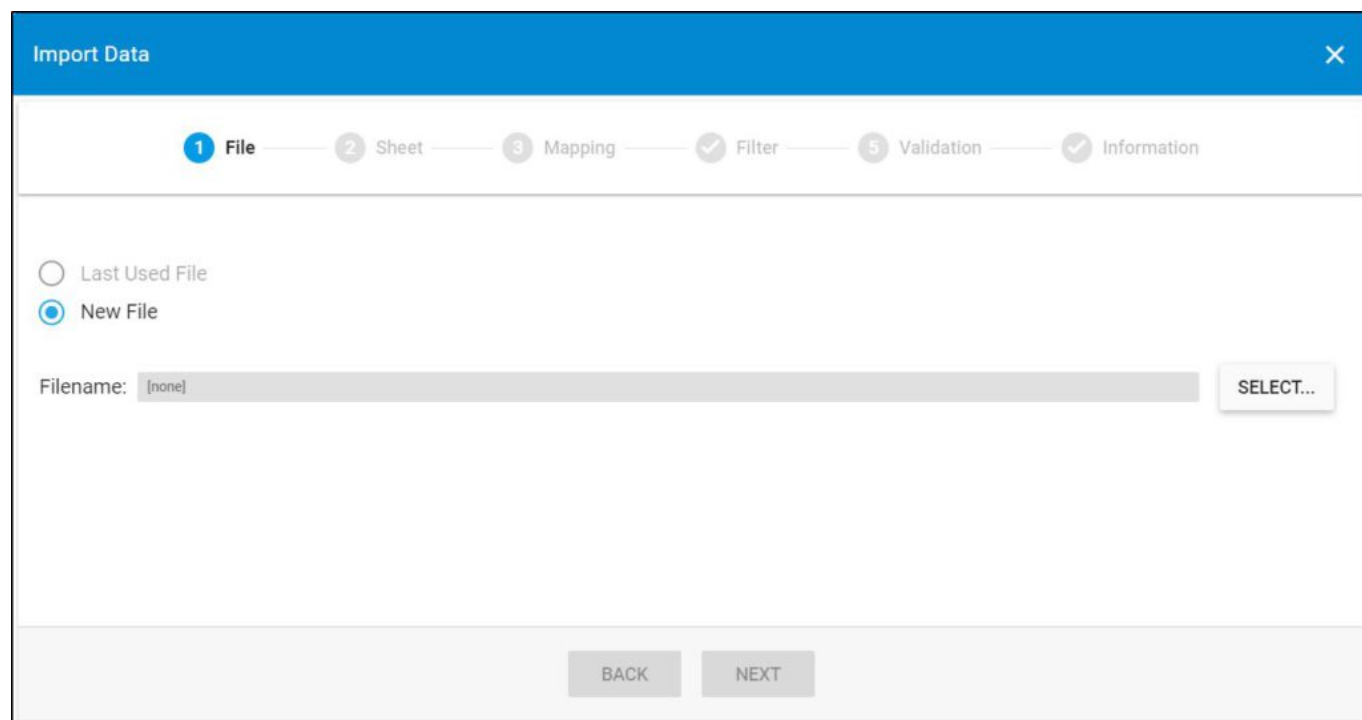# Import colorways

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.
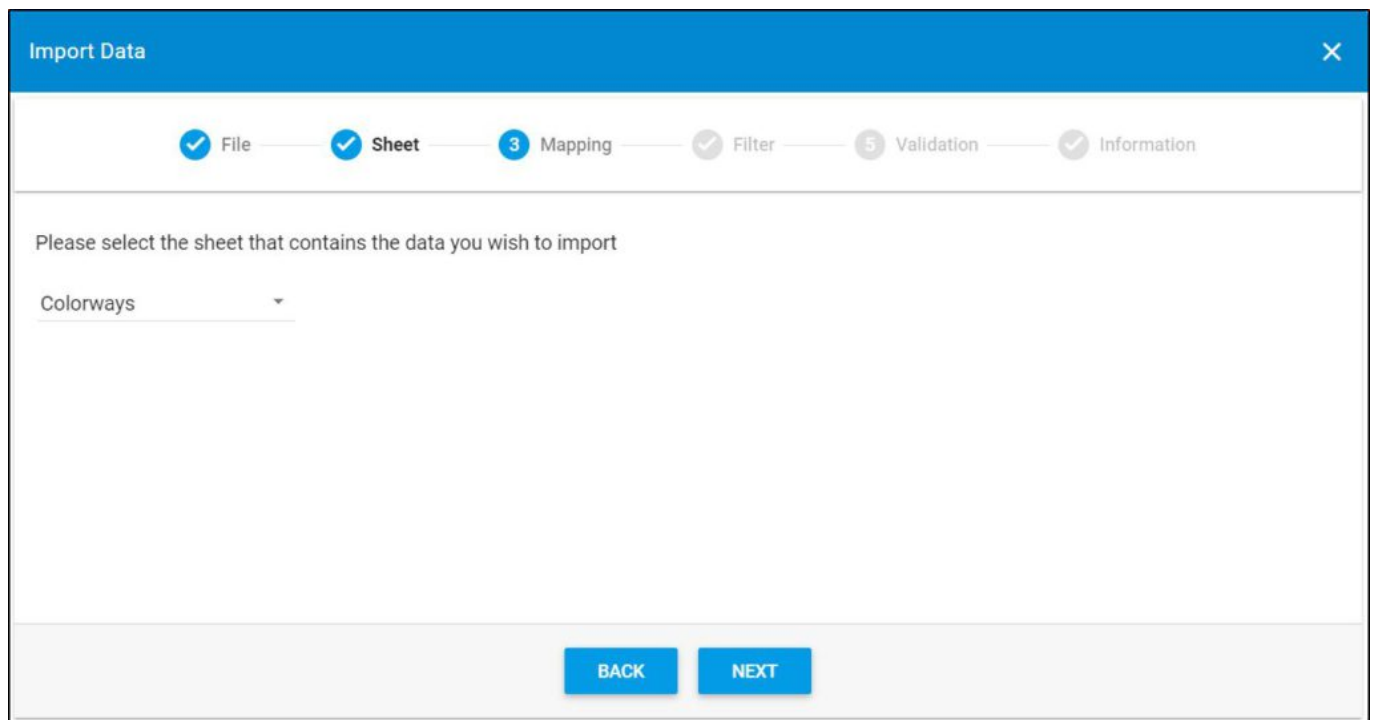
To import a file with colorways, follow these steps:

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

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, then click **Next**, the following window appears:

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:

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 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:

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:

The **Next** button is activated, and you can import the valid rows.