

Bulk Site Changes and Import/Export Data in Titan

The Import/Export Data feature in Titan is extremely useful if you need to make changes to numerous pages. You can add, change, or remove properties like page names, workstation names, URLs, URL aliases, short and long descriptions, and metatag keywords.

1. First, go to the source of the pages, data nodes, or files you want to edit. Select “Include Children” in the main panel if you need pages that are more than one level down. Filter the results using the filter bar if necessary.

The screenshot shows the Titan CMS interface. At the top, there's a navigation bar with buttons for 'Create', 'Publish', 'Preview', 'Results', 'Content', 'Properties', and 'More'. Below this is a search bar and a breadcrumb trail: 'TitanCMS Demo > Multiple Selections'. On the left, a sidebar shows a tree view of the site structure, including 'Dashboard', 'ReFlex Demo', and 'TitanCMS Demo' (which is expanded to show items like 'Coffee', 'Menu[Copy 1]', 'Events[Copy 1]', 'About Us', 'Blog', 'Contact Us', 'Utility', 'OffNav', 'ReFlex Demo Files', 'Events', and 'Recycle Bin'). The main panel has a 'Filter Results' input field, an 'Include Children' checkbox (which is checked), and a 'Select a View' dropdown menu set to 'Content Default'. Below these, there's an 'Actions' dropdown and a status 'All results selected'. A table displays the results, with a checkbox in the first column of each row. The table has two columns: 'Page Name' and 'Page URL'.

	Page Name	Page URL
<input checked="" type="checkbox"/>	TitanCMS Demo	/TitanCMS-Demo
<input checked="" type="checkbox"/>	Coffee	/TitanCMS-Demo/Coffee
<input checked="" type="checkbox"/>	Menu	/TitanCMS-Demo/MenuCopy-1
<input checked="" type="checkbox"/>	Events	/TitanCMS-Demo/EventsCopy-1
<input checked="" type="checkbox"/>	About Us	/TitanCMS-Demo/About-Us
<input checked="" type="checkbox"/>	Blog	/TitanCMS-Demo/Blog
<input checked="" type="checkbox"/>	Contact Us	/TitanCMS-Demo/Contact-Us
<input checked="" type="checkbox"/>	Utility	/ReFlex-Demo/Utility
<input checked="" type="checkbox"/>	OffNav	/TitanCMS-Demo/OffNav

2. Once all relevant items are selected, select the view you need in the Select A View menu. Different views will give you different editable columns. For pages and files, the SEO Properties view has all columns that are configured in your site for import and export. For

data nodes, the default view - [_x_] Info - will have all editable columns.

Filter Results

☐ Include Children

Select a View
Blog Info

Actions 0 selected

Showing 6 of 6

<input type="checkbox"/>	Title	Subtitle	Date	MinutesToRead	TopicLookup
<input type="checkbox"/>	Filter Results				
<input type="checkbox"/>	<input type="checkbox"/> Include Children				
Select a View SEO Properties					

Actions 0 selected

Showing 6 of 6

<input type="checkbox"/>	Page Name	Page URL	Page Title	Metatag Description	Metatag Keywords
<input type="checkbox"/>	Blogs	/Blogs.htm	Blogs		Blogs

- If none of the existing views fit your needs, create a new view. If you need to update a property that does not have a column in the Info or SEO Properties view, that will need to be configured in Admin.
- Export the current data by clicking on the download results arrow in the upper right-hand corner.

Create Publish Preview

Results Content Properties More

TitanCMS Demo > Multiple Selections

Dashboard

ReFlex Demo

TitanCMS Demo

Coffee

Filter Results

☐ Include Children

Select a View
Content Default

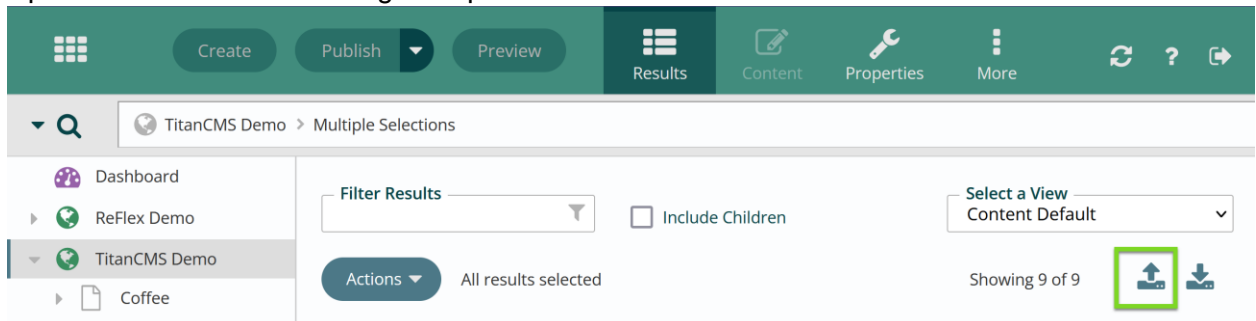
Actions All results selected

Showing 9 of 9

- This will download all the data in an XLS format. Save this file to your computer and then open it in Excel.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Automate	Help	Comments	Share
Paste	Clipboard	Font	Alignment	Number	Conditional Formatting	Format as Table	Cell Styles	Cells	Editing	Sensitivity	Add-ins	Analyze Data
A1												
	IsFolder	Page Name	Page URL	Workstation Name	Long Description	Short Description	Metatag Keywords					
1	0	TitanCMS Demo	/TitanCMS-Demo	TitanCMS Demo			TitanCMS Demo					
2	0	Coffee	/TitanCMS-Demo/Coffee	Coffee			Coffee					
3	0	Menu	/TitanCMS-Demo/MenuCopy-1	Menu[Copy 1]			Food					
4	0	Events	/TitanCMS-Demo/EventsCopy-1	Events[Copy 1]			Events					
5	0	About Us	/TitanCMS-Demo/About-Us	About Us			Our Story					
6	0	Blog	/TitanCMS-Demo/Blog	Blog		Get inside out barista	Blog					
7	0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us			Contact Us					
8	0	Utility	/ReFlex-Demo/Utility	Utility			Utility					
9	0	OffNav	/TitanCMS-Demo/OffNav	OffNav			OffNav					
10												
11												
12												
13												

