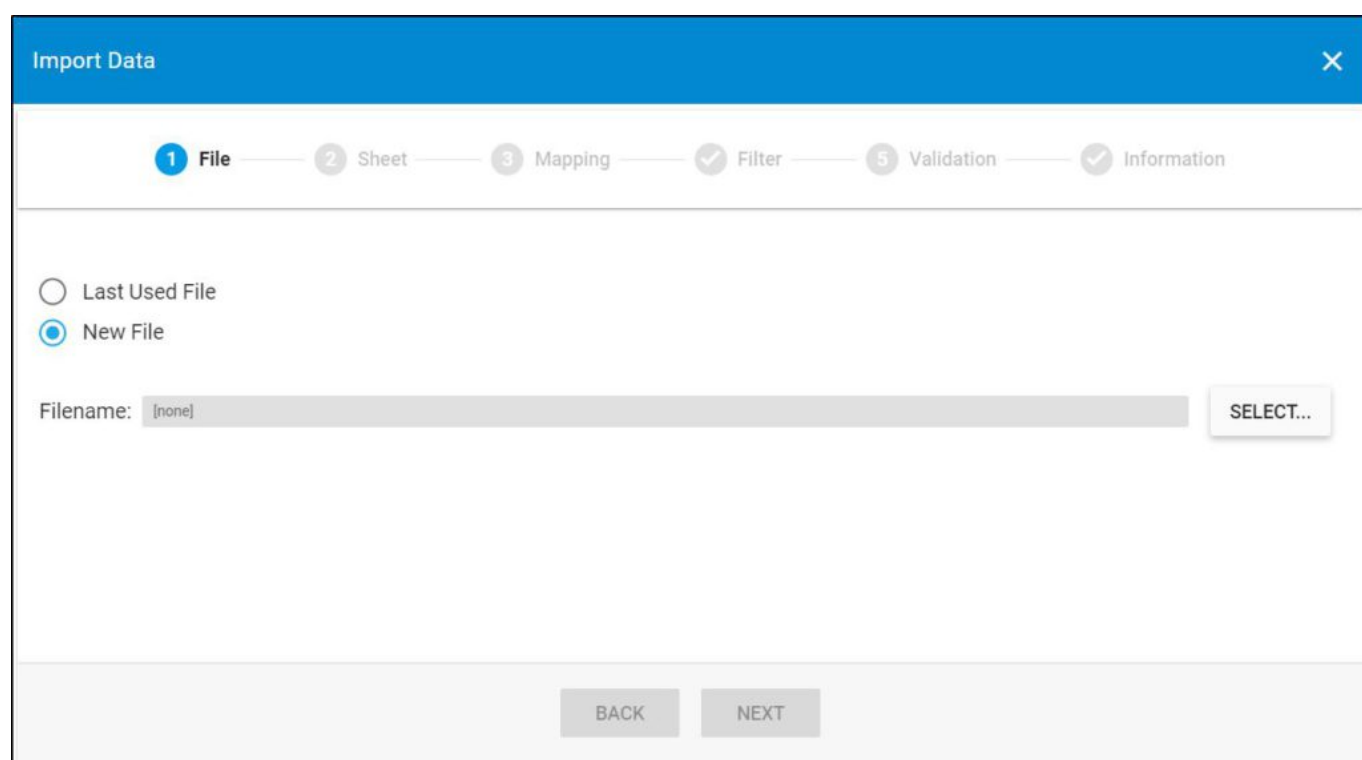


Import targets

Through this process, you can add the SKU target, if you want, and map the targeted attributes, and the aggregate attributes (optional). To import a file with targets, follow these steps:

1. Click the Import button, 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: 1 File (selected with a blue circle), 2 Sheet, 3 Mapping, 4 Filter (checked with a grey checkmark), 5 Validation, and 6 Information (checked with a grey checkmark). The main content area has two radio buttons: "Last Used File" (unselected) and "New File" (selected with a blue circle). Below the radio buttons is a "Filename:" label followed by a text input field containing "[none]" and a "SELECT.." button. At the bottom of the window 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,
4. Click **Next**, the following window appears:

Import Data

✓ File — ✓ Sheet — 3 Mapping — ✓ Filter — 5 Validation — ✓ Information

Please select the sheet that contains the data you wish to import

Targets ▾

BACK NEXT

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:

Import Data ✕

✓ File — ✓ Sheet — **3 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

SKU Targets	=	SKU Targets
GHS*	=	GHS*

BACK **NEXT**

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, at least one attribute should have a value, 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". Each step has a checkmark icon, and the "Validation" step is highlighted with a blue circle containing the number "5".

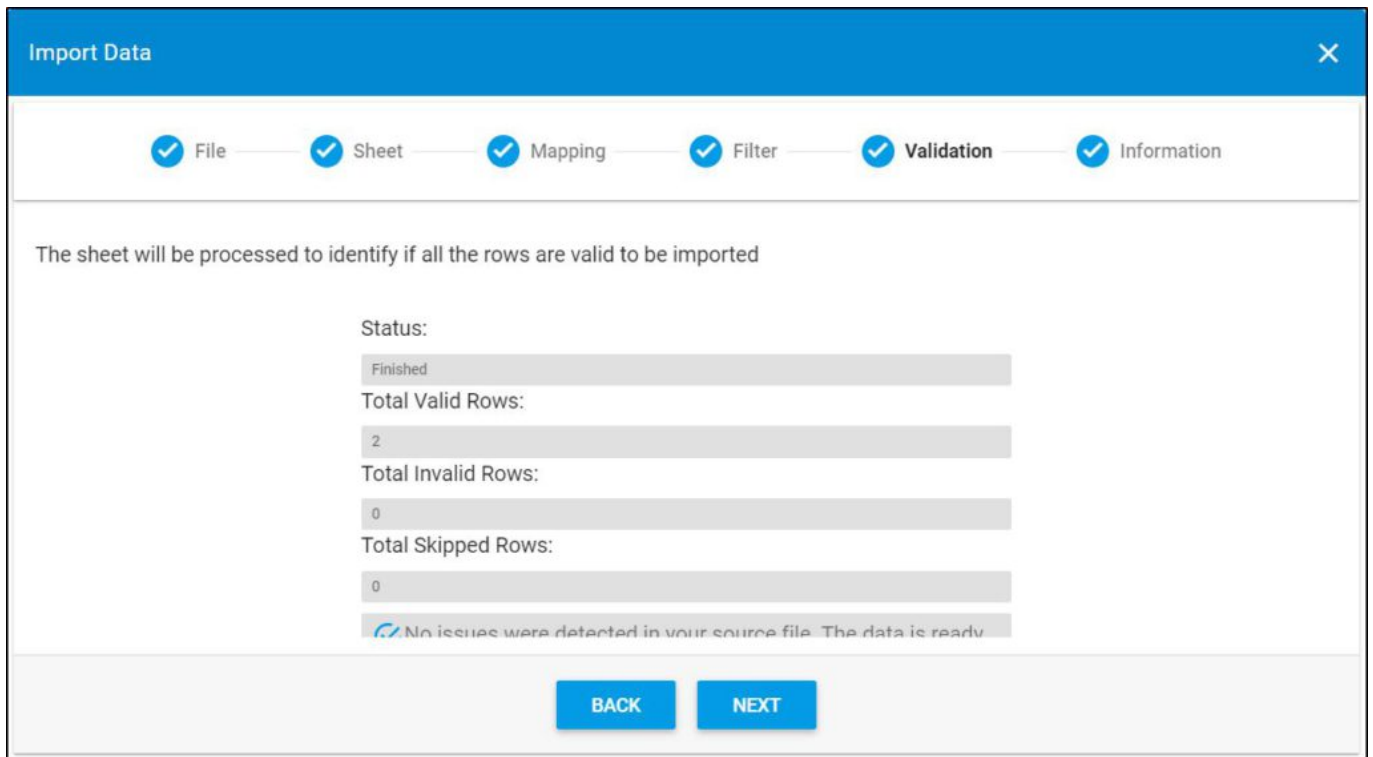
Below the progress indicator, the text reads: "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?"

