

List Import FTP

With this function you can automatically import data from an FTP server as lists into the system, e.g. CSV files from a customer. The import size is limited to 500 records per file. In order to import larger amounts of data, they must be broken down into files with less than or equal to 500 entries.

The FTP server is checked every 30 to 60 minutes. If a new file is found, this is uploaded and imported. You can define whether the existing list should be overwritten or not.

Choose **System Settings - List Import FTP** in the main menu, to view the table of existing import jobs.

Use **New** in the toolbar to create a further job. Entries can be changed by selecting **Edit** in the **Action** column. Provide the following information:

Name	The name of this FTP List Import job
FTP Folder	The folder on the FTP server to which the file should be saved. After FTP login, and a change of folder to the standard FTP directory specified in the FTP server settings, the system changes to this directory.
FTP File Name	The name of the file on the FTP server which should be imported. If this file exists, then it is downloaded.
List	Choose a list, into which the data should be imported.
Minimum Count for Imported Records	This specifies the minimum number of records to be imported otherwise the file will not be processed. If this counter is underrun, the file will not be imported.
Overwrite List	Select this option to replace the complete existing list by the imported list
Overwrite Duplicates	Choose this option to overwrite duplicate list entries
Email Confirmation	Select an email address to which a confirmation will be sent every time an import job is executed.
SFTP	Select this option, if the secure FTP protocol should be used.

The FTP upload works according to the following algorithm:

- Login to FTP server
- Check if file exists If not, logout
- Download file (copy 1)
- Download file (copy 2)
- Compare copy 1 and copy 2 Only if these are identical, proceed.
This step prevents files from being downloaded from the FTP server which are only half written or in the process of being provided. If the second copy is identical, then the system knows the file has not changed and was not accessed during download.
- Check import records
- Detect and deal with duplicates
- Replace list with imported data
- Send email confirmation