

How to Import Recipients from QlikView Documents - Features Track

You can download this tutorial by clicking here: "[How to Import Recipients from QlikView Documents](#)".

As of the release of NPrinting 15.4.0.0 it is now possible to import recipients directly from QlikView Documents. **If you use a version of NPrinting older than 15.4.0.0** see "[How to Import Recipients from QlikView Documents - Old Version](#)"

Create a New Recipient Import

The screenshot shows the NPrinting interface with three numbered steps:

1. Select **Recipients** in the lower left pane.
2. Select **Recipient Imports** in the left pane.
3. Click on the **Recipient Import** icon in the top toolbar.

The interface displays a list of recipient imports and a details pane for the selected 'Recipient Import from CSV File'.

Name	Description
Recipient Import from CSV File	Table Type: Text, Source
Recipient Import from DataBase	Table Type: ADO, Source
Recipient Import from LDAP Subfo	Host: 192.168.123.9, Port:
Recipient Import from Microsoft O	Table Type: Outlook, Sou
Clear Group List	Table Type: XLS, Source f
Recipient Import from Excel .xlsx Fi	Table Type: XLS, Source f
Recipient Import from Excel .xls File	Table Type: XLS, Source f

Details for 'Recipient Import from CSV File':

Name: Recipient Import from CSV File

Description: Table Type: Text, Source File Name: C:\NPrint

Import Type: From File
Table Type: Text

1. Select **Recipients** in the lower left pane
2. Select **Recipient Imports**
3. Click on the **Recipient Import** icon

