Code Decks

In this article

- Section overview
- Creating a New Code Deck
- Managing Code Decks
  - Adding Codes
  - Deleting Codes
  - Importing Codes
  - Exporting Codes

Section overview

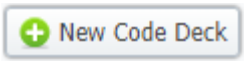
Code deck is a list of ***destination codes***, each with its corresponding ***name*** and ***country*** it represents (optional). Code deck is by far one of the key elements of any **Rate Table** and is used pretty much throughout the whole system (sections like **Invoices**, **Packages**, **LCR Lists**, and so on). By having multiple code decks, you can freely operate with different names for the same codes and change them in real-time.

The section is presented in the form of a list of all existing code decks in the system. The table of code decks consists of the following columns:

Screenshot: Code Decks section

Column	Description
ID	Code deck's identification number
Deck Name	Name of a code deck
Reseller	List of resellers corresponding deck was assigned to
Codes	Total number of codes presented in the deck

Functional **buttons/icons**, presented in the section, are as follows:

Button/Icon	Description
	Allows to create a new code deck
	Allows to manage an existing code deck on a list
	Allows deleting a code deck from the system. Requires confirmation

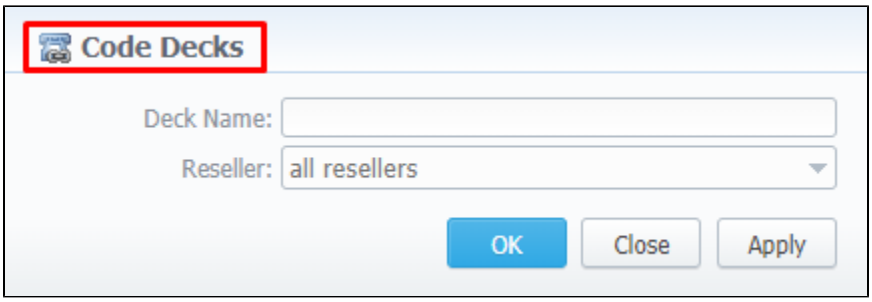
Creating a New Code Deck

To create a new code deck:

- Click the **New Code Deck** button
- Fill in all required fields of a pop-up window (see screenshot below)
- Click **OK**

Subsequently, a new code deck will be added to the general list in the section.

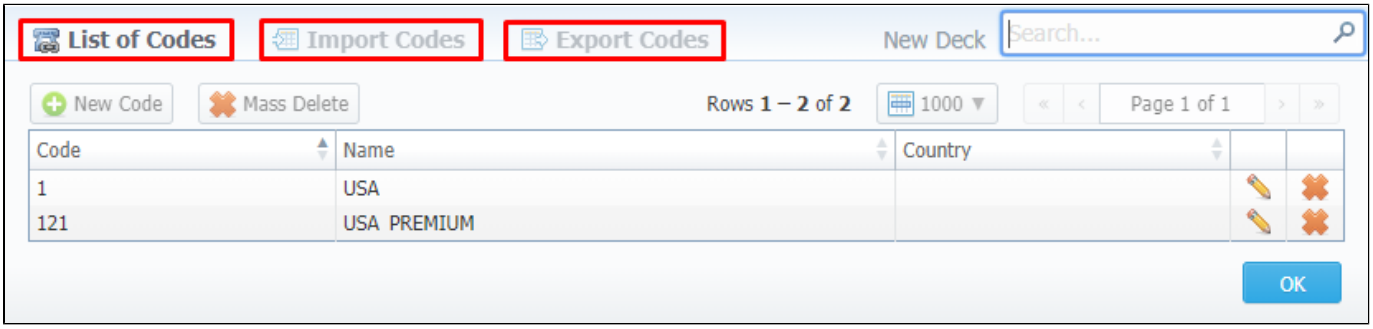
Screenshot: Code Deck pop-up window



Managing Code Decks

To manage your code deck, left-click on the deck's name or edit icon opposite the deck on the right. The opened pop-up window consists of 3 tabs: **List of Codes, Import Codes** and **Export Codes** (see screenshot), where you can perform operations pointed out below.

