

## Import by segmentation group

As mentioned before, you can import a file with multiple segmentation groups. Make sure to have the articles listed in an Excel sheet with two columns: Article Number and Segmentation Group, depending on the segmentation groups defined for the selected catalog by Trasix Support team. Below is an example:

	A	B	C	D	E
1	Article No.	Segmentation Group			
2	133112	Group1			
3	166121	Group3			
4	121212	Group1			
5	112211	Group2			
6	119911	Group3			
7	101010	Group1			
8	114411	Group1			
9	118811	Group3			
10	113311	Group2			
11	115511	Group3			
12					

To import a file with segmentation groups, 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, 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Underneath, there are two radio button options: 'Last Used File' (unselected) and 'New File' (selected). Below these is a text input field for 'Filename' containing '[none]' and a 'SELECT...' button. At the bottom of the window are two buttons: 'BACK' and 'NEXT'.

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

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

Segmentation Groups ▾

**BACK** **NEXT**

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

Article Number*	=	Article Number*
Segmentation Group*	=	Segmentation Group*

**BACK** **NEXT**

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

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

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: 10

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 imported values are listed.

**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.