Configure Recipient Import

Import - Recipient Import

File Recipient Import

Save and Close Delete Save and New Active From QlikView Entity Import

Actions State

Name Import from QlikView Document

Description

Import Type From File From Directory Service From QlikView Entity

Object

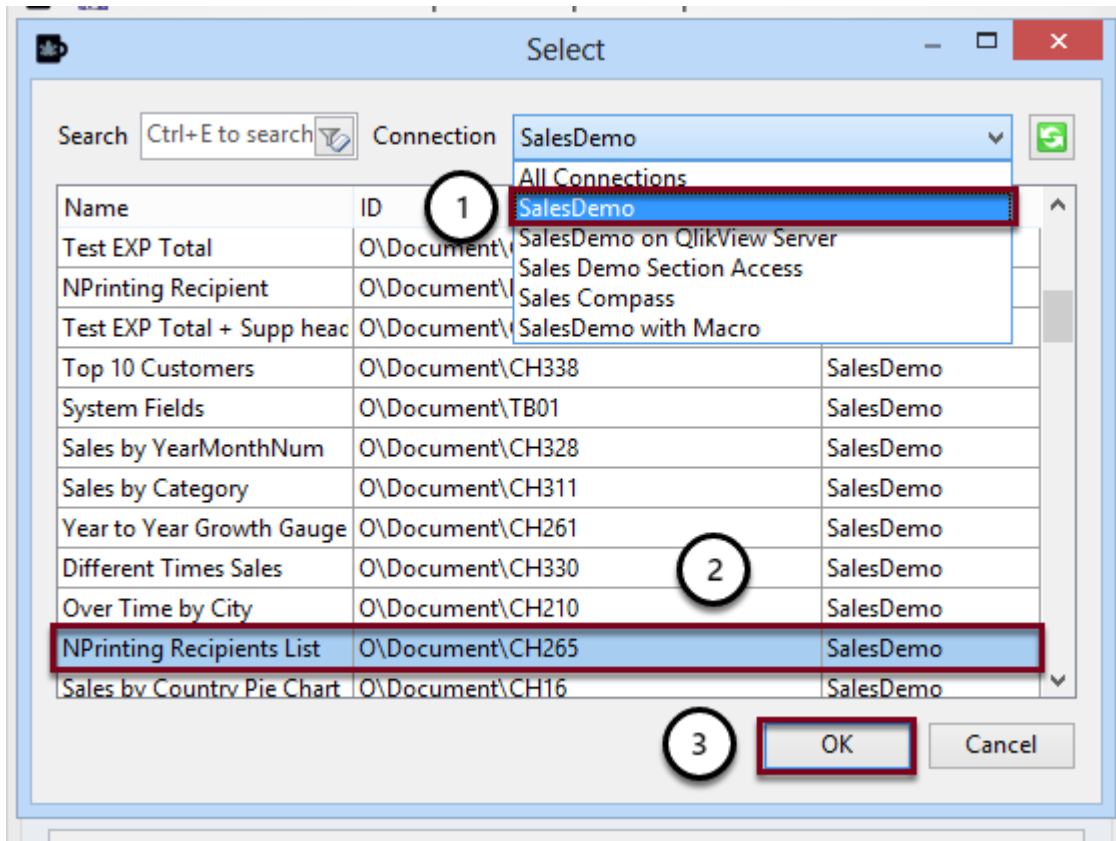
Connection

Object ID

Details

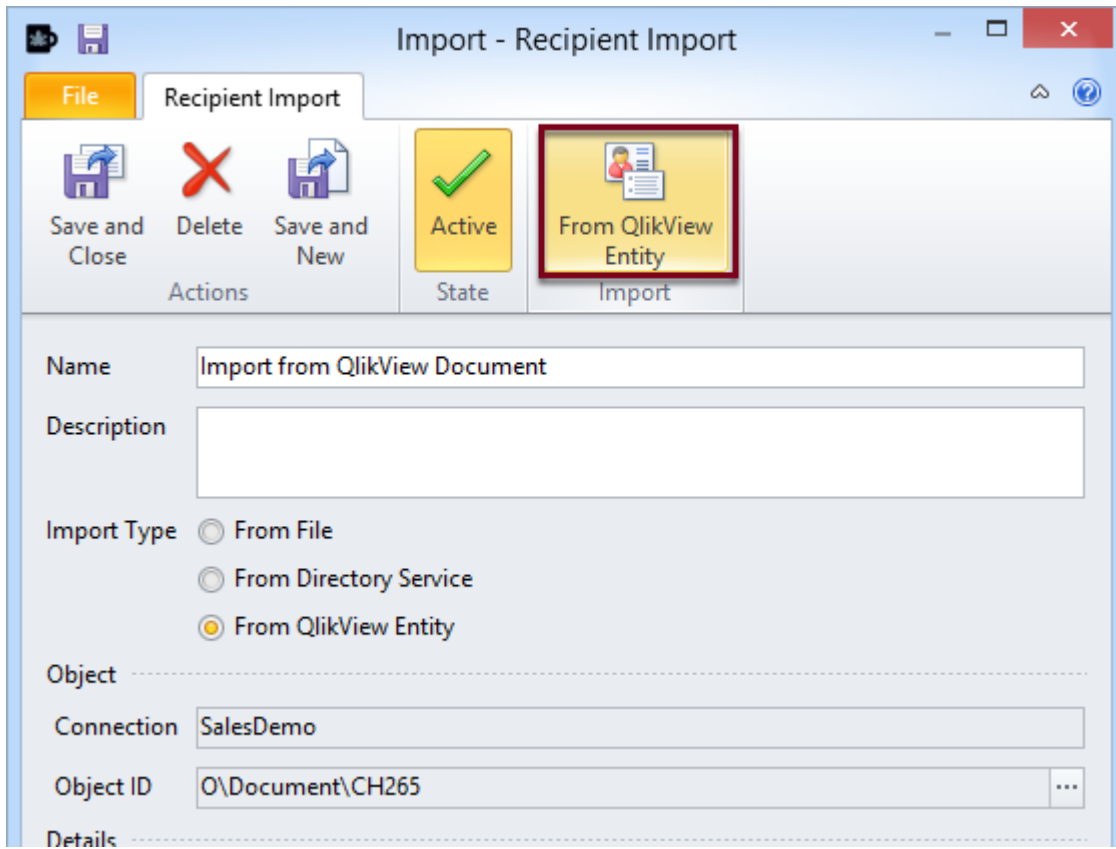
1. Enter **Import from QlikView Document** as **Name**
2. Enter a **Description** (optional)
3. Set **Import Type** to **From QlikView Entity**
4. Click on the **browse** button at the extreme right of the **Object ID** field

