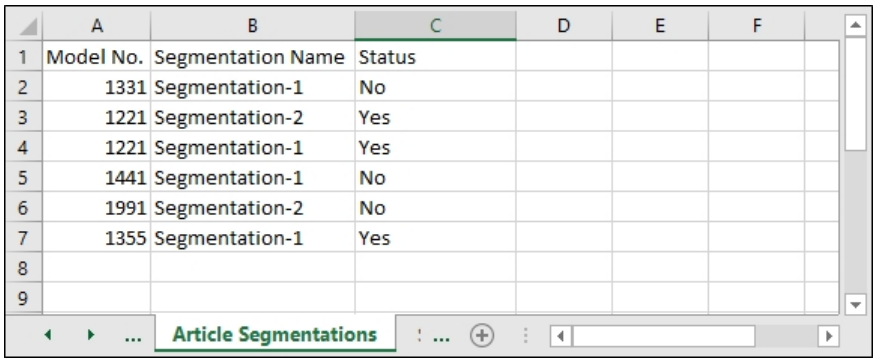
Update Article Segmentation via Import (Model) – Linear View

Through this option, you can import a file to update the article segmentation for multiple articles by model number. The file should have the following columns: Model Number, Segmentation Name, and Status as shown in the below example:



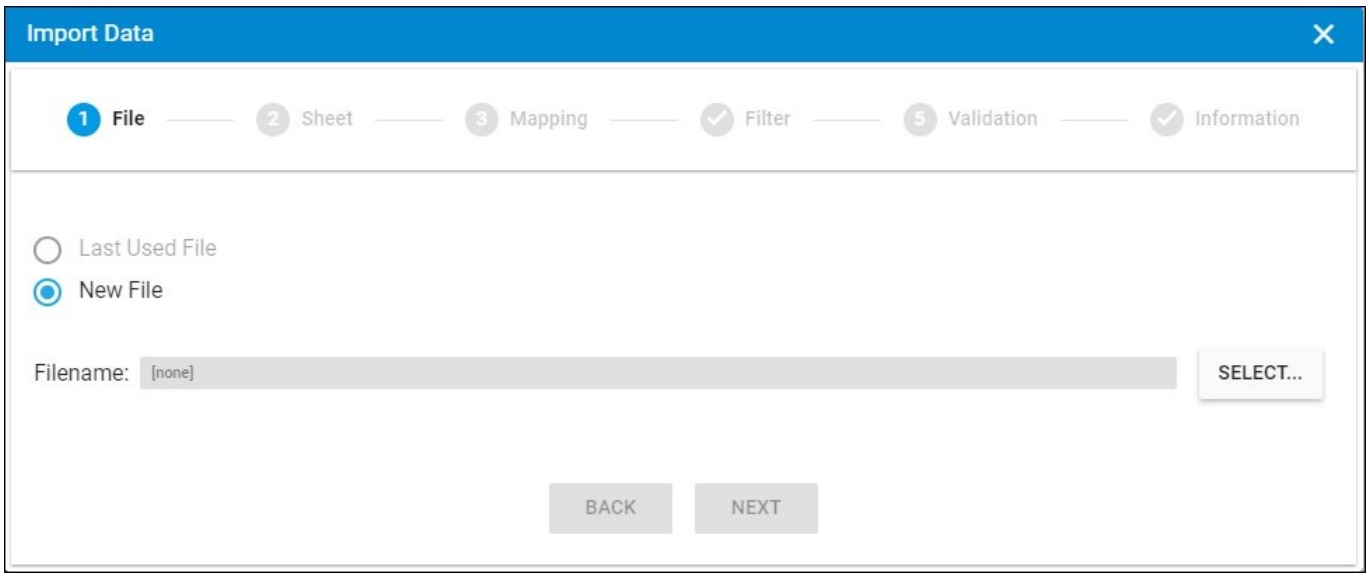
	A	B	C	D	E	F
1	Model No.	Segmentation Name	Status			
2	1331	Segmentation-1	No			
3	1221	Segmentation-2	Yes			
4	1221	Segmentation-1	Yes			
5	1441	Segmentation-1	No			
6	1991	Segmentation-2	No			
7	1355	Segmentation-1	Yes			
8						
9						

Article Segmentations

The segmentation that is marked with “0” or “No” will not be included in the linear view list, but the segmentation will be marked with a “No” in the tabular list. Customers can only view articles within the same segmentation.

