

# Beauty Advisor - exports

## / Getting started

The administrative panel allows the following actions:

- export of BA consultants
- export of BA customers
- export of BA orders

Descriptions of each of the above have been included in the following chapters of the article.

### Remember

Export - an operation that allows to generate data stored in the administration panel, to a file, usually with the extensions .xlsx or .csv, which can be downloaded to a local disk.

### Remember

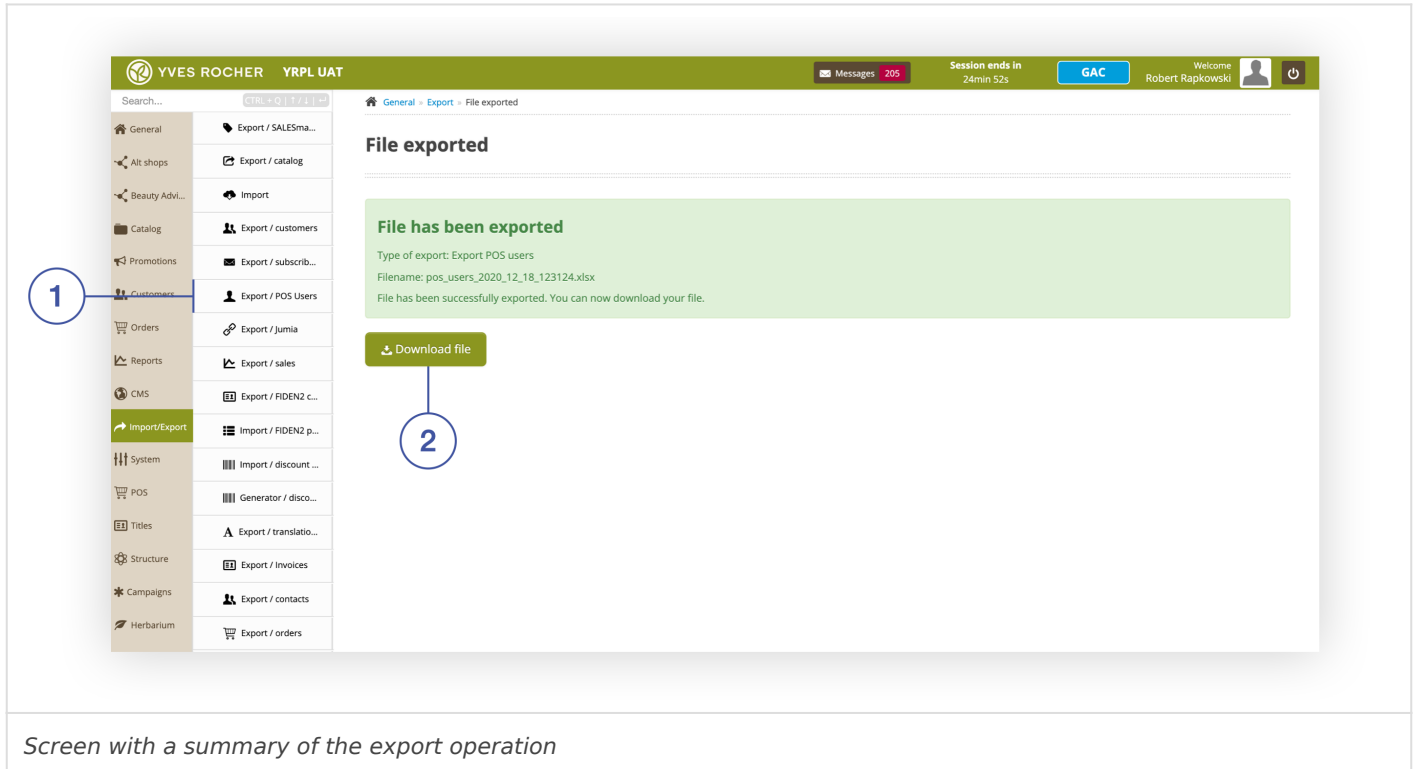
For basic information on BA commerce, see the article [Beauty Advisor - getting started](#).

