How to maintain categorization of POS data - Export file

This guide shows you how to maintain the categorization of POS data in the cube by using an export file.

It is possible to enrich POS data with your categorization on Category, Brand and Optional 1, Optional 2, Optional 3, and Optional 4.

Categorization of POS data is mapped using the EAN in the cube. If products do not have an EAN or have a wrong EAN in the POS files, then it will not be mapped with your own categorization. A product is mapped as unknown if the EAN number is incorrect or missing in the cube.

👍 **Pro tip:** It is important that you have the correct EAN in your POS data as the EAN is used for mapping your own categorization to POS sales and for mapping sales out to products on completed promotions.

To change the EAN of a product, see our guide *How to correct a wrong EAN number*

If you need to maintain categorization for a lot of products, this can be done by using the export/import of an Excel-file.

⚠️ **OBS!** Before you use the export file, please make sure that your values for categorization are created in effectmanager.
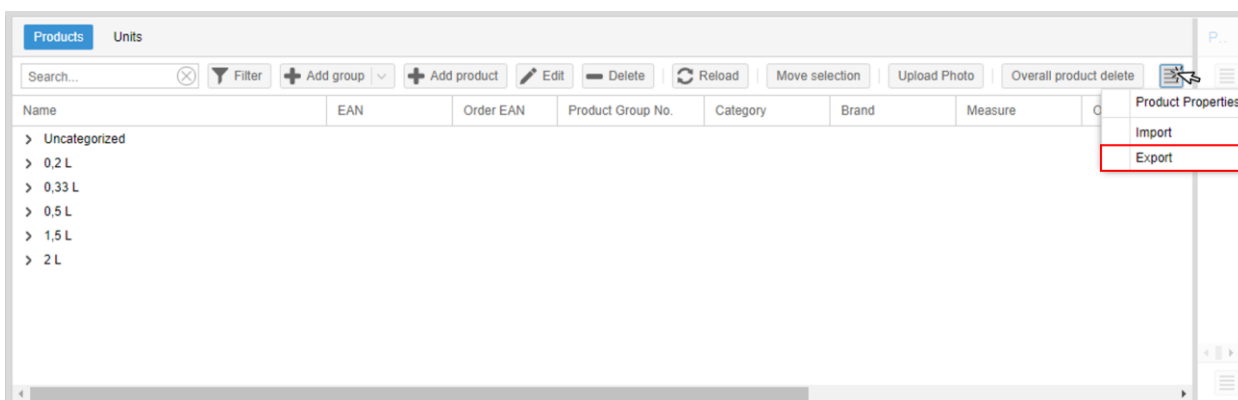
See our guide *How to maintain categorization of POS data*

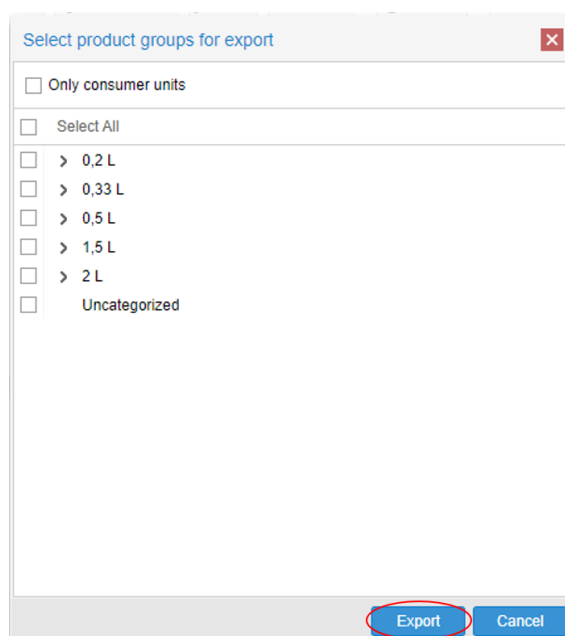# Enrich products with categorization using export file

To maintain product categorization using the export/import file go to Products under settings.

In the top menu press *Settings* and then select *Products* in the side menu.

1. Press the button and select *Export*.

2. In the pop-up window, mark the selected categories you wish to correct categorization on and press *Export*.
All categories and products are exported if nothing is selected.

3. In the export file, make your corrections from column N (Category) to column S (Optional4).

NB! Make sure, that you have created the values for categorization in Product Properties before importing your file.

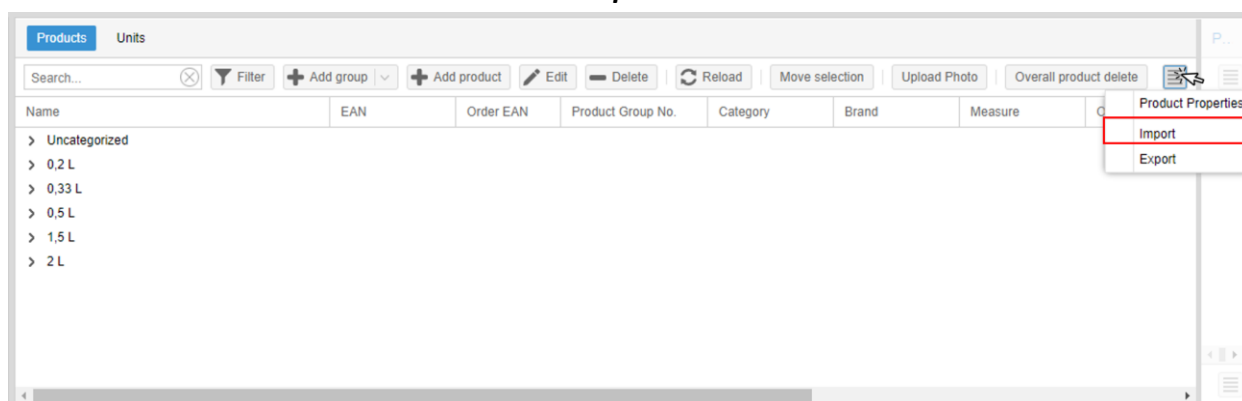**N – Category:** Your own categories/segments.

P, Q, R, S – Optional: Can be used for further categorization of POS data.

N	O	P	Q	R	S
Category	Brand	Optional1	Optional2	Optional3	Optional4
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segn **O – Brand:** Your brands.			E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size
Your Category/Segment	Your Brands	E.g Subbrand	E.g Texture	E.g Colour	E.g Size

4. When you have made the changes to your file, save it and import it in effectmanager.
In the top menu press *Settings* and then select *Products* on the side menu.
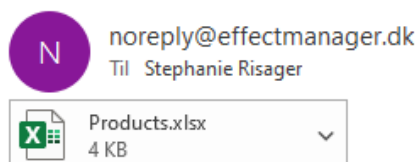Press the button and select *Import*.

5. In the pop-up window, find your file by pressing *Browse* and then press *Upload*.
A new pop-up informs you that the import has started.

6. When the import is done, you will receive an email notification.

Your categorization has now been imported and can be found accessing your products.
The categorization of your POS data is corrected the next time the cube is processed.
Corrections to the categorization of your POS data must be made 15 minutes before the job runs.
NB! The Product Attribute Job runs at 5.00 - 11.00 - 16.30 o'clock5. The cubes are processed at 5.15 - 11.15 - 16.45 o'clock. This job updates the categorization of POS data in the cube.