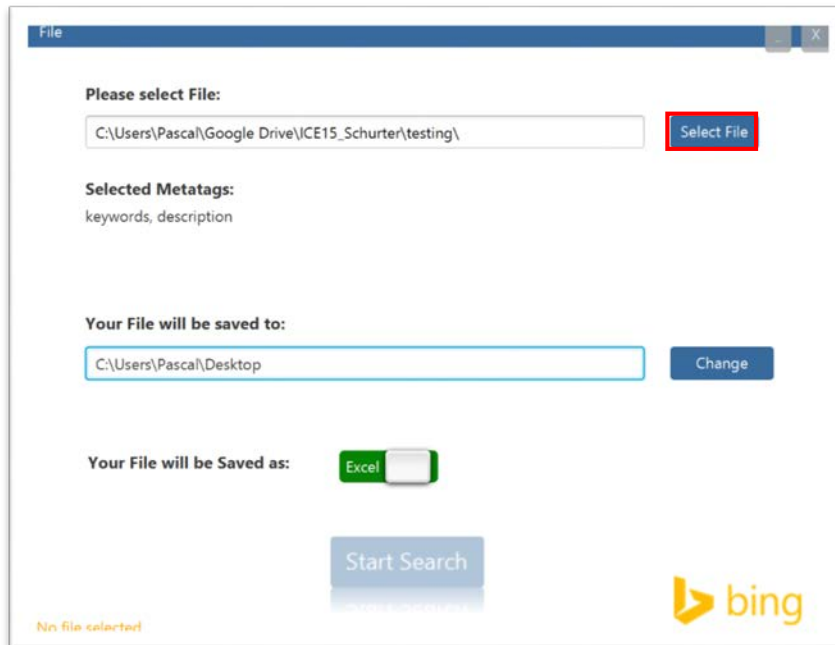


---

***Make sure you are connected with the internet the whole time you work with SPOSDES***

## PROCCED A POS DATA FILE



Press *Select File*

The Explorer will open

Choose the file you want to process by double click on it

## POTENTIAL MISTAKE

If the file has not the right format. You will see this error message



You will not be able to process this file

**Please select File:**

C:\Users\Pascal\Google Drive\ICE15\_Schurter\testing\post\_testfile\_50.xlsx Select File

**Selected Metatags:**  
keywords, description

**Your File will be saved to:**

C:\Users\Pascal\Desktop 1. **Change**

**Your File will be Saved as:** 2. **Excel**

3. **Start Search**

Status OK bing

1. If you want to change the folder the processed file will be saved to click on *Change* and choose the folder you prefer
2. If you want to get an CSV file from the software you can change it by pressing on the button
3. If everything as you want click on *Start Search*

Your file has been processed and saved to:  
C:\Users\Pascal\Desktop

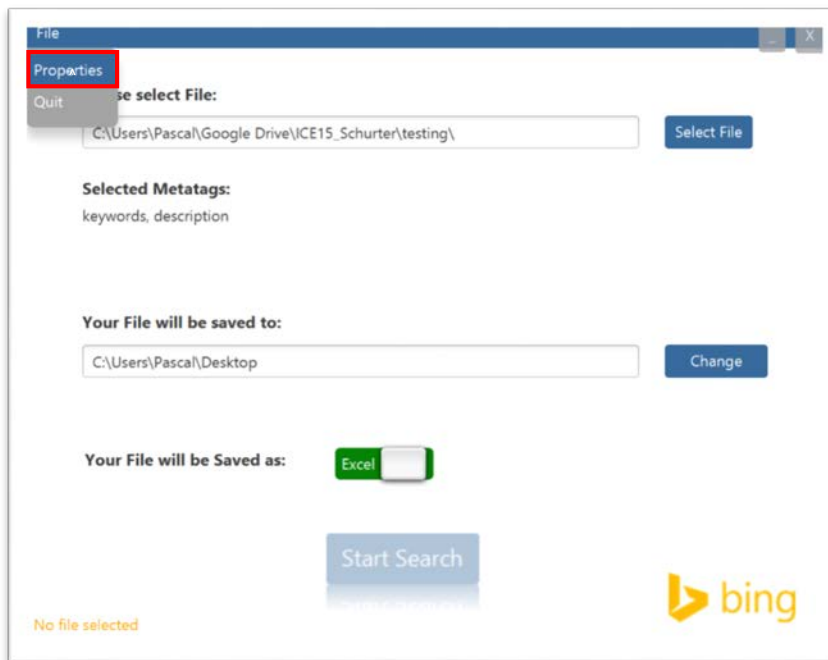
**Gathering Process ended.**

Close Open File Main Menu

After the file has been processed you will see this window the POS data file is now enhanced with the URL and the Meta tags you have chosen.

