

## Import article blocking attributes

Through this process, you can add multiple attributes and values and specify the catalogs for which articles with those attributes are blocked. Make sure to have the attributes listed in an Excel sheet along with their values and the catalog names as shown in the below example:

	A	B	C	D	E
1	Attribute Name	Attribute Value	Spring Collection 2018	Summer Collection 2018	
2	Gender	Male	Yes	No	
3	Color	Blue	Yes	Yes	
4					

Article Blocking

To import a file with attributes, follow these steps:

1. Click the **Import** button, the following window appears:

The screenshot shows the 'Import Data' window with a blue header and a close button (X). Below the header is a progress bar with six steps: 1. File (selected), 2. Sheet, 3. Mapping, 4. Filter (checked), 5. Validation, and 6. Information (checked). The main area contains two radio buttons: 'Last Used File' (unselected) and 'New File' (selected). Below the radio buttons is a text field labeled 'Filename:' with the value '[none]' and a 'SELECT...' button. At the bottom are 'BACK' and 'NEXT' buttons.

2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:

**Import Data** [X]

File — 
  **Sheet** — 
  Mapping — 
  Filter — 
 **5**  Validation — 
  Information

Please select the sheet that contains the data you wish to import

Articles Blocking ▾

You can click **Back** to return to the previous window.

5. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet,
6. Click **Next**, the following window appears:

**Import Data** [X]

File — 
  Sheet — 
 **3**  Mapping — 
  Filter — 
 **5**  Validation — 
  Information

Please select the columns in your sheet that match each of the following fields. All fields marked with a \* are mandatory and must be mapped before continuing.

🔍 Search

Attribute Display Name\* =

Attribute Value\* =

.....

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

**Import Data** [X]

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — **5** Validation — ✓ Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows

Import Only the Rows that match the following criteria:

**BACK** **NEXT**

8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:

**Import Data** [X]

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — ✓ Validation — ✓ Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:  
Finished

Total Valid Rows:  
2

Total Invalid Rows:  
0

Total Skipped Rows:  
0

✓ No issues were detected in your source file. The data is ready to be submitted.

**BACK** **NEXT**

The validation window shows the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

10. Click **Next**, the following window appears:

**Import Data** ✕

✓ File
✓ Sheet
✓ Mapping
✓ Filter
✓ Validation
✓ Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

BACK
SUBMIT

11. Click **Submit**, the progress is displayed,
12. Wait until the job is finished, then refresh the page, the **Article Blocking** page appears as shown below:

0 of 3 Selected
⋮ ↻

Attribute Display N...	Attribute Value	Status	Updated Date	Spring Collection 2...	Summer Collection...	Actions	
<input type="checkbox"/>	Gender	Male	● Active	📅 Feb 5, 2019	Yes	No	⋮
<input type="checkbox"/>	Color	Blue	● Active	📅 Feb 5, 2019	No	Yes	⋮
<input type="checkbox"/>	Color	Black	● Active	📅 Feb 5, 2019	Yes	No	⋮

+

**Notes:**

- If changes are not reflected on the page, refresh the browser by pressing F5.
- If any of the records are invalid, you can skip them by clicking the checkbox next to *Skip invalid rows* as shown in the below example:

Import Data ×

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — **5 Validation** — ✓ Information

Total Valid Rows:  
1

Total Invalid Rows:  
2

Total Skipped Rows:  
0

! There are currently some invalid rows, please rectify these issues before continuing. GET RESULT

Skip invalid rows

BACK NEXT

The **Next** button is activated, and you can import the valid rows.