Import

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Import Tab

The tab is designed to provide user with a possibility to import rate to VCS by uploading **.csv** or **.xls** file. The whole process can be divided in the following steps:

Screenshot: Import tab

Step 1. Selecting File and Specifying Additional Parameters

First, you need to select a file for import. Additionally, you can specify the following parameters:

Screenshot: Step 1. File Settings

| Rates | Simulate | Import | Import History | Export | Parameters |

STEP 1: FILE SETTINGS

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Selected file: **File not selected**
Choose a file or drag it here

Import Template:
Delimiter: autodetect
Auto Confirm: Disabled

STEP 2: IMPORT SETTINGS

Import

Field	Description
Import template	Select a target template for rates importing
Delimiter	Specify here a delimiter symbol. Possible options are: • *autodetect* • *,* • *;* • *tab* By default, **autodetect** option is chosen.
Auto Confirm	Select whether the system must confirm imported rates automatically or not

🛑 **Warning**

1. It's not possible **to import a file** into the *Rate Table* with **the Min Time and Interval = 0.** These fields must have at least 1 second.
2. While specifying the *Effective Date* and *End Date* keep in mind that by default *Time zone* is **UTC (+0000)**.

Step 2. Import Settings

The system will recognize the file and display first 5 rows of the first sheet. To switch from one sheet with rates to another, click on respective tab: **Sheet 1**, **Sheet 2**, etc.

Starting from **VCS 3.17.0**, user has a possibility to specify a type for each sheet of an imported file. Each sheet type has its own list of column. Currently, there are 3 sheet types:

- **Rates** type - an equivalent to a importing page from earlier version. While importing, **at least 1 sheet must be of Rates type.** For this type, the following columns are mandatory:
  1. **Dst Code/Code Name** - indicate at least one of them
  2. **Rate**
  3. **Effective Date** - if you don't indicate this column, the Effective Date, specified in the Code Rules information block, will be applied to imported rates.
- **Src Codes** type - this type allows user to indicate source codes / code names and has two columns: **Src Code** and **Src Code Name**. If selected, both columns must be specified.
- **Dst Codes** type - this type allows user to indicate destination codes / code names and has two columns: **Dst Code** and **Dst Code Name**. If selected, both columns must be specified.

Screenshot: Sheet types

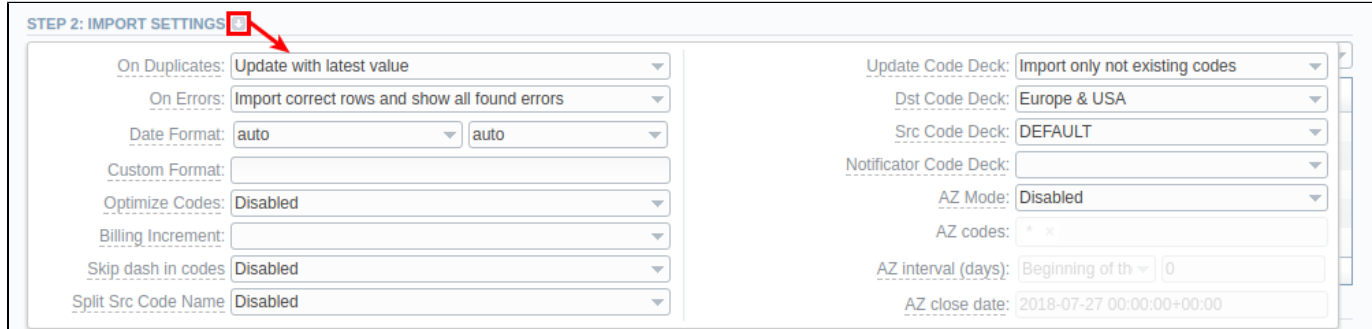**STEP 2: IMPORT SETTINGS**

Sheet 1	Sheet 2					"Rates" sheet type ▼
Dst Code Name ▼	Dst Code ▼	▼	Rate ▼	Changes		"Rates" sheet type "Src Codes" sheet type "Dst Codes" sheet type
1201	United States	1	12/12/2018 00:00:00 +0000	431		
1202	United States	0,99	12/12/2018 00:00:00 +0000	250	☑	
1203	United States	0,87	12/12/2018 00:00:00 +0000	604	☑	
1205	United States	0,87	12/12/2018 00:00:00 +0000	778	☑	
1206	United States	0,87	12/12/2018 00:00:00 +0000	236	☑	
			More rows			

On the second step, you can also save the importing rate table as a template for further usage in importing process. To do so, in the bottom left corner of the tab, specify a template title and press **Save Template** button.

