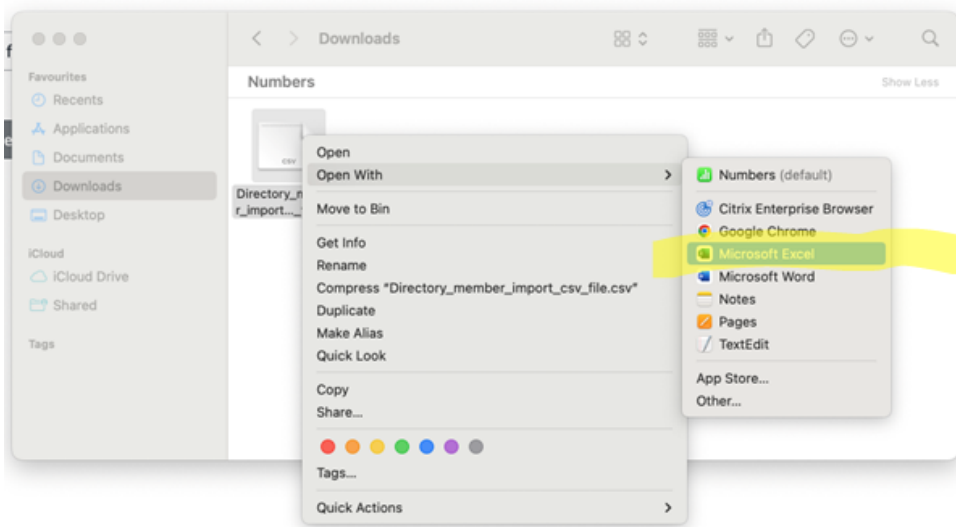


GUIDE: HOW TO PREPARE A CSV FILE FOR IMPORTING MEMBERS TO THE DIRECTORY

STEP 1. OPENING THE CSV FILE AND PREPARING THE COLUMNS

Microsoft Excel

Depending on your settings, Excel might recognize the comma as a delimitator and the columns will be automatically set.

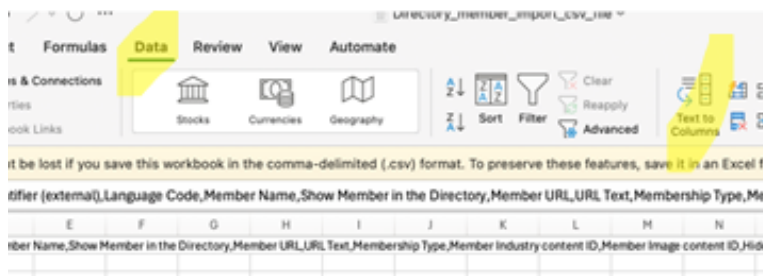


If the file does not have columns set, your file is looking like this...

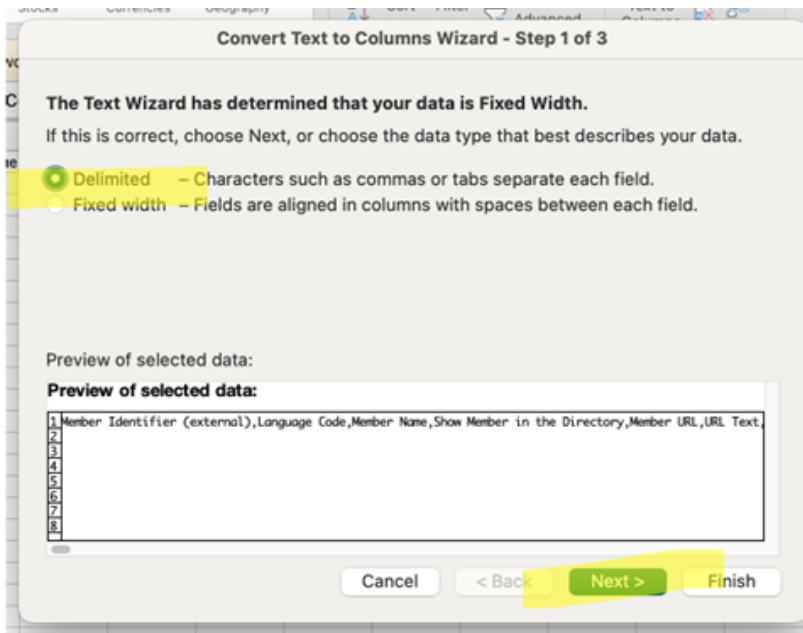
A1	Member Identifier (external),Language					
	A	B	C	D	E	F
1	Member Identifier (external),Language Code,Member Name,Show Member in t					
2						
3						
4						

Use the following steps to set up the columns:

