



The Import Spreadsheet

There are three steps required for completing the Import Spreadsheet:

1. Select the images you wish to appear on Rugby Moments.
2. Fill in the Import Spreadsheet.
3. Send the Import Spreadsheet to Vernon Systems.

1. Selecting Images

- Create a folder for your images. You will want to save the images folder in the same location as the Import Spreadsheet.
- If required, create subfolders under your main images folder to help you organise the image files.
- Select and save your images in these folders/subfolders. Images should be saved as a jpeg, png, tiff, bmp or gif format.

2. Filling in the Import Spreadsheet

You can enter object details directly into the Object Data worksheet or you can copy and paste columns from another spreadsheet. For example, if you have exported data from Vernon CMS into Excel, you can copy data from that spreadsheet into the Import Spreadsheet. There are no mandatory fields in the spreadsheet, just fill in as many fields as you are able. Remember that the public will be viewing the details you enter, so you may wish to check for accuracy and appropriateness.

Field Formats

There are four types of field formats represented in the spreadsheet: **free text**, **date**, **pre-configured** and **image fields**.

Free text fields allow you to enter any data you want, in any format, directly into the Object Data worksheet. If you are entering a large amount of text you can include paragraphs and other formatting. Most fields in the Import Spreadsheet are free text.

Date fields are used to enter dates. The only date field in the Import Spreadsheet is Date Made. Dates must be entered in one of the formats itemised in the help that appears above the Date Made field.

Pre-Configured fields are fields where the terms have been preset. There are three pre-configured fields: eHive Catalogue Type, Dublin Core Type and Copyright Licence. You can choose from the drop down list of options in each of these fields. Please note that you cannot add other terms.

Image fields are where you can select the images you wish to appear with an object. Please note that the spreadsheet stores the filepath for the images, not the images themselves. In the Import Spreadsheet, you can select up to two images per object. To select an image:

- Click in a cell in the Primary Image or Secondary Image column.
- Click on the Select Image button.
- In the popup window that appears, navigate through your directories to find the images folder/subfolders you saved earlier.
- Select the image you want. Please note that you may need to change the File Type field to correspond with the format of the image you are saving. By default, the File Type is jpeg, but you can also select png, tiff, bmp or gif.
- Click on the Open button to insert the filepath for the image into the Import Spreadsheet.

Help in the Import Spreadsheet

Field help for each field is available for each column in the Spreadsheet. Help text is available in Row 2. A sample record is available in Row 3.

Other Worksheets in the Spreadsheet

The Import Spreadsheet contains four different worksheets: Object Data, Copyright Licence, eHive Catalogue Type and Dublin Core Type. You will only need to enter data into the Object Data worksheet.

3. Sending the Import Spreadsheet to Vernon Systems

When you have completed the Import Spreadsheet please send the details to Vernon Systems. We will need both the Import Spreadsheet and the image folder/subfolders you created. We will also need you to confirm the name of your eHive account so we know where to import your content.

Image folders less than 5MB	Image folders more than 5MB
Send Import Spreadsheet and images as an email attachment. Please zip up the file before sending: vsl@vernonsystems.com	Send Import Spreadsheet and images on CD: Vernon Systems Ltd. PO Box 6909 Auckland, New Zealand 1141

Once we have received your spreadsheet and images, we will upload your content to eHive **and** Rugby Moments. We will send you an email to let you know when your content is ready for you to view. As soon as your object records and images are in eHive, you will be able to access those records to make changes or upload further images.

Contact Us

Please let us know if you have any questions.

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