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# / Export of BA consultants

BA consultants can be exported by navigating to the section **Import / Export > Export / POS Users (1)**. Navigating to the tab will automatically initiate the export operation and you will receive a screen with a summary of the performed operation and the option to download the finished file **(2)** to a local disk.



Screen with a summary of the export operation

The generated file contains the following data. A description of each parameter can be found in the article [Beauty Advisor - mass imports](#) (chapter: "Mass Update of BA Consultants").

- **id**
- **first\_name**
- **last\_name**
- **email**
- **mobile**
- **active**
- **last\_login\_date**
- **group\_name**
- **pos\_reports\_number**
- **ba\_pos\_number**
- **default\_altshop\_id**

# / Export of BA customers

The export of BA customers is possible in the section **Import / Export > Export / contacts**. Due to the current limitations when exporting Excel files, there are two possible types of exports (export in full version **(2)** and in lite version **(3)**). Each export type is described in the following chapter. Current exports are limited to approximately 100,000 rows. This limit will be extended with subsequent updates.

In the **Filters** tab **(1)**, the scope of the generated data can be narrowed down as needed. For a description of the parameters in the tab, see the article [Beauty Advisor > Contacts - viewing and managing BA clients](#). The table and possible actions in the tab **Beauty Advisor / Contacts** are described in the article [Beauty Advisor > Contacts - viewing and managing BA clients](#).

The screenshot displays the Yves Rocher YRPL UAT system interface. The top navigation bar shows the user is logged in as Robert Rapkowski, with a session ending in 28 minutes. The main content area is titled 'Export / contacts'. On the left, a sidebar contains various navigation options, with 'Import/Export' highlighted. The 'Filters' section (1) includes fields for Status, POS, and Card number, along with checkboxes for 'Last activity' filtering. Below the filters, there are 'Apply filters' and 'Clear filters' buttons. The 'Beauty Advisor / Contacts' section (2) shows a table of customer data with columns for ID, Mobile, First name, Last name, City, Birthday, Last BA commerce purchase date, Last activity, Status, Ranking, Last note, and Actions. The table lists 10 entries, with the first entry having a last activity of 422. At the bottom right, there are 'Export to XLSX' and 'Export to XLSX (lite version)' buttons (3).

ID	Mobile	First name	Last name	City	Birthday	Last BA commerce purchase date	Last activity	Status	Ranking	Last note	Actions
16427	+48999999993	NINA	VE5SHOR6PHEE	Example			422	New	417623		Show data
16528	+48608116278	Hanna	Lewandowska	Kepice	1900-01-22		371	New	417534		Show data
16446	+48999777777	ALEKSANDRA	MUWOOPH2KEEY	Example city			342	New	417608	Jfpqfowehoppoh	Show data
16441	+48999999312	ELZBIETA	ECHEEXEA2PHA	Example			340	New	417613		Show data
16438	+48999999321	IWONA	BEVOH6OPHEE	Example			323	New	417616		Show data
16443	+48999995559	TERESA	VAESH4AJJEN	Example	1946-05-05		321	New	417611		Show data
16445	+48999977777	IRENA	KEOTH3MISE9B	Example			319	New	417609		Show data
16433	+48111111110	ANNA	SHEBAUXO7UOX	Example			317	New	417618		Show data
16431	+48999999989	MARZANNA	LOOR3PHOO6HI	Example			305	New	417620		Show data
16442	+48999999444	HANNA	IEM5ZIEC1EES	Example			302	New	417612		Show data

# Full export version

The full version generates all BA customer data available in the panel. Below you will find a list of parameters included in the generated export file. Each parameter is described in the article [Beauty Advisor - mass imports](#) (chapter: "Mass update of BA customers").

