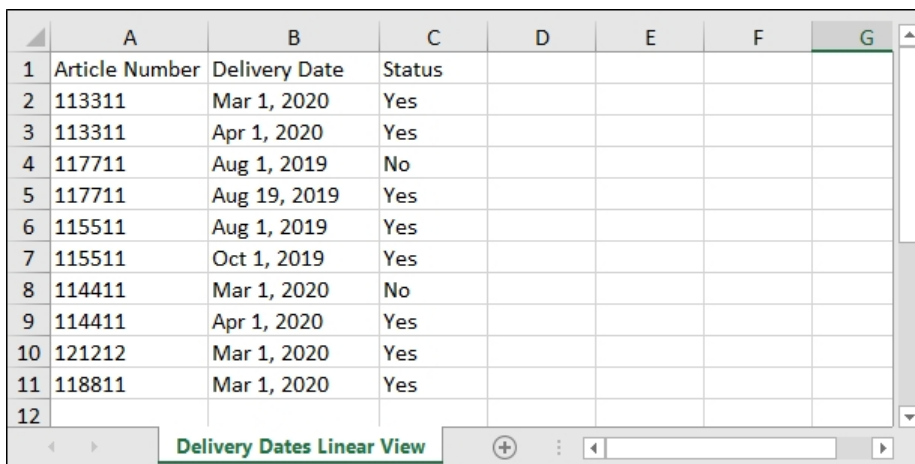


Import delivery dates - Linear view

In linear view, to import a file with delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Delivery date, and status as shown in the below example:



	A	B	C	D	E	F	G
1	Article Number	Delivery Date	Status				
2	113311	Mar 1, 2020	Yes				
3	113311	Apr 1, 2020	Yes				
4	117711	Aug 1, 2019	No				
5	117711	Aug 19, 2019	Yes				
6	115511	Aug 1, 2019	Yes				
7	115511	Oct 1, 2019	Yes				
8	114411	Mar 1, 2020	No				
9	114411	Apr 1, 2020	Yes				
10	121212	Mar 1, 2020	Yes				
11	118811	Mar 1, 2020	Yes				
12							

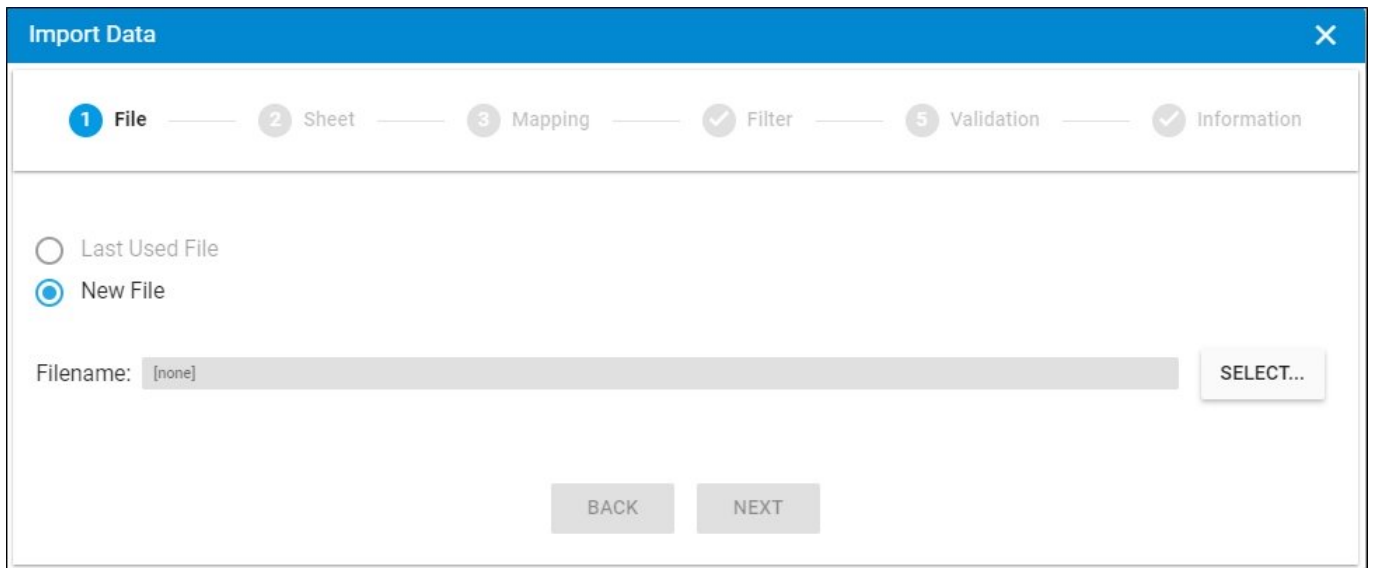
The delivery date that is marked with “1” or “Yes” in the above sheet will be assigned to the article and included in the linear view list, and the one marked with “0” or “No” will not be included in the linear view list, but the delivery date will be marked with a “No” in the tabular list.

