

INFOOnline

Manual

Code Export and Import



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1 About this document

This manual describes the use of code export and code import using the Code Management tool of the INFOnline customer centre.

2 Configuration by code export and code import using the Code Management module

2.1 Code export and code import in KAT 2.0

Codes and their allocation can be managed and the code allocation edited in Code Management KAT 2.0. Besides editing within the customer centre, there is also the option of exporting the code allocation as an Excel file in CSV format (code export). After exporting, the file can be edited offline and subsequently imported back into the system. This validates the information to be imported (code import).

This function is available for all sites that have to be allocated according to category system 2.0.

Please note, that code export and code import only work if less than 10,000 codes are displayed in the Customer Center. If there are more codes, code export and code import cannot be guaranteed.

If you are using too many codes in the Customer Center, please contact our support (support@INFOOnline.de) to have the codes deleted from the system. Please note that the deletion is a fee-based service. For more information, please contact our support.

2.2 The content of the CSV file

The CSV file (code export) is structured as follows:

- The first rows of the CSV file contain the categories.
- This is followed by the unallocated codes, if any exist.

The columns in the CSV file are divided as follows and correspond to the content that is visible in the customer centre's Code Management KAT 2.0.

- Column A Code
- Column B Code description
- Column C Language
- Column D Format
- Column E Creator
- Column F Homepage
- Column G Delivery

- Column H App
- Column I Paid content / paid service
- Column J Content

2.3 Code export

Code Management provides the option of downloading the code allocations as a CSV file at the click of a mouse for subsequent editing. Code allocations can be created, changed and removed. Code descriptions can be created and changed too and new codes can be created for the site. Deleted and blocked codes are not included in the code export.

2.4 Code import

After editing, the updated code allocation can be uploaded back into the system. You can find the code import in the customer centre via Code Management KAT 2.0.

After calling up the code import, you have to log into the tool using the customer centre's login information (e.g. similar to the IDAS analysis tool).

The import takes place in three steps that are sequentially numbered in the tool:

- First, select a site from the dropdown menu.
- Second, select the data to be edited and imported. Selecting the file also validates the content of this file. The results of the review are provided after validation. This allows you to decide whether you would like to import the validated rows. A log file also provides an overview of any errors that have been identified and need to be corrected in the original import file in order to upload the rows into the system.
- Third, import the validated and correct rows into Code Management KAT 2.0.

2.5 Format description

The downloaded CSV file has the following format properties:

- The semicolon acts as the separator
- Every row ends with a DOS/Windows line break
- The coding is UTF-8 without BOM / signature

2.6 Syntax review

- Generally speaking, only ".csv" files are accepted. Please note that there is a code limit of no more than 3,000 codes. Additional rows are ignored.
If you would like to use more than 3,000 codes, you must inform the INFOOnline Service and Support Team in advance!
- The CSV file is reviewed in detail prior to importing.
- All of the errors identified are stored in the log file.

NOTE: The CSV must be loaded in CSV format (CSV, separated by a separator) with UTF-8 character encoding without BOM / signature. Other CSV formats (Macintosh, MS-DOS-CSV, UTF-8 with BOM) are not imported. You receive a corresponding error message in the log file.

An import for the file is rejected in the following cases and an error message is displayed in the log file:

1. If incorrect values are provided within the categories. The correct values are:

- **Languages:**
 - German
 - Other languages, content auditable
 - Other languages, content not auditable
- **Format:**
 - Image / text
 - Audio stream
 - Video stream
 - Other dynamic formats
- **Creator:**
 - Editorial source
 - User
 - Unknown
- **Homepage:**
 - Homepage of the service
 - Not a homepage
 - Homepage of the third-party domains in case of multi services
- **Provision:**
 - Online
 - Mobile
 - Connected TV

- **App:**
 - App
 - Not an app

- **Paid content:**
 - Paid
 - Not attributed

- **Content:**
 - Social networking – private
 - Social networking – business
 - Partnerships/dating
 - Newsletters
 - E-mail / SMS / e-cards
 - Messenger / chat
 - Other (networking / communication group)
 - News
 - Sport
 - Entertainment/tabloid/stars/ film/music
 - Fashion / beauty
 - Family/children/life counselling
 - Love / psychology / relationships
 - Motor vehicles/transport/mobility
 - Travel / tourism
 - Computers
 - Consumer electronics
 - Telecommunications / Internet services
 - Games
 - Housing/real estate/garden/household
 - Economy/finance/jobs/careers
 - Health
 - Eating/drinking
 - Art / culture / literature
 - Erotic
 - Science / education / nature / environment
 - Service information
 - Mixed (multitopical)
 - Others (monotopical)
 - Overview page on games
 - Casual games
 - Core games
 - Other (games group)
 - Search engines
 - Directories / information services
 - Other (search engine / directories group)
 - Online shops / shopping mall / auctions / B2B market places