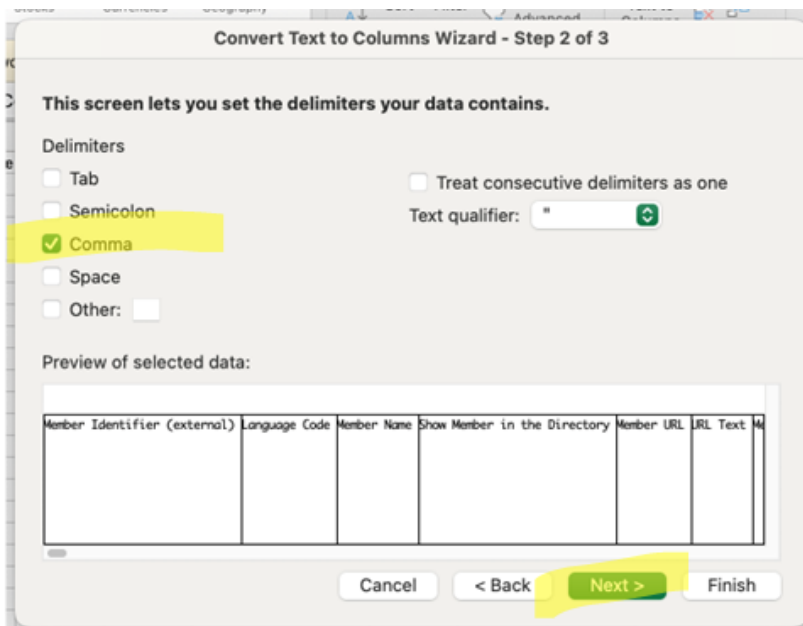
1. Go to the main navigation and select the Data, then select Text to Columns.



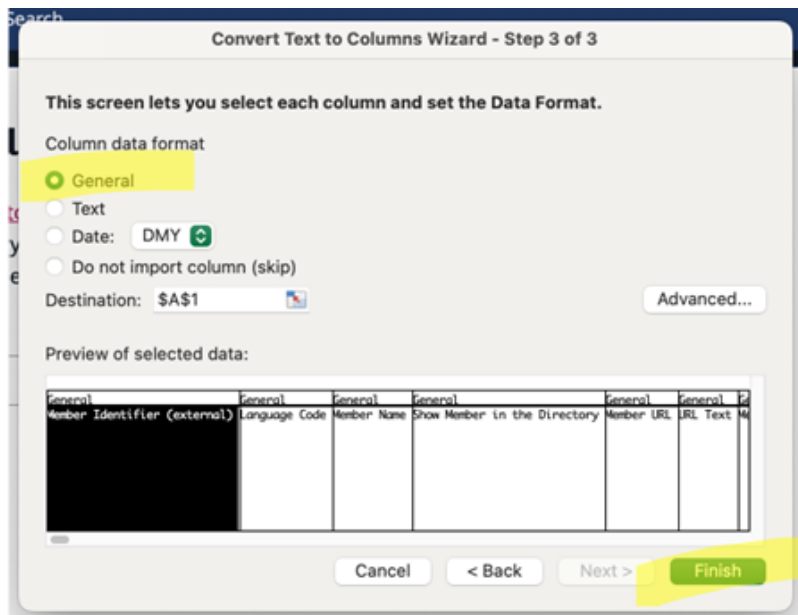
2. Select the first option **Delimited**, and then the **Next** button.



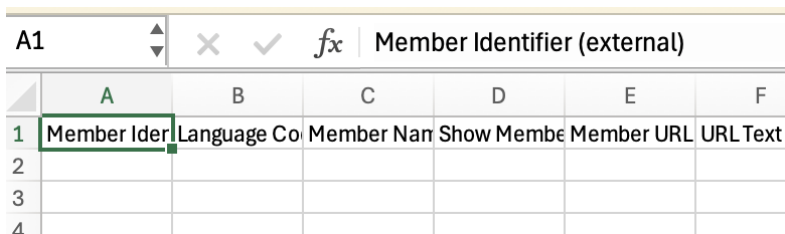
3. Select the checkbox **Comma**, and then the **Next** button.



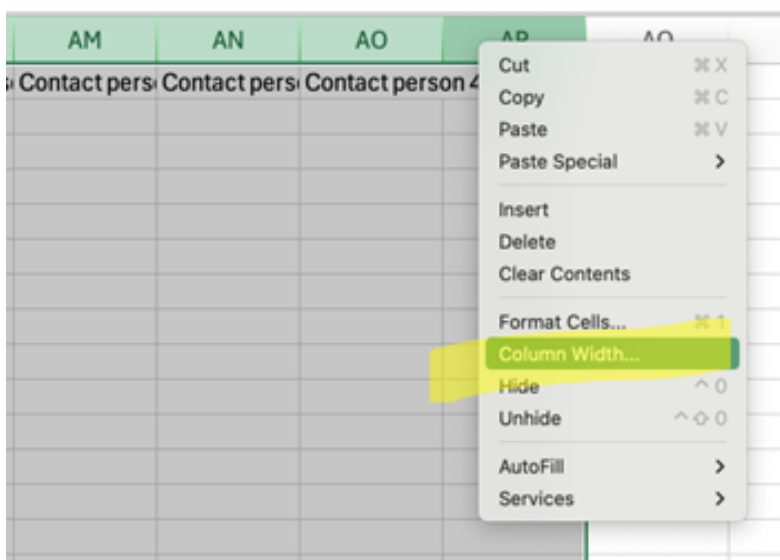
4. Column date format can remain **General**. Select the **Finish** button.



Now the columns are set.



Additionally, you can set the Column width to 30.



Numbers

If you are using a MacBook, you can open the CSV file in Numbers.

