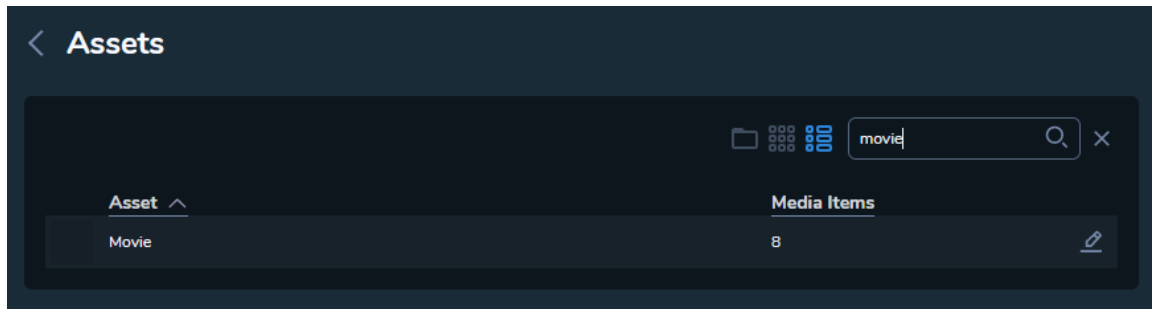
Validate the Imported Assets

Once imported, you should make sure that the assets are correctly and completely configured.

To validate the imported assets:

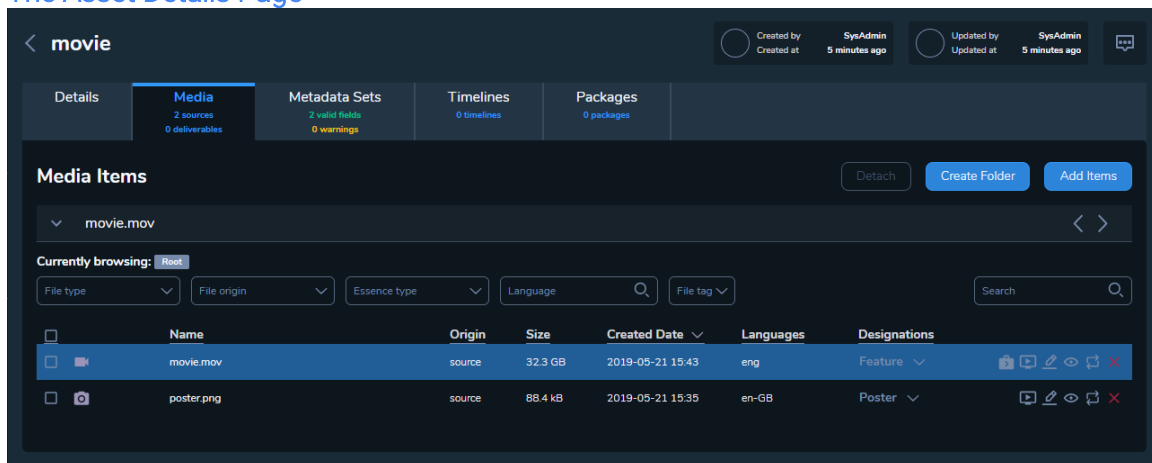
1. From the **Assets** menu, use the **Search** box to find your assets by their names.

