

Kapture – Import Procedure



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Introduction

This document describes the details of importing external data to Kapture.

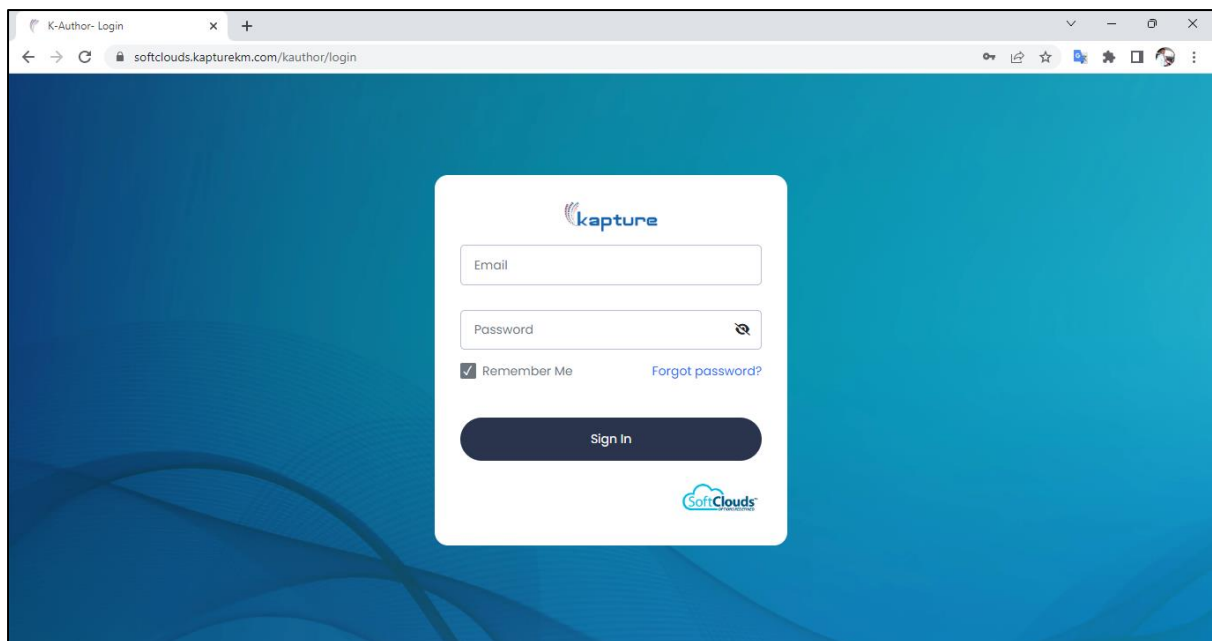
Overview

The **Kapture Author** module provides a way to import data from a user interface (UI) into the Kapture knowledge repository. External documents of different types (zip, xml, doc, docx, txt and pdf) can be imported by the user.