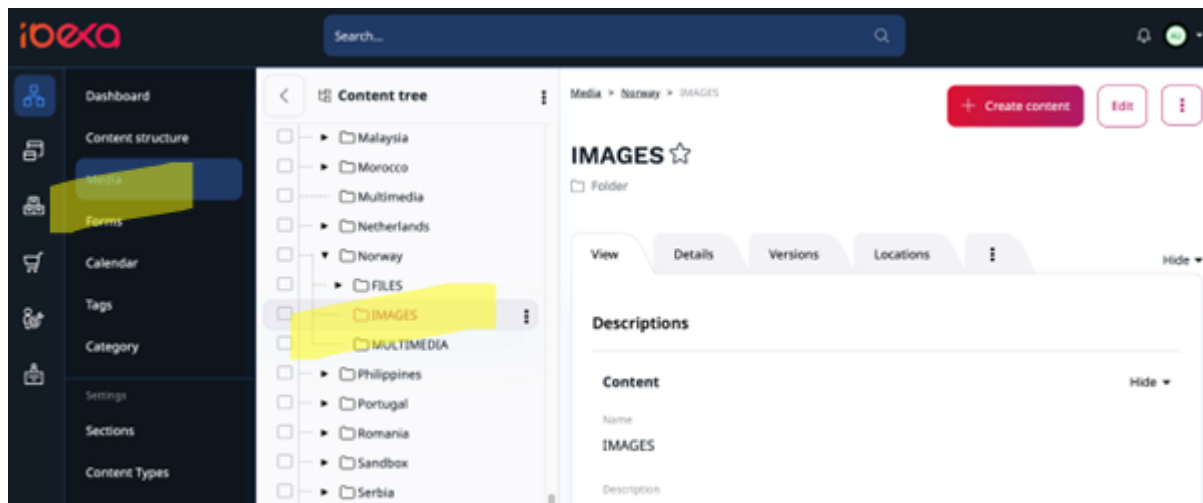
Numbers should recognize the comma as a delimiter and the columns should be automatically set.

Click on the icon to add rows.

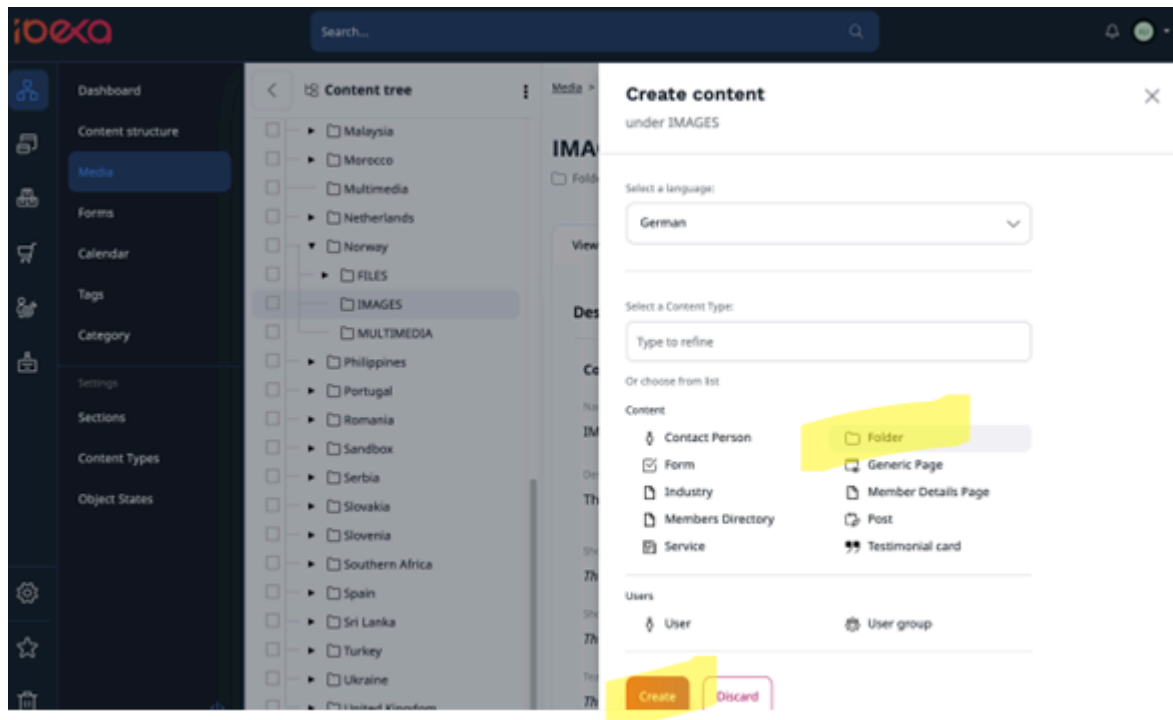
STEP 2. ADDING MEMBER LOGOS (OPTIONAL)

The CSV file has a column **Member Image content ID**. The logos should be uploaded as images to the Ibexa backoffice (in the Media section) then the Content ID can be found in the Details tab for each logo.