Select Recipients Entity



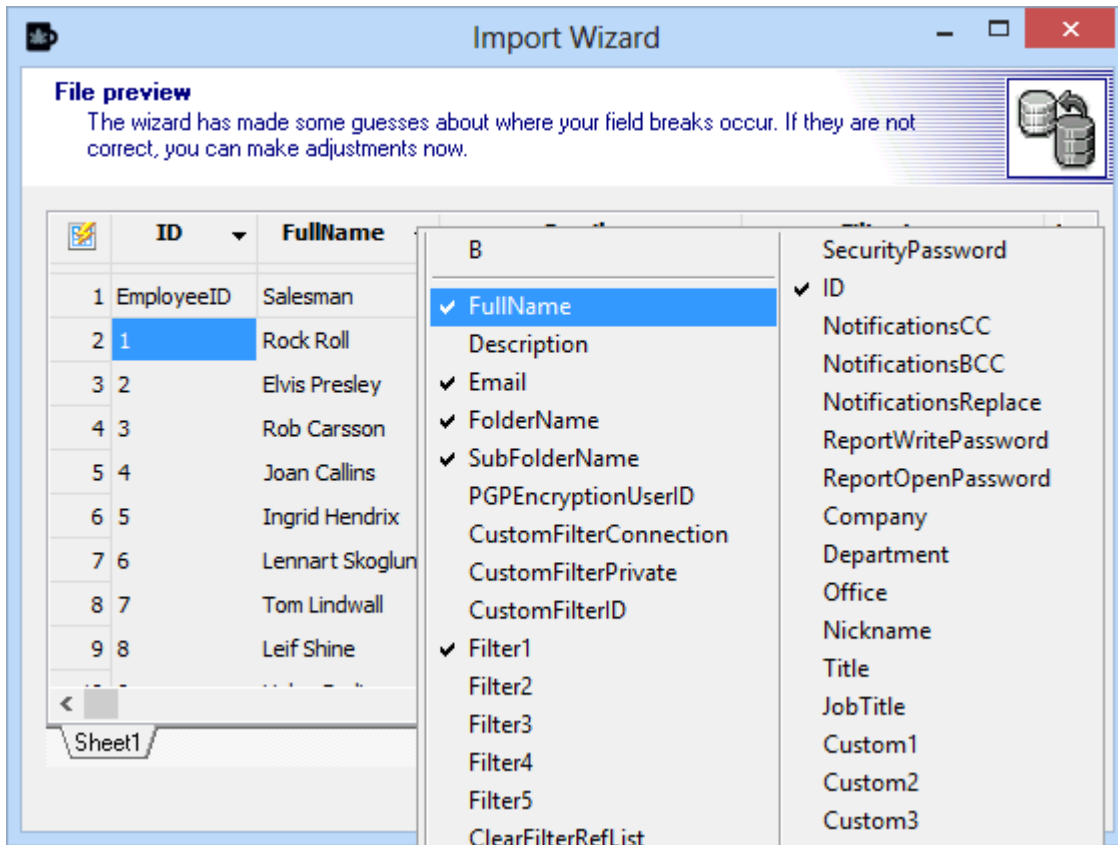
1. Select the connection if necessary
2. Find and select the **CH265 NPrinting Recipients List** in the list
3. Click on the **OK** button

