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Active Catalogue CE 22.2
Text File Reference Guide for Vendors

This guide explains how to create a comma separated values (CSV) text file to upload small volumes of catalogue item or image data. It serves as a reference for the structure and rules that govern a properly formatted comma separated values (CSV) text file. Examples show how to use Excel as a tool for working with a text file.

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OpenText™ Active Catalogue CE 22.2
Text File Reference Guide for Vendors

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This documentation has been created for software version 22.2

It is also valid for subsequent software versions as long as no new document version is shipped with the product or is published at https://knowledge.opentext.com.

Product Support: U.S.A—1-800-334-2255 or email cataloguesupport@opentext.com

Contents

Introduction

OpenText^{TM} Active Catalogue is the leading product information database for the electronic exchange of product information between retailers and vendors in the GM&A, grocery, hardlines, and other industries worldwide. It contains more than 220 million Global Trade Item Numbers (GTINs) from over 7,000 vendors and grows daily.

OpenText Active Catalogue enables vendors to focus on product catalogue content and sales instead of storing and communicating product information in different formats for different customers.

The chapter is organized as follows:

- "About This Guide."
- "Audience" on page 2.
- "Conventions Used in This Guide" on page 2.
- "Accessing Product Documentation" on page 2.
- "Contacting Technical Support" on page 3.

About This Guide

This guide explains how to create a comma separated values (CSV) text file to upload small volumes of catalogue item or image data. It serves as a reference for the structure and rules that govern a properly formatted comma separated values (CSV) text file. Examples show how to use Excel as a tool for working with a text file.

The guide is organized as follows:

- Chapter 1, "Overview," on page 4 is a general explanation of how and when to use CSV text files to upload and download data in Catalogue.
- Chapter 2, "Creating a CSV Text File to Upload Data," on page 5 describes in detail how to create a CSV text file and upload small volumes of catalogue item or image data using a comma separated values (CSV) text file
- Chapter 3, "Opening a Downloaded CSV Text File in MS Excel," on page 16 steps you through the process of setting options in MS Excel so that GTIN, Selection Code, and Product data is preserved.

Audience

This guide is intended for vendors who want to use a CSV text file from an existing application and use it to upload data to OpenText Active Catalogue using the browser interface. This guide assumes a high level of understanding of desktop applications and the ability to work with text file formats. It is a reference guide for the structure and rules that govern a properly formatted Catalogue CSV text file.

Conventions Used in This Guide

This guide uses the following conventions:

This convention...	Indicates...	Example...
Bold text	Button, or field names, menu options, and hyperlinks	Save
"Text in quotes"	Cross-reference to a section of the guide	"Accessing Product Documentation" on page 2

Accessing Product Documentation

You can access all of the OpenText product documentation for OpenText Active Catalogue from within the Catalogue application. Most documentation is delivered in Adobe Acrobat PDF format. To read and print the documents, you will need Adobe Acrobat Reader, a free product from Adobe Systems. For information about downloading and installing Acrobat Reader, see the section, "Installing Adobe Reader."

To access the product documentation

1 Log in to OpenText Active Catalogue.

2 Click **Product Documentation > All Documents**.

   The Product Documentation List page opens. A list of the documents is displayed.

3 You have the option to open the document or save it to your computer. Do one of the following:

   ■ To open a document, click the document link. The document opens in a separate window.

   ■ To save the document to your computer, right click the document link and select **Save Target As**. The Save As window opens. Navigate to the location where you want to save the document, and click **Save**. The document is saved to your computer.

Installing Adobe Reader

Since most OpenText product documentation is delivered in Adobe Acrobat PDF format, you will need Adobe Reader to read and print the documentation. Adobe Reader is a free product from Adobe Systems.

To download and install Adobe Reader

1 Launch a Web browser and navigate to http://get.adobe.com/reader

2 Download and install Adobe Reader. Follow the screens, accepting the defaults.

You can now access OpenText product documentation by double-clicking the PDF file.

Contacting Technical Support

To contact OpenText Cloud Support Services (CSS) for assistance in North America:

- Email cataloguesupport@opentext.com

- Call 800-334-2255

To contact OpenText Cloud Support Services (CSS) for assistance in Europe, refer to the OpenText website at http://www.opentext.com for available phone numbers

Overview

This guide explains how to create a comma separated values (CSV) text file to upload small volumes of catalogue item or image data to OpenText Active Catalogue.

Uploading Data

Text File Upload is a way to upload small volumes of catalogue data using a text file. It is useful for vendors with smaller catalogues who may have too many items to enter using the browser user interface (UI), but too few items to need the scalability of EDI or Web Services.

To take advantage of Text File Upload using the browser interface, you need to prepare a comma separated values (CSV) text file in a format acceptable for uploading to OpenText Active Catalogue. CSV text files can be created from many common desktop applications including Microsoft Excel (MS Excel) and Microsoft Access (MS Access).

Downloading Data

When you download data from OpenText Active Catalogue, Catalogue creates a text file. You can open the text file in MS Excel and set specific options that preserve the format of the GTIN, Selection codes, and Products. We recommend this method if you want to make changes to the file and upload data back into Catalogue.

