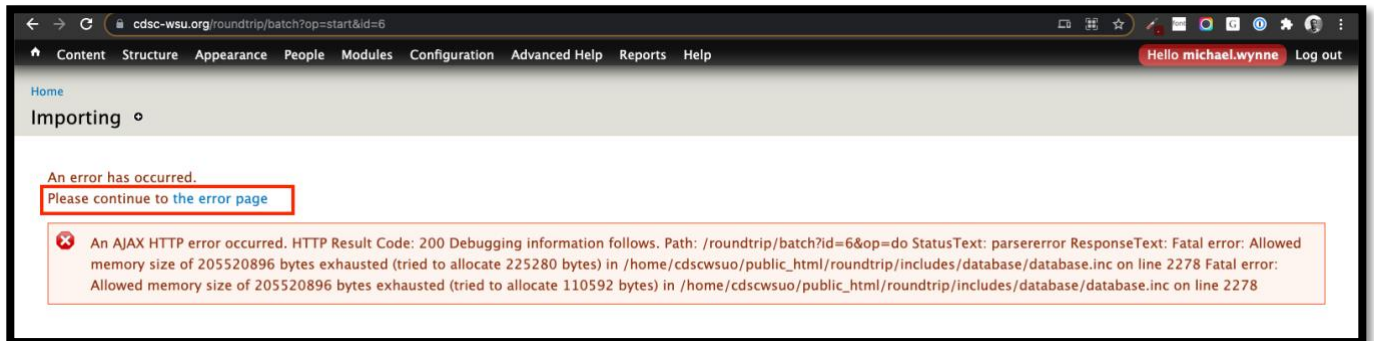
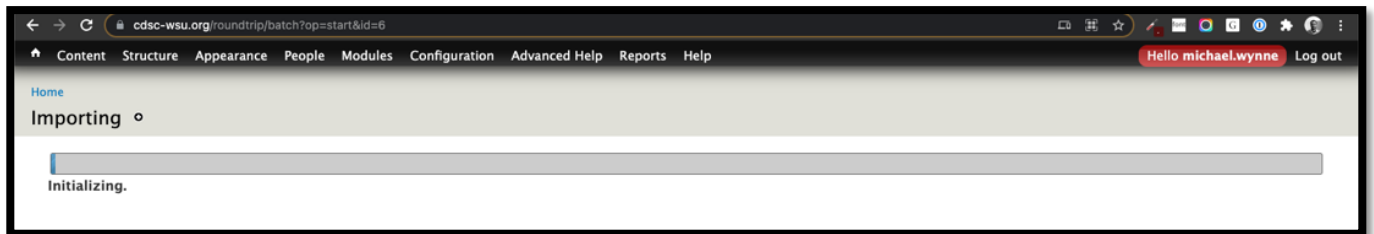
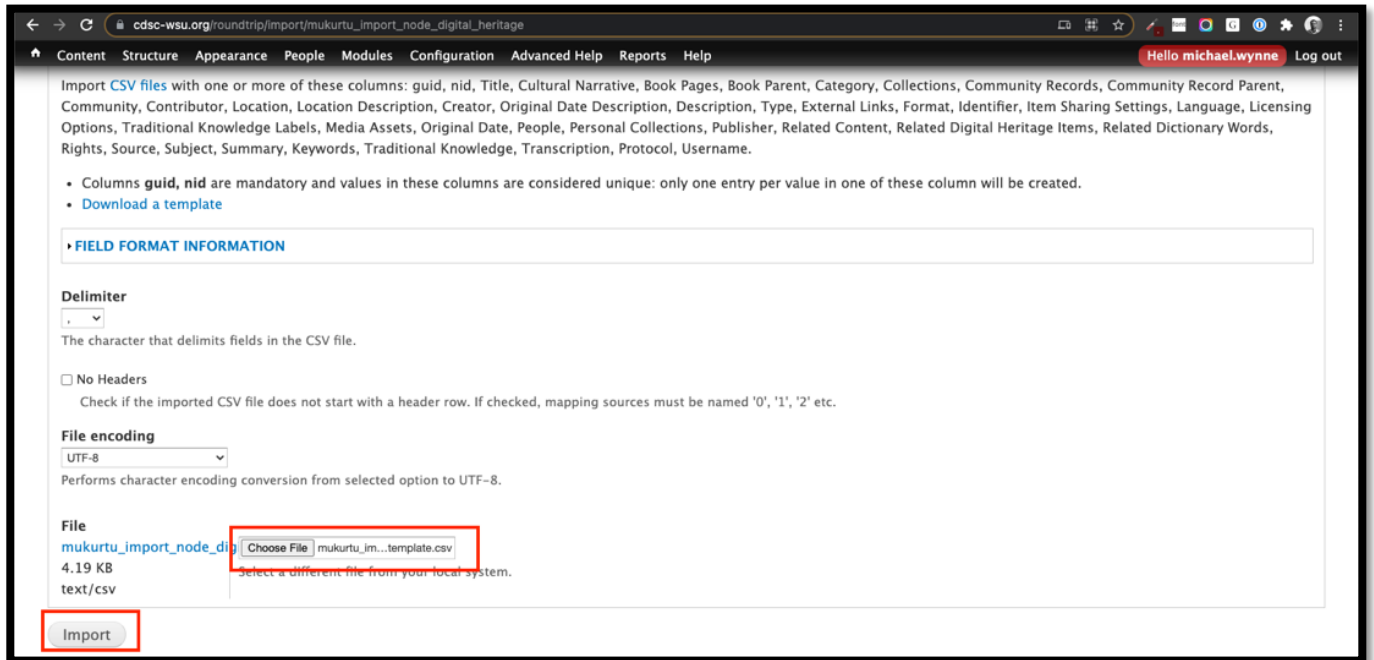
