

How to set up a scheduled fetcher for OneDrive

Step-by-step Instructions

1. Sign in to your EasyCSV Account
2. Create a spreadsheet import page by selecting an example CSV file or Google Sheet. You can also type out column headers of a spreadsheet you don't have at the moment. Usually using an example spreadsheet that is already made is the best way to go.
3. Once viewing your new import page click the "Scheduled Fetcher" link in the top nav.
4. Click the button "New Scheduled Fetcher"
5. Choose all details for when and how often you want EasyCSV to fetch a matching CSV file from Microsoft OneDrive.
6. For the options labeled "Where is the spreadsheet you want to fetch and import?" select "OneDrive".
7. Enter a filename you want the scheduled fetcher to search for and fetch. The filename can be less specific to match more files. The scheduled fetcher will fetch the latest file by server modified date that includes the filename text you specify. It will ONLY match and fetch files that have the file extension '.csv' OR '.xlsx'.
8. Click "Save" at the bottom of the form.
9. You are all set! Now, the OneDrive file will be fetched at the schedule specified and automatically imported by your import page.