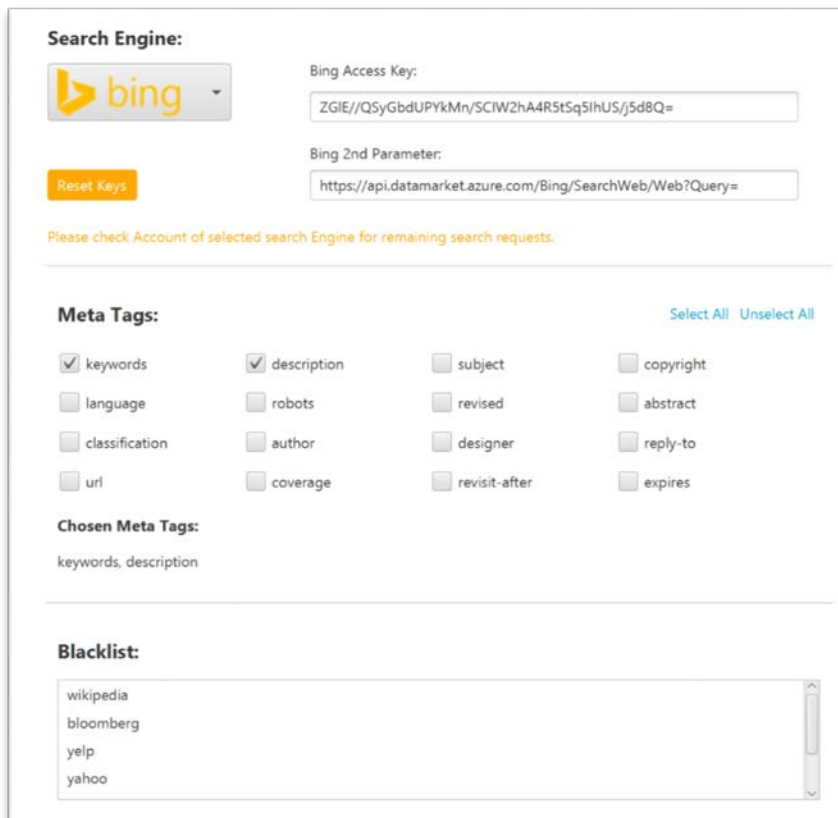
## PROPERTIES

If you want to change the search engine or you want to add more Meta tags you can change this options in the properties.

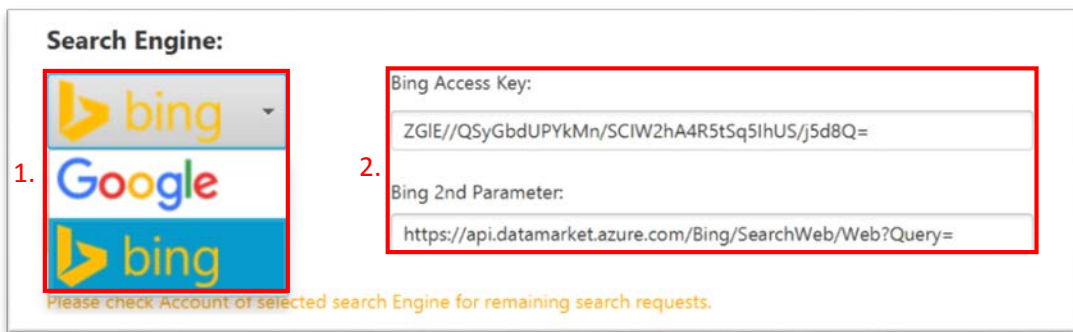


Klick on Properties

The properties window will open



## CHANGING SEARCH ENGINE



**Search Engine:**

1.

2. Bing Access Key:  
ZGIE//QSyGbdUPYkMn/SCIW2hA4R5tSq5IhUS/j5d8Q=

Bing 2nd Parameter:  
https://api.datamarket.azure.com/Bing/SearchWeb/Web?Query=

Please check Account of selected search Engine for remaining search requests.

