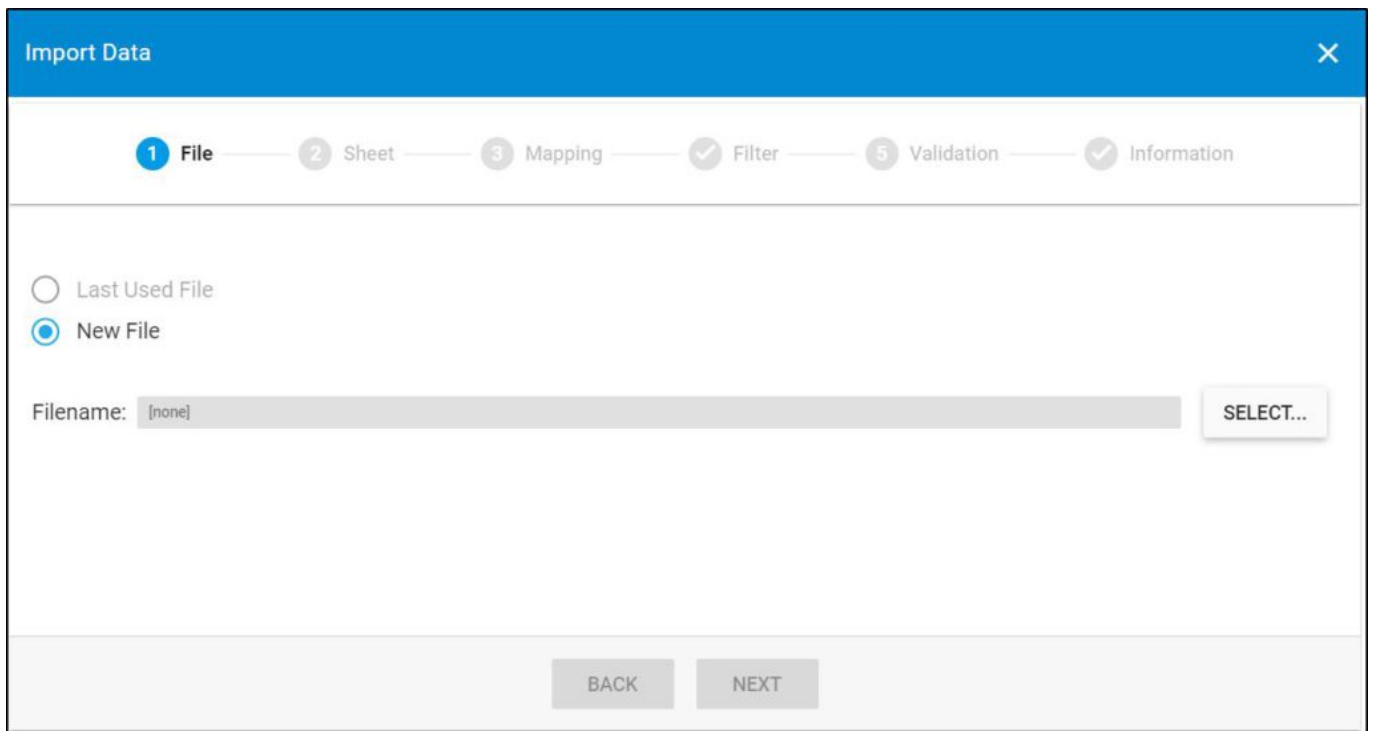


Import master size scales

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:



The screenshot shows the 'Import Data' dialog box. The title bar is blue with 'Import Data' and a close button. Below the title bar is a progress bar with six steps: 1 File (selected), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). The main area has two radio buttons: 'Last Used File' (unselected) and 'New File' (selected). Below the radio buttons is a text field labeled 'Filename:' containing '[none]' and a 'SELECT...' button. At the bottom are 'BACK' and 'NEXT' buttons.

