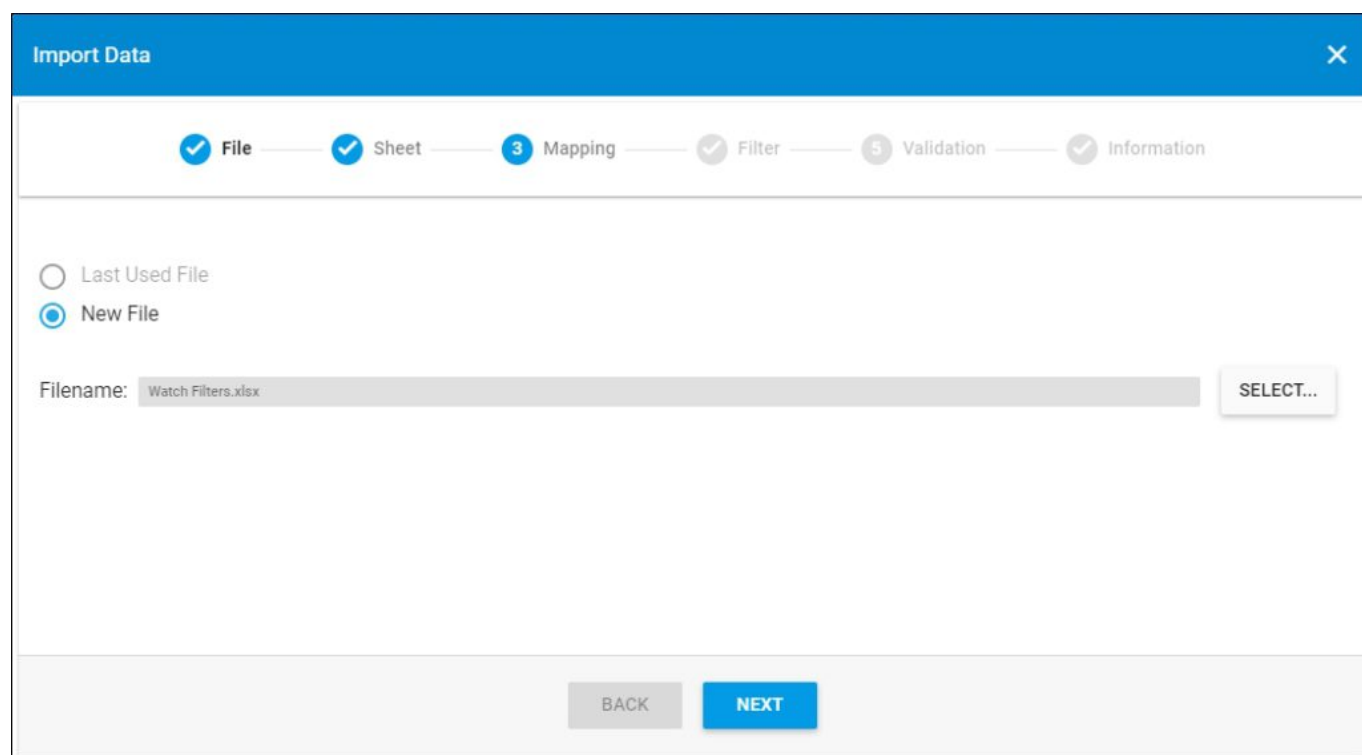


Import watch filters

You can import a file with watch filters instead of adding them individually which will save you time and effort. To import a file with watch filters, 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: "File" (checked), "Sheet" (checked), "Mapping" (active, highlighted with a blue circle and the number 3), "Filter" (checked), "Validation" (5, highlighted with a grey circle), and "Information" (checked). Below the progress bar, there are two radio button options: "Last Used File" (unselected) and "New File" (selected). Below these options is a text field labeled "Filename:" containing the text "Watch Filters.xlsx". To the right of the text field is a button labeled "SELECT...". At the bottom of the window, there are two buttons: "BACK" (disabled, grey) and "NEXT" (active, blue).

