

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						

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:

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

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

Article Segmentations

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

Model Number* = Model Number*

Segmentation Name* = Segmentation Name*

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,

8. Click **Next**, 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: "File", "Sheet", "Mapping", "Filter", "5 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 bar, 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" (which is selected) and "Import Only the Rows that match the following criteria:". At the bottom of the window are two blue buttons labeled "BACK" and "NEXT".

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 screenshot shows the same "Import Data" window, but now the "Validation" step is completed. The progress bar shows all six steps (File, Sheet, Mapping, Filter, Validation, Information) with checkmarks. Below the progress bar, the text reads: "The sheet will be processed to identify if all the rows are valid to be imported". Below this text is a "Status:" section with four rows of data: "Finished", "Total Valid Rows: 6", "Total Invalid Rows: 0", and "Total Skipped Rows: 0". At the bottom of this section is a blue checkmark icon followed by the text: "No issues were detected in your source file. The data is ready to be submitted.". At the bottom of the window are two blue buttons labeled "BACK" and "NEXT".

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:

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

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:

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.