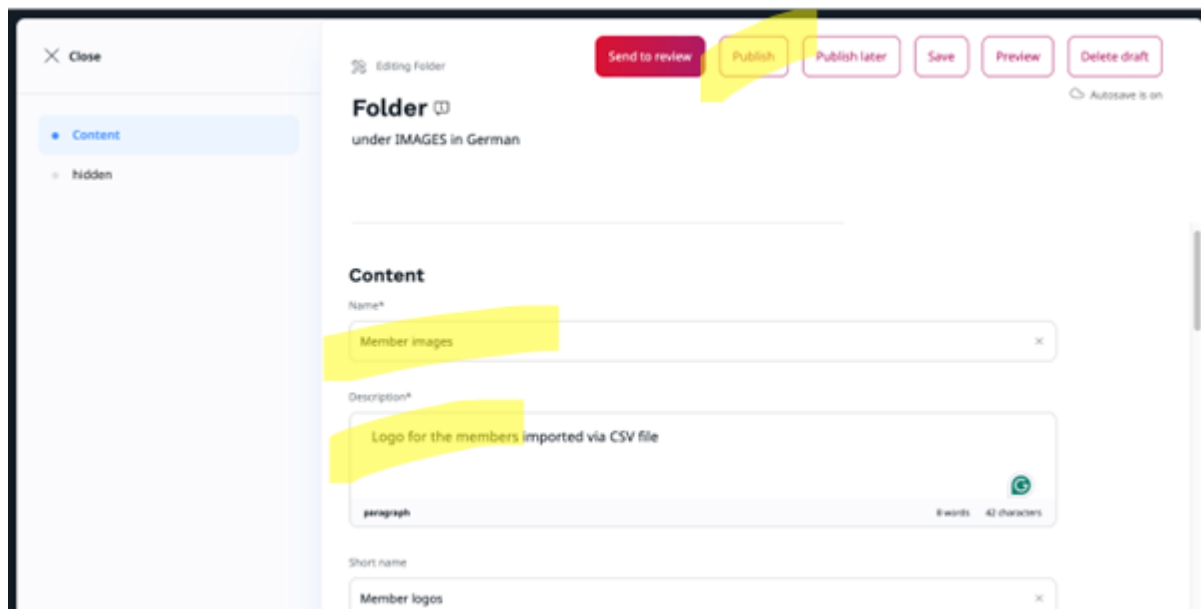
1. Go to the **Media** section and select the **Images** folder.



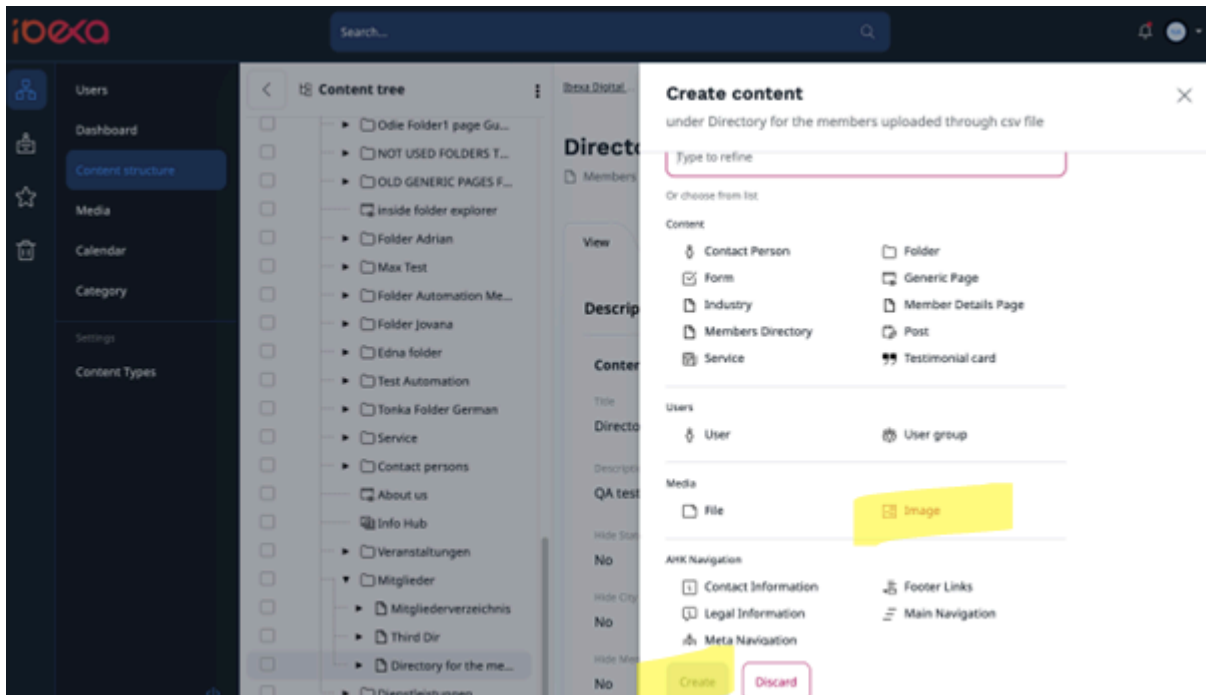
2. Select the **Create content** button, select the Content type **Folder**, then the **Create** button.



