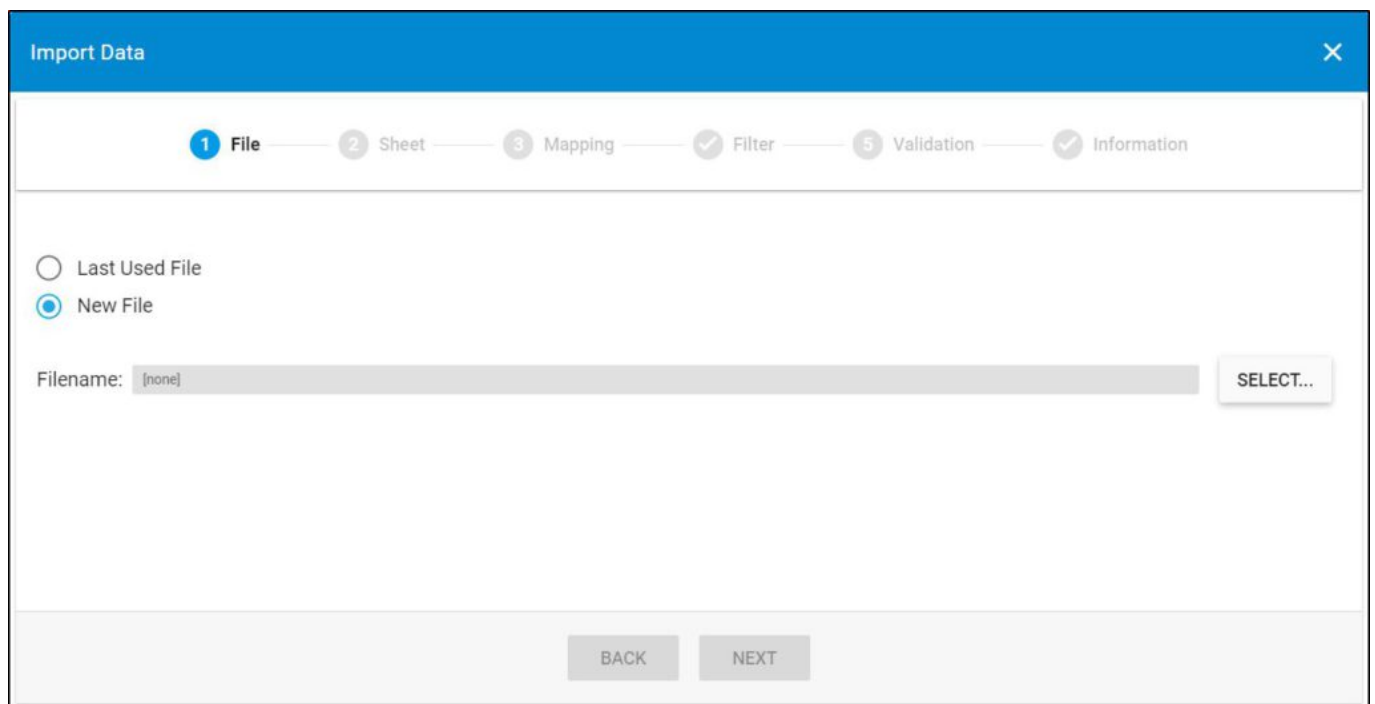


Import colors

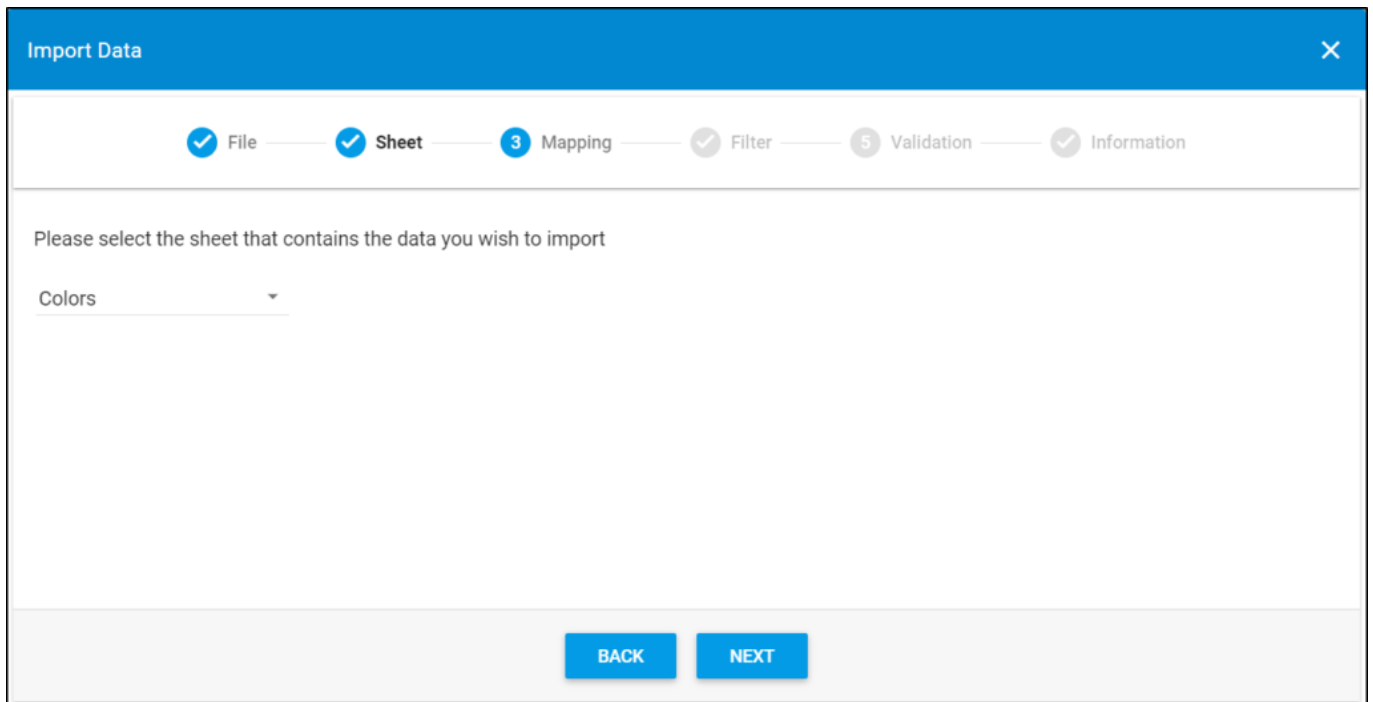
To import a list of colors, you need to include the color name and color code as mandatory fields in the Excel sheet. You can also add the hex code and color group as optional fields. To do so, follow these steps:

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



The screenshot shows the 'Import Data' dialog box. The title bar is blue with 'Import Data' and a close button. The progress bar indicates the current step is 'File' (1), with 'Filter' (4) and 