To open advanced configurations, click on grey downwards arrow 🔽 icon next to the **Step 2: Import Settings**. Advanced settings contain the following fields

Screenshot: Step 2. Import Settings

Field	Description
On Duplicates	Determines billing behavior if it finds duplicate rate row. Duplicates are checked by **Code** + **Effective Date** pair of columns. • ***Update with the latest value*** - if multiple duplicates were found, the last value is stored • ***Skip duplicate rows*** - if there are multiple duplicates, only first value will be stored • ***Alert me about duplicates*** - if duplicates are detected, VCS will alert you about their presence ⚠️ **Attention** **Alert limitation** about rate duplicates during import process. It means that the import process cannot proceed if you get more than 1,000 duplicate alerts. This limitation applies while the **Alert me about duplicates** option is enabled in the **On duplicate rates** field in the **Import** tab
On Errors	Determines billing behavior if an inconsistency or error was found in importing file (data inconsistency, incorrect symbols, etc.) • ***Import correct rows and show all found errors*** - import error-free rows and display the list of errors, if any • ***If errors are found, abort import and show all errors*** - if any error is found, stop import and display a list of errors
Date Format	Specify date format of imported file. Please note, the auto-detection of date and time can be performed with files that contain one of the date and time formats, listed below: • DD-MM-YYYY (%d-%m-%Y) = 28-12-2018 • YYYY-MM-DD (%Y-%m-%d) = 2018-12-28 • MM/DD/YYYY (%m/%d/%Y) = 12/28/2018 • DD.MM.YYYY (%d.%m.%Y) = 28.12.2018 • YYYY/MM/DD (%Y/%m/%d) = 2018/12/28 • YYYYMMDD (%Y%m%d) = 20181228 • YYYY-MM (%Y-%m) = 2018-12
Custom format	If defined, this format will be used for date parsing instead of ***Date Format*** field
Optimize Codes	This option allows to make shorter codes of importing code range. For example, code range 4400-4409 will be shortened to 440. Please note, a single code 44001 will not be shortened to 440, it only works for code ranges specified with dash "-". ✅ **Tip** Therefore, when you make an import with enabled ***Optimize codes*** option and your importing file consists of code 440 and code range 4400-4409 at the same time, the import result will depend on the ***On duplicate rates*** settings.

Billing Increment	Billing Incement defines the way events are billed and combines two parameters: *minimum volume* and *tariffication interval* or three parameters: *minimum volume, tariffication interval* and *grace volume*. Indicate the order of parameters recognition in **Billing Increment** column: • *Min Volume / Interval* • *Interval / Min Volume* • *Min Volume / Interval / Grace Volume* • *Interval / Min Volume / Grace Volume* For example, if **Billing Increment** column in your import file is *1, 5,* and you selected *Min Volume / Interval* value in this field, system will recognize *1* as **Minimum Volume** and *5* as a **Tarrification Interval** for a target rate.
Remove Dash	Select whether dash in codes must be skipped or not: • *Enabled* - codes, written as *1201-1205*, will be imported as a single *12011205* code • *Disabled* - *1201-1205* codes will be imported as separate *1201, 1202, 1203, 1204, 1205* codes
Split Src Code Name	This option is used only in case source code names contain *underscore* symbol. Choose one of the following: • *Disabled* - if Src Code Name is, for instance, **USA_Columbia**, it will be preserved as it is after import. • *By underscore* - if selected, **USA_Columbia** Code Name will be changed to **Columbia** after import.
Update Code Deck	Select the way you want **both Src** and **Dst** code decks to be updated with new/existing code names from current rates file: • *Disabled* - leave selected code decks unchanged • *Import only not existing codes* - code decks will be updated with codes and their names if they are missing • *Import all codes (update existing)* - ode decks and codes will be updated with code names taken from file,overwriting of existing ones • *Import all codes (purge code deck first)* - code decks are fully cleared and then all codes and code names are imported from file ⚠️ **Attention** If **Src Code** and/or **Dst Code** sheet type are selected, you need to enable this feature
Dst Code Deck	Dst Code Deck that will be used for *Update Code Deck* option. Select a destination code deck that you want to update with the above-mentioned settings (note that code deck specified settings here will only be available if you are importing file which contains **Code Names** in addition to **Codes**)
Src Code Deck	Src Code Deck that will be used for *Update Code Deck* option. Select a source code deck that you want to update with the above-mentioned settings (note that code deck specified settings here will only be available if you are importing file which contains **Code Names** in addition to **Codes**)
Notificator Code Deck	Specify code decks that will be used for the next rates notification
AZ Mode	A special mode that determines system behavior regarding **active/future** rates: • *Disabled* - leave active/future rates unchanged. Selected by default • *Simple mode* - active rates from current Rate Table will be closed on the specified *AZ close date* if they aren't present in this import. • *Extended mode* - all existing future rates will be marked as stashed. Currently active rates (not presented in this import) will be closed by the date specified below.
AZ codes	Available if AZ Mode is **active**. Specify the exact code(s), **AZ Mode** is going to be applied to. By default, field value is * **(all codes)**
AZ interval (days)	Available if AZ Mode is **active**. It consists of two fields where time and date of rates closure are specified: 1. **Time** - select from a drop-down list: • *Beginning of the day* - active/future rates will be closed at *00:00* of the specified day • *Import time* - active/future rates will be closed at the exact **time of import** on the specified day 2. **Day -** specify the interval of days after which rates will be closed ✅ **Tip** For a detailed explanation, check out our Knowledge Base article
AZ close date	Available if AZ Mode is **active**. Field displays the time and date of rates closure based on the **AZ interval (day)** parameters