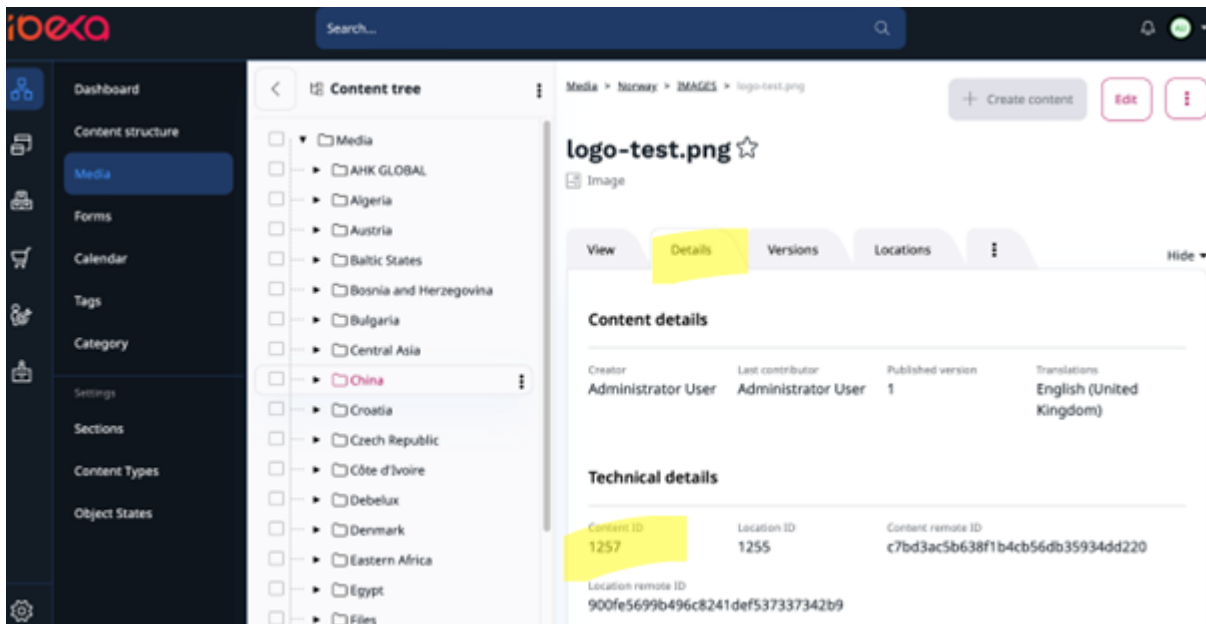
3. Create a folder named **Member images**, and add a description. Publish the new folder.



4. In the new folder for images, select the **Create content** button then the content type **Image**. Add **Alternative text** for the image (mandatory field) - used to describe visual elements to users (image failed to load or they are using a screenreader).



5. Open the **Details** tab and find the **Content ID**. Make note of this number - it will be added later on to the CSV file.



STEP 3. POPULATE CSV FILE

Open the downloaded CSV file. Populate the columns as instructed below.

Member Identifier (external)

- Mandatory column
 - Missing value will cause an error state in the validation step and a member will not be created.
- Format: varchar (free text)
 - Example: 11-23A
- Purpose: Used to check if a Member with the same external ID is already in the Directory, and to provide a new Member with an external ID.
- Use a new Member ID or use an existing ID from your CRM.
- Conditions:
 - If the Member ID (external) from the uploaded Member matches the Member ID (external) from an existing Member, then existing Member data will be updated with data from the CSV file.
 - If Member in Directory in Ibexa exists without an external Member ID but has the same set of data as the Member in the CSV file (Language, Member name, Industry, Country), then the member will be flagged as a potential duplicate. They will be created only if the warning is ignored.

Language Code

- Mandatory column
 - Missing value will cause an error state in the validation step and a member will not be created.
- Format: text (Language code)
 - Example: eng-GB
- Purpose: Creates a member in a specific language version.
- Condition: Language codes must match language codes in Ibexa and the languages set for your tenant. Check the appendix: [List of language codes](#).
 - Note: A value that does not match language codes in Ibexa will cause an error state in the validation step and a member will not be created.
- Notes:
 - If you want to create the same member in 2 Languages/Translations, each member needs to be added to the CSV with a separate language code.

- If the language provided is not the language that is enabled for the tenant in focus and the member is created via file import, that member will not be visible on the AHK website.

EXAMPLE: SAME MEMBER WITH MULTIPLE LANGUAGES

If your AHK website offers content in multiple languages and you want also show member details in multiple languages, make sure that you provide a matching Member ID and correct language code (based on your translation needs).

Member Identifier (external)	Language Code	Member Name	...
100-11	eng-GB	XYZ	
100-11	ger-DE	XYZ	

Member Name

- Mandatory column
 - Missing value will cause an error state in the validation step and a member will not be created.
- Format: text
 - Example: Test Member
- Purpose: Defines Member Name

Show Member in the Directory

- Optional column (value doesn't need to be provided)
 - Note: A value that is not 0 or 1 will cause an error state in the validation step and a member will not be created.
 - If left empty, the member will not be shown in the Directory on the AHK website.
- Format: boolean (1 or 0)
 - 0 = Member will not be shown in Directory on the AHK website
 - 1 = Member will be shown in Directory on the AHK website