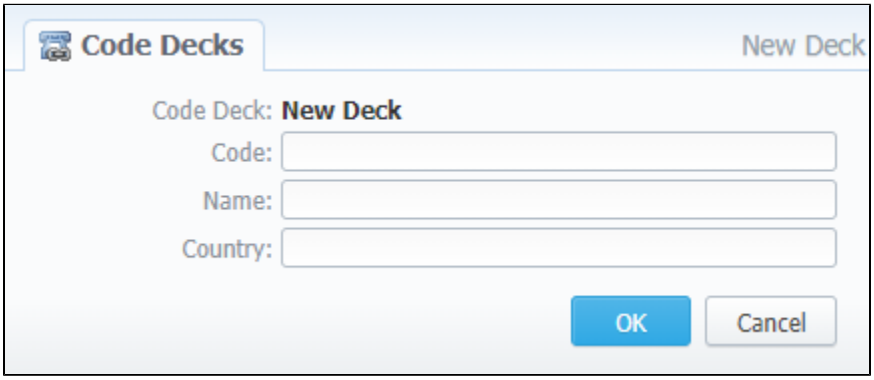
Screenshot: Code deck's tabs



Adding Codes

In the **List of Codes** tab, click the **New Code** button to add a code group to your deck. The pop-up window contains the following parameters (see screenshot below):

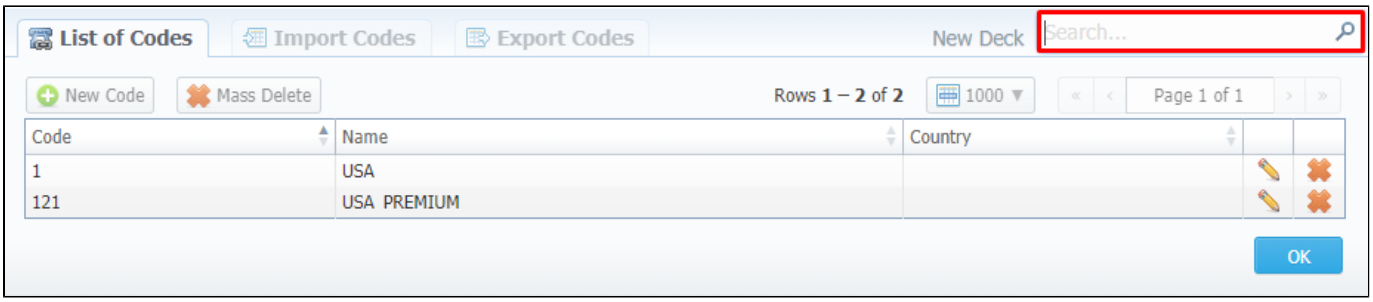
Screenshot: Adding new codes



Field	Description
Code Deck	Name of the code deck. Auto-filled by the system
Code	New destination code
Code Name	Displayed name of a code group
Country	Country the codes in the current group will belong to

To manage navigation between thousands of codes on the list, you can always look for the necessary code using a **Search** box (see screenshot).