'Information' (6) completed. The 'New File' option is selected. The 'Filename:' field is empty, showing '[none]', with a 'SELECT...' button to its right. 'BACK' and 'NEXT' buttons are at the bottom.

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 Mapping Filter Validation 5 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 Name

Color Code* = 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 Validation 5 Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows

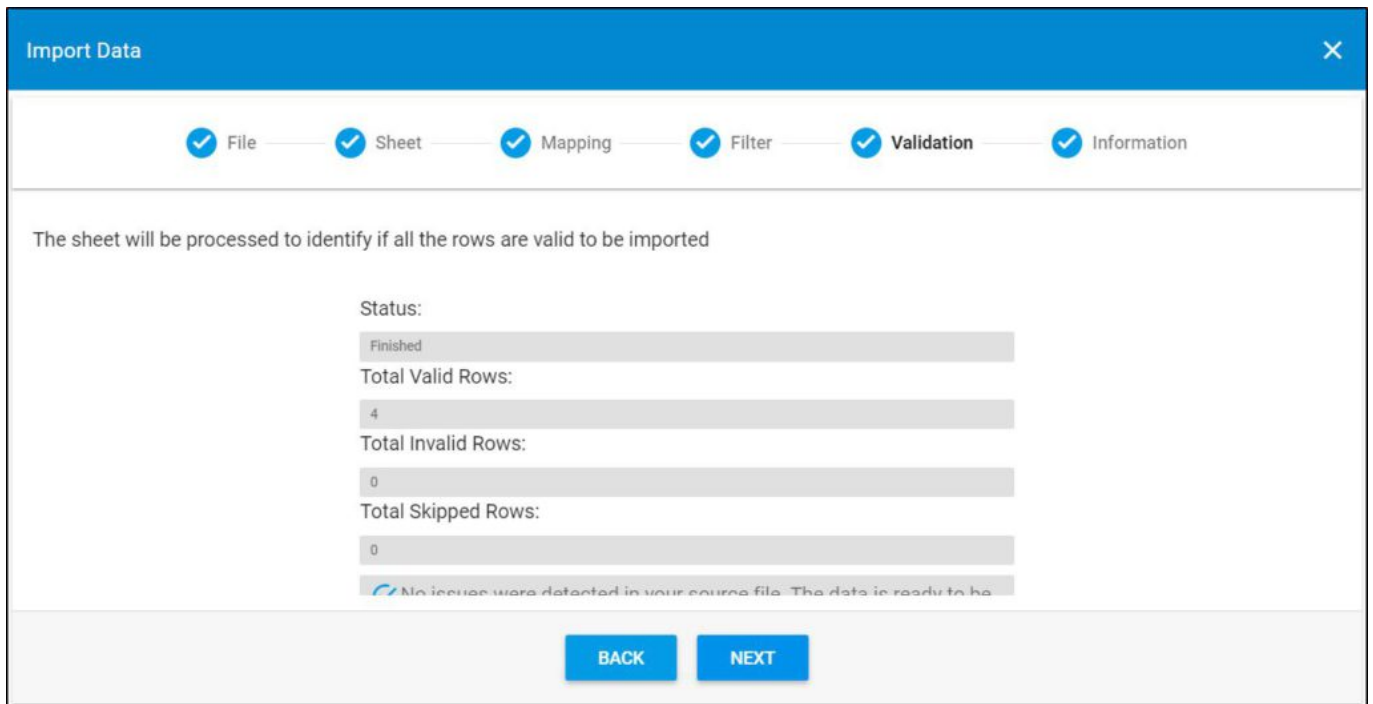
Import Only the Rows that match the following criteria:

BACK NEXT

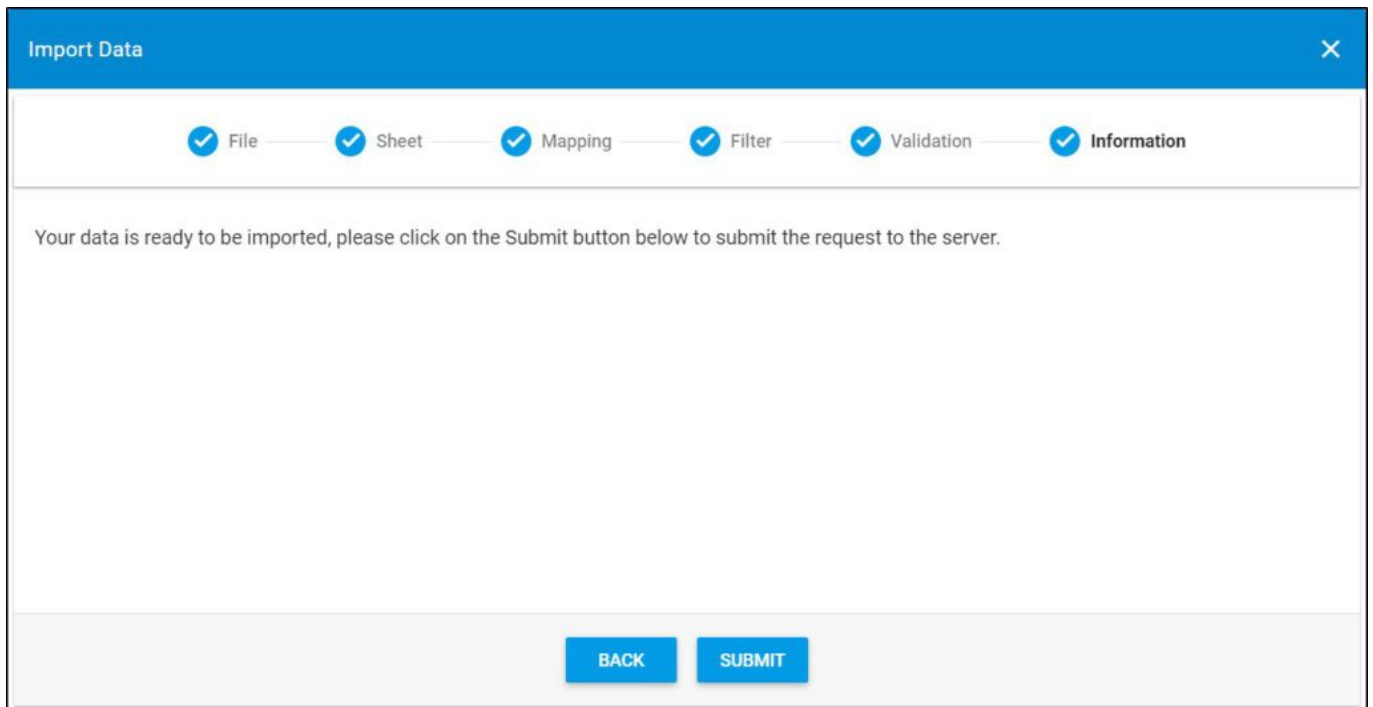
7. Click the radio button next to the import method, either all rows or rows that match

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:



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.