

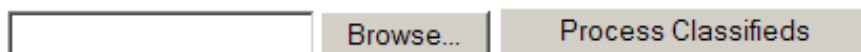
# Bulk Classified Submission

The **Bulk Classified Submission** tool, available from the Website Administration main menu, is a custom feature used to quickly process a large amount of classified ads and put them online. It works using common spreadsheet file formats such as XML and CSV, known as delimited files. A delimited file is a type of data format in which each piece of data is separated by a certain character. For example, CSV stands for **comma-separated values**, which means a comma separates each bit of data.

If you use a classified software system and are interested in utilizing Bulk Classified Submission, please contact an Our-Hometown.com engineer. Before you can use this feature, **our system must first be custom modified by one of our engineers** to suit your specific file format. Once that is accomplished, the classified files may be easily uploaded and processed using the follow steps:

1. Login into Story Studio and click **Bulk Classified Submission**

Bulk Classifieds Submission



The image shows a user interface for the 'Bulk Classifieds Submission' tool. It consists of a text input field on the left, a 'Browse...' button in the middle, and a 'Process Classifieds' button on the right. The buttons are light gray with dark text.

2. Click **Browse** and locate the file on your computer. Select it and click **Open**.
3. Click **Process Classifieds**

It will report the number of classifieds it processed, and any errors it encountered.

4. Click **Output Classifieds** to place the new batch of ads on your website.