Asset Name Search Results



2. Click  **Edit** or the asset name. The **Asset Details** page is displayed.

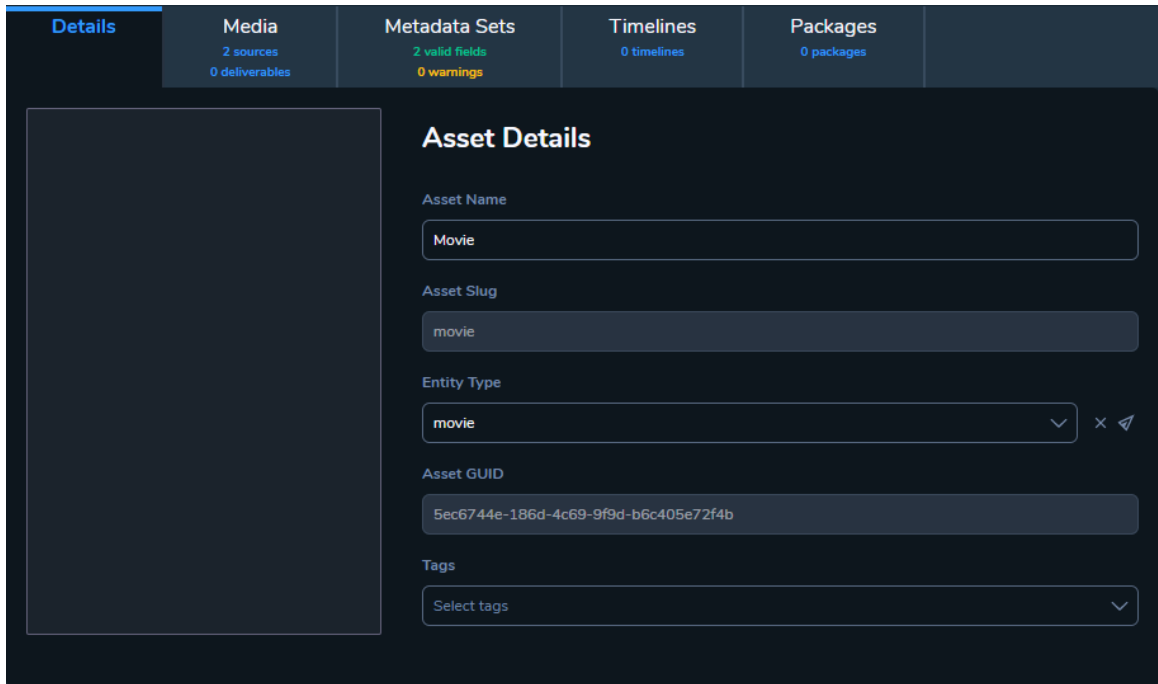
The Asset Details Page



3. Verify that the following fields are correctly imported:

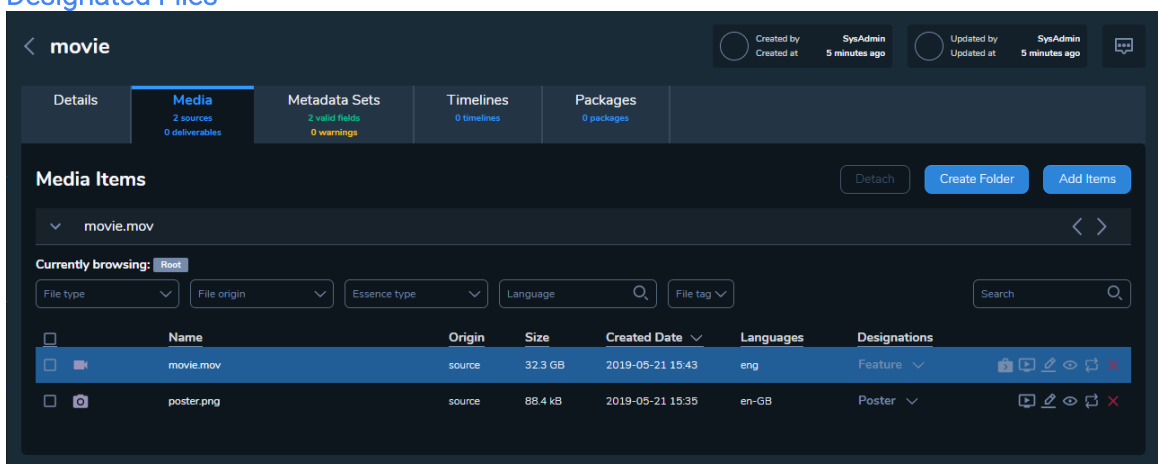
- **Details tab: Asset Name and Entity Type**

Details Tab



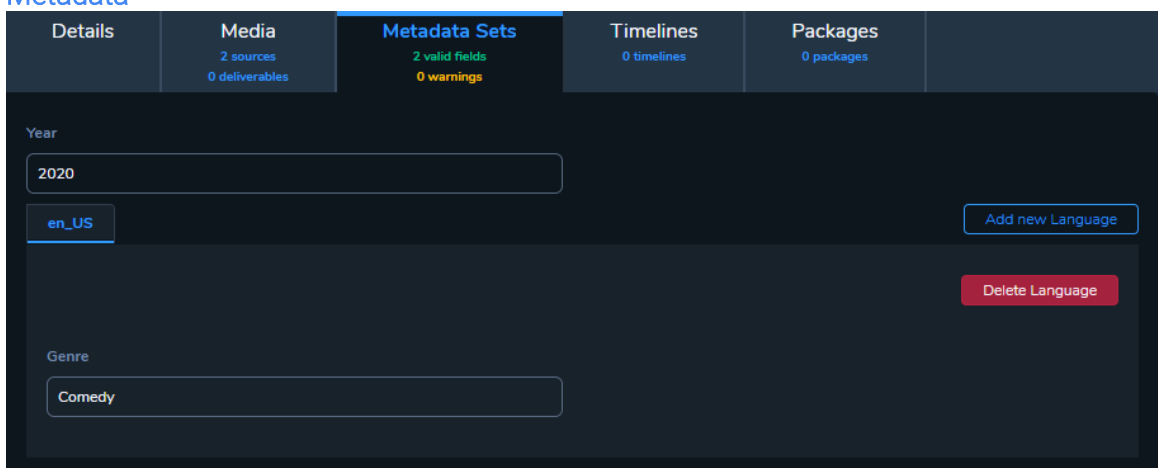
- Media tab: designated files according to the csv

Designated Files



- Metadata Sets tab: the attributes you configured in the csv

Metadata



4. Repeat steps 1-3 for each asset you imported.