

Scheduled Import

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ReadiNow allows users to schedule various data import jobs so that they are executed at regular time intervals.

Preconditions

- Prepare a sample file to be uploaded.
- Set up FTP server and address, e.g. <https://rnftp01.example.com/Testdatafile.csv>
- Scheduled Import is supported on both SFTP and FTPS protocols

Configuring scheduled import

1. Open the tenant administration page [more](#)
2. In the Left Navigation Area, select **Integration**. The Integration expands to display list.
3. Select **Scheduled Import**. The existing Scheduled Imports display.
4. Select **+NEW**. The Scheduled Import configuration form appears.
5. Complete fields as required.
6. Select checkbox for **Enabled**.
7. Select the Import configuration you want (or set up [Import Spreadsheet](#), if not already done).