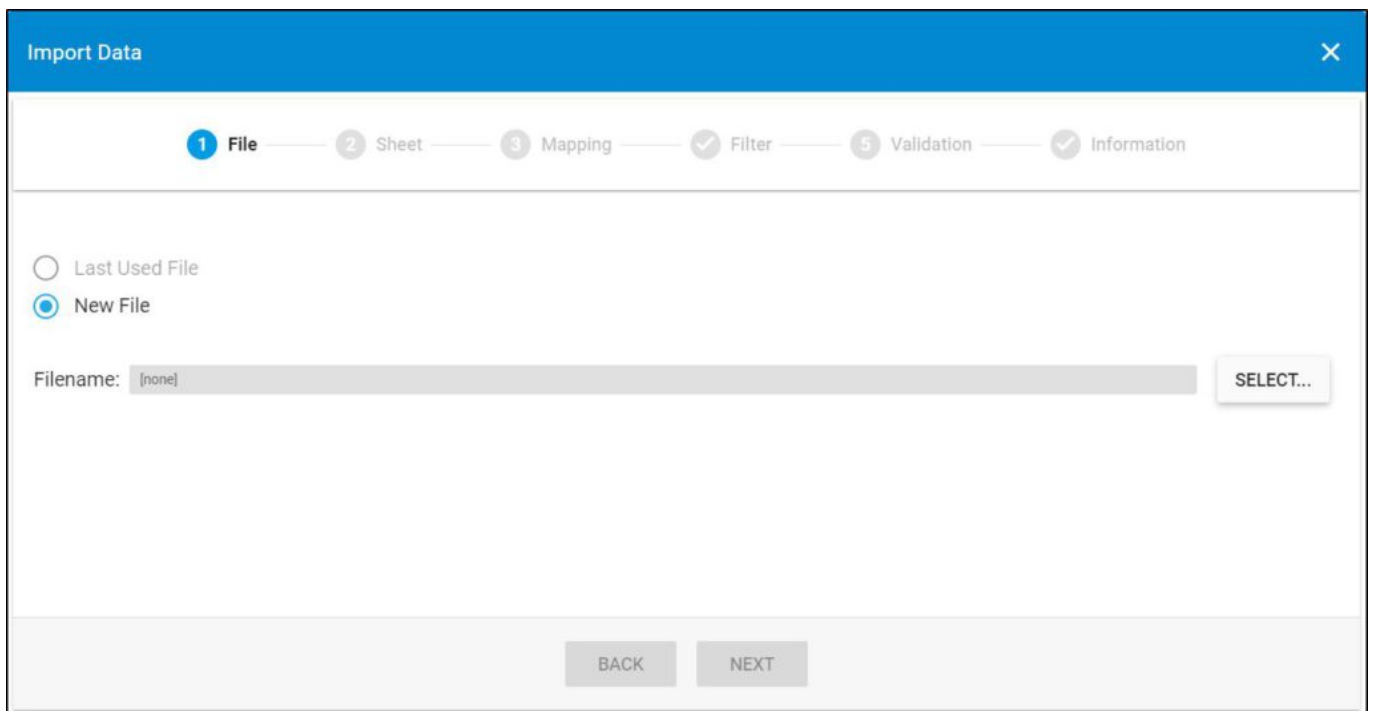


Update via import (Catalog models)

Through this option, you can import a file to update multiple catalog models.

To update catalog models via import, follow these steps:

1. Click the **Update via import** button, 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: 1. File (active), 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 input field labeled "Filename:" with the placeholder text "[none]" and a "SELECT..." button to its right. 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

File Sheet 3 Mapping Filter 5 Validation Information

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

Catalog Models

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
✕

✓ File
✓ Sheet
✓ 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.

| | | |
|---------------------------------|---|---|
| Model Number* | = | <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> Model Number* ✕ </div> <div style="border: 1px solid #ccc; padding: 2px;">Model Number</div> |
| Parent Model Number | = | <div style="border: 1px solid #ccc; padding: 2px;">Parent Model Number</div> |
| <small>Merch Department</small> | | |