Creating a CSV Text File to Upload Data

2

This chapter explains how to create a comma separated values (CSV) text file and use it to upload small volumes of catalogue item or image data.

Topics include:

- "Using Text File Upload" on page 5
- "Using a Downloaded Text File for a Text File Upload" on page 6
- "CSV Text File Format Rules for Catalogue" on page 6
- "Creating a CSV Text File from an MS Excel Spreadsheet" on page 10
- "Using a CSV Text File to Upload Data" on page 13
- "Correcting Errors in the CSV File" on page 15

Using Text File Upload

Text file upload is a way to upload small amounts of Catalogue data using a CSV text file. For CSV text file upload, the following topics are relevant.

If you want to...	Use the following option:	See this topic:
Use a text file download file as a text file upload file	Not applicable	"Using a Downloaded Text File for a Text File Upload" on page 6
Review the guidelines for formatting a CSV text file.	Not applicable	"CSV Text File Format Rules for Catalogue" on page 6.
Create a CSV text file for the products or items you want to upload.	MS Excel or similar application	"Creating a CSV Text File from an MS Excel Spreadsheet" on page 10
Upload small volumes of catalogue item or image data using a CSV text file	Data Management > Text File Upload	"Using a CSV Text File to Upload Data" on page 13
View a CSV text file using Notepad	Not applicable	"Viewing the CSV Text File in Notepad" on page 13
Correct Errors in a CSV text file	Data Management > Text File Upload	"Correcting Errors in the CSV File" on page 15
Open a Downloaded CSV text file in MS Excel	Not applicable	Chapter 3, "Opening a Downloaded CSV Text File in MS Excel."

Using a Downloaded Text File for a Text File Upload

You can use a text file previously downloaded from Catalogue (TFD file) as the basis for a text file upload (TFU).

There are two things to keep in mind:

- The TFD file does not include an action column.

    To use the TFD file as a TFU file, you need to add a column to the CSV text file that specifies the action you want to perform on each GTIN in the file (insert, update, replace, or delete).

    - In the header row of the CSV text file, as the first entry, add the word *action.*

    - In every subsequent row of data, specify the action you want to perform on that row's GTIN data (insert, update, replace, or delete)

    You can add the column and corresponding information in the CSV text file or in the Excel file (before you save it as a CSV text file). Then upload the CSV text file using the UI.

    For more information about creating a properly formatted CSV text file, see:

    - "CSV Text File Format Rules for Catalogue" on page 6.

    - "Creating a CSV Text File from an MS Excel Spreadsheet" on page 10.

- The TFD file includes three columns that will *not* be used when the file is used as a TFU file. The following three columns are ignored:

    - VENDORACCOUNT

    - CREATE_DATE

    - UPDATE_DATE

CSV Text File Format Rules for Catalogue

Understanding the format rules described below will enable you to produce an acceptable file you can upload toCatalogue using the browser interface.

Once you understand the rules, you can use one of many applications including MS Excel and MS Access to create an acceptable CSV text file.

Basics

The OpenText Active Catalogue CSV text file is self-describing data file. The first non-blank row is the header row and defines the attribute names and the order that they will appear throughout the rest of the file. The remaining non-blank rows contain the item data with one item per line, with attribute values appearing in the order defined in the header row.

Structure

The following sections describe the structure of the CSV text file.

Character Conventions

The CSV text file uses one line for each item of data. The lines can be separated by either line feed (ASCII 10) characters or a pair of carriage return (ASCII 13) and line feed characters.

The CSV text file separates fields on a line with a comma character. If a field value needs to contain a comma character, the whole field must be surrounded by double quotes (ASCII 34).

If a field needs to contain a quote character, it must be proceeded by an additional quote character.

Required Attributes

Every CSV text file must include (at the minimum) the following fields:

- SELCODE

- PRODUCT

- ITEM_NUMBER

- ITEM_NUMBER_TYPE

These attributes identify the Catalogue item that will be changed. The following example is a simple file that inserts this item into the Catalogue:

```
ACTION,SELCODE,PRODUCT,ITEM_NUMBER,ITEM_NUMBER_TYPE,ITEM.DESCRIPTION
Insert,001,PID001,123412341551,UP,Item Description
```

Blank Rows

Catalogue ignores blank rows (all white space and no delimiters) in the CSV text file; however, blank rows are reflected in the line numbers used to report errors (they are counted as a row). In the example below, rows 1, 3, and 5 are blank rows. Rows 2, 4, and 6 are data rows. Row 2 is shown wrapping.

```
row 1
row 2   ITEM.IDENTIFIER,ITEM.IDENTIFIER_TYPE,ITEM.PRODUCT,
        ITEM.DESCRIPTION,ITEM.ORIGIN_COUNTRY,ITEM.ORIGIN_COUNTRY
row 3
row 4   123456789012,UP,JEANS,DESIGNER BLUE,USA,MEX
row 5
row 6   123456789012,UP,JEANS,DESIGNER BLUE,USA,CAN
```

File Size

The CSV file can have a maximum number of 1000 data rows (blank rows are not counted).

