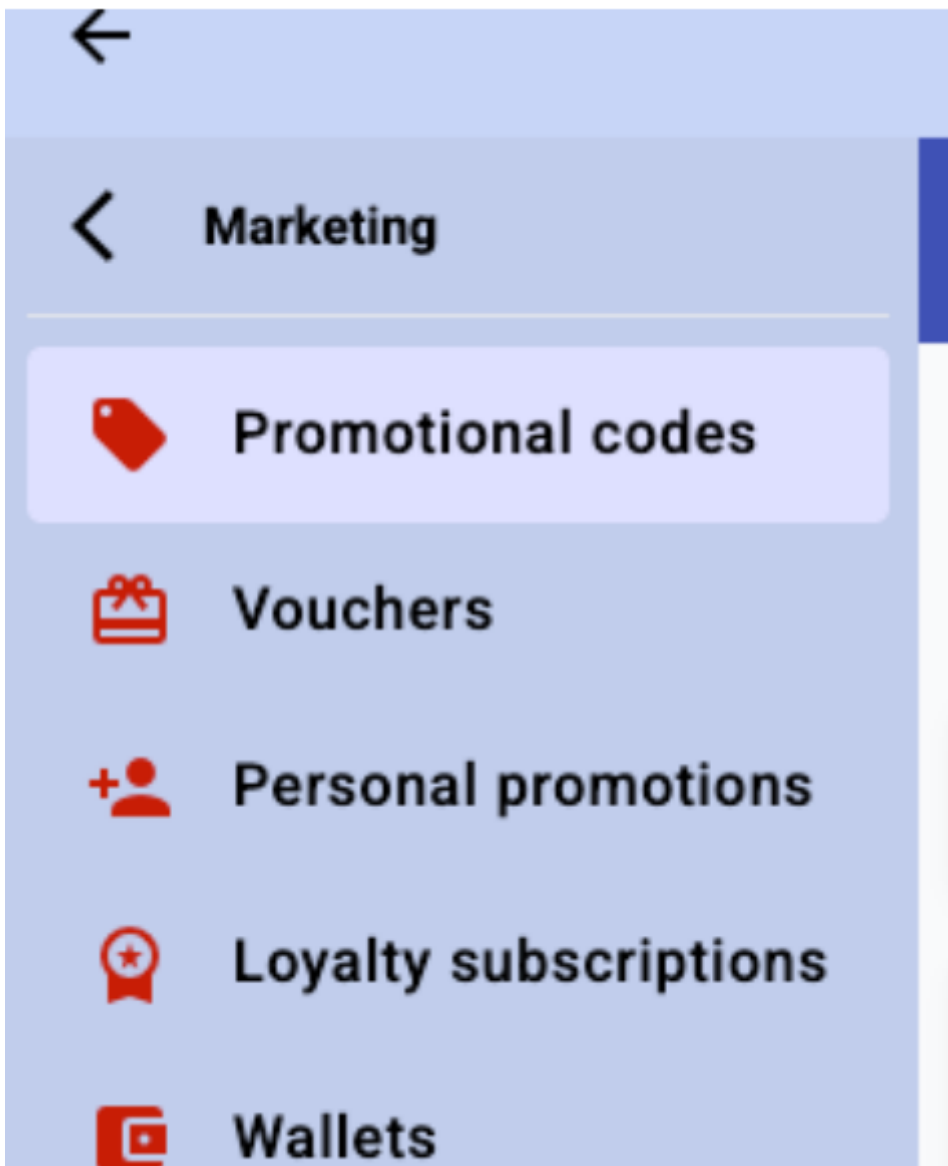


The Marketing screen

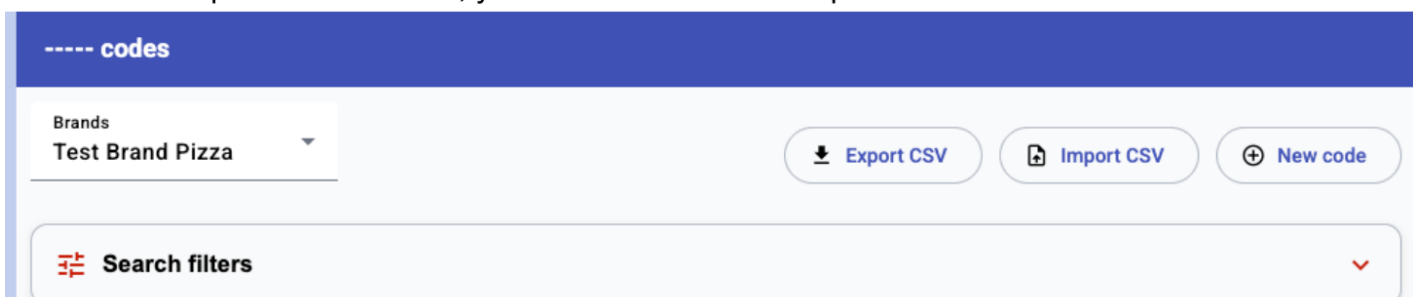
To access the code management section, go to the **MARKETING** menu in the console's central panel.



In the sidebar, you'll find all the sections available for viewing, editing, creating, or expiring codes: Promotional codes, Vouchers, Personal promotions, Loyalty subscriptions, and Wallets.



Each section loads a table containing the data for those codes. At the top of each section, you'll find the available options:



- **Brands:** If you have multiple brands, a dropdown will appear with the list of brands, and you must select the appropriate one for your query. If you only have one brand, this dropdown will not appear.
- **Export CSV:** Exports the data from the table below in CSV format.

- **Import CSV:** Loads a section where you can import a CSV file with the new codes you want to use. Each section has different specifications depending on the type of codes being imported.

“ Only CSV files are accepted, and they must strictly comply with the specifications.

CSV specifications and import

Selecting **Show CSV specifications** displays all the necessary information for that section on screen: how the first row of the CSV must be formatted, followed by a table with the required fields, a description of each field, and the allowed values.

CSV specifications

 The CSV must contain a header row followed by a single column, with one ----- code per row.

Field	Description	Allowed values
Code	Individual ----- code (one row per code, no duplicates).	5-50 characters. Only uppercase letters (A-Z) and numbers (0-9).

 Understood

The **SELECT CSV** button is only enabled once all required fields (if any) have been filled in.

Once a file is selected, if it passes validation (meets all requirements), a "**File successfully validated**" message appears next to the file, and the **Upload CSV** button becomes available.

**SELECT CSV**
Click to select a file

 test-codes.csv

 File successfully validated.

Total codes: 606

Upload CSV

Once the import begins, a message shows the status of the process, and a confirmation message appears when it finishes.

If the selected file fails validation, a **"Validation Error"** message appears next to the file, followed by a list of all errors found. At that point you can only select another file with those errors corrected — the upload button stays disabled until validation succeeds.


SELECT CSV
Click to select a file

 **Test_ERRORS.csv**⚠ **Validation Error**

 **Could not read the CSV file. Error: Some codes are not valid. They must be between 5 and 50 characters and only A-Z or 0-9, please review the file and try again**

Other available actions

- **New code/voucher/...**: Used to create a single record in that section. Each section has its own specifications; if not all required fields are completed, the save button will not be enabled.
- **Search filters**: Each section has different search filters; some require filling in several fields to filter by that criterion. Filters can be reset at any time.

 **Search**

 **Clear filters**

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