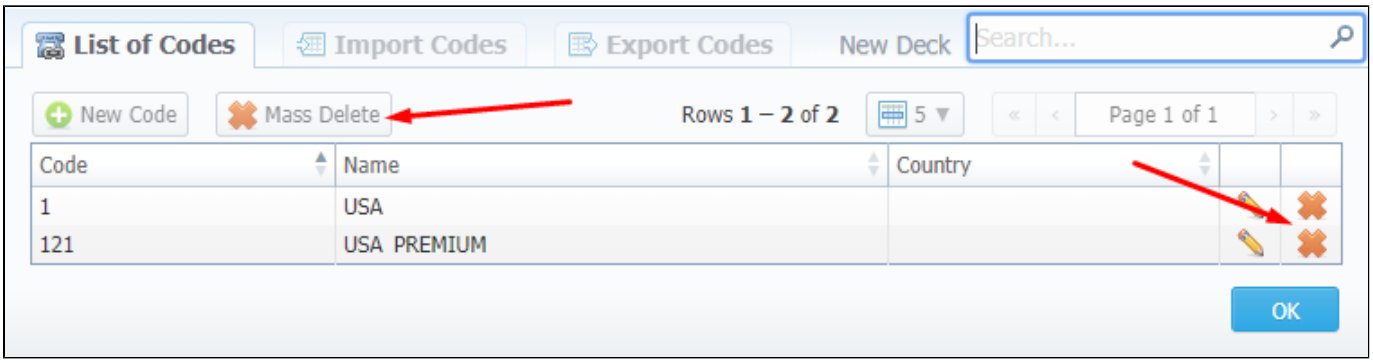
Screenshot: Section search box



Deleting Codes

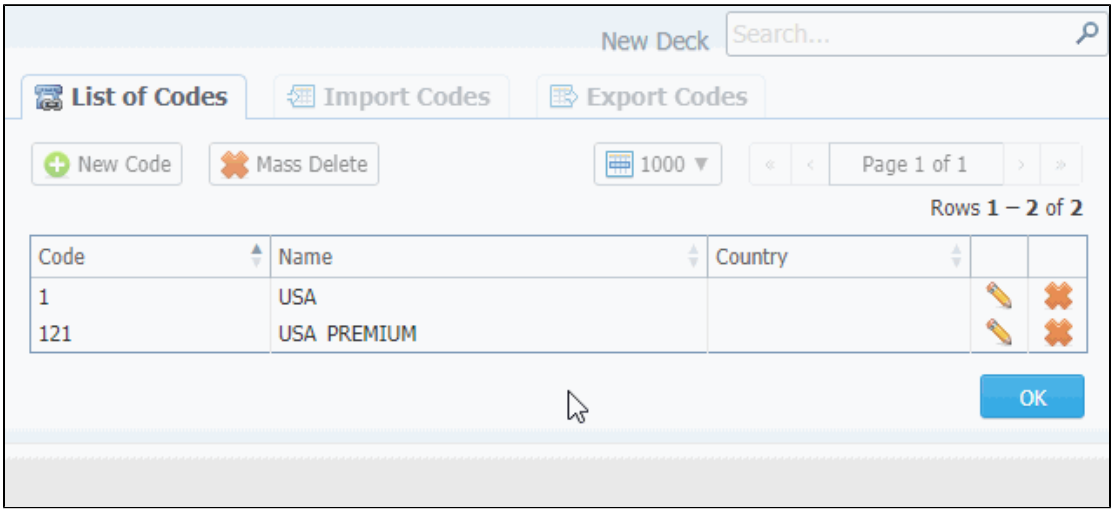
You can either delete ***each*** code separately by clicking the delete icon opposite corresponding code on the list or delete ***all*** codes at once by pressing **Mass Delete** button (see screenshot below).

Screenshot: Codes deletion



To verify mass deletion, click **OK** in a pop-up window (see animation below).

