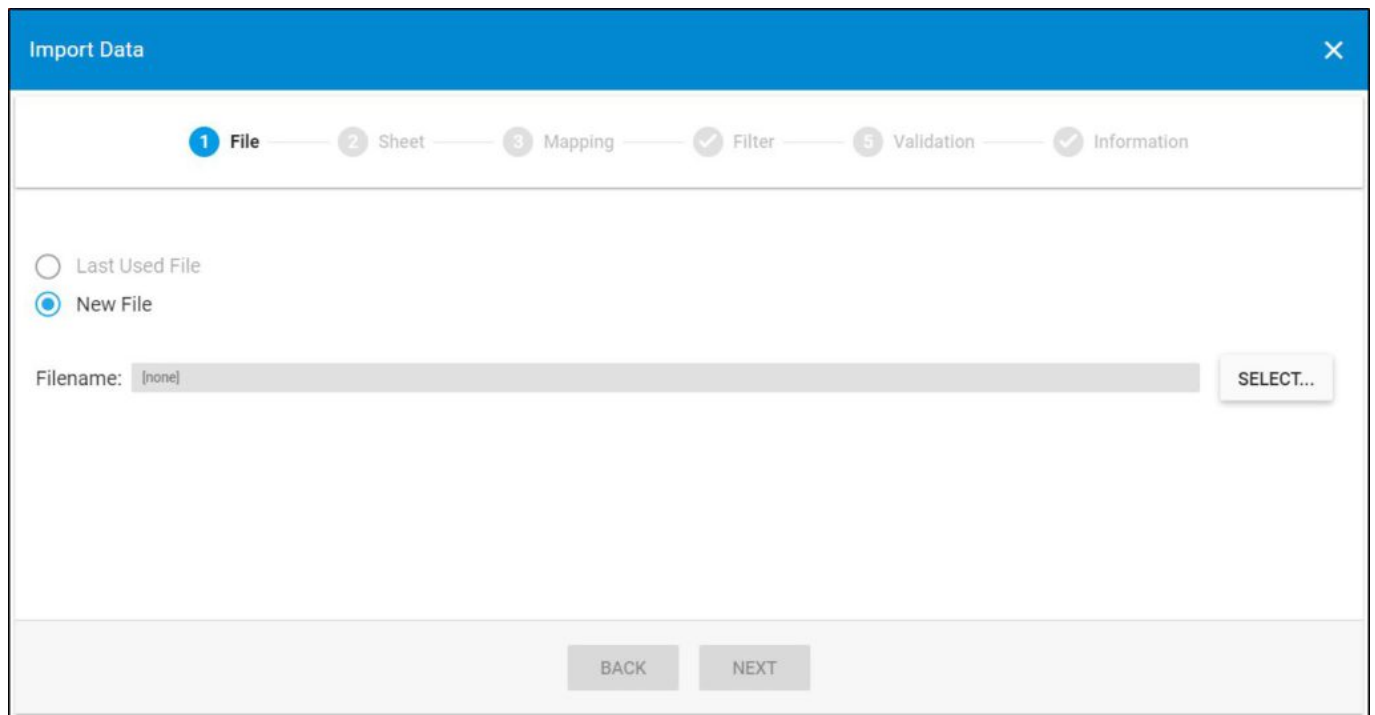


Import retail windows

To import a file with retail windows, follow these steps:

1. Click the **Import** button, 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: 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" and "New File" (selected). Below these is a text 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:

The screenshot shows a software 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: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Mapping" step is the current active step, indicated by a blue circle with the number "3". The other steps are marked with 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 with the text "Retail Windows" and a downward arrow. At the bottom of the window, there are two blue buttons labeled "BACK" and "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.