- Real estate classified markets/small ads
 - Jobs classified markets/small ads
 - Motor vehicles classified markets/small ads
 - Other classified markets/small ads
 - Other (field of e-commerce)
2. If the code is not identified according to the specifications:
 - The specifications are: the code must be alphanumeric (a-z, A-Z, 0-9) and may (only!) contain the following special characters: comma ","; hyphen "-", underscore "_"; slash "/".
 3. Special case for hybrid codes:
 - The prefix ___hyb___ may not be used if no codes with hybrid prefixes can be used on the selected site.
 - If the hybrid prefix can be used on the site, it is possible that the codes may not be changed. If this error occurs, please contact INFOOnline's Technical Support team.
 - Hybrid codes may only be changed and not set up!
 4. An error in one of the columns excludes the entire row from being uploaded, as there are only two code states:
 - "Not allocated" (all 8 features not allocated)
 - or
 - "Completely allocated" (all 8 features are allocated)
 5. If a code is more than 255 characters long, it is cut off at the 254th character during the import. A "+" is inserted as the last character in 255th position.
 6. Errors are written to an error log file. The following information is provided:
 - The file's row number
 - The name of the code in which the error was identified
 - The column number in which the error was identified
 - The name of the column in which the error was identified

3 Editing the CSV file

The code export and code import can be used to create and remove code allocations and set up new ones. A potential field of application is the transfer of KAT 2.0 code allocations from a (e.g. mobile) site to another site (e.g. the corresponding stationary site).

In this example, it must be noted that the delivery would have to be changed accordingly.

It is not possible to delete or block codes using the code export or code import!

However, it is possible to reactivate codes that have been blocked or deleted in the system by importing.

In general, the following must be observed:

- Only 1 code may be specified per row.
- All codes that are not included in the file are not edited and are not changed in the Code Management!

3.1 Creating code allocations

To allocate an existing code to KAT 2.0, the code must be entered into an empty row (column A). If there is already a code with the same KAT 2.0 allocation, this row can be copied. The code in column A must then be replaced with the new code to be allocated.

3.2 Changing existing code allocations

To change an existing code allocation, the features must be changed pursuant to specifications in one or more of the category columns for the relevant code.

3.3 Setting up new codes

It is also possible to enter new codes, i.e. previously unknown in the system, into the system via a code export/import.

To enter a new code WITH allocation into the system, the new code must be entered into column A. All eight category column cells must be filled pursuant to the existing specifications (see Point 1.5)!

To enter a new code WITHOUT allocation into the system, the new code only has to be entered into column A. All eight category column cells must be left empty!

Partial code allocation is prohibited for technical reasons and results in an error message.

3.4 Removing code allocations

To remove an existing code allocation, all eight category column cells must be emptied for the relevant code.

3.5 Creating, changing and deleting code descriptions

To create a description for a code, the code description must be inserted into the relevant "Code description" column cell (column B).

To change a code description, overwrite the relevant "Code description" column cell (column B).

An empty entry in a "Code description" column cell (column B) deletes an existing code description, if available.

3.6 Saving the CSV file

The CSV file must be saved with UTF-8 character encoding without BOM (UTF-8 without signature), as otherwise the file cannot be uploaded in the code import.

We recommend editing the exported CSV using a text editor of your choice, for example. It is important that your CSV is always saved without a signature (BOM).

Excel uses ANSI character encoding when saving as standard. Conversion to UTF-8 does not solve the issue, as UTF-8 character encoding with BOM / signature is used in Windows.

If you would like to perform your editing work in Microsoft Excel, it is essential that no additional worksheets or the like are added.

NOTE: Please always use the "Save" function and NOT the "Save as" function. This prevents your CSV from being given a BOM signature.

4 Contact

You can contact the Service & Support team any working day between 9 a.m. and 6 p.m. by

telephone: +49 (0) 228 / 410 29 – 77

e-mail for organisational queries: service@INFOOnline.de

e-mail for technical queries: support@INFOOnline.de

