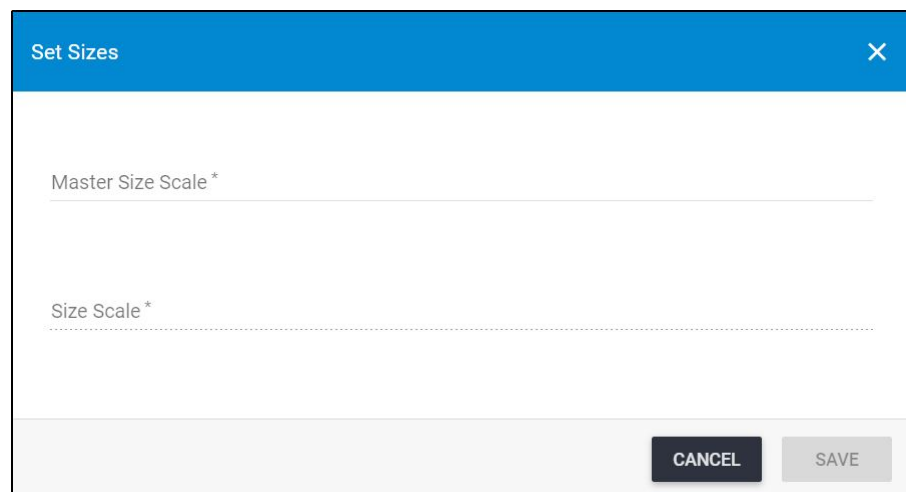


Set sizes to catalog model

You can set sizes to a single catalog model or by importing a file to set catalog model sizes in bulk.

Set sizes

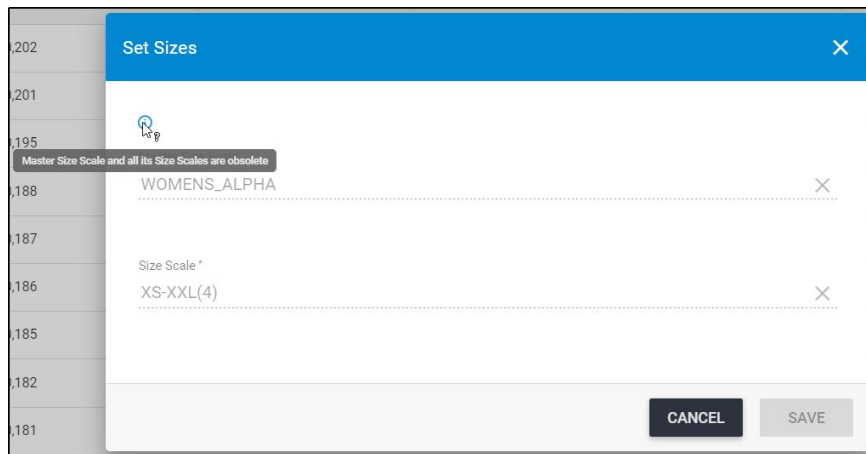
To set sizes for a single model, select Set sizes from the Actions menu next to the model you want, the following window appears:

A screenshot of a 'Set Sizes' dialog box. The dialog has a blue header bar with the title 'Set Sizes' and a close button (X) on the right. Below the header, there are two text input fields. The first field is labeled 'Master Size Scale *' and the second field is labeled 'Size Scale *'. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'SAVE'.

Select the master size scale then the size scale you want, then click **Save**.

Note:

- If the master size scale is set to obsolete at the seller level, a tooltip appears to inform you so as shown in the below example:



The master size scale cannot be changed. If size scales within the master size scale are set as obsolete, they are not displayed in the dropdown list and cannot be selected.

Set catalog sizes models (bulk)

You can import a file to map models to size scales instead of adding them individually, this will save your time and effort. The Excel sheet should contain the model number and size scale as columns.

To import a file with models and size scales, follow these steps:

1. Click the **Set catalog sizes models (bulk)** button, the following window appears:

The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle), and 6. Information (grey circle with a checkmark). The main area of the window contains two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). Below these is a text input field labeled "Filename:" with the placeholder text "[none]". To the right of the input field is a button labeled "SELECT...". 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, click **Next**, the following window appears:

The screenshot shows a window titled "Import Data" with a blue header bar. Below the header is a progress bar with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Sheet" step is currently active, indicated by a blue circle with a checkmark. The "Mapping" step is highlighted with a blue circle containing the number 3. The "Filter", "Validation", and "Information" steps are marked with grey circles and checkmarks. Below the progress bar, the text "Please select the sheet that contains the data you wish to import" is displayed. Underneath this text is a dropdown menu labeled "Catalog Models" with a downward arrow. At the bottom of the window, there are two blue buttons: "BACK" and "NEXT".

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

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

Import Data

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

Model Number*

=

Model Number*

Master Size Scale*

=

Master Size Scale*

BACK

NEXT

5. 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

6. 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,
7. Click **Next**, the following window appears:

The screenshot shows a window titled "Import Data" with a blue header and a close button (X) in the top right corner. Below the header is a progress bar with six steps: File, Sheet, Mapping, Filter, Validation, and Information. Each step has a blue checkmark icon. The "Validation" step is currently selected and highlighted. Below the progress bar, the text reads: "The sheet will be processed to identify if all the rows are valid to be imported". Underneath this text, there are four labels with corresponding input fields: "Status:" with a dropdown menu showing "Finished", "Total Valid Rows:" with a text input field showing "10", "Total Invalid Rows:" with a text input field showing "0", and "Total Skipped Rows:" with a text input field showing "0". At the bottom of the main content area, there is a blue checkmark icon followed by the text: "No issues were detected in your source file. The data is ready". At the very bottom of the window, there are two blue buttons: "BACK" and "NEXT".

The validation step lists the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. If there is an error in the sheet you are trying to import, the validation window will return an error and you need to fix the records with invalid data then import the sheet again.

8. 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

9. Click **Submit**, a progress window is displayed,
10. Wait until the job is finished, then refresh the page, the size scales are assigned to models.

Notes:

- If you are trying to map an obsolete master size scale which is not already assigned to the catalog model, those records are invalid and you can either view the Results sheet and correct them or skip the invalid rows.
- 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.