Search

Retail Intro Month* = Retail Intro Month X

Retail Exit Month* = Retail Exit Month X

Shipment Start Date*

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

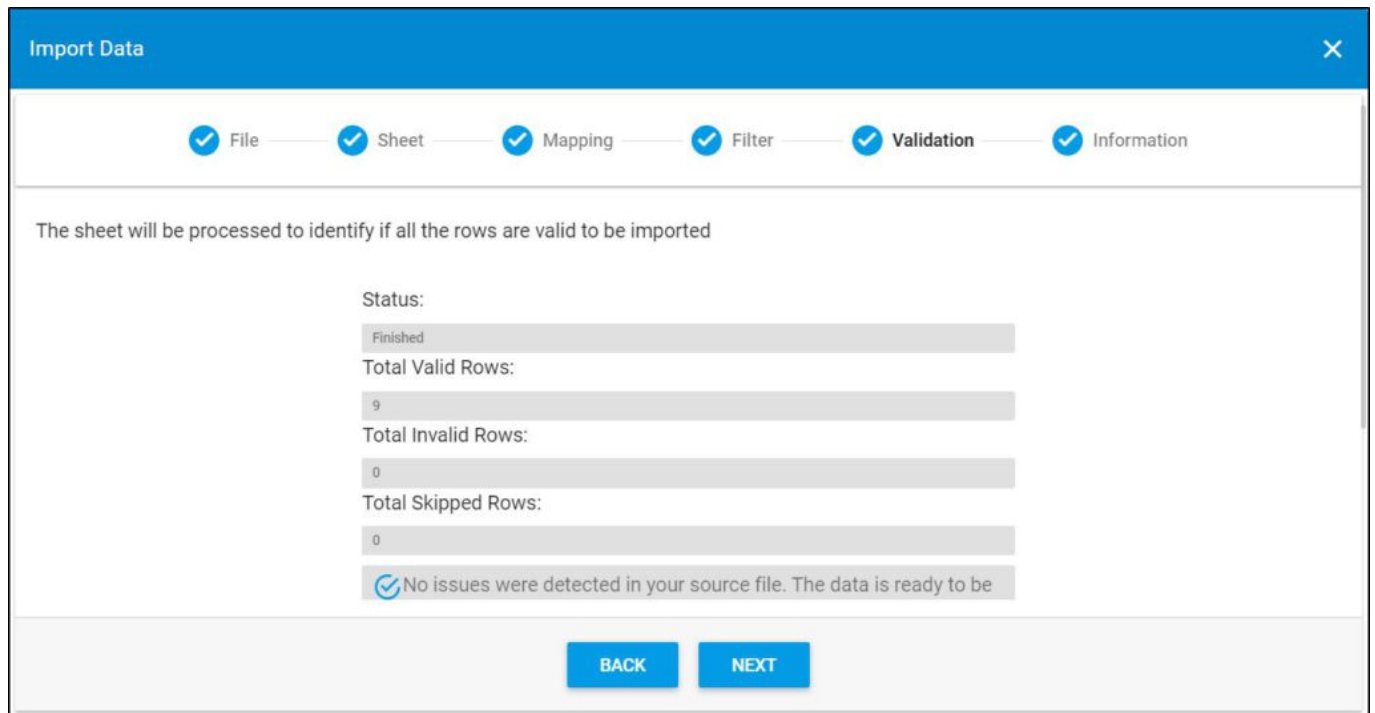
☐ Import Only the Rows that match the following criteria:

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:



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 "Validation" step is currently active and highlighted. The main content area contains the text "The sheet will be processed to identify if all the rows are valid to be imported". Below this, there are four rows of data: "Status:" with a value of "Finished", "Total Valid Rows:" with a value of "9", "Total Invalid Rows:" with a value of "0", and "Total Skipped Rows:" with a value of "0". At the bottom of the main content area, there is a green checkmark icon followed by the text "No issues were detected in your source file. The data is ready to be". At the bottom of the window, there are two buttons: "BACK" and "NEXT".

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:
9

Total Invalid Rows:
0

Total Skipped Rows:
0

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

BACK NEXT

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, sizes 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.