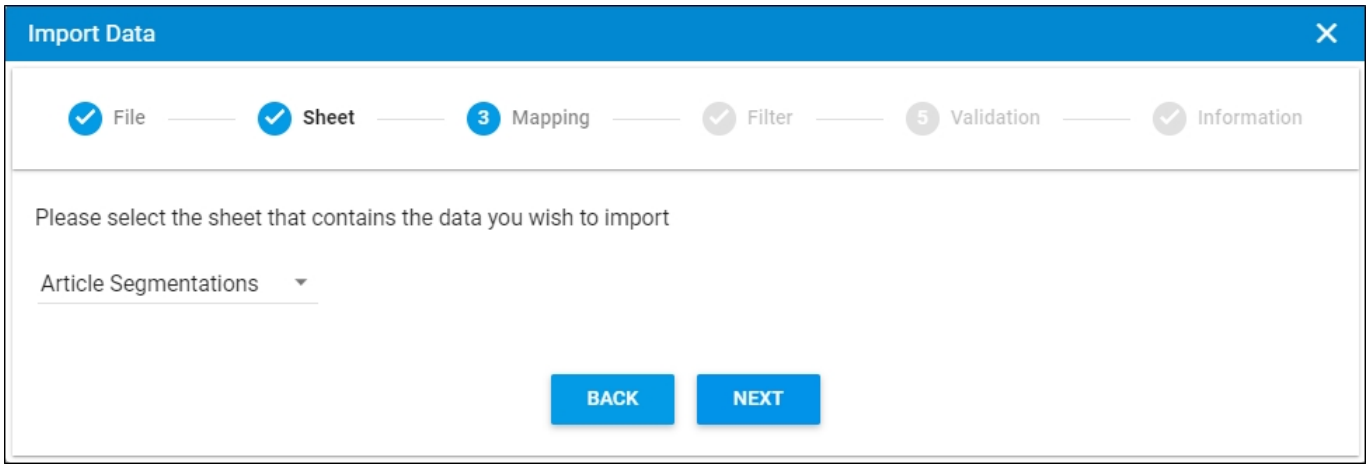
To update article segmentation via import, follow these steps:

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



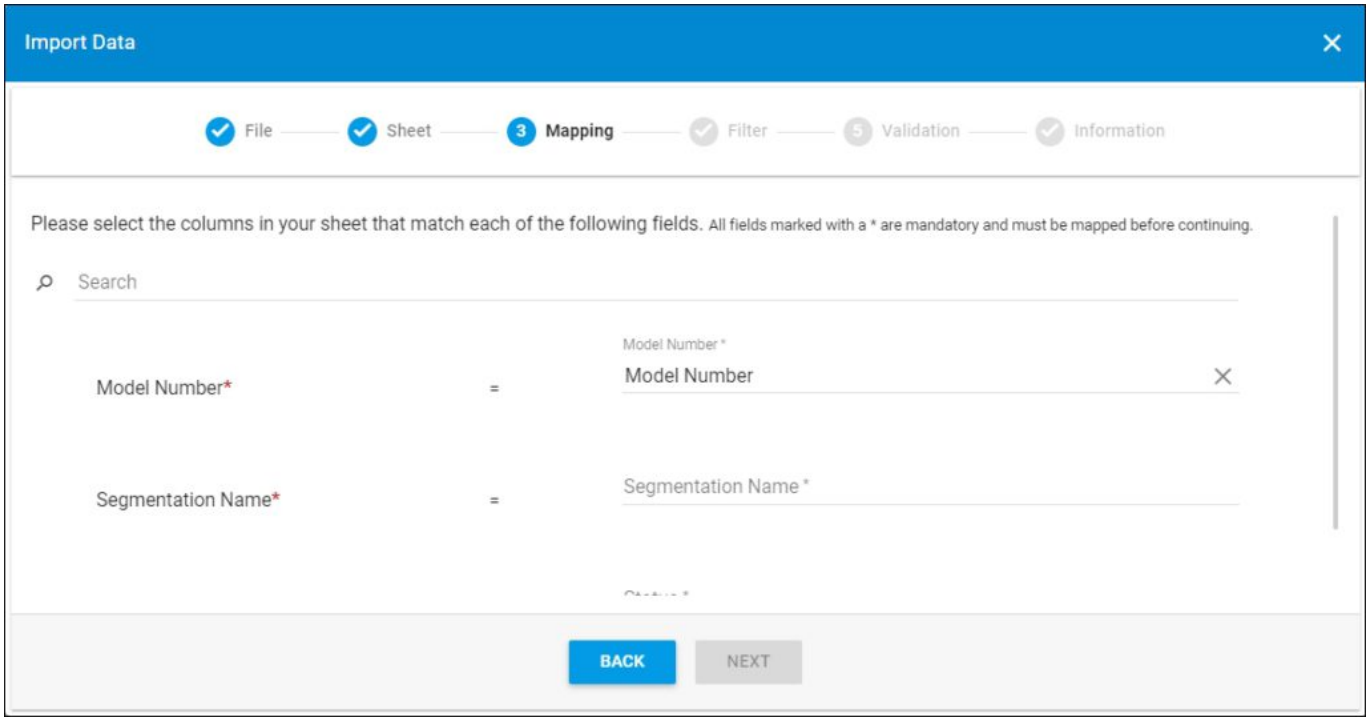
2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,

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



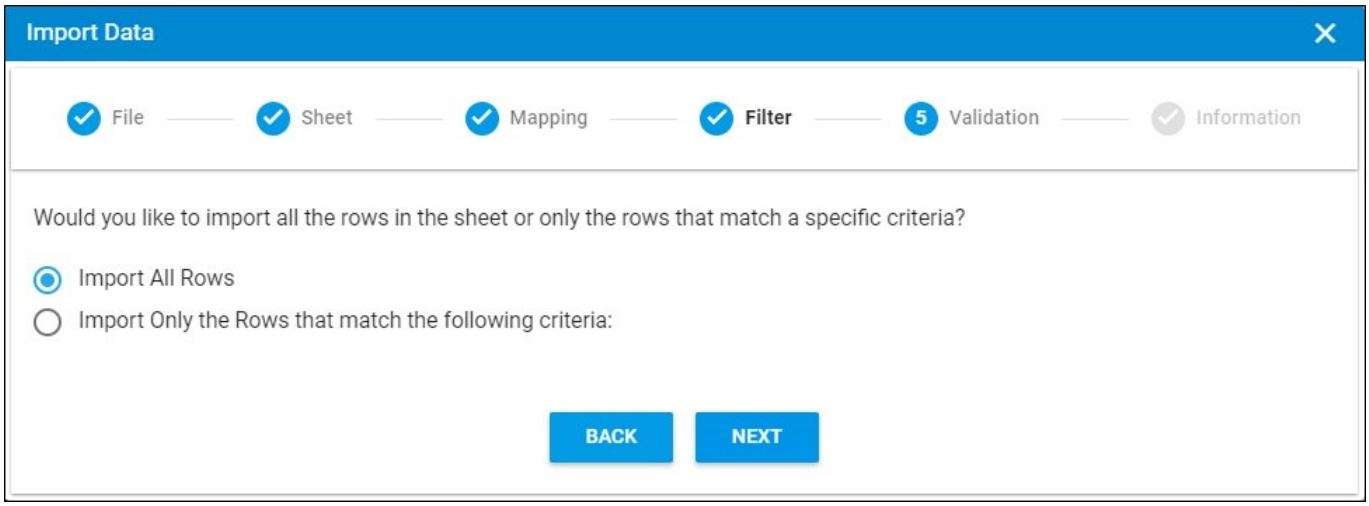
You can click **Back** to return to the previous window.