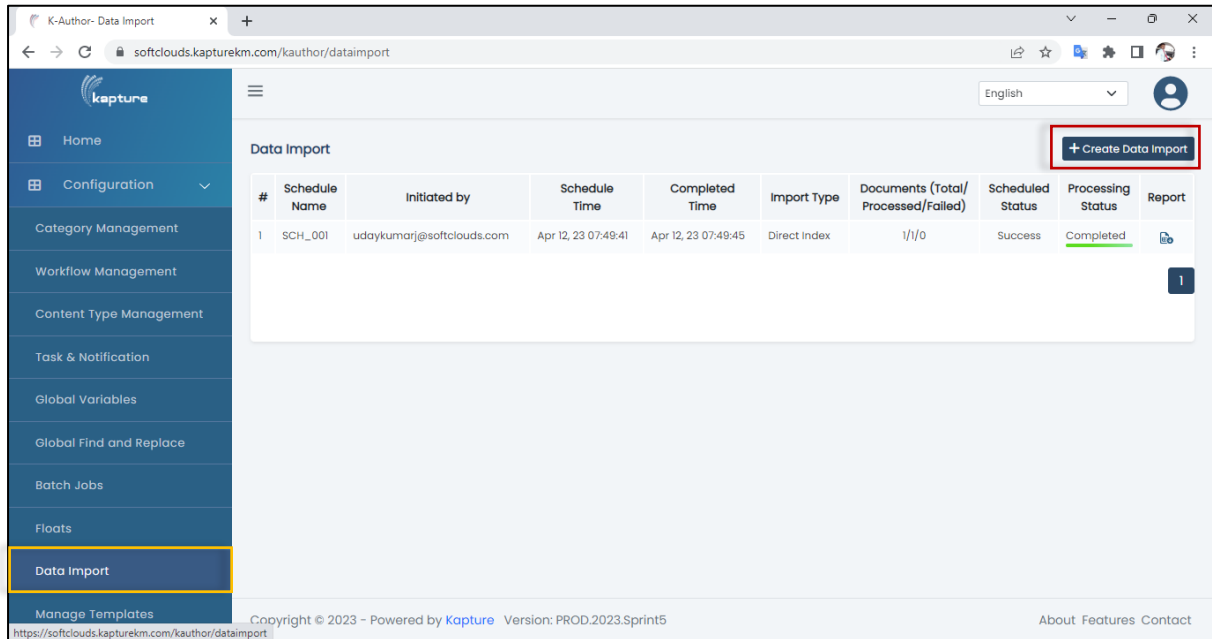
Importing Procedure

To Importing documents (Resumes) to Kapture – Follow the below steps:

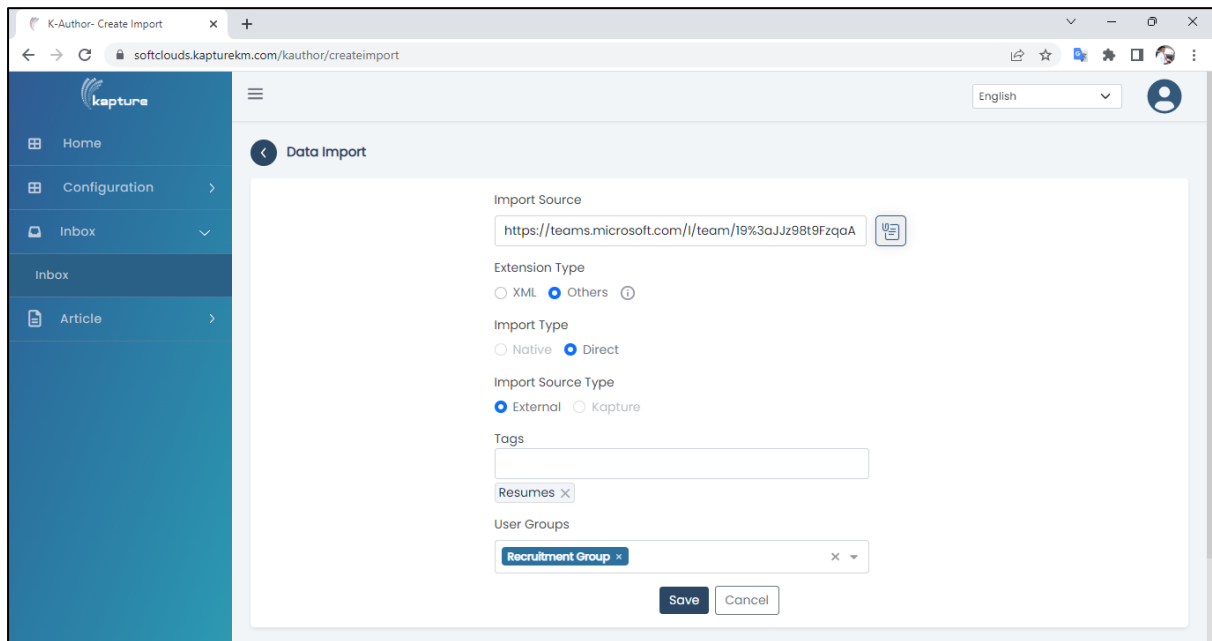
Login to kAuthoring:



Click on **"Configuration" → "Data Import"** menu item:



To import resumes, select **"Create Data Import"**:



Import Source: (Field to choose the import files)

Supported types: zip, xml, txt, doc, docx and pdf files

- A zip file with a maximum size of 25 MB
- A team link to import files as a source

Extension type: Others (as we are importing docs)

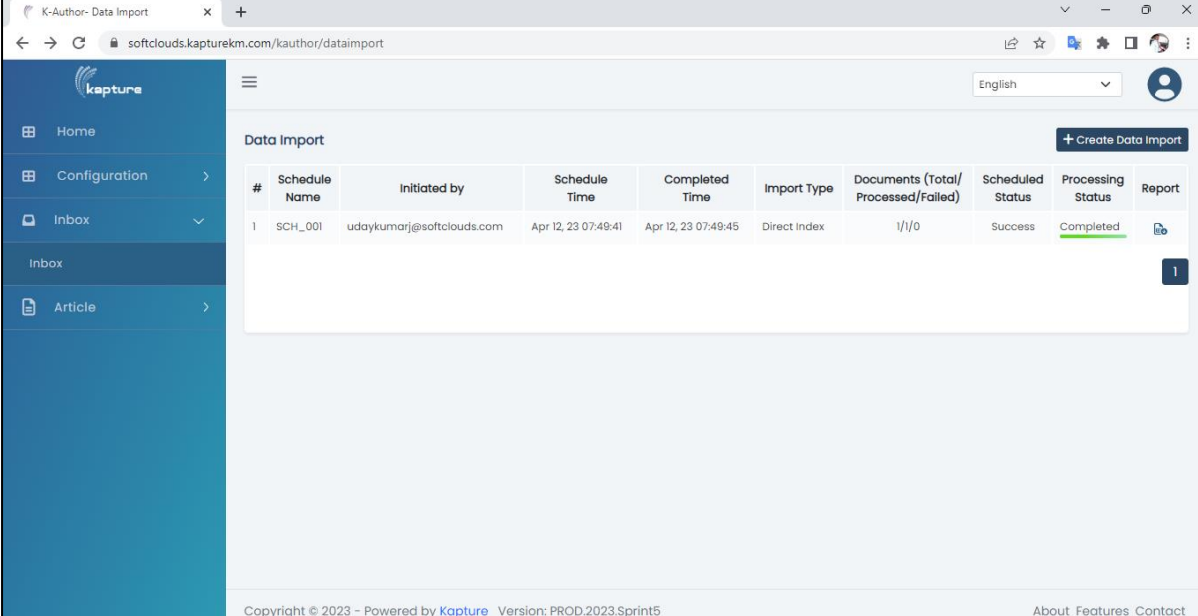
Import type: Direct

Import Source type: External

Tags: Provide custom tags as required. (Enter the tag name and press the enter key, multiple tags can be added if necessary.)

User Groups: Choose user group – **Recruitment Group** for search visibility.

Click on “**Save**” button once the required import type is provided. Check the report to see the status of current import.



The screenshot shows the 'Data Import' section of the Kapture application. A sidebar on the left contains navigation links: Home, Configuration, Inbox, and Article. The main content area displays a table of import records. The table has columns for #, Schedule Name, Initiated by, Schedule Time, Completed Time, Import Type, Documents (Total/Processed/Failed), Scheduled Status, Processing Status, and Report. One record is shown with ID 1, Schedule Name SCH_001, initiated by udaykumarj@softclouds.com, scheduled for Apr 12, 23 07:49:41, completed at Apr 12, 23 07:49:45, of type Direct Index, with 1/1/0 documents, a 'Success' scheduled status, and a 'Completed' processing status. A '+ Create Data Import' button is in the top right, and a 'Report' icon is in the bottom right of the table row.

#	Schedule Name	Initiated by	Schedule Time	Completed Time	Import Type	Documents (Total/Processed/Failed)	Scheduled Status	Processing Status	Report
1	SCH_001	udaykumarj@softclouds.com	Apr 12, 23 07:49:41	Apr 12, 23 07:49:45	Direct Index	1/1/0	Success	Completed	

When the imported resumes process is finished, an email notification is provided to the user, and the content can be searched using the **kSearch** portal.