6. DO NOT change the column header names or text formatting. You can resize or reorder the columns, and, if you're changing URLs, you can add a column called "New URL" (case sensitive). Beyond that, only change the content of non-header cells. What columns exist depends on if you're working on pages, images, or data nodes, and what view you have exported.
7. You can, if desired, delete entire columns that you are not updating. As long as the full column is deleted – i.e. there is not just a header and then empty cell contents below the header – this will not affect the workstation items.
8. Make all changes needed. Save when you are done. If you're updating URLs specifically, please see URL Aliases for more detailed information.
9. Upload the saved sheet using the upload results button.



10. When you click this button, you will see the Upload Content popup. Click the upload icon, or anywhere in the **Select Data Upload File** bar.

Upload Content

Done

?

Instructions

Parent Folder

TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)

IsFolder	Display Order	Sort Date	Page Name	Page URL	Page Title	Metatag Description

Results

New Lookup Attributes

Errors

0 records

NEW in Titan CMS 7: The data upload feature is compatible with .xlsx, .csv, .txt, .xml and .ics file types.

11. We recommend you test your data before permanently uploading it to Titan CMS. You need to choose “Test Only” before you upload the data.

Upload Content
Clear
Upload

?
Instructions

Parent Folder
TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)
TitanResults(19).xlsx

IsFolder	Page Name	Page URL	Workstation Name	Long Description
0	About Us	/TitanCMS-Demo/About-Us	About Us	
0	Blog	/TitanCMS-Demo/Blog	Blog	
0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us	
0	OffNav	/TitanCMS-Demo/OffNav	OffNav	

Results
New Lookup Attributes
Errors
8 records

?
Upload Options

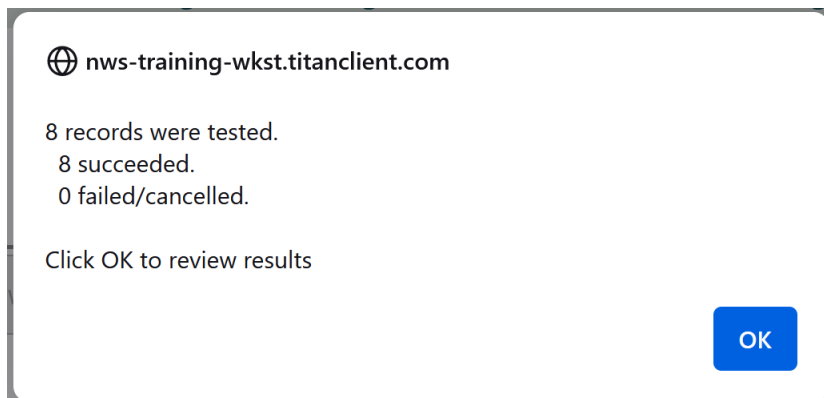
☒ Add Only
☐ Add and Update All

☐ Skip Workflow
☐ Hide Missing

☐ Complete Workflow Immediately
☒ Test Only

☐ Publish Immediately

12. This will allow you to see how many records were tested, how many records succeeded, and how many failed.



13. Select “OK” to see which items were successfully uploaded and which ones failed.

Upload Content
Clear
Upload

? Instructions

Parent Folder
TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)
TitanResults(19).xlsx

Upload Status	IsFolder	Page Name	Page URL	Workstation Name
Success	0	OffNav	/TitanCMS-Demo/OffNav	OffNav
Success	0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us
Success	0	Blog	/TitanCMS-Demo/Blog	Blog
Success	0	About Us	/TitanCMS-Demo/About-Us	About Us

Results
New Lookup Attributes
Errors

8 records

14. If everything looks good – you can upload the data, but this time do not select “test only”. All upload options are [explained here](#). We recommended you use the “Add and Update All” selection with “Skip Workflow” selected. This will update the current version of a data item instead of creating a new version. Alternatively, we recommend “Publish Immediately” if you

do not have a reason to review the pages before publishing.

? Upload Options

☐ Add Only

☒ Add and Update All

☒ Skip Workflow

☐ Complete Workflow Immediately

☐ Publish Immediately



☐ Hide Missing

☐ Test Only

15. If you choose to also select "Hide Missing," any pages in the results set whose rows were deleted from the uploaded spreadsheet will be immediately hidden. They will not be deleted, but will appear greyed out and italicized in the workstation, and will not be viewable by the end user.

Actions ▾

0 selected

<input type="checkbox"/>	<u>Title</u>	<u>Subtitle</u>
<input type="checkbox"/>	 Blogs (1)	
<input type="checkbox"/>	 <i>Digital Advertising Trends & Insights You Nee...</i>	
<input type="checkbox"/>	 Digital Advertising Trends & Insights You N...	