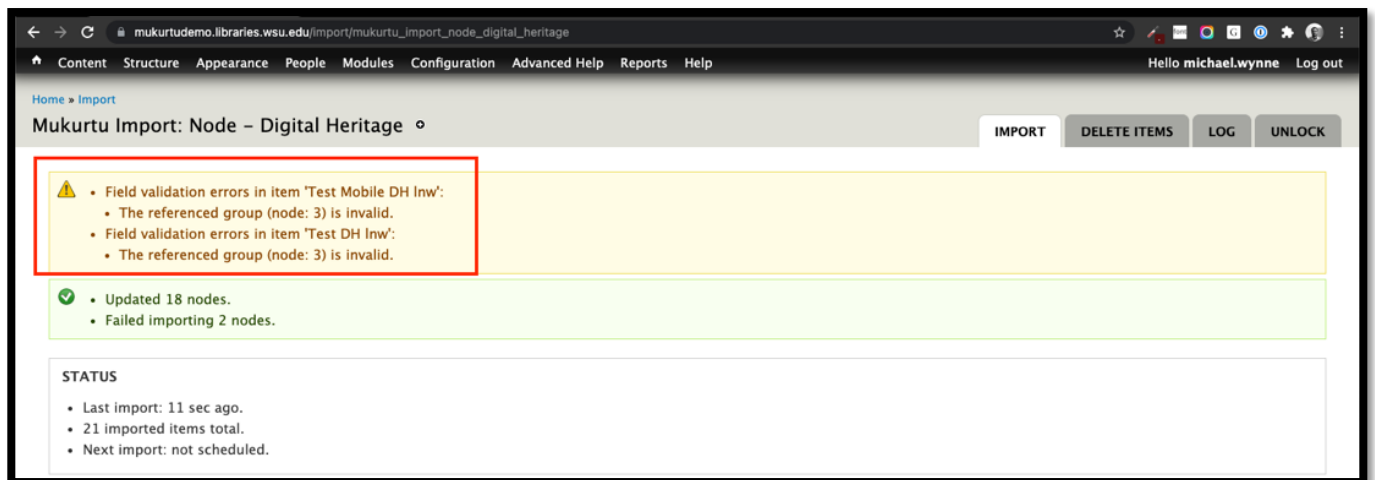
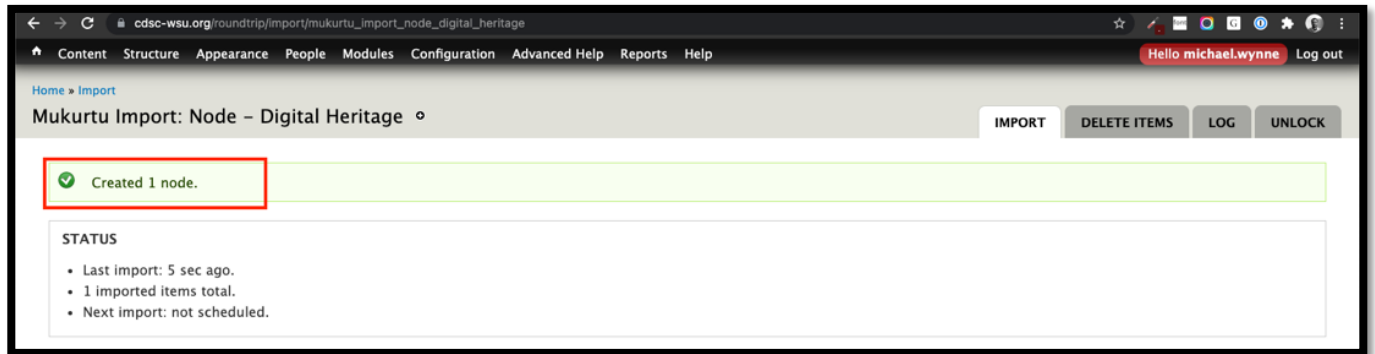