Header Row

Header Fields

The first non-blank row is the header row. The fields in the header row are Active Catalogue attribute names. These names are case-insensitive and are in one of the following formats:

- The attribute name listed in the *OpenText Active Catalogue Attributes Guide* (for example, ITEM.COLOR_DESCRIPTION or ITEM.NRF_SIZE_CODE).

- The attribute name displayed on the Edit GTIN Details screen in the OpenText Active Catalogue application (for example, Color Description or NRF Size Code, as shown below)

NRF Color Code

Color Description

NRF Size Code

Size Description

Use the attribute name up to, but not including, the first comma that is displayed. Include parentheses when it is part of the name. See the examples in the following table.

Attribute Name Displayed on Edit GTIN Details Screen	Attribute Name Used in CSV Text File
Booking Date (Item Effective Date)	Booking Date (Item Effective Date)
Dangerous Goods Item, Y/N:	Dangerous Goods Item

Qualifying an Attribute Value

When an attribute requires a qualifier (either a UOM or Private Account ID), the field immediately following the attribute must contain the qualifier. The qualifier is identified as a colon followed by the qualifier (UOM or Private_Account_id).

UOM Example

In the CSV fragment below (the ellipses indicate that only part of the CSV text file is shown), Consumer Package Length has a UOM of inches (IN) and Consumer Package Gross Weight has a UOM of ounces (OZ).

...Consumer Package Length,:uom,Consumer Package Width,:uom,Consumer Package
Height,:uom,Consumer Package Gross Weight,:uom,Consumer Package Volume (Cube),:uom
...10,IN,5,IN,2,IN,16,OZ,1.3,CF

Private Account ID Example

In the CSV fragment below, Unit Cost is an attribute that has a UOM qualifier of U.S. dollars (USD) as well as a Private Account ID qualifier of 123456789012. These qualifiers are followed by fields for the Unit Cost Effective Date and Unit Cost Expiration Date which are associated with the private cost values.

...Unit Cost,:uom,:Private_Account_id,Unit Cost Effective Date,Unit Cost Expiration Date
...80,USD,1234567890,1/1/2005,1/1/2006

Optionally, to clearly identify the attribute that is being qualified, you can repeat the name of the attribute before the colon of the qualifier, as shown in the CSV fragment below:

...Unit Cost,Unit Cost:uom,Unit Cost:Private_Account_id,Unit Cost Effective Date,Unit Cost Expiration Date
...80,USD,1234567890,1/1/2005,1/1/2006

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Multiline Attributes

For each row in the CSV text file, multi-line attributes must appear as consecutive fields. In the following example, ITEM.ORIGIN_COUNTRY is the multi-line attribute and appears twice, one field next to the other.

```
ITEM.IDENTIFIER,ITEM.IDENTIFIER_TYPE,ITEM.PRODUCT,ITEM.DESCRIPTION,ITEM.ORIGIN_COUN
TRY,ITEM.ORIGIN_COUNTRY
123456789012,UP,JEANS,DESIGNER BLUE,USA,MEX
123456789012,UP,JEANS,DESIGNER BLUE,USA,CAN
```

Data Rows

Missing Values

A data row contains values for the fields defined in the header row. If an item does not have a value for the corresponding field, it can be left blank. This should appear in the CSV text file as a repeated delimiter. Trailing commas are needed for missing values at the end of a row.

Note: Since empty fields are allowed, it is not possible to remove a specific attribute value from an item using the update action. Use the replace action to remove attributes values.

For example, the following CSV text file does not have a value for the first ITEM.ORIGIN_COUNTRY field. The missing value is accounted for by the repeating commas.

```
ITEM.IDENTIFIER,ITEM.IDENTIFIER_TYPE,ITEM.PRODUCT,ITEM.DESCRIPTION,
ITEM.ORIGIN_COUNTRY,ITEM.ORIGIN_COUNTRY
123456789012,UP,JEANS,DESIGNER BLUE,,MEX
```

Quoted Values

If a value needs to contain the delimiter character (for example: DESIGNER, BLUE), the corresponding field in the CSV text file needs to be surrounded by double quotes ("DESIGNER, BLUE"). If the value contains a quote character, the quote character must be proceeded by another quote character.

For example, DESIGNER, "BLUE" needs to appear in the CSV text file as "DESIGNER, ""BLUE""".

```
ITEM.IDENTIFIER,ITEM.IDENTIFIER_TYPE,ITEM.PRODUCT,ITEM.DESCRIPTION,ITEM.ORIGIN_COUN
TRY,ITEM.ORIGIN_COUNTRY
123456789012,UP,JEANS,"DESIGNER, ""BLUE""",,MEX
```

Excess Data Values

A data row cannot contain more data values than you have defined in the header row. If it does, the line will generate an error and be ignored.

Action Field

You can use a field to specify the action of a row (insert, update, replace, or delete). The following rules apply:

- If you use a field to specify an action, and you specify insert for an existing item, the system will generate an error.
- If you use a field to specify an action, and you specify *update* or *replace* for an non-existent item, the system will generate an error.

