

# How to upload Baseline

This guide shows you how to manually upload the baseline to effectmanager.

*This guide is only of relevance if you have the promotion module in effectmanager.*



In effectmanager Baseline is used for various KPI calculations related to your promotion finance and the double profit line.

effectmanager can automatically calculate a baseline for you, or you can upload it manually to effectmanager. The baseline for 2020 is based on sales out per week for 2019, then adjusted with promotions sales during the period and market trends.

If you are interested in automatic baseline calculations, please contact our support team at [support@effectmanager.com](mailto:support@effectmanager.com) for further information.

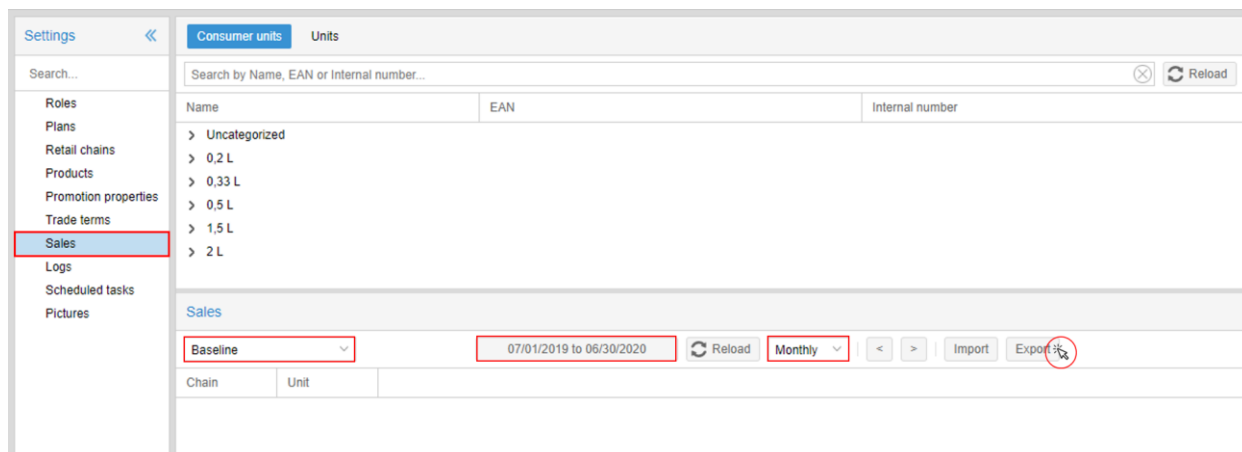
## Importing Baseline

Go to settings in effectmanager, in the sidebar menu press *Sales*.

In the top window, you see your Consumer Units and Units, and in the bottom window is a sales table.