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

Import Data
✕

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

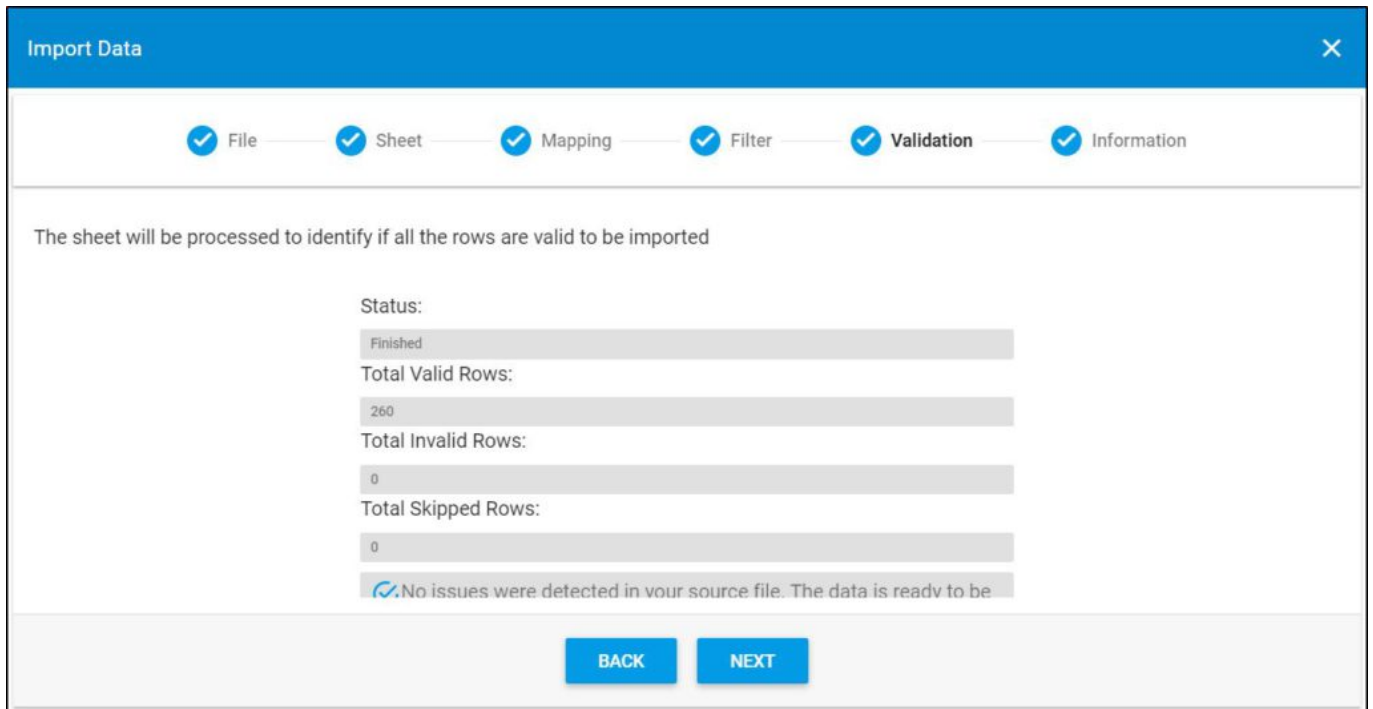
Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows
 Import Only the Rows that match the following criteria:

BACK

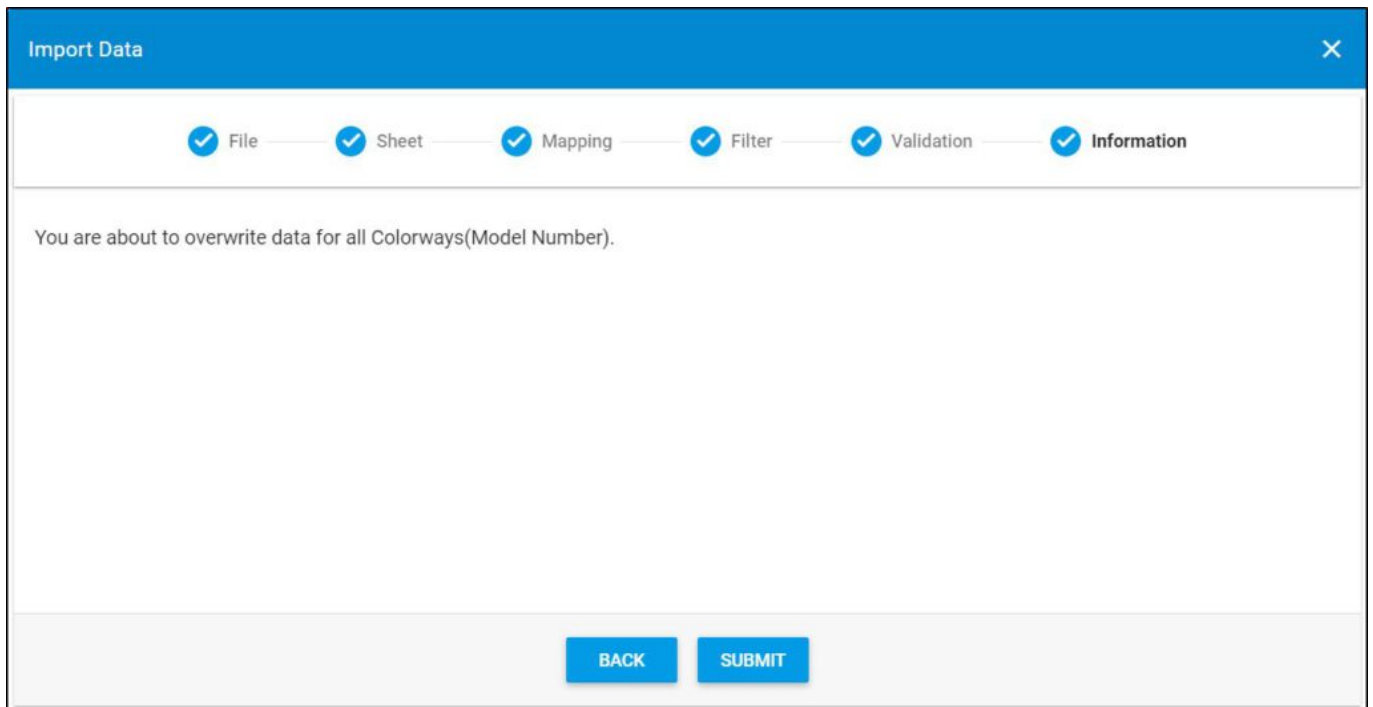
NEXT

- 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,
- Click **Next**, the following window appears:



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.

- Click **Next**, the following window appears:



12. Click **Submit**, a progress window is displayed,
13. Wait until the job is finished, values are imported.

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.