OpenText Active Catalogue Text File Reference Guide

- If you do not use a field to specify an action, the system uses the appropriate action to load the data into Catalogue (it inserts an item if there is no existing item and updates an item if it already exists).

- If you specify *replace* for an existing item, the item is updated only with the attributes specified in that data row. Attributes for the item that are omitted from the data row are removed from the existing item. The item has a new delta time stamp but its create time stamp is preserved. All of the item attributes have a new delta time stamp.

- Selection Codes and Products can be created via text file upload. Selection Code description, Product description, and Product extended description can be updated or replaced via text file upload.

- Text file upload supports implied Product delete; that is, if you use a CSV text file to delete the last item in a Product, the Product will be deleted.

Hierarchy Creation

Catalogue will automatically create a Selection Code/Product hierarchy from the values provided in the CSV text file as long as all the necessary values are present.

For Catalogue to create the hierarchy, the CSV text file must contain values for the Selection Code (selcode), Selection Code description (hierarchy.node_description), Product (product), and Product description (hierarchy.product_description).

Creating a CSV Text File from an MS Excel Spreadsheet

The steps in the following table describe how to create a CSV text file from an MS Excel spreadsheet.

Your CSV text file must conform to the CSV format specifications described in "CSV Text File Format Rules for Catalogue" on page 6. Data loaded using a CSV text file must conform to your configured compliance checks and basic GTIN attribute validations and rules.

| Step	See this section
1. Create a basic MS Excel spreadsheet structure.	"Create a Basic MS Excel Spreadsheet Structure" on page 10.
2. Apply a text format to attributes values that appear numeric, but must be shown as text.	"Apply MS Excel Formats to Attribute Values" on page 11.
3. Enter your data in the spreadsheet, one item per row.	"Enter Data into the Spreadsheet" on page 12.
4. Save the spreadsheet as an MS Excel (.xlsx) file (to retain full data information).	"Save Your Spreadsheet as an MS Excel File" on page 12.
5. Save the spreadsheet as a CSV text file.	"Save Your Spreadsheet as a CSV Text File" on page 12.
6. View the CSV text file in Notepad or a similar text editor.	"Viewing the CSV Text File in Notepad" on page 13.

Create a Basic MS Excel Spreadsheet Structure

1 Open MS Excel.

2 From the **File** menu, select **New**.

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3 Select **Blank workbook**. A blank worksheet displays.
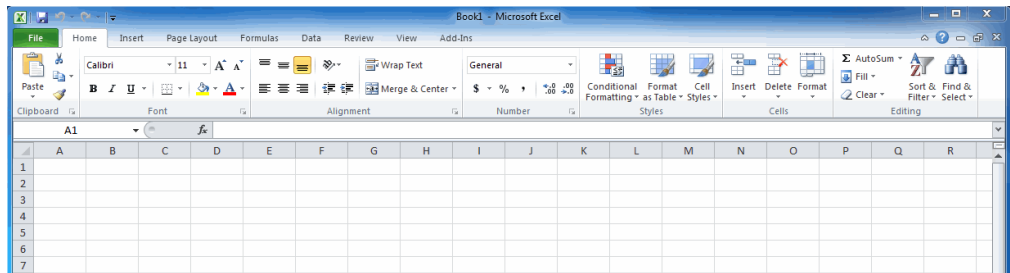
4 Create a header row by typing attribute names into row 1 of the spreadsheet. The header row must contain the mandatory fields SELCODE, PRODUCT, ITEM_NUMBER, and ITEM_NUMBER_TYPE.

For a complete list of attribute names, please refer to the *OpenText Active Catalogue Attributes Guide*.
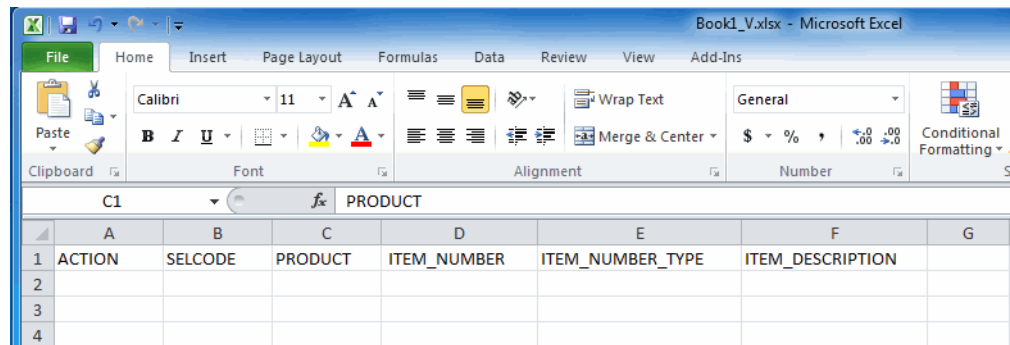
Apply MS Excel Formats to Attribute Values

Apply a text format to the columns of attributes that appear numeric but must be shown as text.

MS Excel interprets the values in the columns; if they appear to be numeric, it removes leading zeros and may display the value in exponential format. This will cause problems in the CSV text file because all of the characters are important in attributes such as Selection Codes, Products, and GTINs. To prevent numbers from being truncated, these cells must be formatted as text.