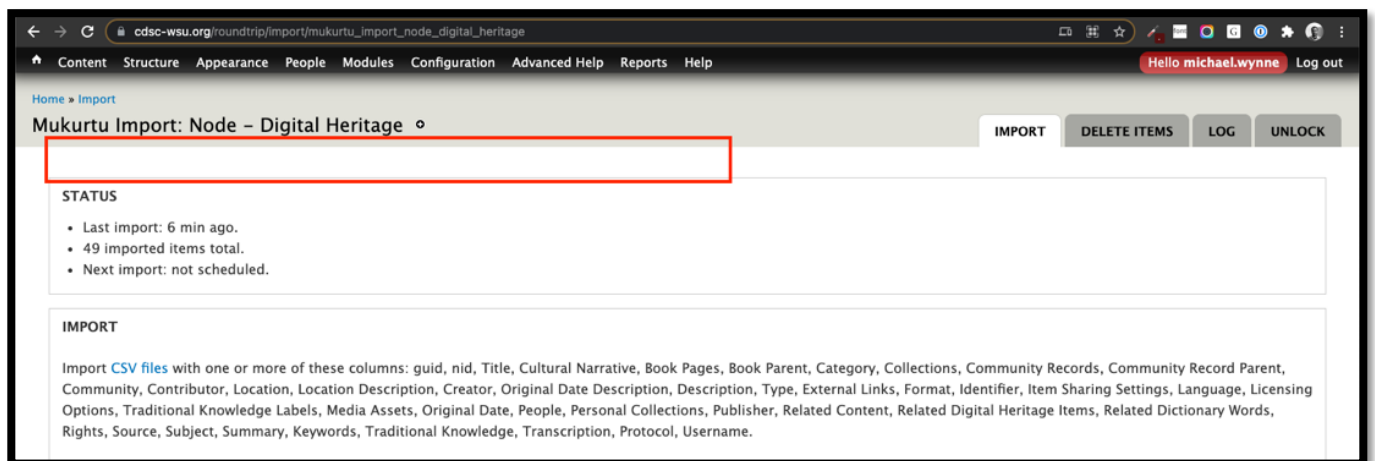
- 4) Import the spreadsheet copy as normal.
 - a. If an AJAX message is displayed, ignore it and click through to the actual confirmation message ([see here for more information](#)).