Start Mapping Columns



Click on **From QlikView Entity**

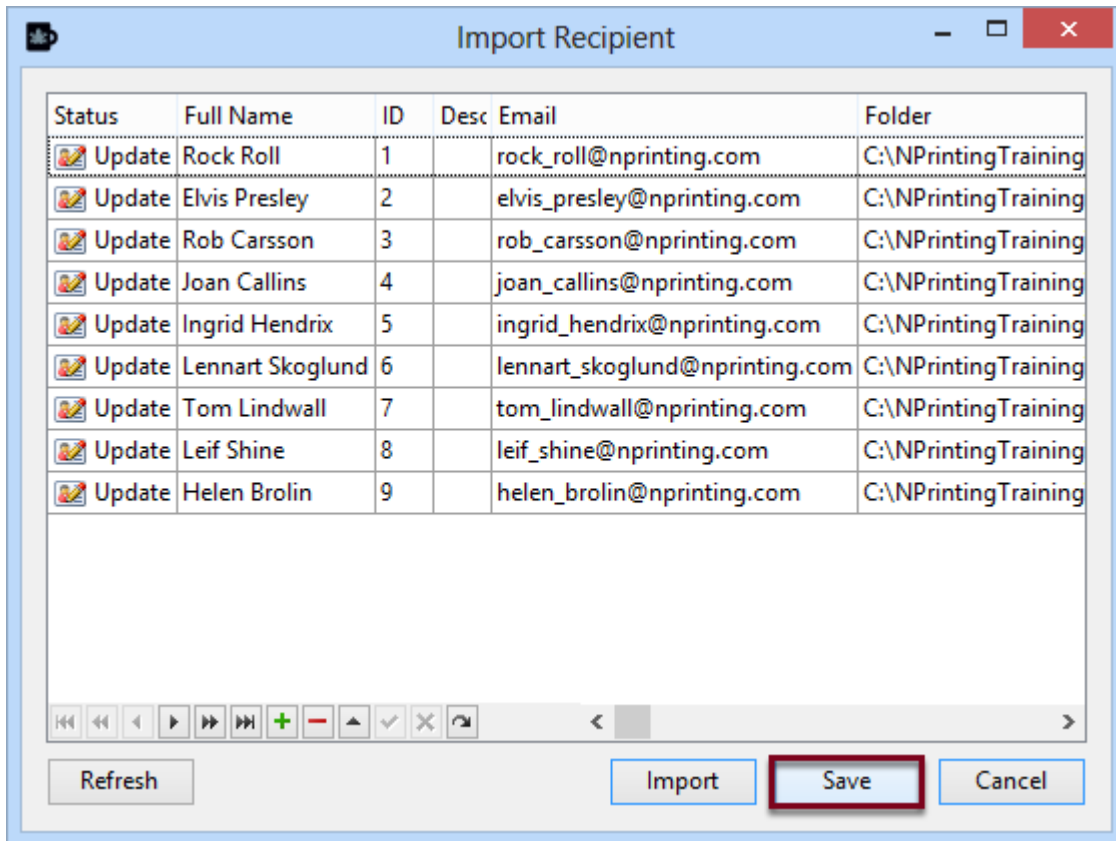
Map Columns



Set the mappings column by column by clicking on the small down-pointing arrows and then selecting the appropriate value from the drop-down menu.

The only **mandatory** field is the **Recipient Name (FullName)**: be sure to map this field. If you don't map an Excel column it will not be imported.