1 On the spreadsheet you created above, select the following columns: SELCODE, PRODUCT, and ITEM_NUMBER (use Ctrl-click to select multiple columns).

2 Right-click on a cell and select **Format Cells**.

3 Click the **Number** tab and select **Text** from the Category list.

4 Click **OK**.

The text format is applied to the selected columns.

Enter Data into the Spreadsheet

Enter your data into the spreadsheet using one row for each item. Enter the value for each attribute below the corresponding attribute name in the header row.
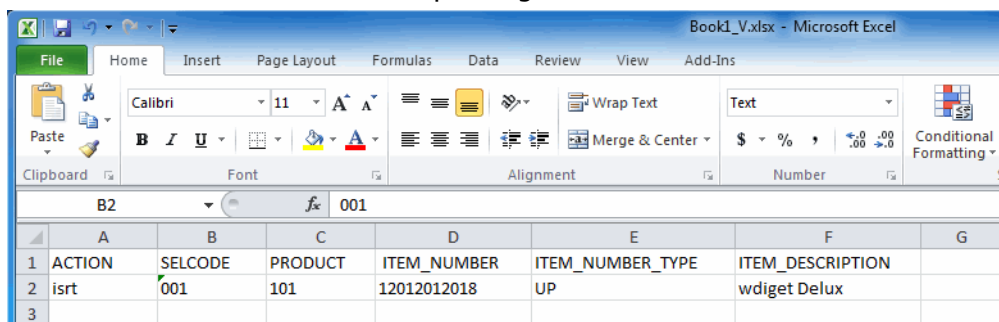
Save Your Spreadsheet as an MS Excel File

Save the spreadsheet as an MS Excel (.xlsx extension) file.

1 From the **File** menu, select **Save As**.

The Save As window opens.

2 Navigate to the location where you want to save the file.

3 In the **File name** box, type the name of your file using a .xlsx extension.

4 In the **Save as type** box, select the file type **Microsoft Office Excel Workbook (*.xlsx)** from the drop-down list.

Note: It is critical to save the data using a .xlsx spreadsheet format before you save the file as a CSV text file (.csv extension). If you do not do this, the CSV text file may lose critical information.

5 Click **Save**.

The MS Excel file is saved.

Save Your Spreadsheet as a CSV Text File

Save the spreadsheet as a CSV text file. This is the file that will be uploaded to OpenText Active Catalogue.

1 From the **File** menu, select **Save As**.

The Save As window opens.

2 In the **File name** box, type the name of your file using a .csv extension.

3 In the **Save as type** box, select the file type **CSV (Comma delimited)(*.csv)** from the drop-down list.

4 Click **Save**.

MS Excel displays a warning dialog box as it saves the spreadsheet data into the more restrictive comma separated format:
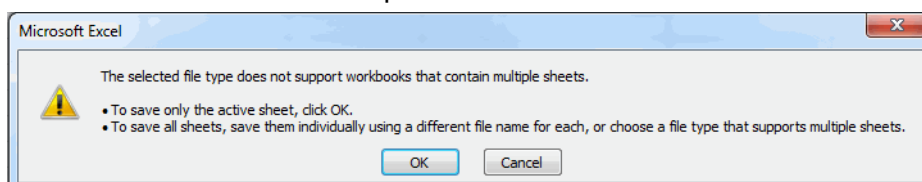
5 Click **OK**.
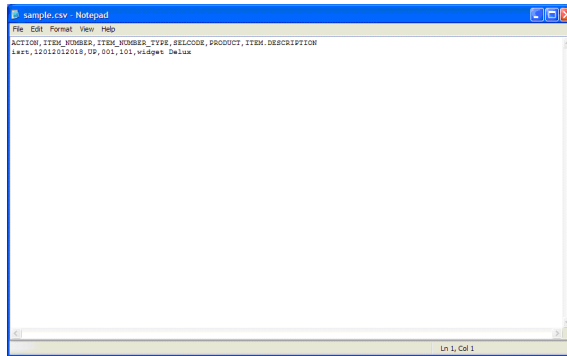
Another warning dialog box displays:
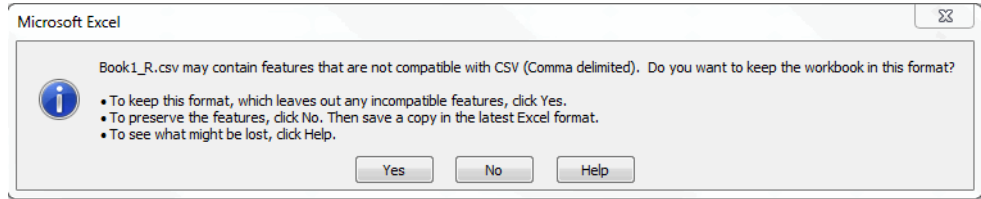
6 Click **Yes**.

The CSV text file is saved.

Viewing the CSV Text File in Notepad

You can view the CSV text file in Notepad or a similar application.