Member URL

- Optional column (value doesn't need to be provided)
- Format: text (URL)
 - Example: <https://www.google.com>
 - **Important: [Https://](https://) must be part of the URL**
- Purpose: Defines URL of the Member website
- Note: If your column has URLs starting with "www" and you need to add <https://>, try the following formula (A2 should be the first item in your

column):

=IF(LEFT(A2; 3) = "www"; "https://" & A2; A2)

**In case of errors, try using a comma instead of a semicolon as this depends on your local Excel or Spreadsheet settings.*

**This is the English version of the formula. Depending on your language settings, you might have to translate the formula.*

URL Text

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Google
- Purpose: Defines Member URL link copy
- **Important: If the field is empty, the URL will not be shown at all.**

Membership Type

- Optional column (value doesn't need to be provided)
- Format: free text field
 - Example: Premium
 - There are no limits or recommendations for the Membership type.
- Purpose: Defines Membership type

Member Industry content ID

- Mandatory column
 - Missing value will cause an error state in the validation step and a member will not be created.
- Format: number (Industry content ID)
 - Example: 363
 - If a member has multiple industries, separate them with : (colon)
 - Example: 363:365
- An Industry can be Global (created by the system) or Local (created by the AHK editor).
 - Content ID of a Global industry can be found in the Guide. Check appendix: [List of Industry codes - Production](#)
 - Content ID of a Local industry can be found in Ibexa (go to your Local industry folder and then see for each specific industry content item, then the Details tab, then find the Content ID under Technical details).
- Purpose: Defines one or more Industries for that the Member.
- Condition: Industry content ID must match Industry content ID in Ibexa.
- Note: A value that does not match Industry content ID in Ibexa will cause an error state in the validation step and a member will not be created.

Member Image content ID

Adding the logo image is explained in STEP 2 of the Guide.

- Optional column (value doesn't need to be provided)
- Format: number (Image Content ID)
 - Example: 1257
- **Important: If the Image Content ID in the CSV file is incorrect, an error will be shown during the file validation process. If the error is ignored, the Member will NOT be created at all.**

Hide Member Image

- Optional column (value doesn't need to be provided)
 - Note: A value that is not 0 or 1 will cause an error state in the validation step and a member will not be created.
 - If left empty, the member logo will be shown in the Directory on the AHK website.
- Format: boolean (1 or 0)
 - 0 = Member logo will be shown in Directory on the AHK website
 - 1 = Member logo will not be shown in Directory on the AHK website

Member telephone number

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: 22200077
 - If the phone number should start with a plus sign, eg. + 44 (0) 555 555, Excel and Google Spreadsheet will turn the input into a formular. This can be prevented by putting an apostroph at the beginning, eg. '+ 44 (0) 555 555.
- Purpose: Defines Member telephone number

Member mobile number

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: 55522200077
- Purpose: Defines Member mobile number

Member email

- Optional column (value doesn't need to be provided)
- Format: text (email)
 - Example: name@company.com
- Purpose: Defines Member email address
- Condition: Only value in email format is accepted (name@domain)
 - Note: A value that is not in email format will cause an error state in the validation step and a member will not be created.

Member Country code

- Mandatory column
 - Missing value will cause an error state in the validation step and a member will not be created.
- Format: text (Country ISO code)
 - Example: DE
- Purpose: Defines the country of the Member
- Condition: Country ISO code must match Country ISO in Ibexa. Check appendix: [List of Country codes](#).
 - Note: A value that does not match country ISO codes in Ibexa will cause an error state in the validation step and a member will not be created.
- Condition: Country ISO code needs to be written in capital letters (for example DE for Germany).

Member state/province

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Torshov
- Purpose: Defines the state/province of the Member

Member city

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Oslo
- Purpose: Defines the city of the Member

Member address

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Karl Johans gt. 2, 0154
- Purpose: Defines the address of the Member

Member Google Maps address URL

- Optional column (value doesn't need to be provided)
- Format: text (URL)
 - Example: <https://maps.app.goo.gl/Bc7wdLoq49GNr2c97>
- Purpose: Defines the Google Maps address of the Member

Member Description

- Optional column (value doesn't need to be provided)
- Format: text
- Purpose: Defines the description of the Member
- Note: Styling options are not supported in the CSV (only plain text is supported). If you need to style the description, go to lbexa and edit in the Rich text editor field.

M4M program participant

- Optional column (value doesn't need to be provided)
 - Note: A value that is not 0 or 1 will cause an error state in the validation step and a member will not be created.
 - If left empty, the member will not be a program participant.
- Format: boolean (1 or 0)
 - 0 = Member is not program participant
 - 1 = Member program participant

Show M4M program description

- Optional column (value doesn't need to be provided)
 - Note: A value that is not 0 or 1 will cause an error state in the validation step and a member will not be created.
 - If left empty, the program description is not shown in the Member Details page.
- Format: boolean (1 or 0)
 - 0 = Program description is not shown in the Member Details page
 - 1 = Program description is shown in the Member Details page

Contact person 1 – Name

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: John Smith
- Purpose: Defines the Member contact person 1 name

Contact person 1 - Job position

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Sales representative
- Purpose: Defines the Member contact person 1 job position

Contact person 1 – Department

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: Sales
- Purpose: Defines the Member contact person 1 department

Contact person 1 - Phone number

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: 22200088
- Purpose: Defines the Member contact person 1 phone number

Contact person 1 – Email

- Optional column (value doesn't need to be provided)
- Format: text
 - Example: john.smith@companyabc.com
- Purpose: Defines the Member contact person 1 email

**Same can be applied to Contact persons 2,3,4.*

STEP 4. EXPORT CSV FILE

The exported CSV file must have a **comma** or a **semicolon** as the delimiter in UTF-8 encoding.