Animation: Codes deletion

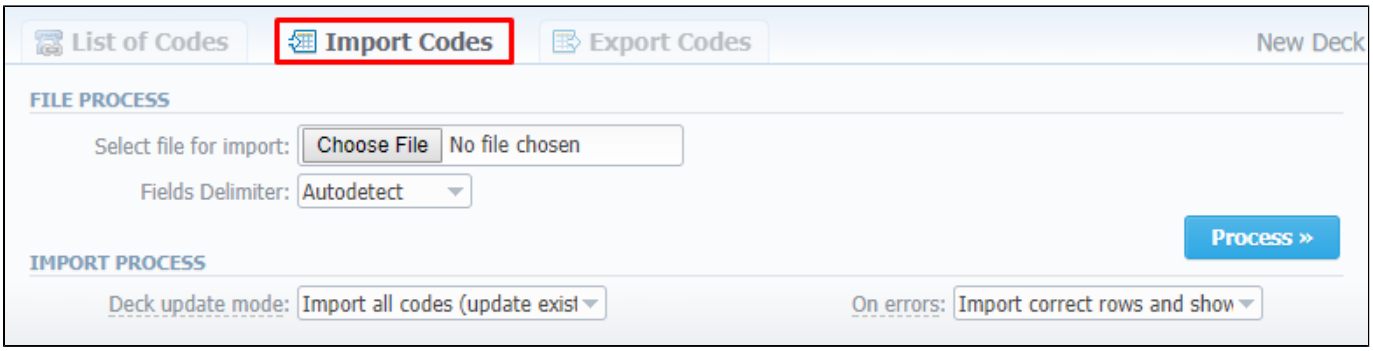


Importing Codes

Not only can you add codes to the lists manually, but also **import** them from a file. The whole import process can be logically divided into two steps:

The **first step** is to go to the **Import Codes** tab (screenshot below) and fill in the required fields. After selecting a file and specifying all additional fields, click the **Process>>** button.