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:

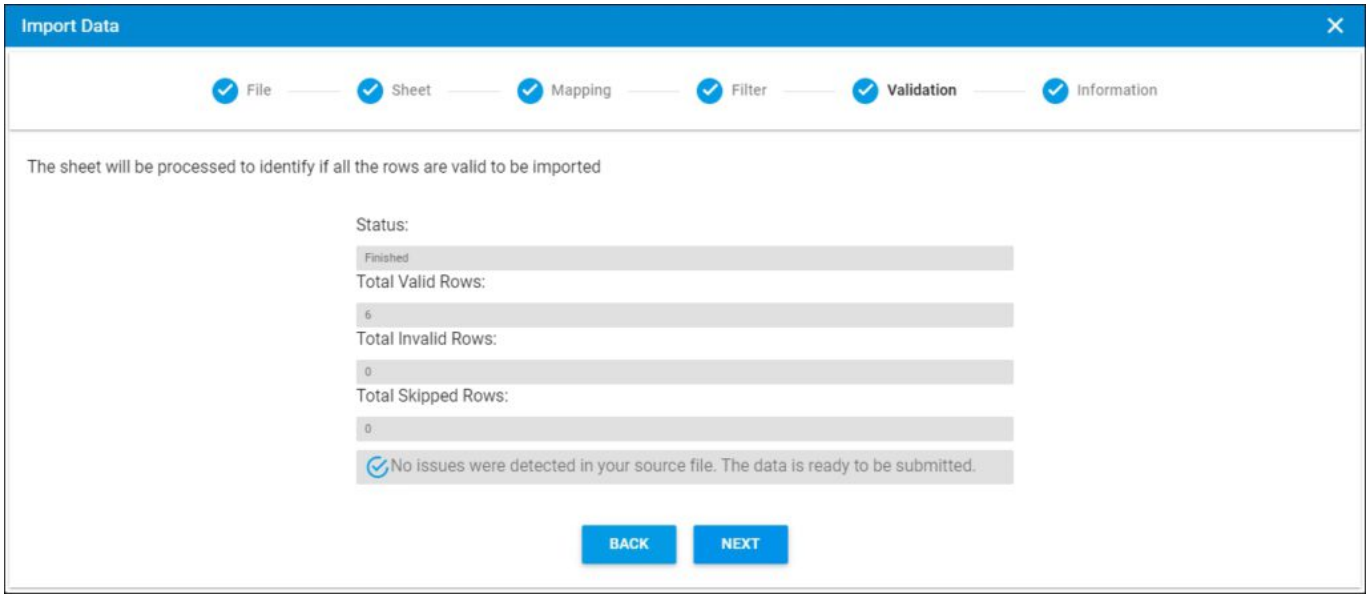


7. Select the column of the sheet that matches each field, you can search for the field you want using the search field,

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

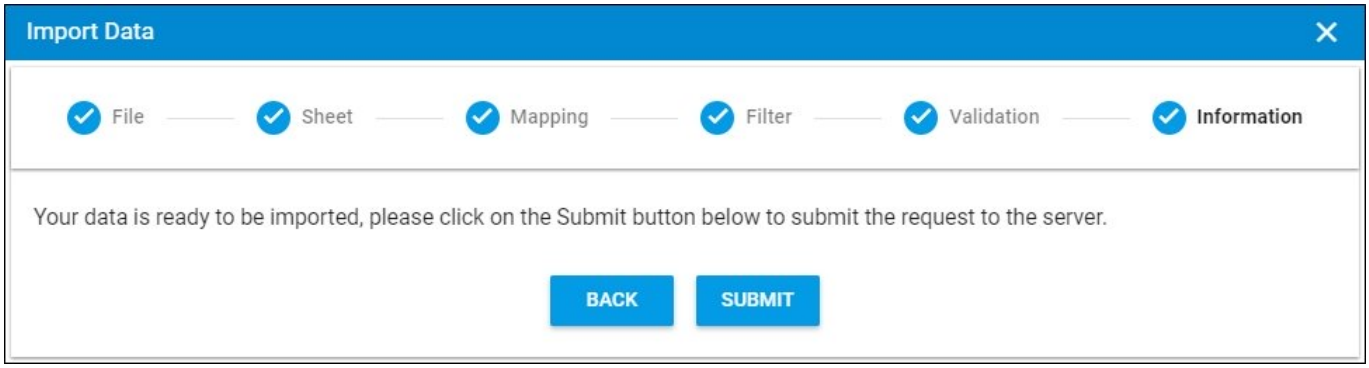


9. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
10. Click **Next**, the following window appears:



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.

