

Import colorways

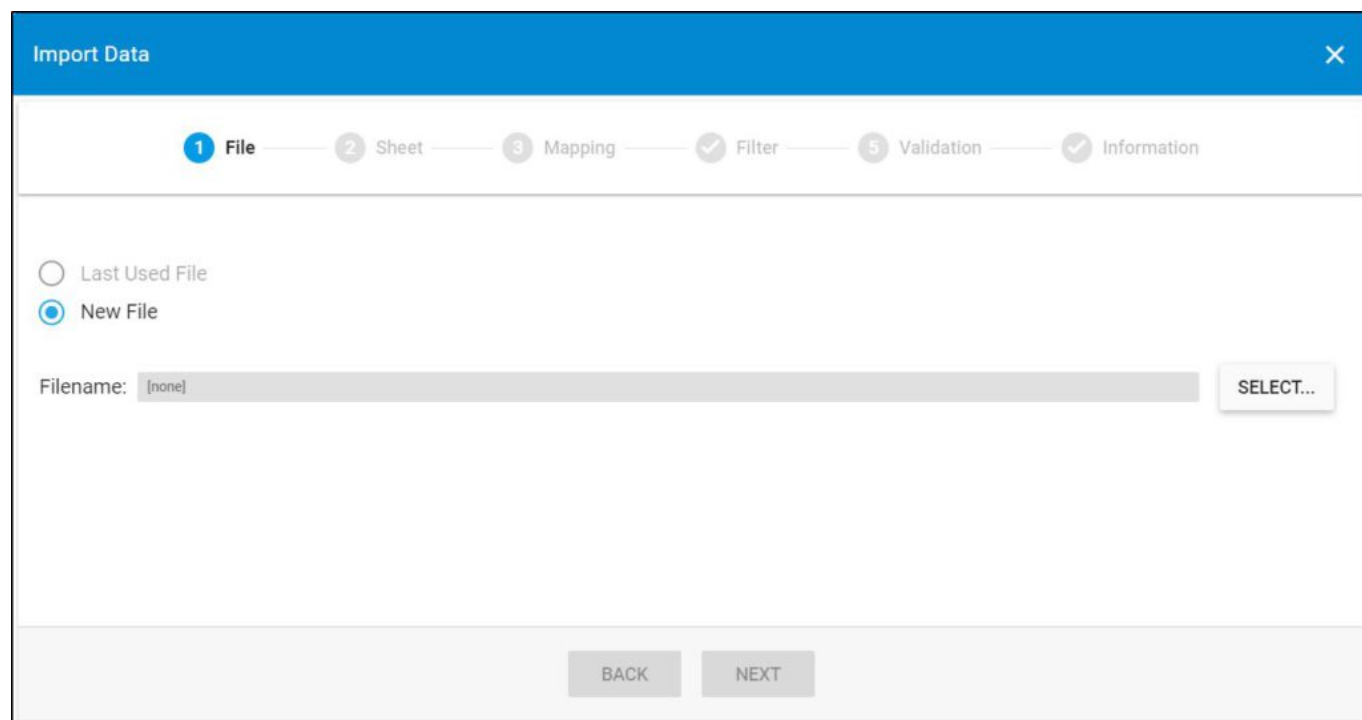
You can import multiple colorways to T1 using the Import function, this will save time and effort needed to add a large number of colorways to a catalog. For child catalogs, the Excel sheet should contain the colorway number as a mandatory field, however, for master catalogs, colorway number and style number are optional fields. The sheet may also contain the status (optional), and attribute values.