1 To open the CSV text file in Notepad, right-click on the file and select **Open With Notepad**.
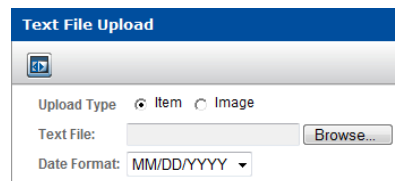

This file can be uploaded into OpenText Active Catalogue by selecting **Data Management > Text File Upload**. See "Using a CSV Text File to Upload Data" on page 13.

Using a CSV Text File to Upload Data

To use a CSV text file to upload data

1 Click **Data Management** > **Text File Upload**.

The Text File Upload page opens.

2 Select one of the following types for the data you want to upload:

- Item—select to upload item attributes

- Image—select to upload product or item image attributes

3 Click **Browse.**

The Choose file dialog box opens.

4 Navigate to the CSV text file you want to upload, select it, and click **Open**.

The path to the file displays in the Upload File box.

5 From the Date Format drop-down list, select the date format used in the text file you are uploading.

6 Click **Process** to upload the file.

A message indicates that the file is processing. When the upload is complete, the Text File Upload—Results page displays the results of the upload.

Every record is treated individually. If a file has 100 records, and there are 5 errors, then 95 records were successfully processed.

For records that were not uploaded successfully, the errors in the text file are displayed. See the section, "Correcting Errors in the CSV File" on page 15 for details about how to correct the errors and resubmit the file.

Text File Upload > **Text File Upload - Results**

⚠ There are errors in the file.

File Name: C:\Users\ecroze\Desktop\Active Catalogue 5.6 (March 2014)\Main_UG\text file upload sample csv files\Item_TFU_Failure2.csv File Size: 586 Date Format: 1
Total Lines: 3   Error Lines: 3 Success Lines: 0
Lines Processed: 3

Line Number	Item Number	Item Type	Error Code	Error Message
2	521112551121	UA	-90029	Item already exists. If this item is not in your catalogue, it may already be owned by another manufacturer.
3	521114551124	UA	-20505	Item Number not found
4	526212551125	UA	-20505	Item Number not found

The header displays:

- **File Name**—the name of the file
- **File Size**—the size of the file
- **Date Format**—the date format used in the file:
  - 1=MM/DD/YYYY
  - 2=DD/MM/YYYY
  - 3=YYYY-MM-DD
- **Total Lines**—the total number of lines in the file that can potentially be processed (does not include the header or any commented lines).
- **Lines Processed**—the total number of lines that were actually processed. A subset of Total Lines since some lines may not have met validation requirements (for example, mandatory elements are missing). These errors are considered validation errors, and the lines are not processed. Each line is validated prior to processing it.
- **Error Lines**—the number of lines that generated an error *during* processing. Validation errors are not included.
- **Success Lines**—the number of lines that were successfully processed.

7 To upload another file, click **Data Management** > **Text File Upload** to return to the Text File Upload page where you can browse for and upload additional files.

Correcting Errors in the CSV File

Note: If the text file you uploaded contained errors, they display on the Text File Upload—Results page as soon as processing is complete. If you navigate away from this page, you will no longer be able to see the errors.Items that upload successfully can be downloaded using the Download process. See "Downloading Data" on page 208.

Text File Upload > **Text File Upload - Results**

⚠ There are errors in the file.

File Name: C:\Users\ecroze\Desktop\Active Catalogue 5.6 (March 2014)\Main_UG\text file upload sample csv files\Item_TFU_Failure2.csv File Size: 586 Date Format: 1
Total Lines: 3   Error Lines: 3 Success Lines: 0
Lines Processed: 3

Line Number	Item Number	Item Type	Error Code	Error Message
2	521112551121	UA	-90029	Item already exists. If this item is not in your catalogue, it may already be owned by another manufacturer.

The table displays the line number of the error in your text file, the item number, the item type, the error code, and an error message. Correct the errors in your text file before uploading the file again.

To correct an error

1 In your CSV text file, locate the line number that corresponds to the line number of the error displayed on the Text File Upload—Results page.

2 Use the error message to determine what the error is.

3 Correct the error. For information about preparing and formatting a CSV text file for upload, see "CSV Text File Format Rules for Catalogue" on page 6.

4 Save the CSV text file and upload it again using the procedure, "Using a CSV Text File to Upload Data" on page 13.

If the text file was partially loaded, you should create a new file containing only the lines in error. This prevents Catalogue from generating additional errors and updating (and therefore, charging for) items that have already been successfully changed.

Opening a Downloaded CSV Text File in MS Excel

3

This chapter describes how to work with a downloaded OpenText Active Catalogue text file within Microsoft Excel (MS Excel). The procedures step you through the process of opening the text file in MS Excel so that the format of the GTINs, Selection codes, and Products is preserved.

Note: Catalogue creates a comma separated values (CSV) text file that has a .txt extension rather than a .csv extension. This allows you to open the text file in MS Excel and then set specific options so that the format of your data is preserved.

There are two methods for opening a text file in MS Excel:

- Using the MS Excel Text Import Wizard—see "Using the MS Excel Text Import Wizard" on page 16
- Using the Open With option from Windows Explorer—see "Using the Open With Option from Windows Explorer" on page 19

Using the MS Excel Text Import Wizard

1 Open MS Excel.

2 From the **File** menu, select **Open**.

The Open window opens.