APPENDIX: LIST OF LANGUAGE CODES

Language	Code
Arabic Egypt	ara-EG
Arabic Iraq	ara-IQ
Bosnian	bos-BA
Bulgarian	bgr-BG
Chinese	chi-CN
Croatian	cro-HR
Czech	cze-CZ
Danish	dan-DK
Dutch	dut-NL
English (United Kingdom)	eng-GB
English (US)	eng-US
Estonian	est-ET
Finish	fin-FI
French	fre-FR
German	ger-DE
Greek	ell-GR
Hungarian	hun-HU
Indonesian	ind-ID
Italian	ita-IT
Japanese	jpn-JP
Korean (South)	kor-KR
Latvian	lav-LV
Lithuanian	lit-LT
Macedonian	mkd-MK
Norwegian	nor-NO
Polish	pol-PL
Portuguese	por-PT
Romania	rom-RO
Russian	rus-RU
Serbian	srp-RS
Slovakia	slk-SK
Slovenian	slo-SI
Spanish	esl-ES
Traditional Chinese	chi-TW
Turkish	tur-TR
Ukrainian	ukr-UA
Vietnamese	vie-VN

APPENDIX: LIST OF COUNTRY CODES

Country name	Country code
Afghanistan	AF
Albania	AL
Algeria	DZ
Andorra	AD
Angola	AO
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bosnia and Herzegovina	BA
Botswana	BW
Brazil	BR
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF

Chad	TD
Chile	CL
China	CN
Colombia	CO
Comoros	KM
Congo, Republic	CG
The Democratic Republic Of The Congo	CD
Cook Islands	CK
Costa Rica	CR
Côte d'Ivoire	CI
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Malvinas)	FK
Fiji	FJ
Finland	FI
France	FR
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Grenada	GD
Guatemala	GT

Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Islamic Republic of Iran	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Democratic People's Republic of Korea	KP
Republic of Korea	KR
Kosovo	XK
Kuwait	KW
Kyrgyzstan	KG
People's Democratic Republic Lao	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macau	MO
Madagascar	MG
Malawi	MW
Malaysia	MY

Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Mauritania	MR
Mauritius	MU
Mexico	MX
Federated States of Micronesia	FM
Republic of Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Republic of North Macedonia	MK
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Occupied Palestinian Territory	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA

Romania	RO
Russian Federation	RU
Rwanda	RW
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Vincent and The Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Republic of South Sudan	SS
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Swaziland	SZ
Sweden	SE
Switzerland	CH
Republic Syrian Arab	SY
Taiwan	TW
Tajikistan	TJ
United Republic of Tanzania	TZ
Thailand	TH
Timor-Leste	TL
Togo	TG
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN

Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States of America	US
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City State	VA
Venezuela	VE
Vietnam	VN
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

APPENDIX: LIST OF INDUSTRY CONTENT IDS IN **PRODUCTION** ENVIRONMENT

If you are creating a CSV file for your Production environment, use the following IDs.

Industry name	Content ID	German Copy (as displayed in Ibexa PROD)
Accommodation and food service activities	21964	Gastgewerbe/Beherbergung und Gastronomie
Accounting, bookkeeping and auditing activities; tax consultancy	22069	Wirtschaftsprüfung und Steuerberatung; Buchführung
Administration and management of companies and businesses; management consulting	22030	Verwaltung und Führung von Unternehmen und Betrieben; Unternehmensberatung
Advertising and market research	22033	Werbung und Marktforschung
Agriculture, forestry and related activities	21940	Landwirtschaft, Jagd und damit verbundene Tätigkeiten
Art, entertainment and recreation	21991	Kunst, Unterhaltung und Erholung
Building maintenance; gardening and landscaping	22039	Gebäudebetreuung; Garten- und Landschaftsbau
Construction	21955	Baugewerbe / Bau
Education and teaching	21985	Erziehung und Unterricht
Health services and social work activities	21988	Gesundheits- und Sozialwesen
Information and communication	21967	Information und Kommunikation
Legal and tax consulting, auditing	22027	Rechts- und Steuerberatung, Wirtschaftsprüfung
Manufacture of basic metals and metal processing	22009	Metallerzeugung und -bearbeitung
Manufacture of basic pharmaceutical products and pharmaceutical preparations	22006	Herstellung von pharmazeutischen Erzeugnissen
Manufacture of beverages	21997	Getränkeherstellung
Manufacture of chemicals and chemical products	22003	Herstellung von chemischen Erzeugnissen
Manufacture of consumer electronics	22051	Herstellung von Geräten der Unterhaltungselektronik
Manufacture of food and feed products	21994	Herstellung von Nahrungs- und Futtermitteln
Manufacture of furniture	22054	Herstellung von Möbeln
Manufacture of machinery; mechanical engineering	22012	Maschinenbau
Manufacture of medical and dental instruments and supplies	22057	Herstellung von medizinischen und zahnmedizinischen Apparaten und Materialien