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 screenshot shows a software 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 checkmark icon. The "Validation" step is highlighted with a blue circle containing the number "5", indicating it is the current step. The "Sheet" step is also highlighted with a blue circle containing 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 text "Master Size Scales" and a downward-pointing 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

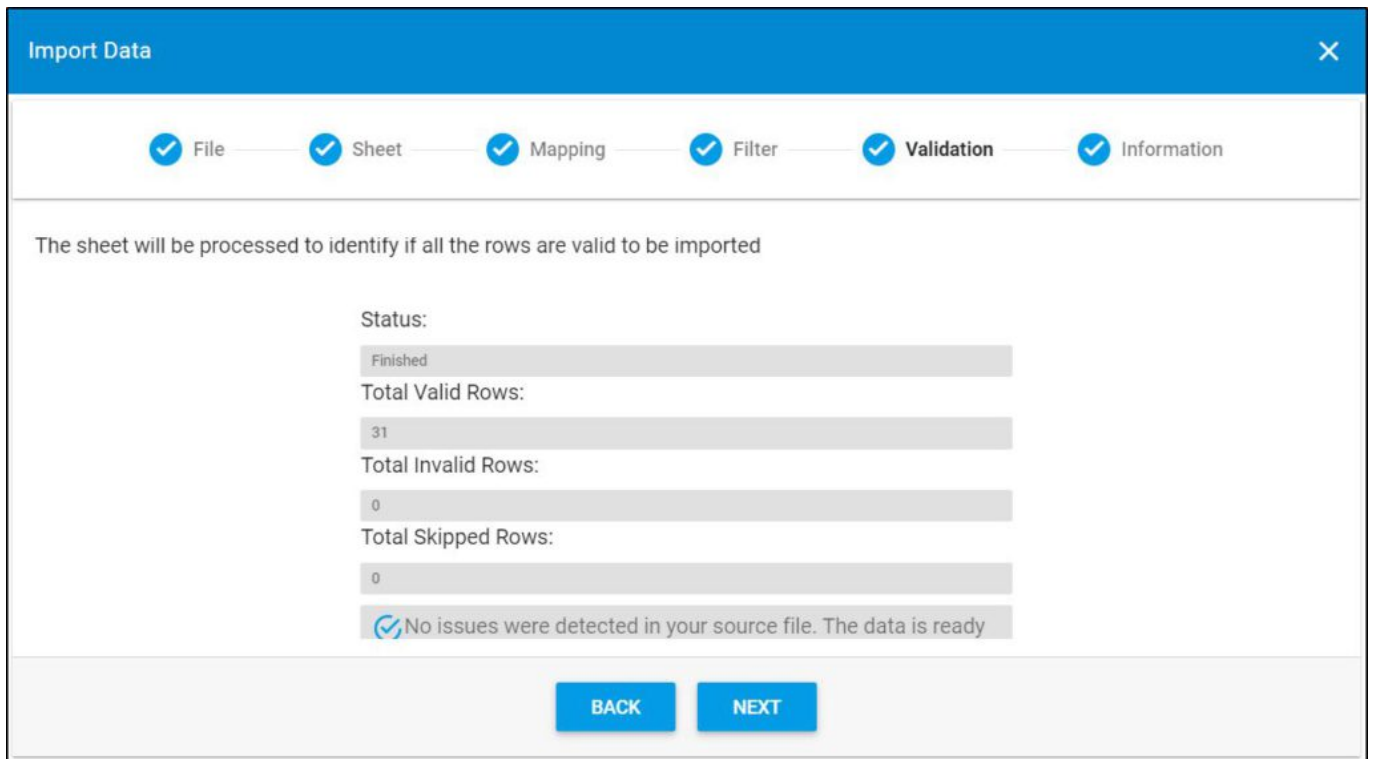
Size Scale*	=	Size Scale *	Size Scale	×
Sizes*	=	Sizes *	Sizes	×