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 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". The "Mapping" step is currently active, indicated by a blue circle with the number "3". The other steps are marked with checkmarks or numbers. 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 labeled "Watch Filters" with 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

Name*

=

Name*

Name

User Name*

=

User Name*

User Name

BACK

NEXT

- 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:

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

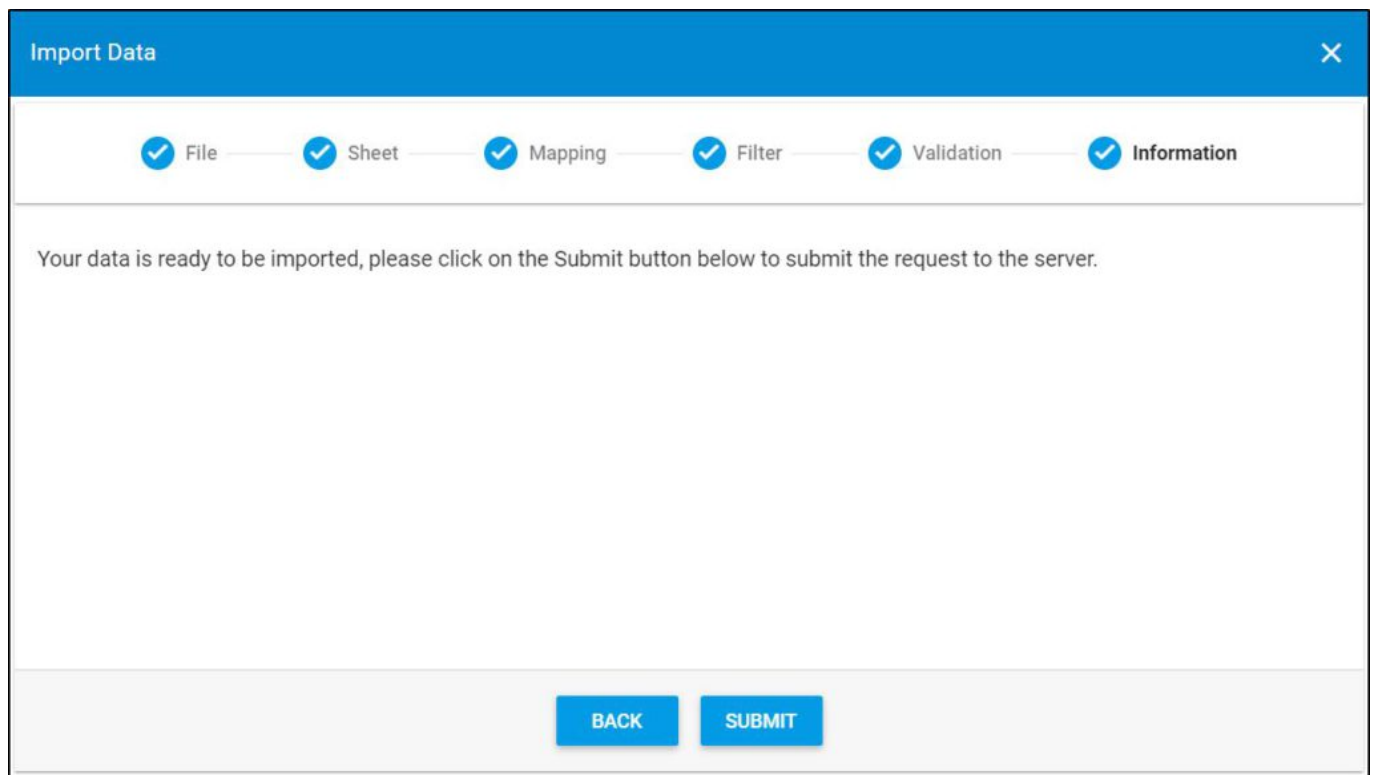
Total Invalid Rows:
0

Total Skipped Rows:
0

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

BACK NEXT

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



The image shows a modal dialog box 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, each marked with a blue checkmark: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Information" step is the final and active step. The main content area of the dialog is white and contains the text: "Your data is ready to be imported, please click on the Submit button below to submit the request to the server." At the bottom of the dialog, there is a light gray bar containing two blue buttons: "BACK" and "SUBMIT".

9. Click **Submit**, the progress is displayed,
10. 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

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.