

# Batch Data Import Instructions

## 1. Input file requirements

1. File format must be CSV.
2. Each record must use only one row.
3. Pure text file, should contain no image, no table and no style
4. The first row must be the heading of field names listed below, but the order can be change.

## 2. Data Fields:

Field	Description
<b>Permalink</b>	
<b>Shop Name</b>	
<b>Shop Code</b>	
<b>Weighting</b>	
<b>Shop Types</b>	<p>Refer to Shop Categories for the id. Each id should be separate by underscore. For example, If you have category setting as below:</p> <p>17 特色按摩      _ 22 草球      _ 23 熱石      _ 24 水晶</p> <p>And your record have all categories under 17, you need to input: <b>_17_22_23_24_</b></p> <p>If your record only have 23 and 24, the field should be: <b>_23_24_</b></p>
<b>Shop Tag</b>	<p>Refer to Shop Tag for the id. Each id should be separate by underscore. For example: <b>_1_3_5_</b></p>
<b>Area</b>	Refer to Shop Area for the id.
<b>Address</b>	
<b>Contact Person</b>	
<b>Tel</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Service</b>	

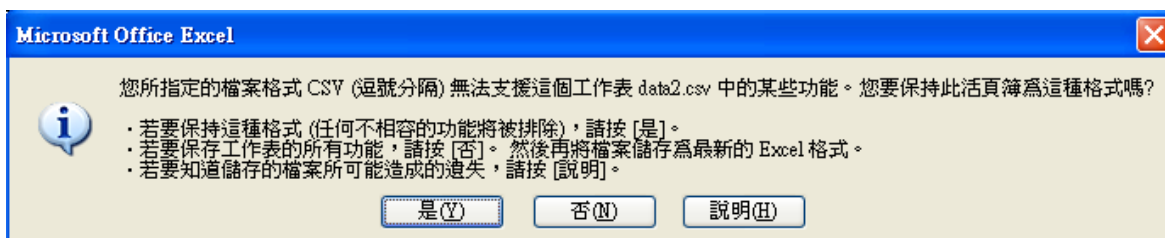
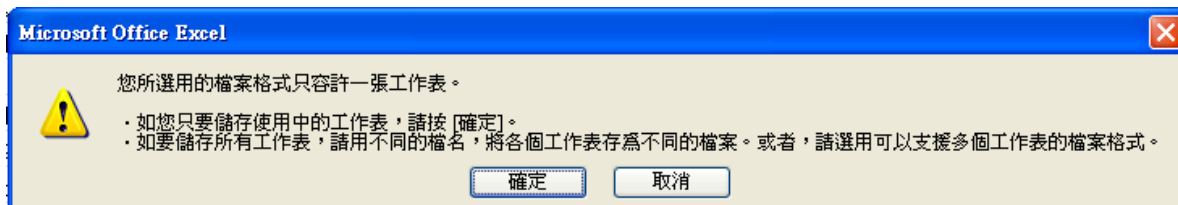
**Recommend****Business Time****Payment Method****Remark****Price Range** 1 = 鑽石, 2 = 金, 3 = 銀, 4 = 銅**Business Time** Use colon to separate when there are more than 1 line.  
E.g. 9:30AM-8:30PM(Mon to Fri) ; 10:00AM-7:00PM(Sat, Sun and Holiday)**Google Map Code****Website URL****Facebook URL****Published** Y (Yes) or N (No)**Latest Corner** Y (Yes) or N (No)

### 3. Convert MS Excel Format to CSV

In MS Excel, **File -> Save as.. -> Other Format**, choose CSV (Comma separated) file.

檔案名稱(N):	data2.csv
檔案類型(T):	CSV (逗號分隔) (*.csv)

Choose “Yes” if the following dialog pop up.



## 4. Import to database

- 1) Go to **Shop -> Batch Import**. Choose the CSV file you have just created. And click submit



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### Data Import

CSV File  瀏覽...

Preview rows 20

Encoding BIG5

Submit

- 2) The system will print the first 20 rows for preview, check if the data are presented correctly. If you found the character cannot display correctly, you may need to go back to previous page and change the **encoding** option. Click **“Save”** to confirm and insert to database.

Preview

Preview of first 20 rows. Click "Save" to confirm and insert to database.



Permalink	Shop Name	Shop Code	Weighting (0-0)	Shop Type	Area	Address	Contact Person	Tel	Fax	Email	Price Range	Serv
W010	惠成堂	W010	0	...T...	70	光復道 康翠閣 瑞華樓	杜嘉琪 小姐	2870 8776 9652 2533		www.bonmoy.com.hk	...	...
D010	中環 Full-oned Store	D010	0	...T...T...	11	中環區 新花園 地下2-3 號舖		2420 8808			...	...
www02	中環區 中環分店	W010	0	...T...T...	...	中環區 新花園 中環樓 地下2-3 號舖		2888 1112 2488 1867			...	...