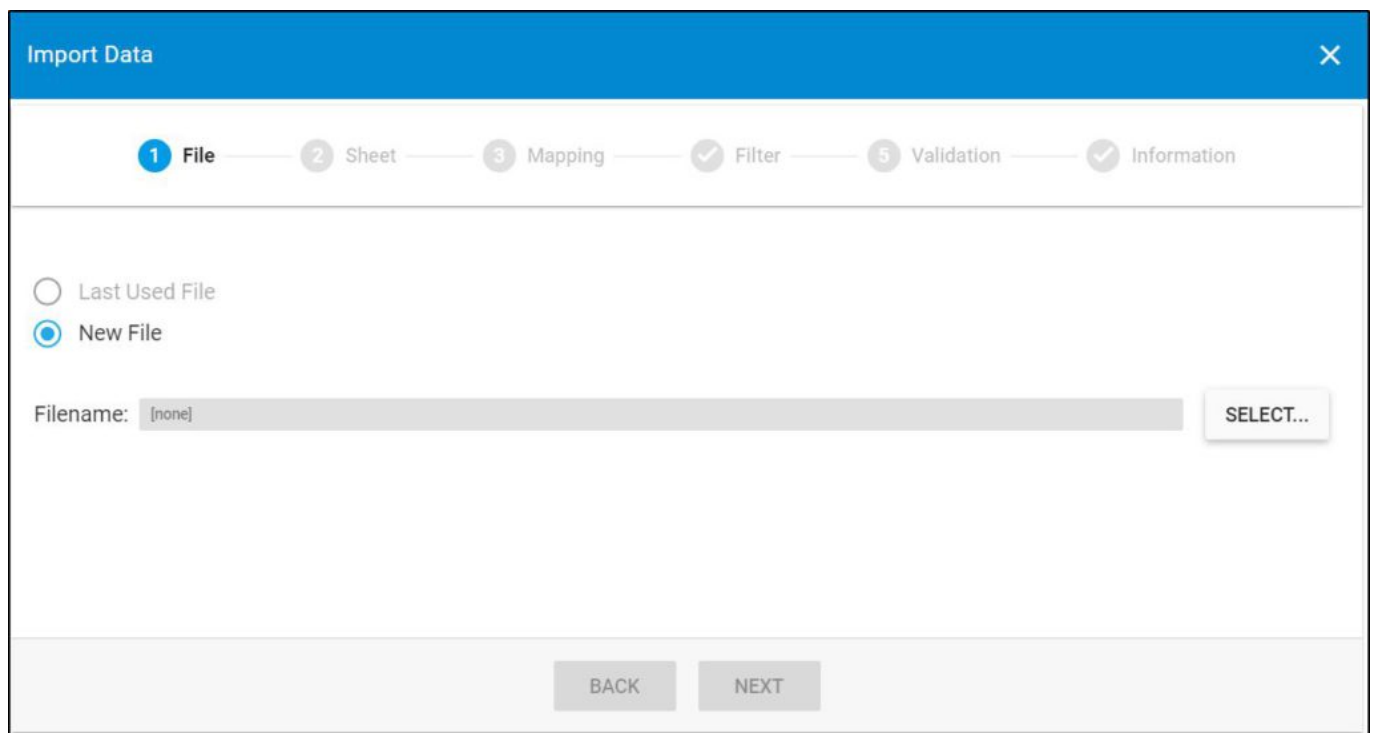# Import master size scales

You can import a file with master size scales instead of adding them individually which will save you time and effort. The size scale name, sizes, and status are mandatory columns. To import a file with size scales, 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,
5. Click **Next**, the following window appears:

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:

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:

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:

31

Total Invalid Rows:

0

Total Skipped Rows:

0

✓ No issues were detected in your source file. The data is ready

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:

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