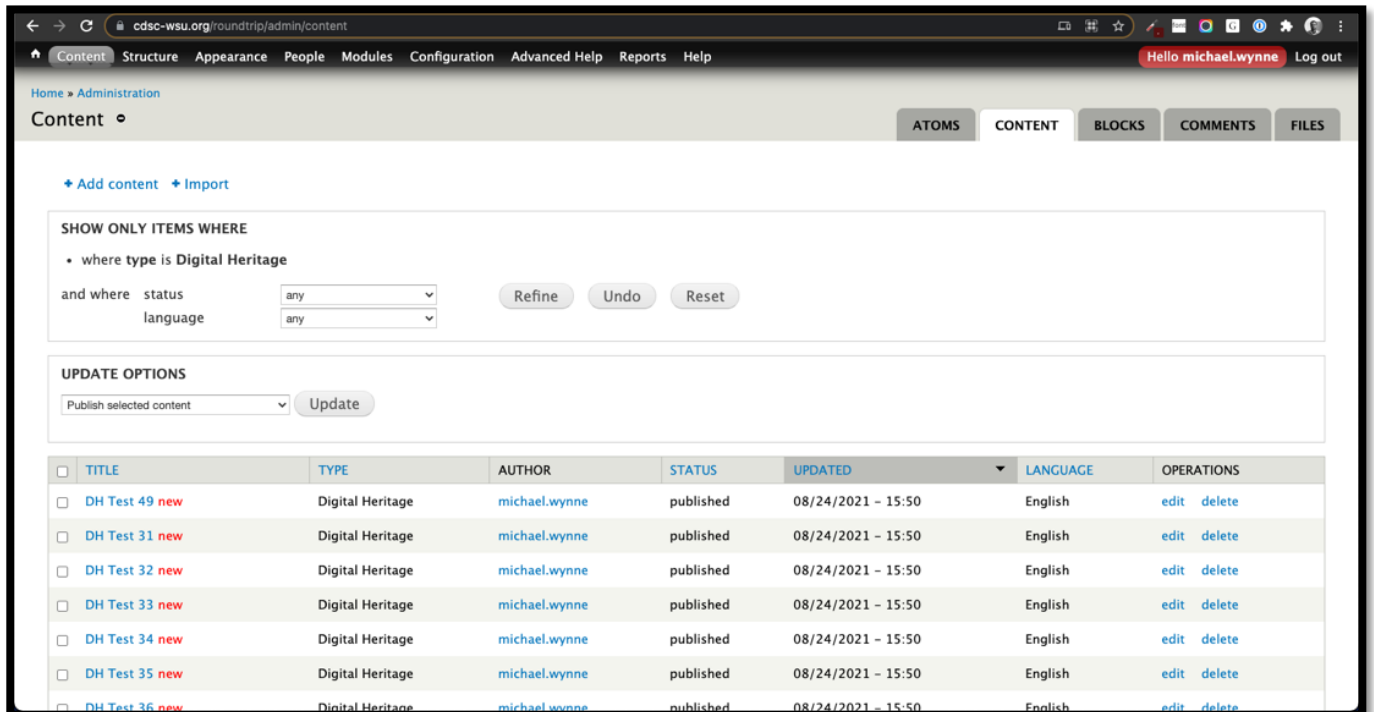
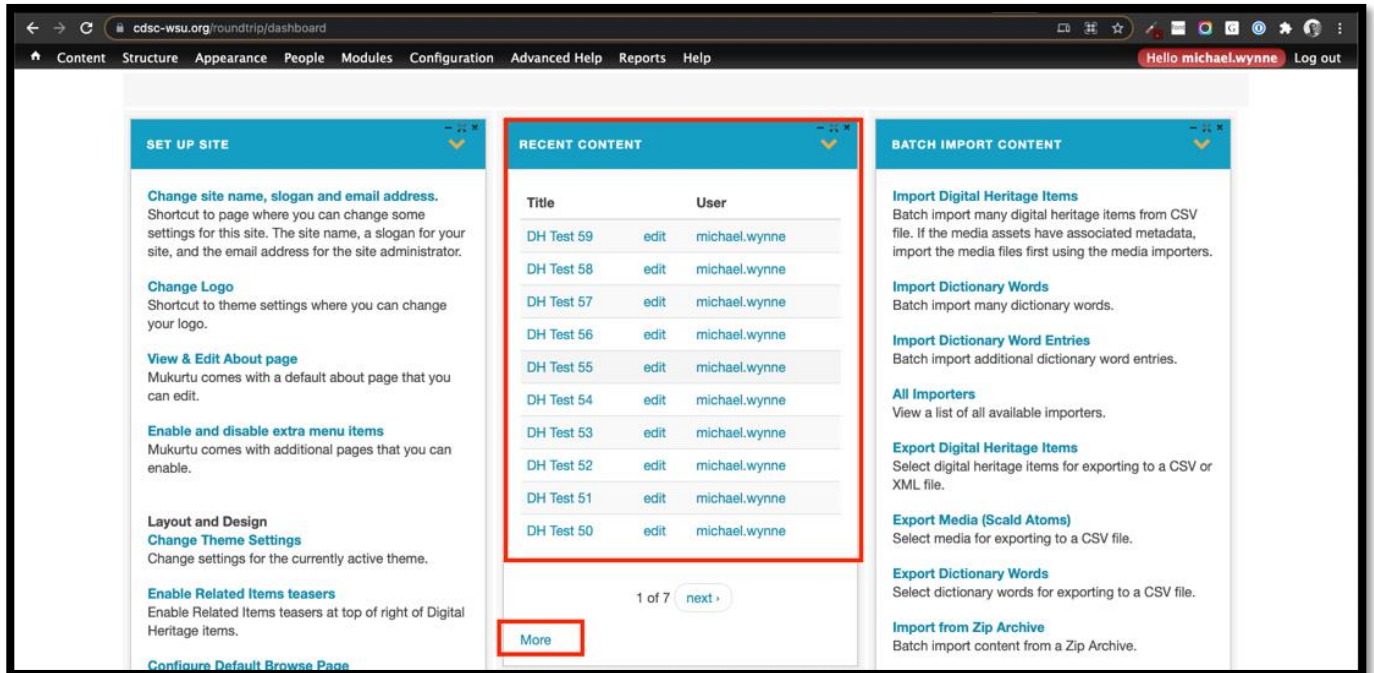
- 5) If a confirmation message is displayed (either immediately, or after following the link above the AJAX message), the import ran successfully.
- If the message is all successes (X nodes created/updated), no action is needed.
 - If the message contains errors, this is likely unrelated to the batch import issue described here. Resolve them as needed and re-import.