1. If you want to change the search engine press on the search engine button and choose the search engine
2. If you have to change the Google or Bing account please read these manuals:

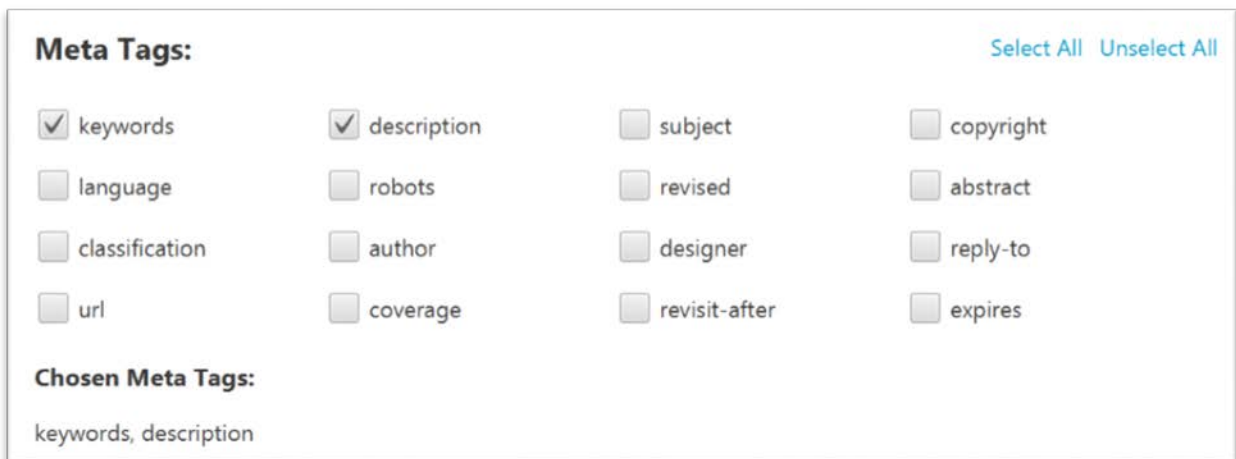
**Bing:**

GENERATE A BING SEARCH ACCOUNT

**Google:**

GENERATE A GOOGLE SEARCH ACCOUNT

## META TAGS



**Meta Tags:** [Select All](#) [Unselect All](#)

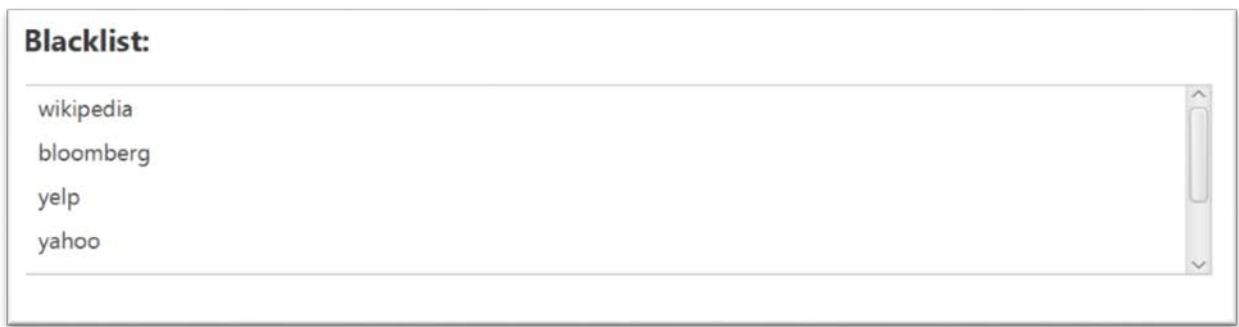
<input checked="" type="checkbox"/> keywords	<input checked="" type="checkbox"/> description	<input type="checkbox"/> subject	<input type="checkbox"/> copyright
<input type="checkbox"/> language	<input type="checkbox"/> robots	<input type="checkbox"/> revised	<input type="checkbox"/> abstract
<input type="checkbox"/> classification	<input type="checkbox"/> author	<input type="checkbox"/> designer	<input type="checkbox"/> reply-to
<input type="checkbox"/> url	<input type="checkbox"/> coverage	<input type="checkbox"/> revisit-after	<input type="checkbox"/> expires

**Chosen Meta Tags:**  
keywords, description

The Meta tags are one of the main benefits of your software. Depending on how many Meta tags you have chosen. You will get more data to the processed file at the end.

As default setting we have chosen keywords and description. These two are the most valuable for your further categorization. So we recommend to always have them ticked.

## BLACKLIST



In the Blacklist you are able to put websites which you do not want to get as a result from the search engine. Such as Facebook, Wikipedia, LinkedIn and so on.

If you would like to add or remove a website from the Blacklist *right click* on the list and choose your option.

If the search engine cannot find a better result than one website of the Blacklist it will give this website as the result. As example. If the customer is a single person which has no webpage it will give back LinkedIn as example.

If you are finished with your changes press *Save*