Note:

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

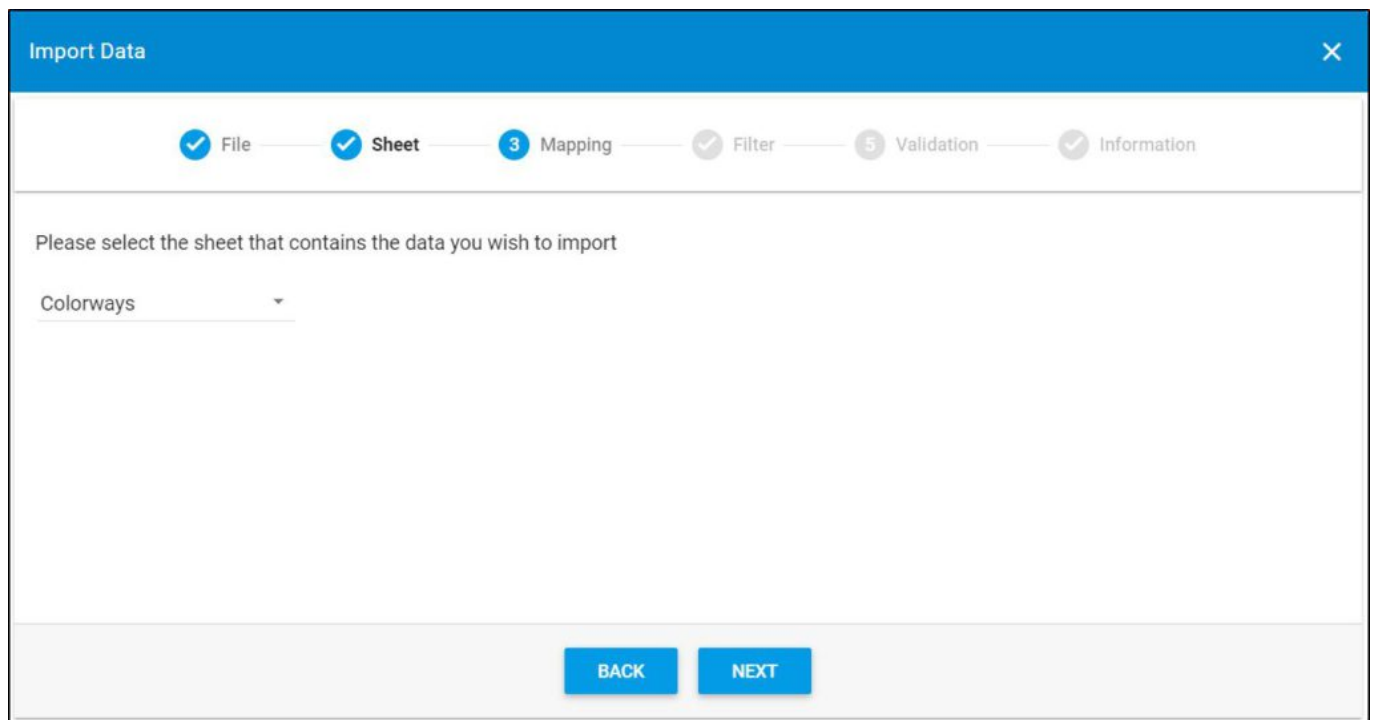
To import a file with colorways, follow these steps:

1. Click the **Import** button, the following window appears:



The screenshot shows a window titled "Import Data" with a blue header bar 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 field labeled "Filename:" with the value "[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:



The image 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". Each step has a circular icon with a checkmark. The "Mapping" step is highlighted with a blue circle and the number "3". The "File" and "Sheet" steps are also highlighted with blue circles. The "Filter", "Validation", and "Information" steps are greyed out. 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 "Colorways" and a small downward arrow. At the bottom of the window, there are two blue buttons labeled "BACK" and "NEXT".

Import Data

✓ File — ✓ Sheet — 3 Mapping — ✓ Filter — 5 Validation — ✓ Information

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

Colorways ▼

BACK 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 [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

Colorway Number = Colorway Number

Style Number = Style Number

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 [X]

☒ 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:

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

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.

If there is an error in the sheet you are trying to import such as an empty field for a mandatory attribute, the validation window will show an error. Make the necessary changes and import the sheet again by closing the import dialog and clicking the **Import** button then continue with the steps mentioned above.

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**, the progress is displayed,
10. 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.