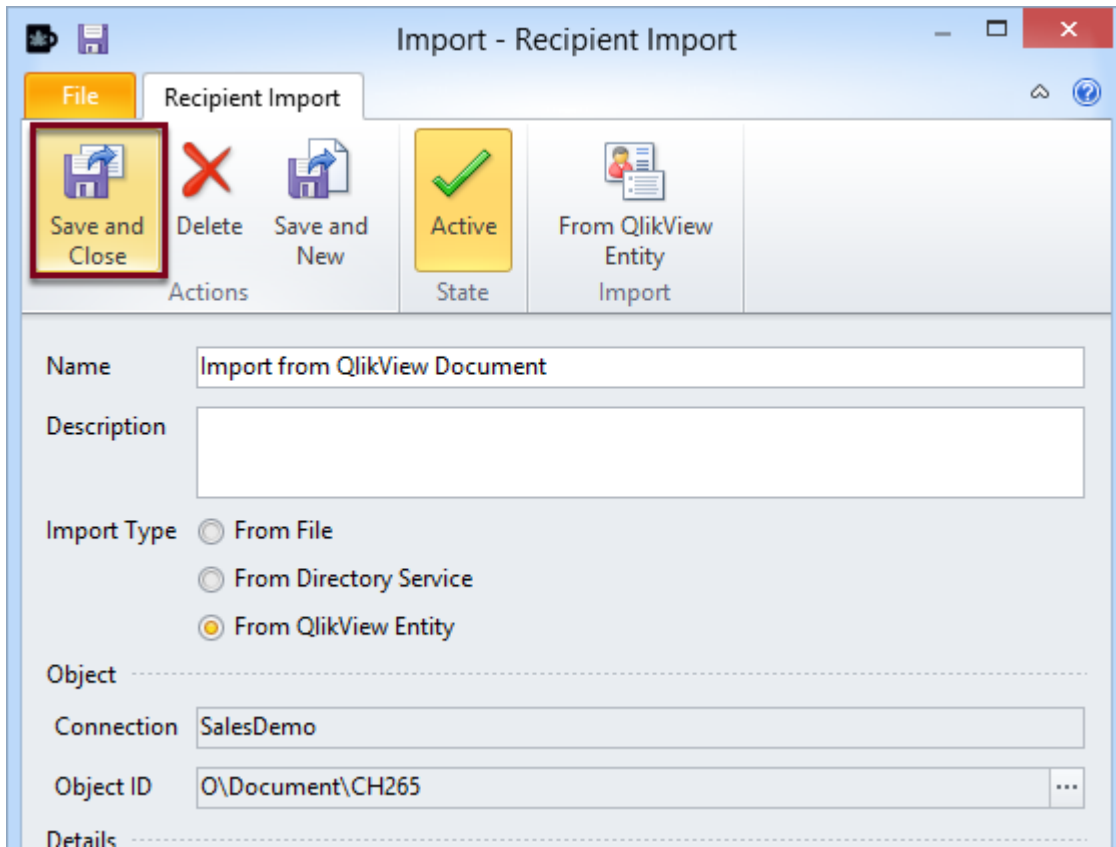
Conclude the Import Recipients



Click on **Save**

It's possible to execute the import directly from this window by clicking on **Import**

Save and Close the Recipient Import



The screenshot shows a software window titled "Import - Recipient Import". At the top, there is a "File" menu and a "Recipient Import" tab. Below this is a ribbon with several buttons: "Save and Close" (highlighted with a red box), "Delete", "Save and New", "Active", and "From QlikView Entity Import". The main area of the window contains the following fields:

- Name:** Import from QlikView Document
- Description:** (Empty text box)
- Import Type:** From File, From Directory Service, From QlikView Entity
- Object:** (Section header)
- Connection:** SalesDemo
- Object ID:** O\Document\CH265

At the bottom, there is a "Details" section which is currently collapsed.