BACK NEXT

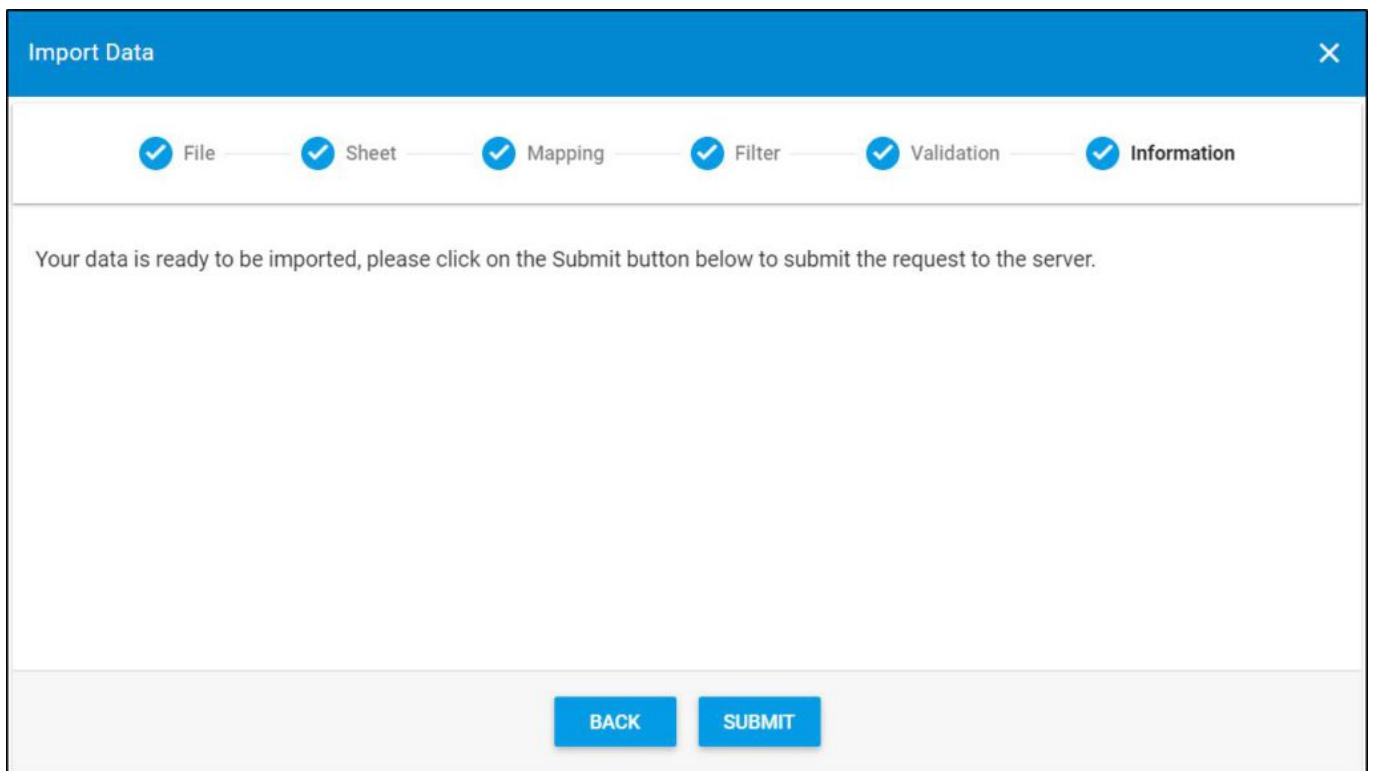
6. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

The screenshot shows a dialog box titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Validation" step is highlighted with a blue circle containing the number "5". Below the progress indicator, the text asks: "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?". There are two radio button options: "Import All Rows" (which is selected) and "Import Only the Rows that match the following criteria:". At the bottom of the dialog box, there are two buttons: "BACK" and "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:



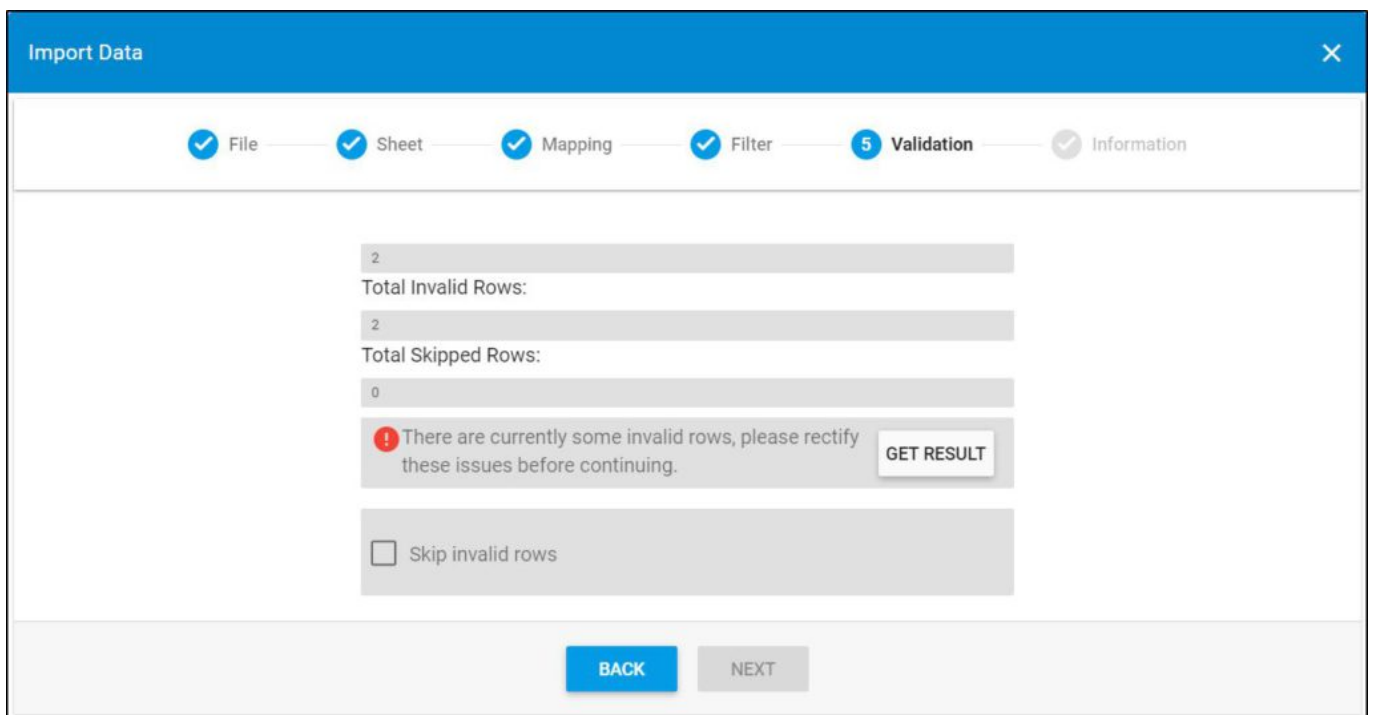
9. Click **Next**, the following window appears:



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:



The screenshot shows a modal window titled "Import Data" with a close button (X) in the top right corner. A progress bar at the top indicates the current step is "5 Validation", with previous steps "File", "Sheet", "Mapping", and "Filter" marked as complete with checkmarks, and "Information" also marked as complete. The main content area displays the following information:

- Total Invalid Rows: 2
- Total Skipped Rows: 2
- Total Rows: 0

Below this information is a red warning icon and the text: "There are currently some invalid rows, please rectify these issues before continuing." To the right of this text is a "GET RESULT" button. At the bottom of the main content area is a checkbox labeled "Skip invalid rows".

At the bottom of the modal, there are two buttons: "BACK" (highlighted in blue) and "NEXT" (disabled).

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