Note:

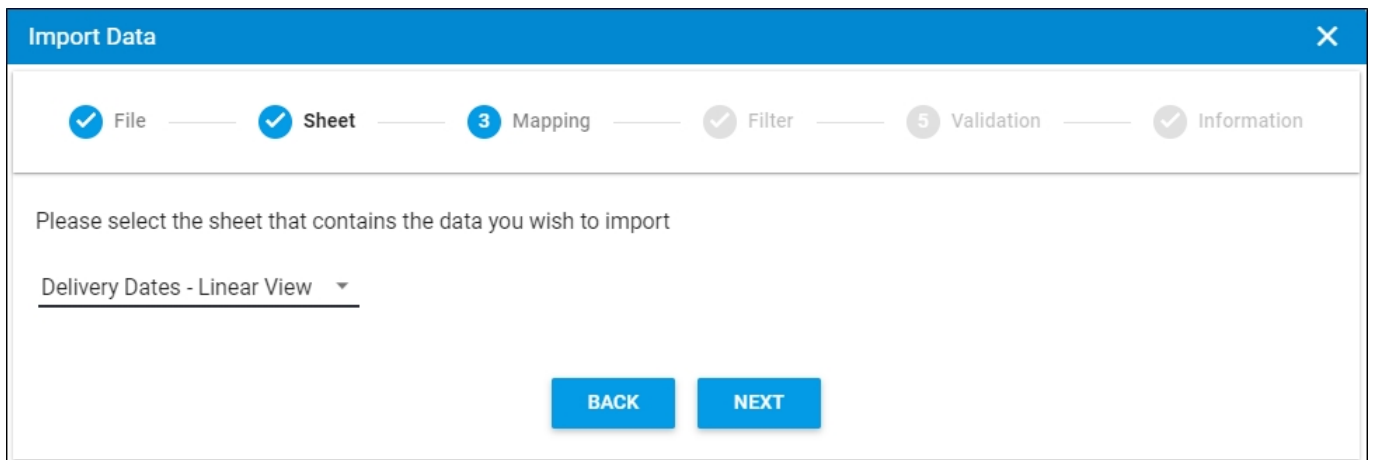
- You can import delivery dates for active and inactive articles.

To import a file with delivery dates, 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,
4. Click **Next**, the following window appears:

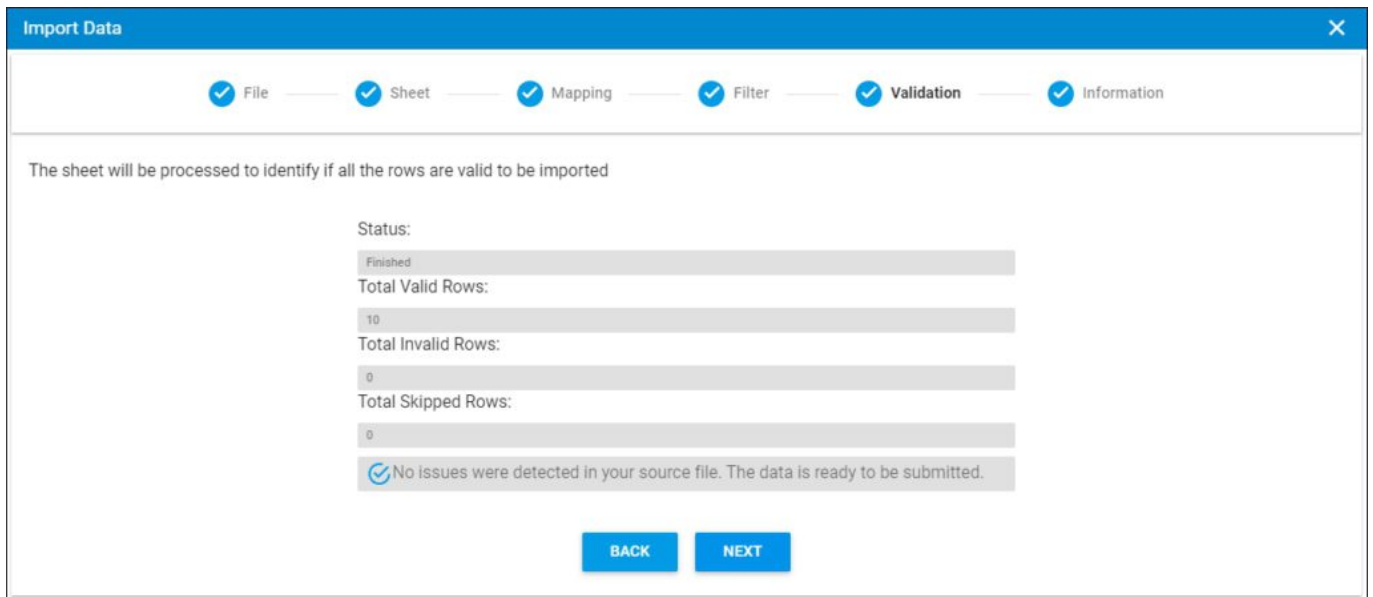


You can click **Back** to return to the previous window.

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:

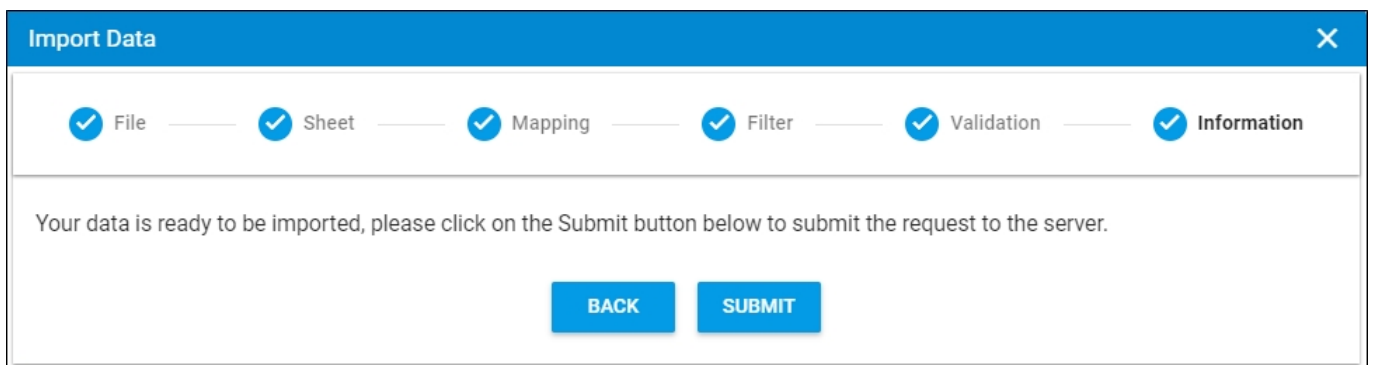
7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

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 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.

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



11. Click **Submit**, a progress window is displayed,

12. Wait until the job is finished then refresh the page, 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.