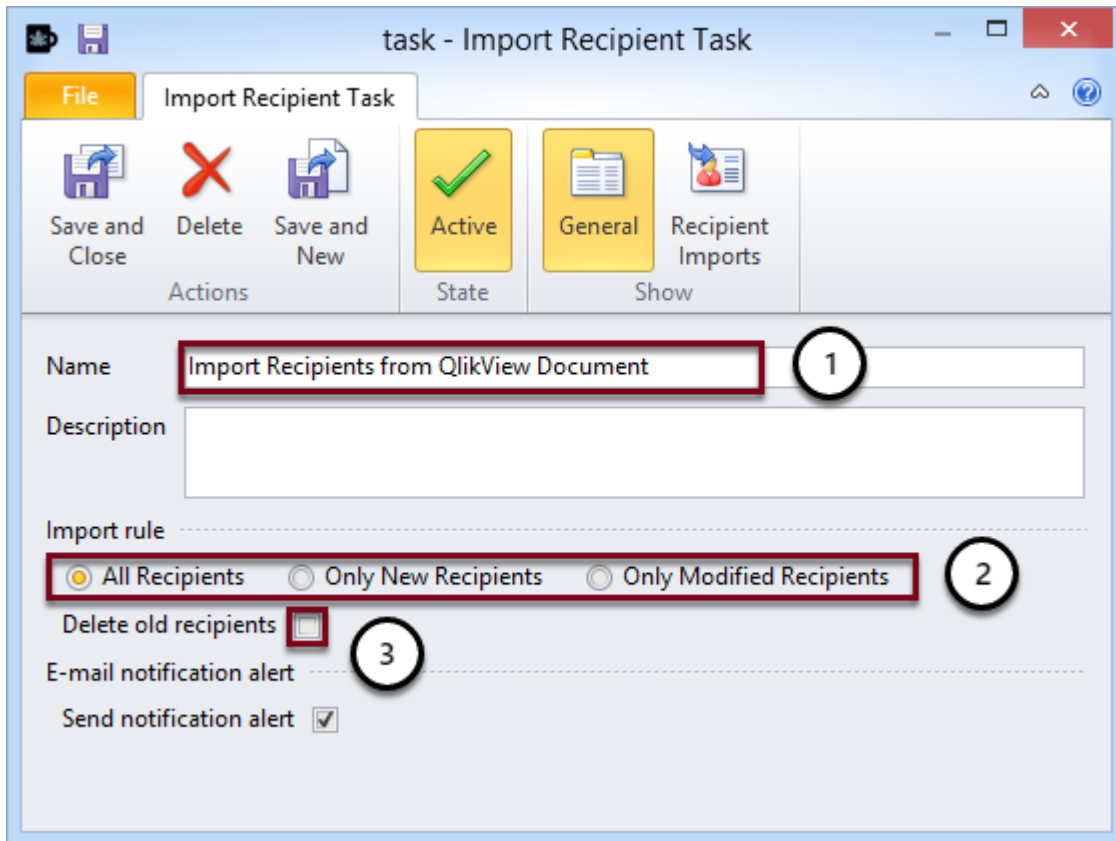
Click on **Save and Close**

Create a New Import Recipient Task

Name	Description
Import Recipients from QlikView Gene	Imports: Import Recipients f
Clear Group List	Imports: Clear Group List
Imports Recipients From Excel	Imports: Recipient Import fr
Update Recipients by Importing and D	This shows how to delete re
Advanced Syntax	Imports: Advanced Syntax

1. Select **Tasks** in the lower left pane
2. Select **Import Recipient Tasks** in the upper left pane
3. Click on the **Import Recipient Task** icon in the **New** group of the tool bar

