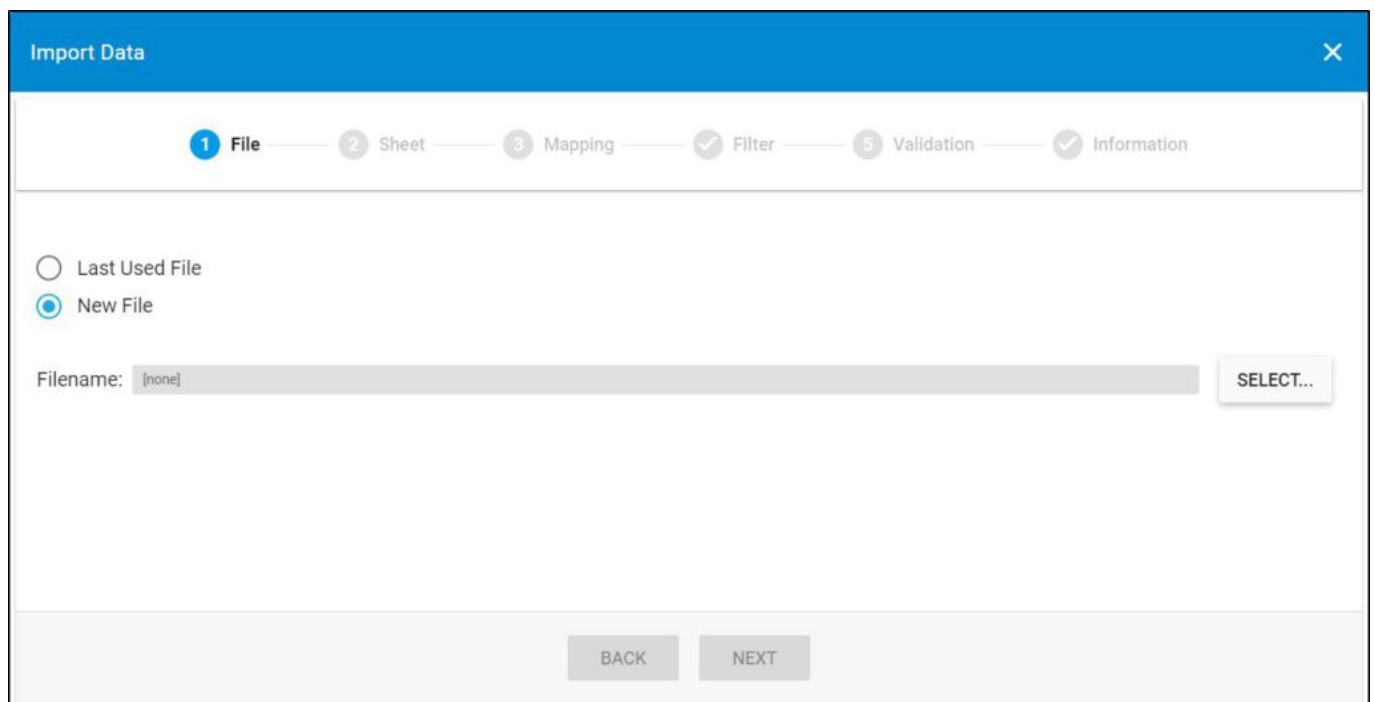


Import colors

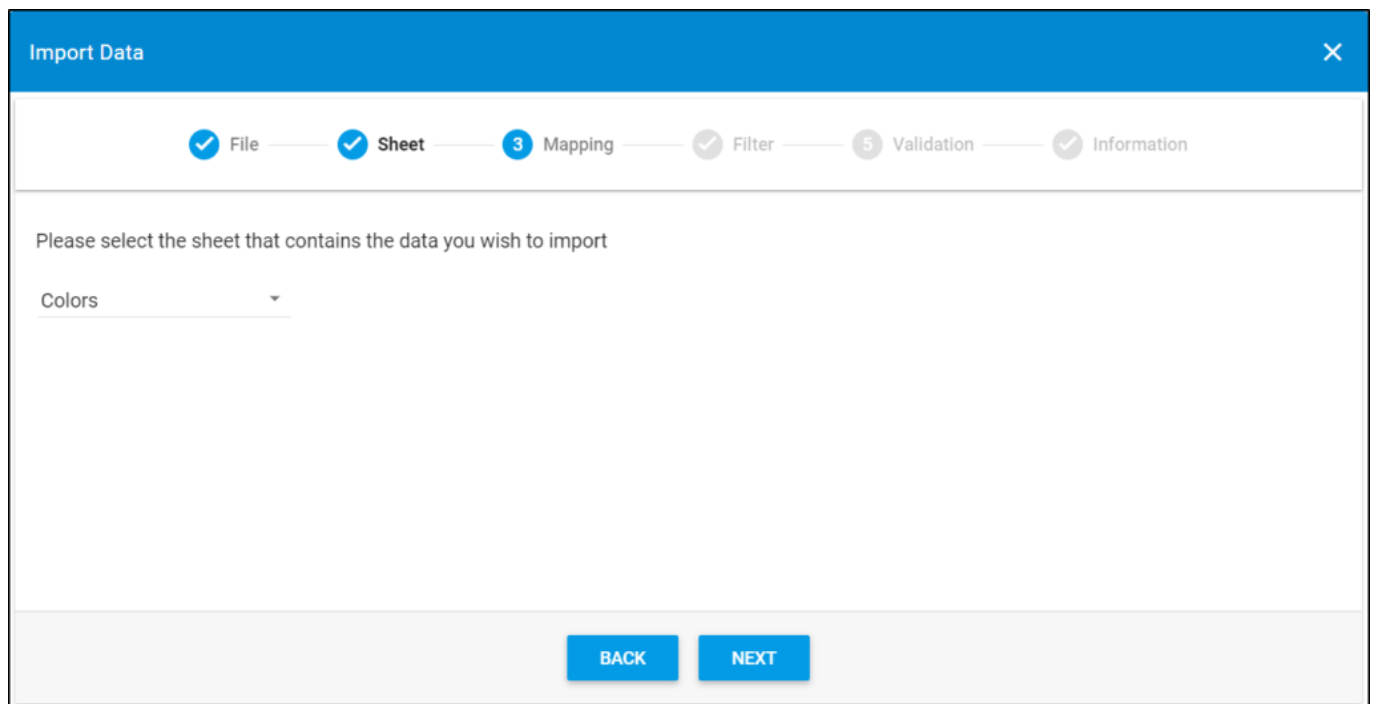
To import a list of colors, you need to include the color name and color code as mandatory fields in the Excel sheet. You can also add the hex code and color group as optional fields. To do so, follow these steps:

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). Below the progress bar, there are two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). Below the radio buttons is a text input field labeled "Filename:" with the placeholder text "[none]". To the right of the input field is a button labeled "SELECT...". At the bottom of the window, there 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 "Filter" step has a checkmark, and the "Validation" step has a grey circle with the number "5". The "Information" step has a checkmark. 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 word "Colors" and a downward arrow. At the bottom of the window, there are two blue buttons: "BACK" and "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,
5. 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

Color Name* = Color Name

Color Code* = Color Code

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

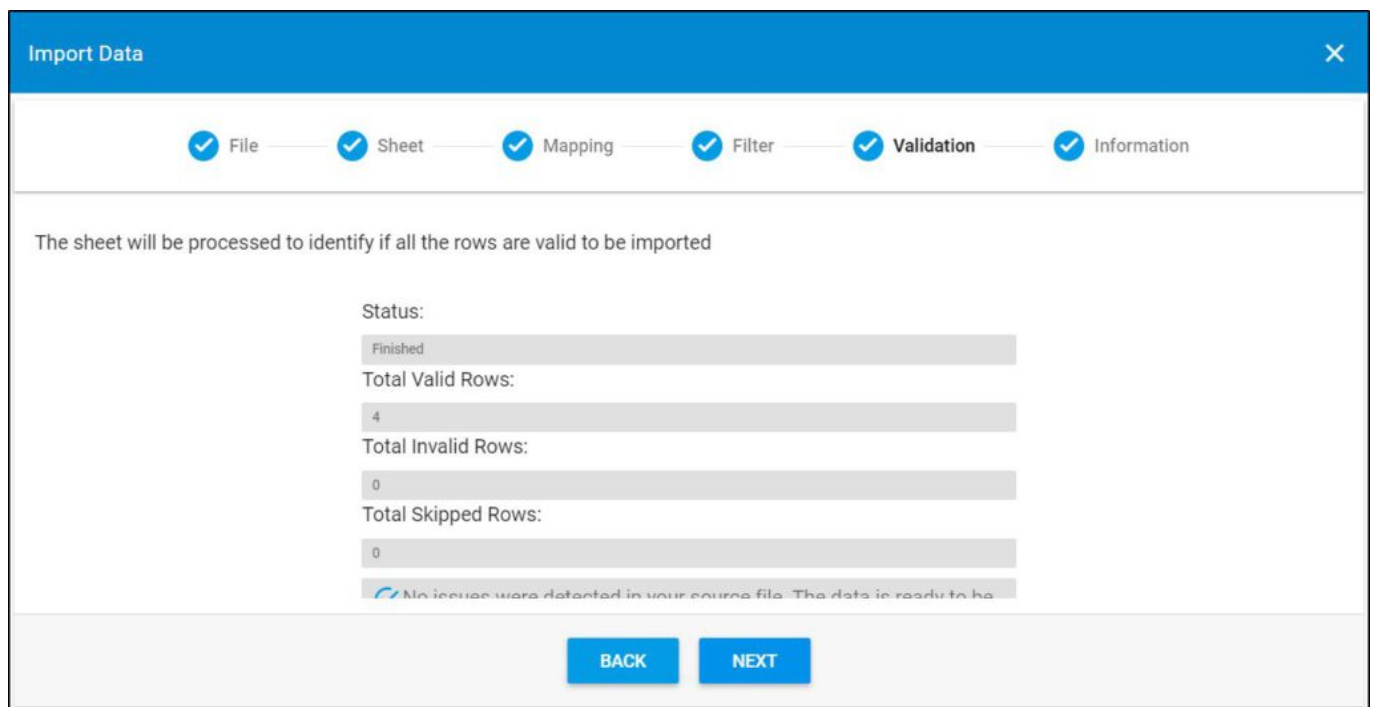
☐ Import Only the Rows that match the following criteria:

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:



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: File, Sheet, Mapping, Filter, Validation, and Information. Each step has a blue checkmark icon. The "Validation" step is currently selected and highlighted. Below the progress bar, the text reads: "The sheet will be processed to identify if all the rows are valid to be imported". Underneath this text, there are four labels with corresponding input fields: "Status:" with a dropdown menu showing "Finished", "Total Valid Rows:" with a text box containing "4", "Total Invalid Rows:" with a text box containing "0", and "Total Skipped Rows:" with a text box containing "0". At the bottom of the window, there are two blue buttons labeled "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:
4

Total Invalid Rows:
0

Total Skipped Rows:
0

BACK NEXT

9. 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

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.