- 6) If you are redirected to the import page and no confirmation message is displayed, the import did not run successfully. Most likely some, but not all of the items were imported.



- 7) Go to the dashboard and view the complete recent content list by clicking “more” at the bottom of the box (or go directly to /admin/content).



- 8) Filter the list to only show digital heritage (or the appropriate content type if you were importing something else).

The screenshot shows the 'Content' management interface. A red box highlights the 'SHOW ONLY ITEMS WHERE' section, which contains the following filters:

- where type is Digital Heritage
- and where status: any
- language: any

Below the filters are 'Refine', 'Undo', and 'Reset' buttons. Under 'UPDATE OPTIONS', there is a dropdown menu set to 'Publish selected content' and an 'Update' button.

TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
DH Test 49 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete

- 9) Check the timestamp to see how many items were imported in the most recent batch.
- In this case, 19 items were imported (in most cases it is less than that).
 - In all documented cases, the items were imported in the order listed in the spreadsheet, but you should confirm which items were imported.

The screenshot shows a list of 19 digital heritage items. A red box highlights the 'UPDATED' column, which shows a consistent timestamp of '08/24/2021 - 15:50' for all items, indicating they were imported in a single batch.

TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
DH Test 49 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 31 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 32 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 33 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 34 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 35 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 36 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 37 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 38 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 39 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 40 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 41 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 42 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 43 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 44 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 45 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 46 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 47 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
DH Test 48 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
Test DH Item 25 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:44	English	edit delete

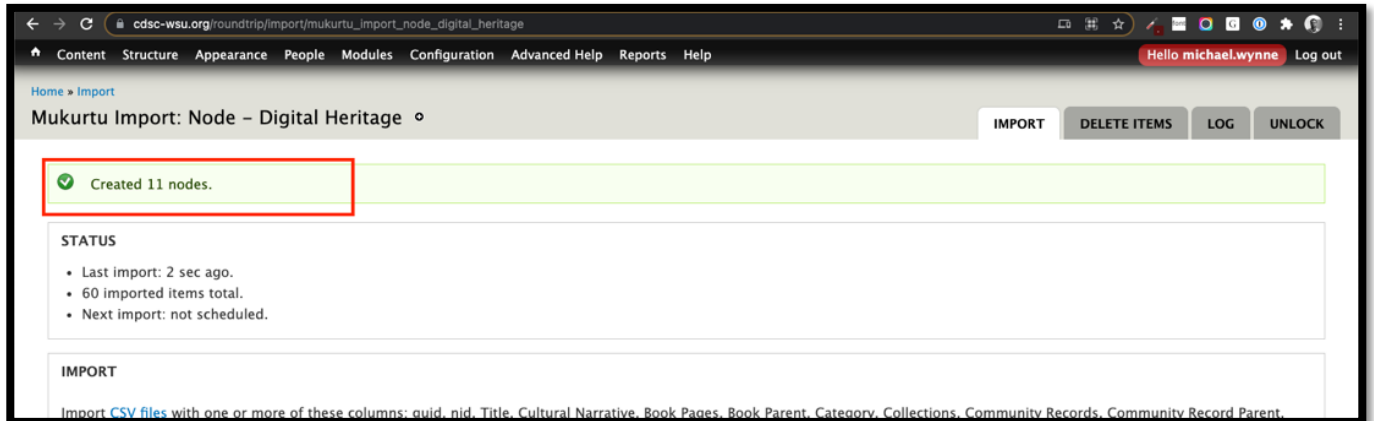
11) Save the changes to the spreadsheet copy.

a. If using Google Sheets, export the edited spreadsheet copy.