- **LAST\_CUSTOMER\_CODE**
- **FIRST\_NAME**
- **NAME**
- **PHONE**
- **ACTUAL\_SHOP**
- **RANKING**
- **CITY**
- **POSTAL\_CODE**
- **STREET1**
- **HOUSE\_NUMBER**
- **BOX\_NUMBER**
- **EMAIL**
- **DATE\_BIRTH**
- **LPD\_BA**
- **LPD\_ECOMMERCE**
- **LPD\_RETAIL**
- **LA**
- **ID**
- **TOP1\_TO\_PRODUCT**
- **TOP1\_TO\_PRODUCT\_LABEL**
- **TOP1\_TO\_LPD\_TXT**
- **TOP1\_TO\_PRODUCT\_PRICE**
- **TOP1\_TO\_TO**
- **TOP1\_TO\_QT**

# Lite version

The generated file in the lite version contains four columns with data of BA customers. Below you will find a list of parameters included in the generated export file. Each parameter is described in the article [Beauty Advisor - mass imports](#) (chapter: "Mass update of BA customers").

- **ACTUAL\_SHOP**
- **RANKING**
- **LPD\_RETAIL**

# / Export of BA orders

There are two types of NA order exports (export in full version and in lite version). Each type is described in the chapter below.

## Full export version

A full version of the export of BA orders is possible in the section **Beauty Advisor > Orders / list**, by selecting the **Export to XLSX** button **(1)**. The scope of the generated data can be narrowed down using the criteria available in the **Filters** tab. All parameters appearing in the tab are described in the article [Beauty Advisor > Orders / list - viewing and handling orders](#).

YVES ROCHER YRPL UAT Messages 205 Session ends in 29min 43s GAC Welcome Robert Rapkowski

Beauty Advisor - Orders / list

Orders / list Generate CSV file for courier Print all

Filters

Processed on From: To:

Order value From: To:

Status

Package status

Delivery method

Payment method

Deferred payment status

Check status

Paid?

Customer ID

Only with vouchers

Apply filters Clear filters

Orders / list Export to XLSX

Show 10 entries Search:

ID	Processed on	Value	First name	Last name	E-mail	Paid?	Package status	Status	Actions
4002057	2020-05-01 10:12:36	118.20 zł	Maciej	Mbochyński	maciej.bochyński@gmail.com	COD/DP	Waiting for preparation		Show
4002059	2020-05-01 10:41:21	25.80 zł	Khatia	Zuu5Weechal0	zuu5weechal0@example.com	COD/DP	Under preparation		Show
4002580	2020-09-25 10:11:51	12.50 zł	Tedst	Test	1c9d3c9092...	COD/DP	Under preparation		Show

1

Section Beauty Advisor > Orders / list

Below you will find a list of parameters included in the generated export file. Each parameter is described in the article [Beauty Advisor > Orders / list - viewing and handling orders](#).

- ID
- Processed on
- Value
- First name
- Last name
- E-mail
- Paid?
- Package status
- Status

# Lite version

BA orders in lite version can be exported in the section **Import/Export > Export / orders**, by selecting the **Export to XLSX** button (2). The scope of the generated data can be narrowed down using the criterion **Processed on**, available in the tab **Filters** (1).

Section **Import / Export > Export / orders**

Below you will find a list of parameters included in the generated export file.

- **Shop ID** - POS store number. More details about POS stores are available in the article [Beauty Advisor > POS retail – store management](#).
- **Consultant** - BA consultant e-mail address.
- **Order date** - BA order placement date.
- **Product** - Product SKU.
- **Quantity** - the number of pieces of the product in the order.
- **Catalogue price** - product catalog price. More information on the list price can be found in the article [Beauty Advisor > New order - description of the ordering process](#).
- **Price** - order price, including discounts. You can find more information about discounts and rebates in the article [Beauty Advisor > New order - description of the ordering](#)

[process.](#)

- **Order number** - BA order number in the administrative panel.
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