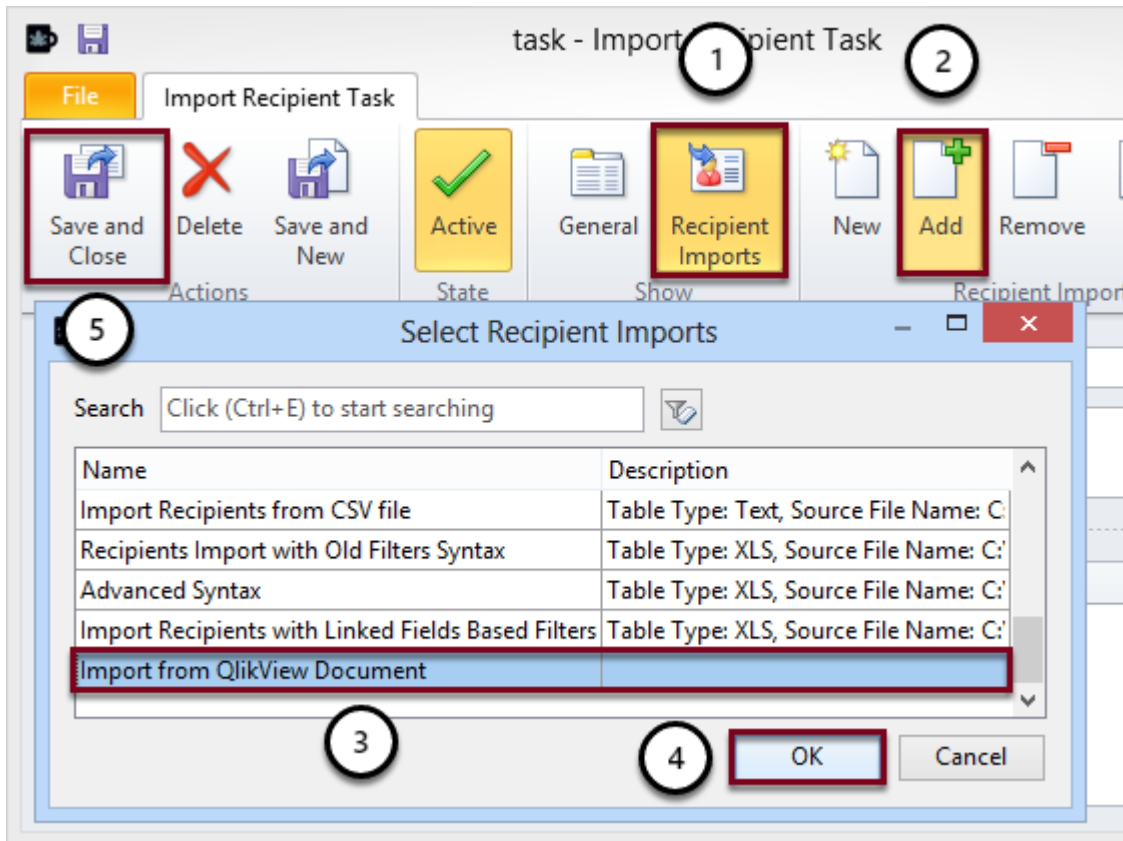
Setting up a New Import Recipient Task



The screenshot shows a window titled "task - Import Recipient Task" with a ribbon interface. The ribbon includes a "File" tab and a "Import Recipient Task" sub-tab. The ribbon contains several groups: "Actions" with "Save and Close", "Delete", and "Save and New"; "State" with "Active"; "Show" with "General" and "Recipient Imports". Below the ribbon, the "Name" field is set to "Import Recipients from QlikView Document" (circled with a 1). The "Description" field is empty. Under "Import rule", the "All Recipients" radio button is selected (circled with a 2), while "Only New Recipients" and "Only Modified Recipients" are unselected. The "Delete old recipients" checkbox is checked (circled with a 3). The "E-mail notification alert" section has "Send notification alert" checked.

