


Create an import job

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 This article describes a new feature which is currently in early access and not available for general use at this time. This will be available in a future release.

If you are interested in being an early access client, reach out to your Customer Success Manager.

User Role	View	Edit
Client Admin	Yes	Yes
Data Manager	Yes	Yes
Viewer	Yes	No

Imports add external data, such as customer lists, into Bluecore. You can create import jobs to seamlessly bring valuable data into Bluecore and enhance your target audiences.

With an import job, you define the type of data to import, the source file location, and how frequently Bluecore should retrieve it. You can update these settings at any time.

Once an import job is set up, you can be [notified each time it runs](#).


To learn more about import job and run statuses, see [Import job and run statuses](#).

Imported lists are available in Bluecore about one hour after the import job completes.

Before you begin


Before creating an import job, make sure you have the following:

- An existing [SFTP integration](#). Bluecore will connect to this location to retrieve import files.
- A list of email addresses to receive notifications about [job statuses](#). If you don't provide a list, notifications will be sent to the emails specified in [Platform Settings](#). In order for files to be processed, each file must:
 - Be less than 3.5 GB.
 - Be in CSV format. Files may be optionally compressed with GZIP (.gz), encrypted with GPG (.pgp), or both.
 - Meet the file age eligibility in the File Details section in the Configure Job step when creating or editing a job.
 - Have a file name of 100 characters or fewer, and can only contain only letters, numbers, hyphens, and underscores.
- A filename pattern for the import files, so the job can identify which files to import.

 To ensure that jobs are importing the correct file, we recommend using a unique filename pattern for every job.

- To verify the files are imported as expected before using real data, you will also need a test import file that:
 - Uses the chosen filename pattern.
 - Contains headers and all columns you need to import

Create an import job

1. Navigate to  **Data > Automated imports**. The list of import jobs appears.
2. Click Create New Import Job. The import multi-step form appears.
3. Complete the guided multi-step form.
4. When finished, click Save.

Job scheduling

You can schedule import jobs to start up to one year in advance and end up to three years in advance. Setting an end date is optional.