There are two radio button options:

- Import All Rows
- Import Only the Rows that match the following criteria:

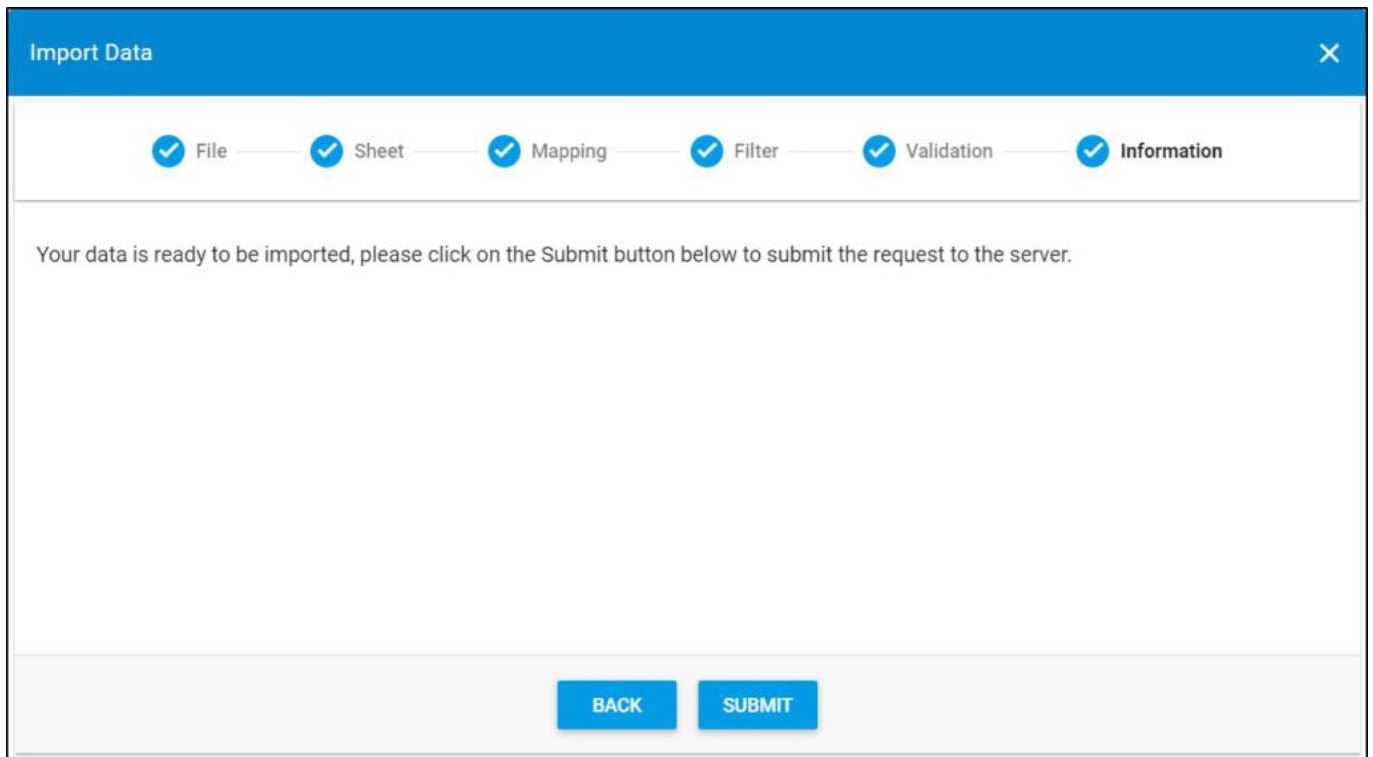
At the bottom of the dialog box, there are two buttons: "BACK" and "NEXT".

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**, the progress is displayed,
12. Wait until the job is finished, then refresh the page, the imported targets are displayed.

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.