

## Import by licensee

If you have the required privileges, you can import a list of licensee styles and colorways. These styles and colorways do not follow the same numbers given by T1.

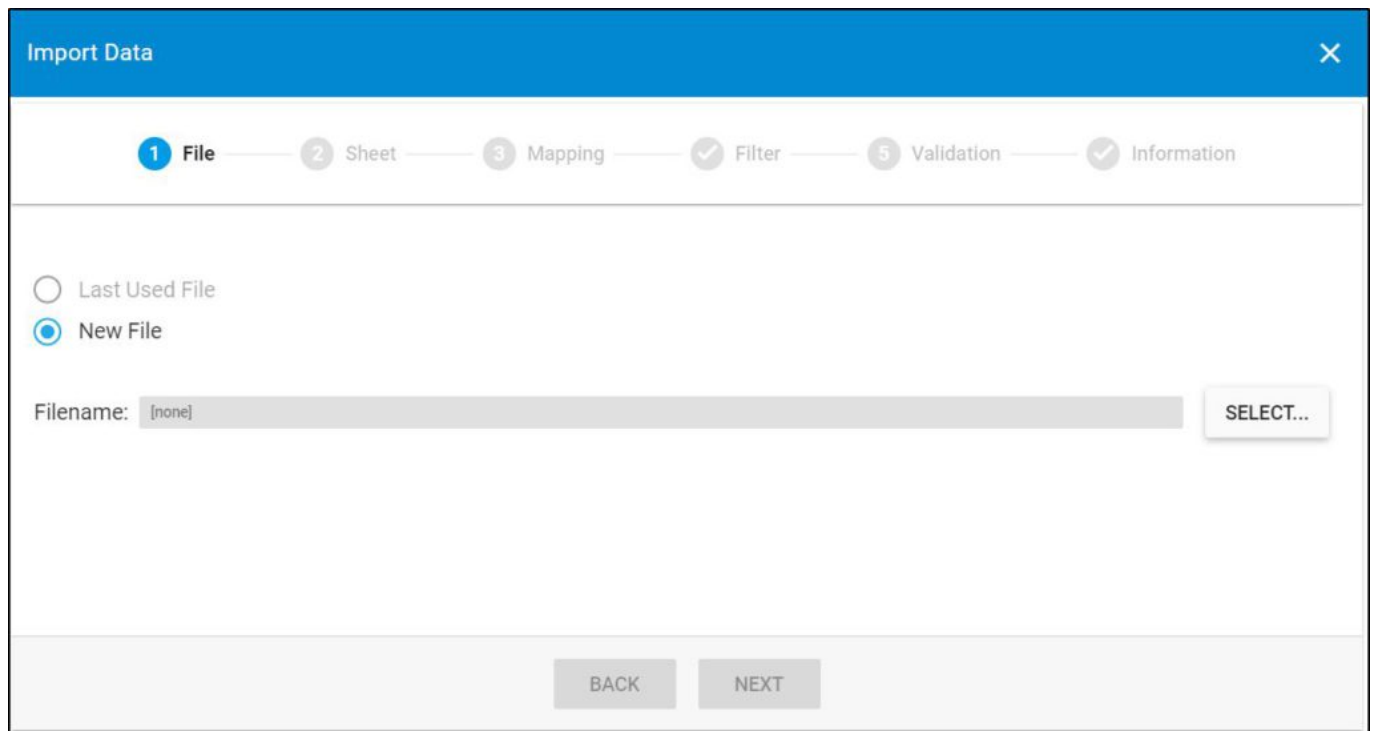
This option is only available for master catalogs. An attribute should be defined at the catalog level based on which colorways are either created or updated if they already exist.

### Note:

- Some attributes can have multiple values depending on the attribute type, and values should be “|” bar separated.

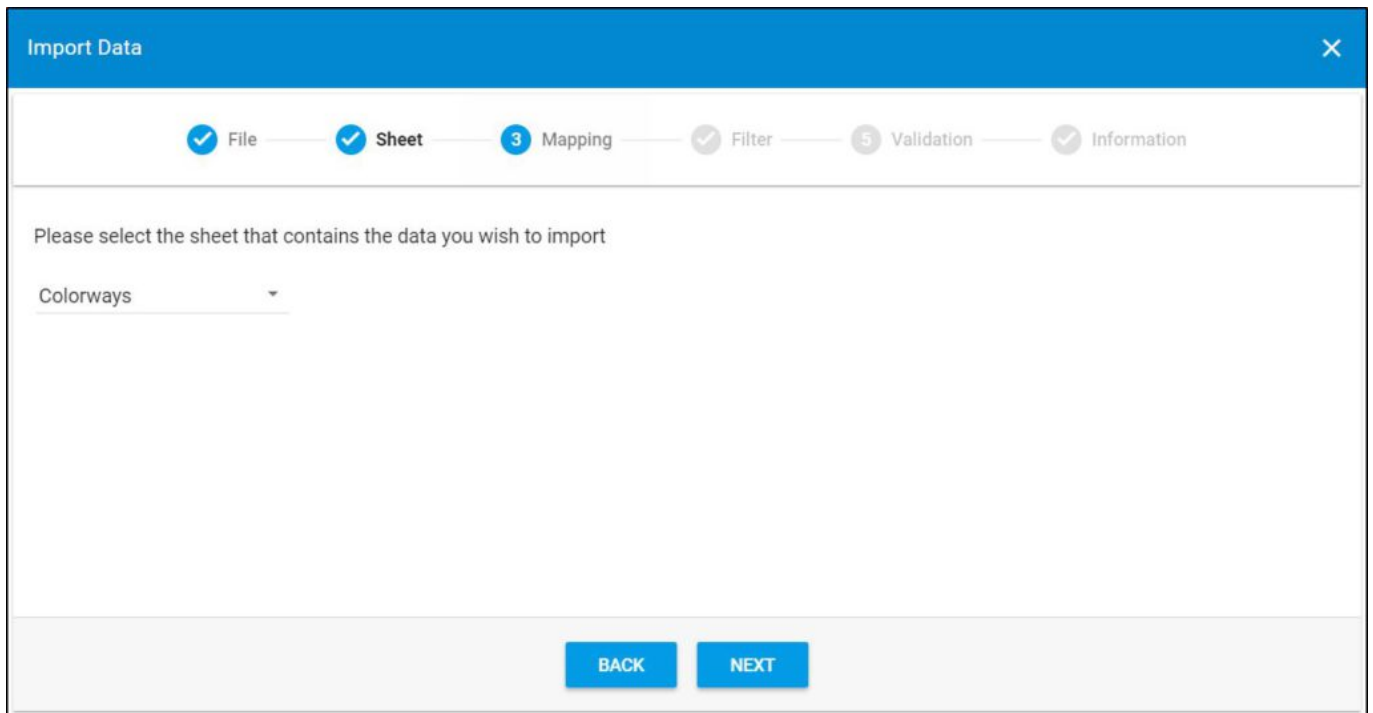
To import a file with licensee styles and colorways, follow these steps:

1. Click the **Import by licensee** 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 (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 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, click **Next**, the following window appears:



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,
5. 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 Name*	=	Model Name*	Model Name	✕
Status	=	Status	Status	✕

**BACK**   **NEXT**

6. 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**

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

**Import Data** [X]

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

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

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



10. Click **Submit**, the progress is displayed,
11. 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

2  
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.