**1.** In the sales tables window, select the following and finish by pressing *Export*.

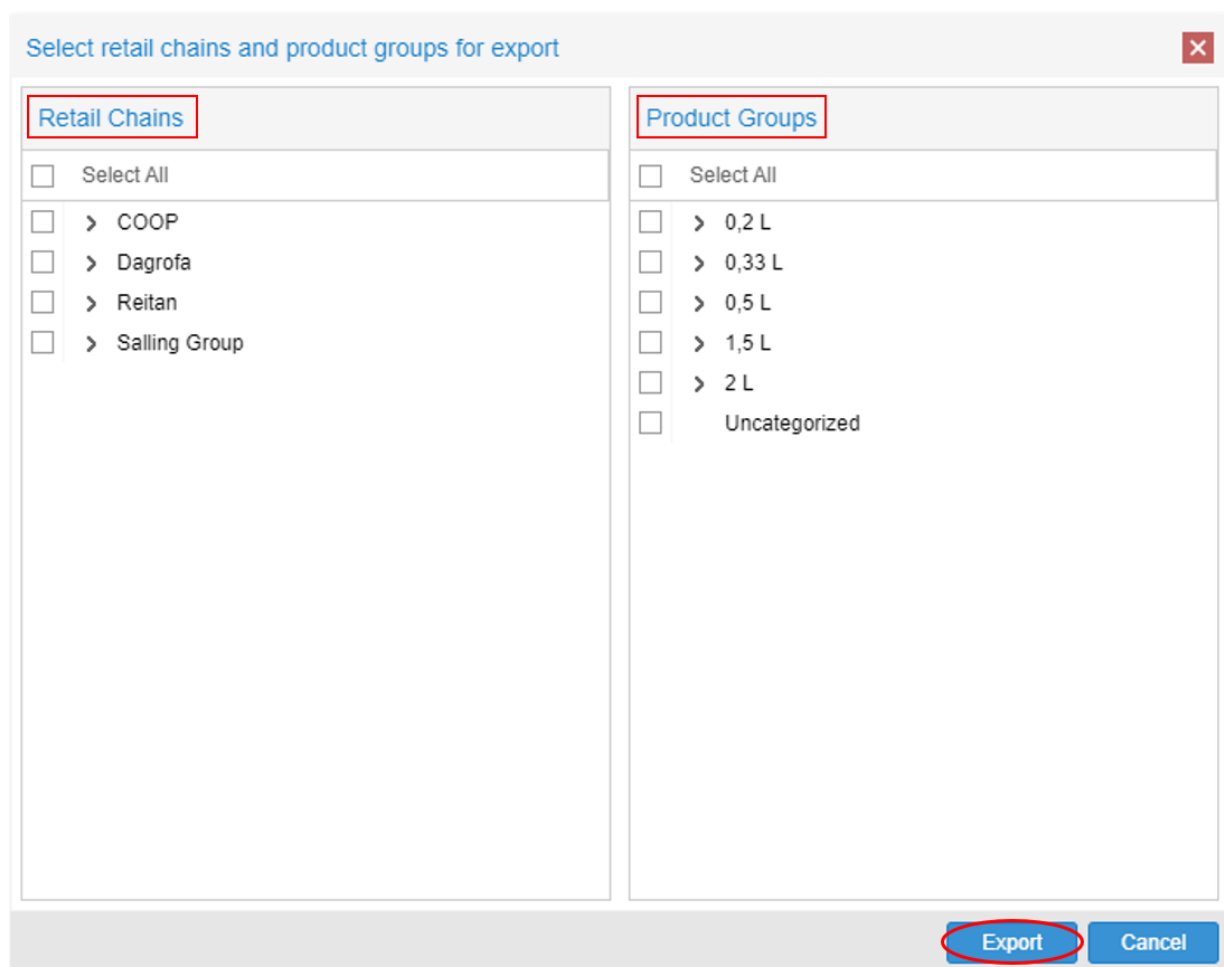
- Baseline
- Period
- Level of the export (Daily, Weekly, Monthly, Yearly)



The screenshot shows the 'Settings' page in effectmanager, specifically the 'Sales' section. The sidebar on the left has 'Sales' highlighted with a red box. The main content area shows a search bar and a list of units. Below that, the 'Sales' section is visible, with a dropdown menu set to 'Baseline', a date range of '07/01/2019 to 06/30/2020', and a 'Monthly' dropdown. The 'Export' button is circled in red.

**2.** In a pop-up window, select the Chain(s) and Product Group(s) you wish to export, finish by pressing *Export*. If nothing is selected, effectmanager will export all chains and all product groups.

**NB!** The baseline file is exported on a chain and product level. We recommend exporting one chain at a time.



**3.** In the baseline file, the first three lines will indicate the type of export your exported period and what level.

**NB!** Do not make corrections to these fields.

When importing the baseline file, column J and onward must be filled out with your baseline figures.

**A – ChainId:** NEVER make corrections to this field. Unique code for the retail chain.

**C – UnitId:** NEVER make corrections to this field. Unique code for your unit.

	A	B	C	D
1	Type	Baseline		
2	Timestamp	07/01/2019	07/05/2020	
3	Mode	Weekly		
4	ChainId	ChainName	UnitId	UnitName
5	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	c6f07fbf-7887-4e9e-b15b-120889462255	Natural 1,5l
6	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	165efaba-410f-4d16-987b-1486daa02a63	Cherry & Pomegranate 0,5l
7	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	aaee32b1-0ad5-4260-8671-26ca6cdef57b	Orange & Guava 1,5l
8	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	5f07eca3-8fd9-446b-9864-4cca7c6dc268	Natural C + 1,5l
9	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	1109664-7478-4c1b-beea-4ef19353ca37	Raspberry & Apple 1,5l
10	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	208c4e772	Natural C + 0,5l
11	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	58c51d3b8	Strawberry & Kiwi 1,5l
12	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	974567a3f	Strawberry & Kiwi 1,5l
13	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	17f04718-032b-4cf1-8f61-816afd73b3e2	Orange & Guava 0,33l
14	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	2b066513-2c28-47ad-acfd-923bc9d033d2	Lime & Elder flower 0,33l
15	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	378106ea-ce29-4cb9-9a55-a053af5047ba	Lime & Elder flower 1,5l
16	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	014214c9-be6a-44aa-846f-a0c02b563476	Grape & Elder flower 0,5l
17	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	8183c2a5-220c-42c2-a2ca-a49e9bcfeb78	Orange & Mango Energy 0,2l
18	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	0606154e-4c5b-465e-98cb-a4f101689b22	Grape / Natural mix
19	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	9fcb981b-fe53-4dbf-bd62-a4f400b53d57	Cherry/Orange/Natural 1,5l mix palle
20	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	5a915b34-0924-44a6-bf84-a55200b47fa6	Test produkt
21	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	0eb4559a-cdf2-4994-8960-aa1c5e190896	Raspberry & Apple 0,33l
22	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	75917d14-0f5c-41f3-b1ed-aba8ea337185	Natural C + 0,33l
23	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	c6ca6684-2fd0-437d-97c1-ba9880d5644a	Cherry & Pomegranate 1,5l