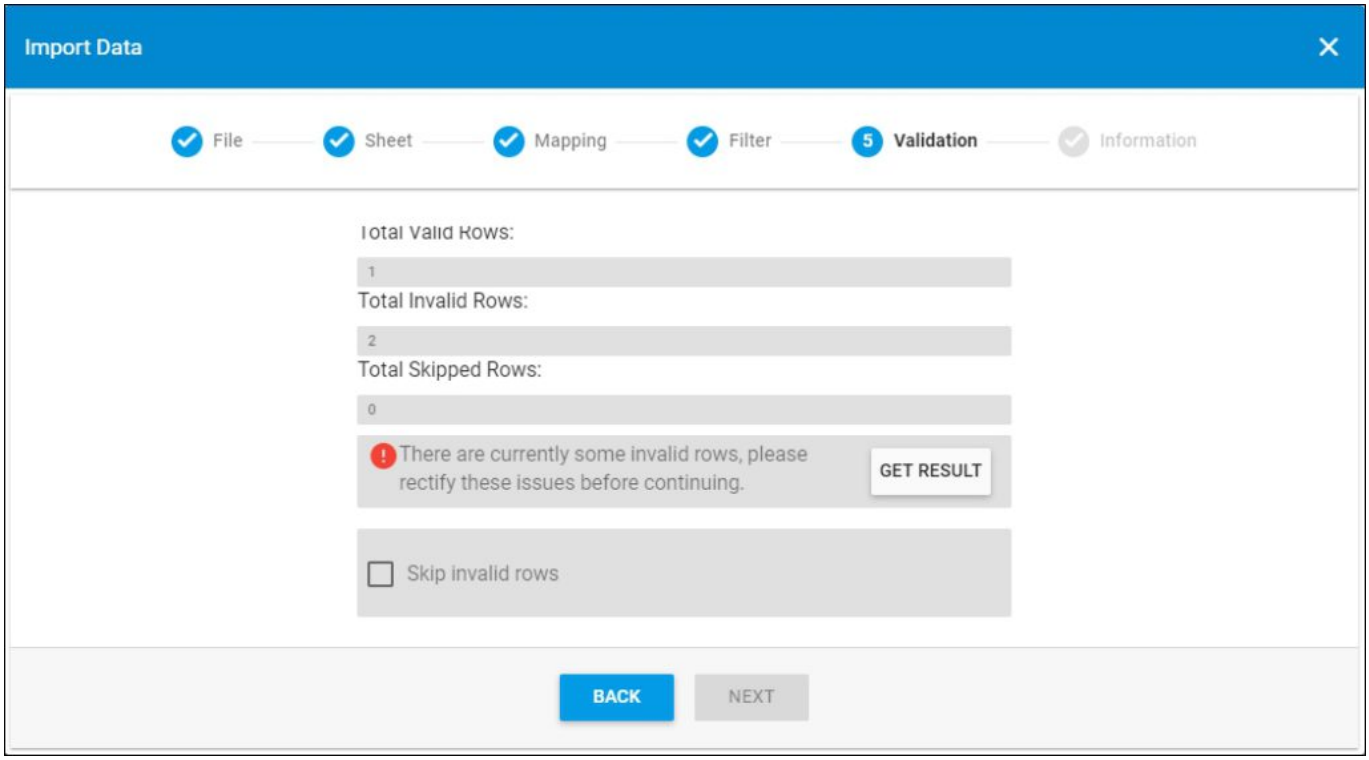
11. Click **Next**, the following window appears:



12. Click **Submit**, a progress window is displayed,
13. Wait until the job is finished then refresh the page, values are imported.

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.