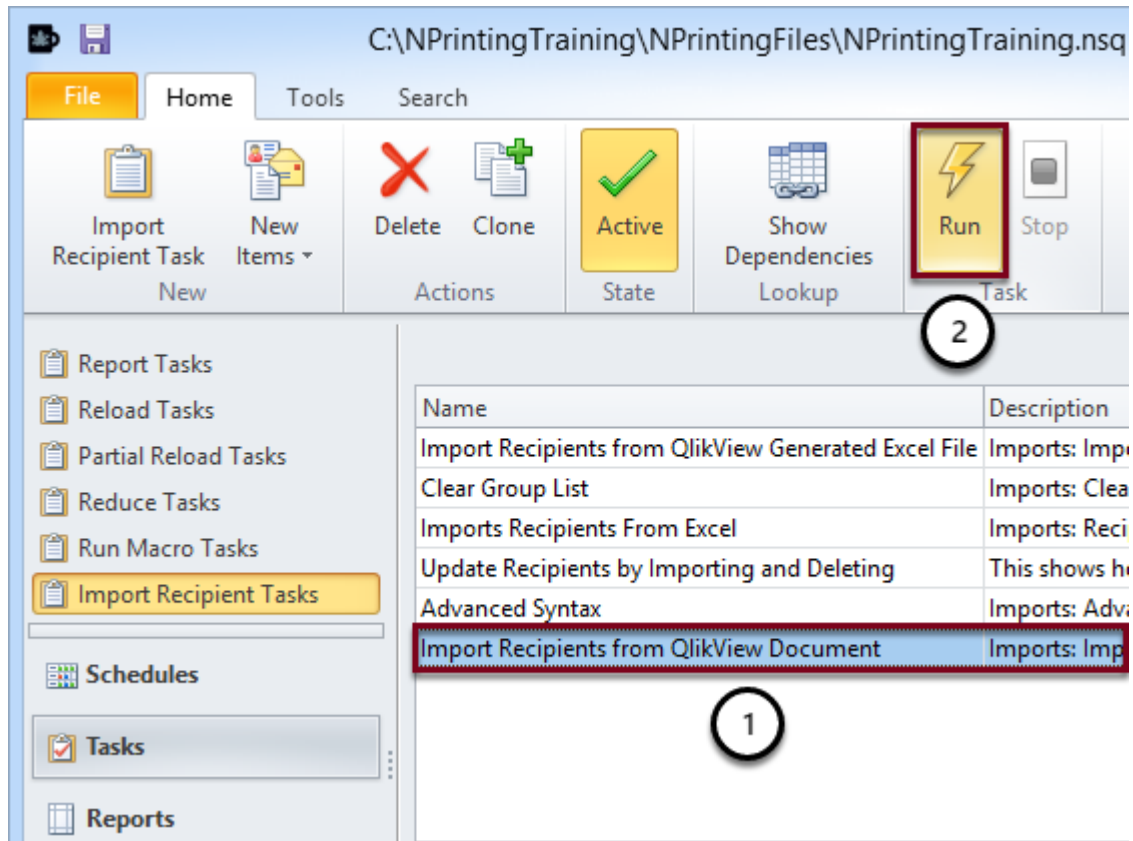
1. Enter **Import Recipients from QlikView Document** as Name
2. You can select to import **All Recipients**, **Only New Recipients** or **Only Modified Recipients**
3. Checking **Delete old recipients** box, NPrinting will delete all old recipients during the import. Also see "[How to Delete Recipients Automatically When Importing](#)"

Add the Import Recipients to the Task



1. Select **Recipient Imports** from the **Show** tab
2. Click on **Add**
3. Select **Import from QlikView Document** from the list
4. Click on **OK**
5. Click on **Save and Close**

Run the Recipients Import



The screenshot shows the NPrinting software interface. The title bar indicates the file path: C:\NPrintingTraining\NPrintingFiles\NPrintingTraining.nsq. The ribbon includes 'File', 'Home', 'Tools', and 'Search'. The 'Home' ribbon has several groups: 'Import Recipient Task New' (with 'Import Recipient Task' and 'New Items' buttons), 'Actions' (with 'Delete' and 'Clone' buttons), 'State' (with 'Active' button), 'Show Dependencies Lookup' (with 'Show Dependencies' button), and 'Task' (with 'Run' and 'Stop' buttons). The 'Run' button is highlighted with a red box and a circled '2'. On the left, a task list is shown under 'Import Recipient Tasks', with 'Import Recipient Tasks' selected. Below this, there are sections for 'Schedules', 'Tasks', and 'Reports'. The main area displays a table of tasks:

Name	Description
Import Recipients from QlikView Generated Excel File	Imports: Imp
Clear Group List	Imports: Clea
Imports Recipients From Excel	Imports: Reci
Update Recipients by Importing and Deleting	This shows h
Advanced Syntax	Imports: Adv
Import Recipients from QlikView Document	Imports: Imp

The row 'Import Recipients from QlikView Document' is highlighted with a red box and a circled '1'.

1. Select **Import Recipients from QlikView Document** from the list
2. Click on **Run**

0 Comments