**B – ChainName:** The chain(s) selected in your export.

**D – UnitName:** Your unit description name.

**E – EAN:** Consumer Unit EAN. *Obligatory*

**G – ExternalNumber:** Unit number from the wholesaler.

**I – Active:** Product status  
Active = TRUE  
Inactive = FALSE

	E	F	G	H	I	J	K	L	M
4	EAN	InternalNumber	ExternalNumber	CustomerNumber	Active	W201927/2019	W201928/2019	W201929/2019	W201930/2019
5	7310350117413		1373502	00008	TRUE				
6	7310350117208		1373503	00008	TRUE				
7	7310350117024	557722	1373504	00008	TRUE				
8	7310350117000	419638	1373507	00008	TRUE				
9	7310350117000		1373507	00008	TRUE				
10	7310350117000		1373507	00008	TRUE				
11	7310350117000		1373507	00008	TRUE				
12	7310350117000		1373507	00008	TRUE				
13	7310350117000		1373507	00008	TRUE				
14	7310350117000		1373507	00008	TRUE				
15	5700417006804	543219	1382503	00008	TRUE				
16	7310350117123	147258	1382504	00008	TRUE				
17	57417134	658923	1382505	00008	TRUE				
18		345678	1392401	00008	TRUE				
19		987456	1392402	00008	TRUE				
20	5757575757575	112233		00008	TRUE				
21	6410602227219	369147	1392404	00008	TRUE				
22	5700417990233		1392405	00008	TRUE				
23	5700417991254	432198	1392408	00008	TRUE				

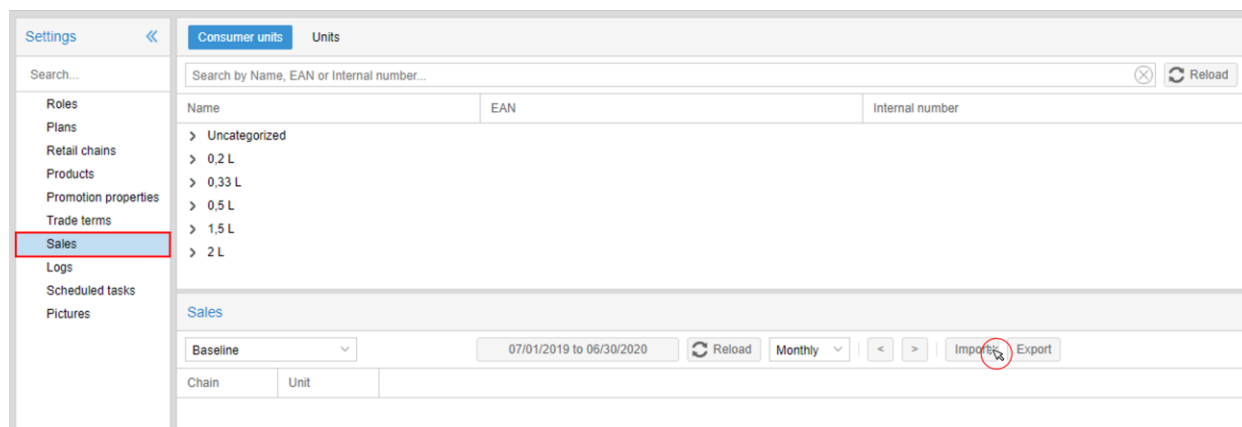
**F – InternalNumber:** Consumer Unit Internal Number.

**H – CustomerNumber:** The Retail Chains internal number.

**J – :** The period exported will be visible from column J and onward.

4. When you have filled out your baseline file save it and import it to effectmanager.

In the sales tables window, press *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 has completed, you will receive an email notification.

Your baseline is now imported to effectmanager. When you import a new baseline file, we recommend that you update the affected promotions with the newest baseline figures.

*If you need a guide that shows you how to import the latest baseline figures to your promotions, please see our guide [How to update promotions Sales Figures](#)*

Baseline import successful

 noreply@effectmanager.dk  
To Support (Effectmanager)

 Baseline-2019-10-29-08-37-05.xlsx  
10 KB

Baseline import triggered for file: Baseline-2019-10-29-08-37-05.xlsx succeeded

Import status: (28 out of 28 entries were imported).

Attached you can find the imported file.

Best regards,  
Effectmanager Team