Code Rules Information Block

For adding a new code rule, click on the plus icon next to information block name.

When you add a rule and set the value in the fields, it will overwrite parameters specified the respective columns of the file. If you leave fields empty, it will take the parameters from the file.

If you a add a rule with *** code** for a certain service, not specified columns of the imported rates will be filled in with respective field values of this code rule. You can add rules with * code for all services. The list of code rules fields is as follows:

Screenshot: Rates import - Code Rules settings

Field	Description
Code	Indiacte a destination code. For all codes, use * (asterisk)
Service	Select a service for rate
Effective Date	Specify a start date of a rate
Profile	Indicate time profile that will be used for current rate, for example **business time, non-business time, weekends**, etc.
Min	Minimal time of call that will be tariffed. For example, if total call time was **20** seconds and ***Min* is 30**, then client will pay for **30** seconds of call
Int	Tariffication interval. This parameter is used, when ***Min Time*** time expires.
Extras	Additional parameters are stored under downwards arrow icon. • ***Tag -*** pecify a tag for respective rates. If it's not applicable, assign a (@) tag as default. • ***Grace Volume -*** volume that will not be tariffed (i.e. it's free). • ***Policy -*** rate's type for a code: **regular** rate or an **additive** (extra) rate. • ***Setup Fee -*** an initial fee that is charged. • ***End Date -*** final date after which the rate will expire. • ***Notes -*** additional information.

After specifying all additional parameters, press **Import** button.

Step 3. Import Errors

Provided a non-critical error(s) occured, you will be displayed a table, where exact sheet, line and error description are specified (see screenshot). In this case, you need to start the whole import procedure from the beginning.

Screenshot: Step 3. Import Errors

In case numerous errors occurred while **importing** rates, you will be displayed the respective notification:
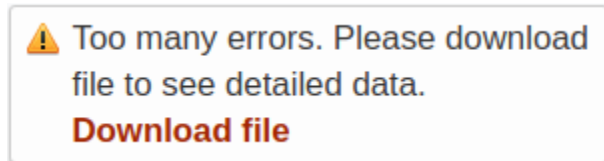
By clicking on **Download file**, a **.csv** file with the following columns is downloaded:

Column	Description
Sheet	Index number of the sheet, where error occurred
Line	Line of the sheet, where error occurred
Errors	Description of the error that occurred

Screenshot: .csv file with detailed error data

Confirming Rates

When the procedure has been executed, you will be forwarded to **Rates** tab where all imported rates will be displayed. They are divided into the following types: **Unchanged, Increased, Decreased, New**. By clicking on respective buttons in the top right corner of the tab, you can filter rates by the type (see screenshot).

> ⚠ **Attention**
>
> Imported rates will be marked as **Unchanged**, **Increased**, or **Decreased** only if their Effactive Date value (e.g. **04.25.2018**) is higher than Effective Date of a current rate (**e.g. 04.10.2018**)

If **Auto-Confirm** option is disabled, you need to press **Confirm Filtered Rates** button (see screenshot) to change rates status from *stashed* to *active*.

Screenshot: Confirming Rates

Import History Tab

The tab contains information about all executed imports to this rate table. It is presented in a form of table with the following columns:

Screenshot: Import History tab

Column	Description
Date	Time and date of import execution
User Login	Login of a user who executed import
File	Import file. By clicking on ⬇ icon, the file will be downloaded
Total	Total amount of imported rates
New	Total amount of rates with New type
Increased	Total amount of rates with Increased type
Decreased	Total amount of rates with Decreased type
Unchanged	Total amount of rates with Unchanged type
A-Z Closed	Number of rates, closed by A-Z import
A-Z Stashed	Number of rates, stashed by A-Z import
Status	Status of imopt procedure (***done/failed***)
Error File	File that contains description of all errors, occured during import. By clicking on ⬇ icon, the file will be downloaded
↺ **icon**	When clicked on, deletes respective import data from the system