3 Navigate to the location of the text file (.txt extension).

Note: Next to the File name text box, be sure to select Text Files from the drop-down list so that all text files display.

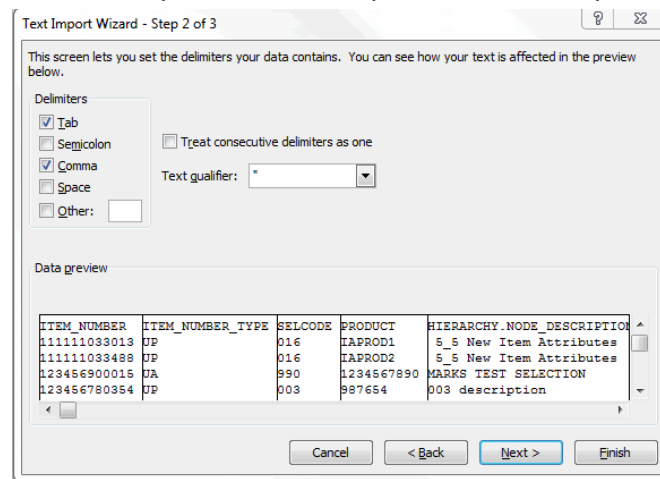4 Select the file, and click **Open**.

MS Excel's Text Import Wizard - Step 1 of 3 window opens.
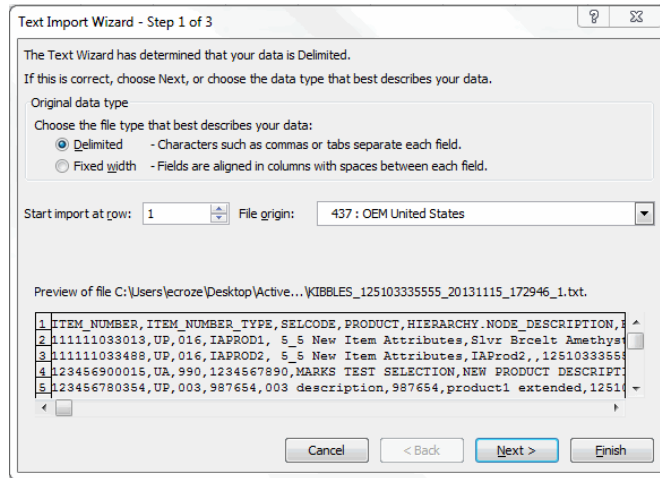
5   Select **Delimited** as the file type that best describes your data (how your data will be read).

6   Click **Next**.

The Text Import Wizard - Step 2 of 3 window opens.

7   Be sure that the following options are set:

   a   Under Delimiters, select the **Tab** check box and the **Comma** check box. Make sure that all other check boxes are cleared.

   b   Clear the **Treat consecutive delimiters as one** check box.

   c   From the **Text qualifier** drop-down list, select the double quotes (").

8   Click **Next**.

The Text Import Wizard - Step 3 of 3 window opens
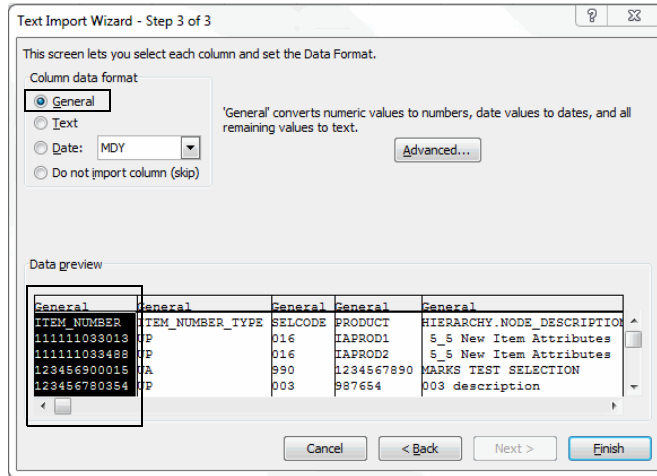
9 Select the first column (which contains the ITEM_NUMBER) by clicking the *General* column heading.

The column highlights.