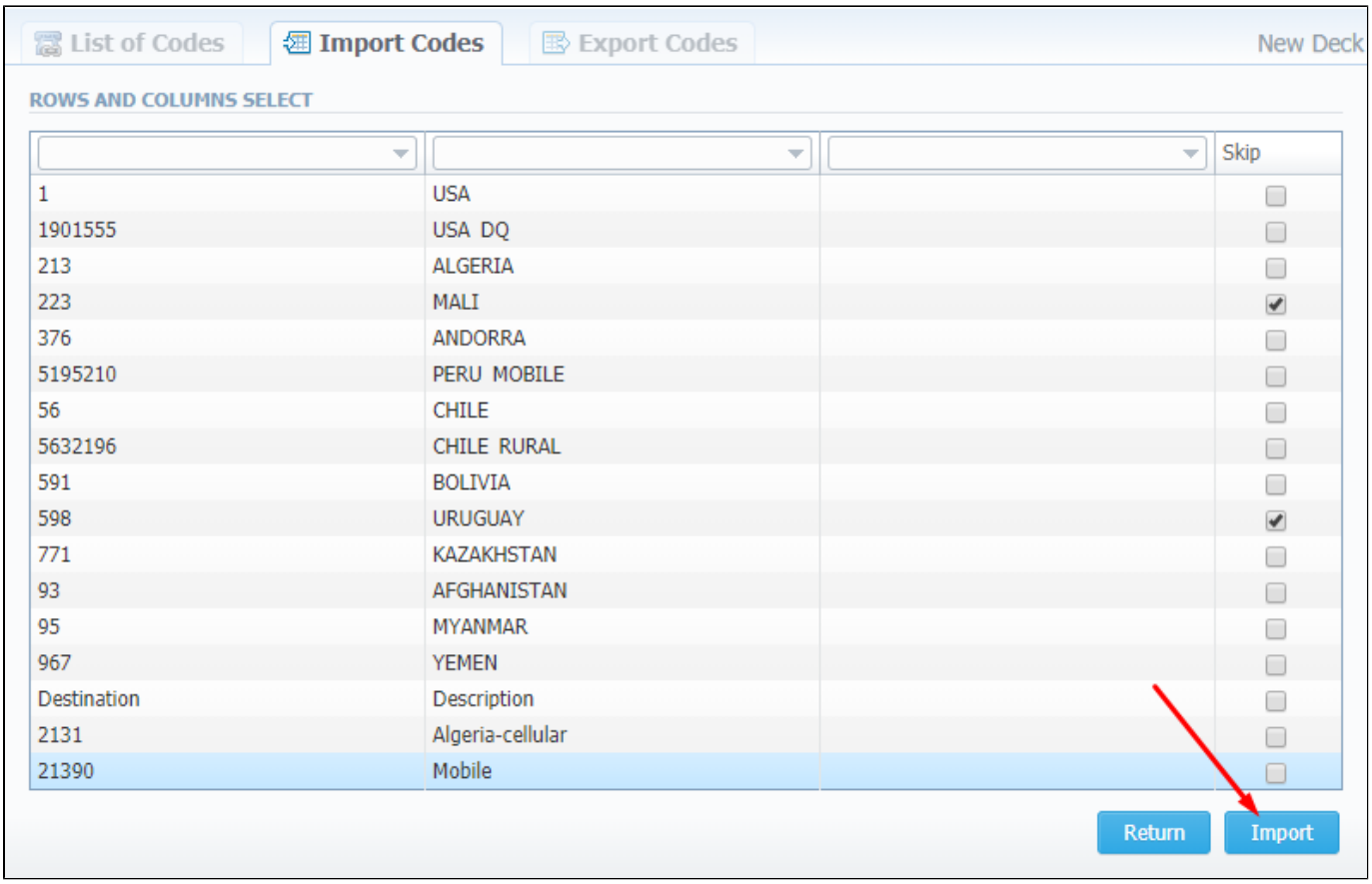
Screenshot: Import Codes - Step 1



Section	Field	Description
File Process	***Select File to Import***	Select an import file by clicking the **Choose File** button
	Fields Delimiter	Specify a delimiter symbol. Possible options are: • ***Autodetect*** • ***,*** • ***;*** • ***Tab*** By default, the **Autodetect** option is chosen.
Import Process	***Deck Update Mode***	Specify the code deck update mode. There are three possible modes: • ***Import only not existing codes*** • ***Import all codes (update existing)*** • ***Import all codes (purge code deck first)*** By default, **Import all codes (update existing)** mode is chosen.
	On Errors	Define what to do if inconsistency or error was found in the importing file: • ***Import correct rows and show all found errors*** • ***If errors are found, abort import and show all errors*** By default, the **Import correct rows and show all found errors** option is chosen.

During the **second step,** the system will recognize the file and display the first 17 rows. Then, you need to select the header for each column. In case you don't need some rows, you can easily skip them by checking boxes opposite unnecessary rows in the **Skip** column (see screenshot). To abort the importing process, click the **Return** button, and you will be redirected to the **Import Codes** tab. To finish importing, click **Import** (see screenshot).

Screenshot: Import Codes - Step 2



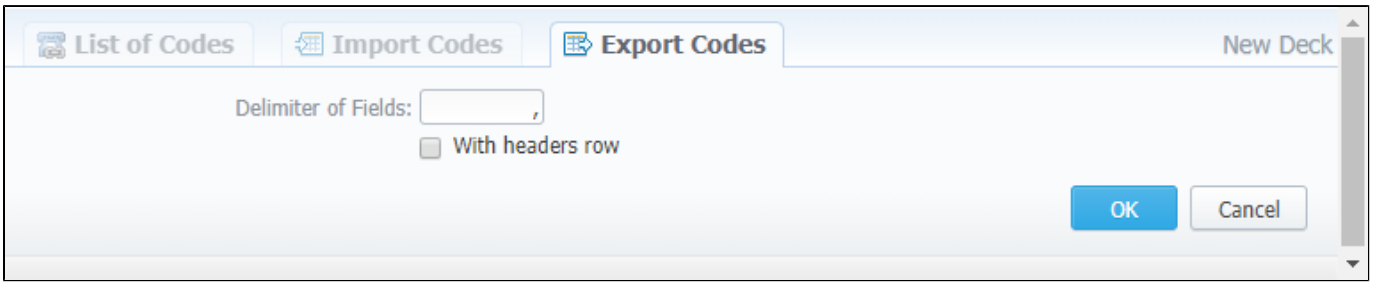
After you click **Import**, the system will start the importing process. When the progress bar reaches 100%, your import is done. Congrats!

Knowledge Base Tip

See what happens if your file contains the Country Code column.

Exporting Codes

This feature allows you to export the content of a code deck to a file. To initiate export, do the following:

- Go to the **Export Codes** tab (screenshot down below)
- Specify a delimiter symbol in the ***Fields delimiter*** field and a first CSV file row as a title row by marking ***With headers row*** checkbox (optional).
- Click **OK,** and a CSV file will be downloaded to your computer.

Screenshot: Export Codes tab