Manufacture of motor vehicles and their parts	22015	Herstellung von Kraftwagen und Kraftwagenteilen
Manufacture of plastic products	22045	Herstellung von Kunststoffwaren
Manufacture of sanitary ceramics	22048	Herstellung von Sanitärkeramik
Manufacture of wood and of products of wood and cork; manufacture of articles of straw and plaiting materials (except furniture)	22000	Herstellung von Holz-, Flecht-, Korb- und Korkwaren (ohne Möbel)
Manufacturing/production of goods	21946	Verarbeitendes Gewerbe/Herstellung von Waren
Mining and quarrying	21943	Bergbau und Gewinnung von Steinen und Erden
Organisation of conventions and trade shows	22075	Messe-, Ausstellungs- und Kongressveranstalter
Plumbing, heat and air-conditioning installation	22060	Gas-, Wasser-, Heizungs- sowie Lüftungs- und Klimainstallation
Power supply (electricity, gas, steam, air conditioning)	21949	Energieversorgung
Production of printed products	22042	Herstellung von Druckerzeugnissen
Provision of financial and Insurance services	21970	Erbringung von Finanz- und Versicherungsdienstleistungen
Provision of other economic services (administrative and support service activities)	21979	Erbringung von sonstigen wirtschaftlichen Dienstleistungen
Provision of professional, scientific and technical services	21976	Erbringung von freiberuflichen, wissenschaftlichen und technischen Dienstleistungen
Public administration and defence; compulsory social security (public service)	21982	Öffentliche Verwaltung, Verteidigung; Sozialversicherung (→ Öffentlicher Dienst)
Publishing of books, periodicals and other publishing activities (without software)	22063	Verlegen von Büchern und Zeitschriften; sonstiges Verlagswesen (ohne Software)
Real estate and housing	21973	Grundstücks- und Wohnungswesen
Retail trade (excluding motor vehicles)	22024	Einzelhandel (ohne Handel mit Kraftfahrzeugen)
Security services and detective agencies	22036	Wach- und Sicherheitsdienste sowie Detekteien
Software publishing	22066	Verlegen von Software
Translation and interpretation activities	22072	Übersetzen und Dolmetschen
Transportation and storage	21961	Verkehr und Lagerwirtschaft
Waste collection, treatment and disposal activities; materials recovery	22018	Sammlung, Behandlung und Beseitigung von Abfällen; Rückgewinnung
Water supply (sewerage, waste management and remediation activities)	21952	Wasserversorgung; Abwasser- und Abfallentsorgung und Beseitigung von Umweltverschmutzungen

Wholesale and retail trade; repair of motor vehicles and motorcycles	21958	Handel; Instandhaltung und Reparatur von Kraftfahrzeugen
Wholesale trade (excluding trade in motor vehicles and motorcycles)	22021	Großhandel (ohne Handel mit Kraftfahrzeugen und Krafträdern)

APPENDIX: LIST OF INDUSTRY CONTENT IDS IN **STAGING** ENVIRONMENT

If you are creating a CSV file for your Staging environment, use the following IDs.

Industry name	Content ID
Accommodation and food service activities	1138
Accounting, bookkeeping and auditing activities; tax consultancy	1173
Administration and management of companies and businesses; management consulting	1160
Advertising and market research	1161
Agriculture, forestry and related activities	1130
Art, entertainment and recreation	1147
Building maintenance; gardening and landscaping	1163
Construction	1135
Education and teaching	1145
Health services and social work activities	1146
Information and communication	1139
Legal and tax consulting, auditing	1159
Manufacture of basic metals and metal processing	1153
Manufacture of basic pharmaceutical products and pharmaceutical preparations	1152
Manufacture of beverages	1149
Manufacture of chemicals and chemical products	1151
Manufacture of consumer electronics	1167
Manufacture of food and feed products	1148
Manufacture of furniture	1168
Manufacture of machinery; mechanical engineering	1154
Manufacture of medical and dental instruments and supplies	1169
Manufacture of motor vehicles and their parts	1155
Manufacture of plastic products	1165
Manufacture of sanitary ceramics	1166
Manufacture of wood and of products of wood and cork; manufacture of articles of straw and plaiting materials (except furniture)	1150
Manufacturing/production of goods	1132
Mining and quarrying	1131
Organisation of conventions and trade shows	1175
Plumbing, heat and air-conditioning installation	1170
Power supply (electricity, gas, steam, air conditioning)	1133
Production of printed products	1164
Provision of financial and Insurance services	1140

Provision of other economic services (administrative and support service activities)	1143
Provision of professional, scientific and technical services	1142
Public administration and defence; compulsory social security (public service)	1144
Publishing of books, periodicals and other publishing activities (without software)	1171
Real estate and housing	1141
Retail trade (excluding motor vehicles)	1158
Security services and detective agencies	1162
Software publishing	1172
Translation and interpretation activities	1174
Transportation and storage	1137
Waste collection, treatment and disposal activities; materials recovery	1156
Water supply (sewerage, waste management and remediation activities)	1134
Wholesale and retail trade; repair of motor vehicles and motorcycles	1136
Wholesale trade (excluding trade in motor vehicles and motorcycles)	1157