10 Under Column data format, select **Text**.

The column heading now reads *Text*:
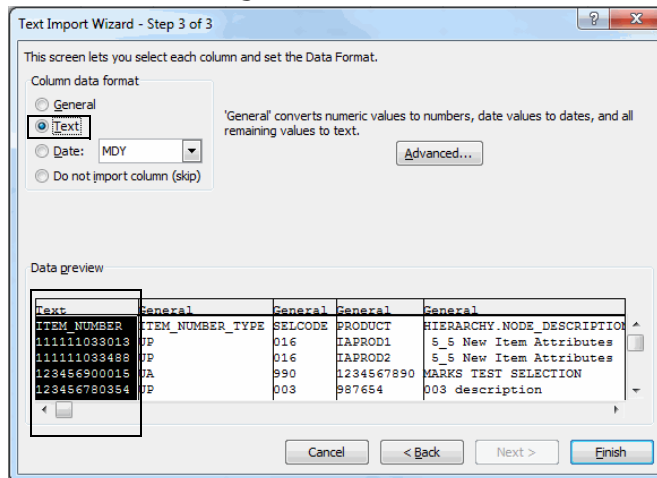
11 Repeat Steps 9 and 10 for the third and fourth *General* columns (which contain the Selection Code and Product data) to set them to a *Text* data format.
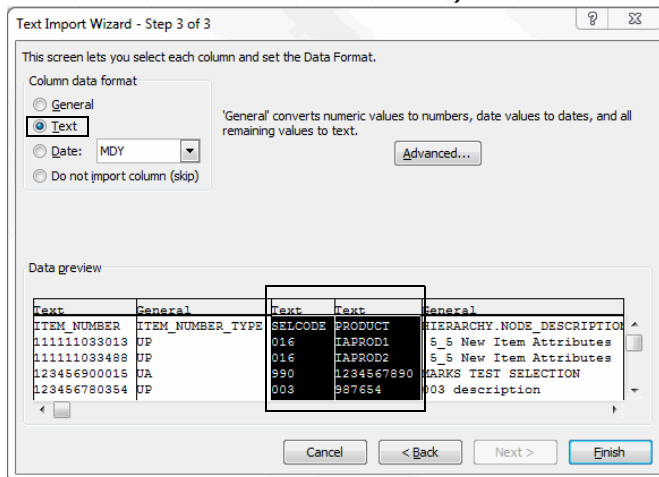
Note: Depending on the filter you selected, Private Account IDs associated with Unit Cost and MSRP also need to be set to a *Text* data format.

12 Click **Finish**.

The downloaded data displays in Excel, and the format of the GTINs, Selection codes, and Products is preserved.


Note: To expand all columns to the width of the data within each column, highlight the entire spreadsheet by clicking on the upper left-hand corner of the spreadsheet, and then double-click on the line between any of the column headings.

Using the Open With Option from Windows Explorer

1 In Windows Explorer, navigate to the location of the text file.

OpenText Active Catalogue Text File Reference Guide

2 Right-click on the file and select **Open With > Microsoft Office Excel**.

Note: Double-clicking on the file will open it in Notepad.
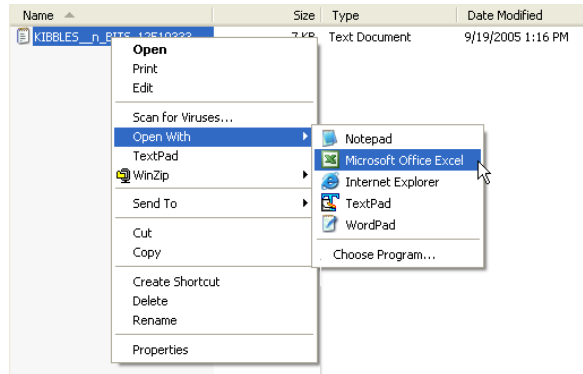
The downloaded data displays in Excel, but each line of data is stored in the first column.

3 Select the first column (A) by clicking on the **A** column heading.

4 From the **Data** menu, select **Text to Columns**. MS Excel's Text Import Wizard - Step 1 of 3 window opens.

Continue with Step 5 in the section, , and complete the remaining steps in that section. They will guide you through Excel's Text Import Wizard until the downloaded data displays in Excel.

Index

Symbols
.csv, save file as, 12
.xls, save file as, 12

A
accessing documentation, 2
action field, 9
attributes
    apply text format, 11
    multiline, 10

C
CSS, 3
CSV file
    correcting errors, 15
    uploading, 13
CSV text file
    blank rows, 7
    creating from MS Excel, 10
    data rows, missing values, 9
    file size, 7
    format rules, 6
    header row, header fields, 7
    header row, multiline attributes, 9
    header row, qualifying an attribute value, 8
    opening a downloaded file, 16
    structure, character conventions, 7
    structure, required attributes, 7
    viewing in Notepad, 13
customer support, 3

D
data rows
    action field, 9
    excess data values, 9
    hierarchy creation, 10
    quoted values, 9
data values, excess, 9
documentation
    accessing, 2
downloading
    data, 4

E
errors
    CSV file, 15
Excel
    apply text format, 11
    create spreadsheet structure, 10
    entering data into spreadsheet, 12
    save file as .csv, 12
    save file as .xls, 12
    warning dialog box, 12–13

G
global support services, 3
GTINs, 1

H
hierarchy creation, 10
https
    //www.opentext.com/patents, ii

M
multiline attributes, 10

N
Notepad, viewing CSV text file, 13

Q
quoted values, 9

S
save file
    as .csv, 12
    as .xls, 12
spreadsheet structure, create, 10
support, 3

T
technical support, 3
text file
    correcting errors, 15
    format rules, 6
    uploading, 13
text file upload, 4
text file upload, using, 5–6
text format, apply to attributes, 11

U
uploading
    data, 4
uploading, CSV file, 13

V
values, excess data, 9
viewing, CSV text file in Notepad, 13

OpenText Active Catalogue Text File Reference Guide