

Configure and Use AMAI?

1. Click the **Media Importer** link in the [Configuration](#) section of the left-hand side of the Central Server Configuration Web UI.
2. Add local Scan Directories by clicking the **Add Directory** link under the [Directories](#) section. Type the **path** to the Scan Directory in the [Path](#) field and click **Add Directory**. [Relative UNC paths are recommended](#). After the Scan Directory has been configured, Central Server Configuration Web UI will update to show the new directory.
3. You will then need to add Remote Scan Directories by once again clicking the **Add Directory** link under the [Directories](#) section of the main Media Importer page. Type the **path** to the Scan Directory in the [Path](#) field. Once [ftp://](#) is entered, you will see additional fields. Once all fields have been completed, click **Add Directory**. After the Scan Directory has been configured, Central Server Configuration Web UI will update to show the new directory. *See table below for details about each field.*

Add Directory

Enter the path to be scanned below.

Enter a local path to import media content from a local path. Examples of valid local paths are /server/share/folder for OS X and Linux systems and \\server\share\folder for Windows systems. Drive letters may also be used (e.g. c:\folder) but may not work in all cases.

To import media content from an FTP site, enter ftp://<address>. Additional fields will appear for username, password and work folder.

Path*:

If the files you want to import are not in the root folder of the FTP server, specify the subfolder below. Please specify only the subfolder, and don't include the FTP path that you specified above.

Folder:

Enter username to login to FTP site.

Username*:

Enter password for user.

Password*:

Enter a path on your CS workstation. Media files will be downloaded from the FTP server to this path for processing. Examples of valid paths are /server/share/folder for OS X and Linux systems and \\server\share\folder for Windows systems.

Work Folder*:

Specify the frequency for Central Server to query the FTP site for new files. The frequency can be as often as every minute or as infrequent as once a week. For the daily and weekly options, enter the desired time of day in the 24-hour format.

Every minute
 Every hour
 Daily at

Weekly on

Central Server will automatically delete files from the FTP site after they have been successfully imported. Check the box below if you don't want Central Server to do this.

Don't delete files:

Field	Description
Path	Address of FTP location in <code>ftp://<address></code> format.
Folder	If files to import are not in the root folder of the FTP site, type the subfolder name. AMAI will only scan the root folder if this field is blank.
Username	Type the username to log in to the FTP site. <i>For Anonymous logins, see note below.</i>
Password	Type the password to log in to the FTP site.
Work Folder	Media files will be downloaded from the FTP server to this folder for processing. Examples of valid path names are <code>/server/share/folder</code> for OS X and Linux systems and <code>\\server\share\folder</code> for Windows systems. Make sure user permissions to local work folder are set so that Central Server can access the folder without having to enter the username and password.
Check Frequency	Specify how often AMAI should check the remote directory for new content.
Don't Delete Checkbox	By default, AMAI will delete files after processing. Checking this checkbox overrides that default behavior.

For anonymous logins, type **anonymous** in the username field and any password in the password field.

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4. Next you will need to create [Import Rules](#). Click the **Add Rule** link under the [Rules](#) section of the main Media Importer page. Each rule has three main parts:
1. A unique [Name](#).
 2. A set of [Conditions](#) that define the criteria that discovered files must meet to be processed by this rule.
 3. One or more [Actions](#) that will be applied to discovered files that match the stated [Conditions](#).

Once all the conditions and actions for this rule have been set, click **Save Rule**. If you need to configure additional rules, click the **Add Rule** link again under the [Rules](#) section of the Media Importer page.

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5. The final configuration step is to apply your rules to your Scan Directories. Click on a **configured directory** on the main Media Importer page. Click the **Select Rule** link.

6. You will see a list of all created rules. Apply all the rules that apply to this directory by clicking the **checkbox** next to the desired rule.

	Name
<input checked="" type="checkbox"/>	GAC Countdown
<input checked="" type="checkbox"/>	News
<input checked="" type="checkbox"/>	Final Rule

7. When all the desired rules have been applied, click **Save Selected Rules** to save and return to the [Edit Directory](#) screen.

If multiple rules are applied to the same Scan Directory, rules processing can be prioritized. The yellow precedence arrows are used to prioritize the rules within the directory. Click the **arrows** to move the rules up and down in the list. The first rule in the list will be applied first, with the last rule in the list applied last.

Click the **red X** to the right of the rule name to remove the rule from this directory. Removing a rule from this directory will not delete the rule from the system.

8. Make the directory **active** by clicking the **Active** checkbox. Finally, click **Save Directory**.

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To import media content from an FTP site, enter ftp://<address>. Additional fields will appear for username, password and work folder.

Path:

Active:

Directory Rules

The following table lists the rules for this directory.

[Select Rule](#)

Precedence	Name	
⬇️	GAC Countdown	✖
⬆️ ⬇️	News	✖
⬆️	Final Rule	✖