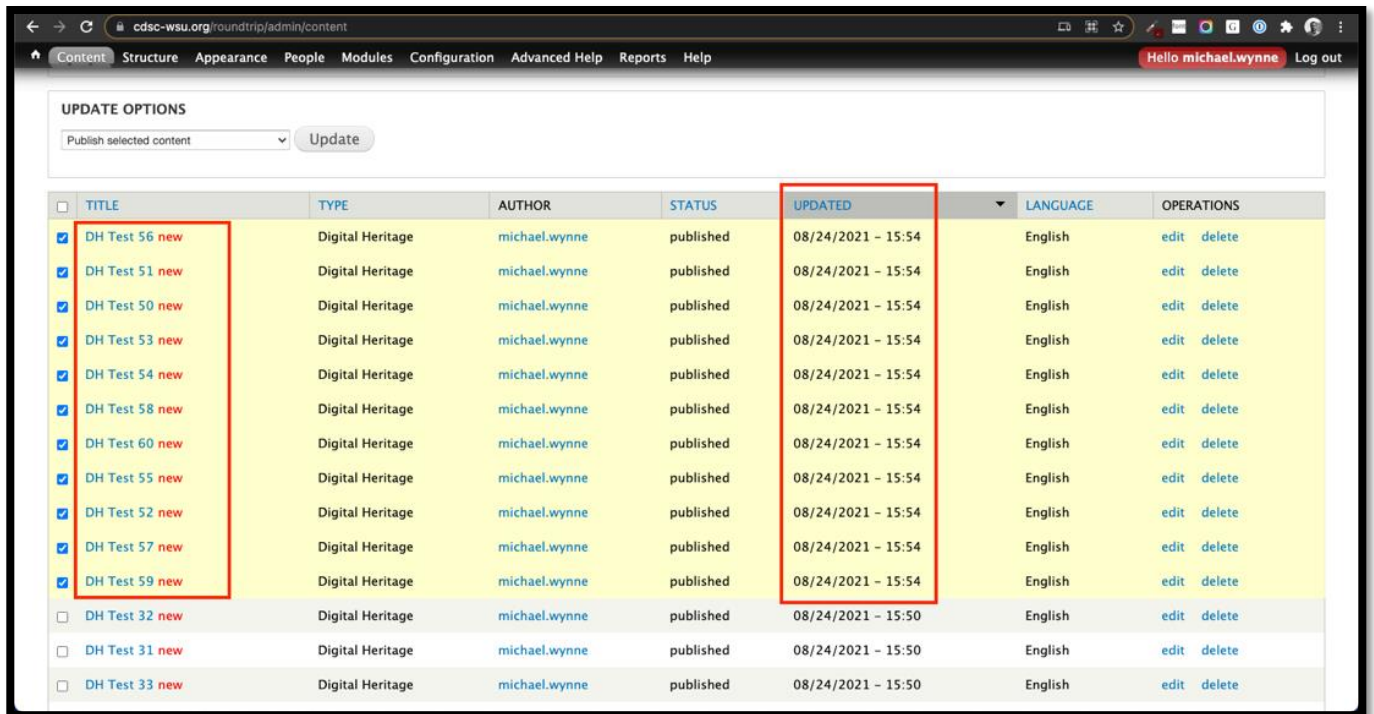
12) Repeat steps 4-9 as many times as needed to import all items in the spreadsheet copy.

a. The final import will usually display a confirmation message.

b. In this case, only 2 imports were needed since the first batch imported 19 items, and the second imported the remaining 11 items. If your site is only accepting a few items at a time, you may need to run many batches.



The screenshot shows the 'Mukurtu Import: Node - Digital Heritage' page. A green message box at the top left contains a checkmark and the text 'Created 11 nodes.' Below this, the 'STATUS' section lists: 'Last import: 2 sec ago.', '60 imported items total.', and 'Next import: not scheduled.' The 'IMPORT' section at the bottom provides a link to 'Import CSV files with one or more of these columns: quid_nid, Title, Cultural Narrative, Book Pages, Book Parent, Category, Collections, Community Records, Community Record Parent.'



The screenshot displays a table of content items. The 'UPDATE OPTIONS' section at the top has a dropdown menu set to 'Publish selected content' and an 'Update' button. The table below has the following columns: TITLE, TYPE, AUTHOR, STATUS, UPDATED, LANGUAGE, and OPERATIONS. A red box highlights the first 10 rows of the table, which all have a 'published' status and an 'UPDATED' timestamp of '08/24/2021 - 15:54'. The 'TITLE' column for these rows includes 'DH Test 56 new', 'DH Test 51 new', 'DH Test 50 new', 'DH Test 53 new', 'DH Test 54 new', 'DH Test 58 new', 'DH Test 60 new', 'DH Test 55 new', 'DH Test 52 new', and 'DH Test 57 new'. The 'OPERATIONS' column for each row contains 'edit' and 'delete' links.

TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
<input checked="" type="checkbox"/> DH Test 56 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 51 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 50 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 53 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 54 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 58 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 60 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 55 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 52 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 57 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input checked="" type="checkbox"/> DH Test 59 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:54	English	edit delete
<input type="checkbox"/> DH Test 32 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
<input type="checkbox"/> DH Test 31 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete
<input type="checkbox"/> DH Test 33 new	Digital Heritage	michael.wynne	published	08/24/2021 - 15:50	English	edit delete