

Import articles

You can import multiple articles to T1 using the Import function, this will save time and effort needed to add a large number of articles to a catalog. Make sure to have the articles listed in an Excel sheet with the following columns: article number, article name, status (optional), sort order, article attributes such as color, gender, and weight, and whether you want to show or hide the article image in T1 Studio. Below is an example:

	A	B	C	D	E	F	G	H	I	J
1	Article No.	Model No.	Article name	Sort Order	Color	Gender	Weight	BlockImage		
2	133112	1001	Sweatshirt	1	Blue	Male	250	0		
3	166121	1221	Sweatshirt	2	Red	Male	300	0		
4	121212	1331	T-shirt	3	White	Male	100	0		
5	112211	1121	T-shirt	4	Red	Female	150	0		
6	119911	1991	Running Shoes	5	Blue	Male	1000	0		
7	101010	1355	Training Shoes	6	Grey	Male	1200	1		
8	114411	1441	Shoes	7	Black	Female	1000	1		
9	118811	1181	T-shirt	8	White	Male	100	0		
10	113311	1331	Shoes	9	Blue	Female	1500	0		
11	115511	1151	Sweatshirt	10	Grey	Male	250	0		
12										

Please note that article numbers should not contain spaces.

Notes:

- If retail windows are imported, make sure to include the full name copied from the **Retail Windows** tab of the Catalog, for example: Window 1(1/1/2018 12:00:00 PM-12/31/2018 12:00:00 PM).
- If the selected catalog is a line plan, you can import a file with articles and the import process will either update the articles if the article number exists or create a new article with article number NN-xxxxxx (where xxxxxx is a 6 digit number). Article number is optional.
- If Sort Order value is not provided, it is "0" by default at the time of creation.
- Values for attributes that are set as model level attributes for the catalog cannot be specified through the import process. For more information, refer to "[Update via Import \(Model\)](#)".

To import a file with articles, 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) in the top right. A progress bar at the top indicates the steps: 1 File (active), 2 Sheet, 3 Mapping, Filter (checked), 5 Validation, and Information (checked). Below the progress bar, there are two radio buttons: 'Last Used File' and 'New File'. The 'New File' option is selected. Below the radio buttons is a text field labeled 'Filename:' with the value '[none]' and a 'SELECT...' button to its right. At the bottom of the window 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, click **Next**, the following window appears:

The screenshot shows the 'Import Data' window with a blue header and a close button (X) in the top right. The progress bar at the top indicates the steps: File (checked), Sheet (checked), 3 Mapping (active), Filter (checked), 5 Validation, and Information (checked). Below the progress bar, the text 'Please select the sheet that contains the data you wish to import' is displayed. Below this text is a dropdown menu with the value 'Articles'. At the bottom of the window are two 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, then 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

Article Number*	=	Article Number*	Article Number	✕
Model Number	=	Model Number	Model Number	

BACK **NEXT**

5. 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**

6. 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,
7. Click **Next**, the following window appears:

The screenshot shows the 'Import Data' window with the 'Validation' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information' with checkmarks. The main text states: 'The sheet will be processed to identify if all the rows are valid to be imported'. Below this, the status is 'Finished'. The 'Total Valid Rows' is 2, 'Total Invalid Rows' is 0, and 'Total Skipped Rows' is 8. A message at the bottom says: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom of the window are 'BACK' and 'NEXT' buttons.

Field	Value
Status	Finished
Total Valid Rows	2
Total Invalid Rows	0
Total Skipped Rows	8

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

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.

If there is an error in the sheet you are trying to import such as empty article numbers, the validation window will show an error. Make the necessary changes and import the sheet again by closing the import dialog and clicking the **Import** button then continue with the steps mentioned above.

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

The screenshot shows the 'Import Data' window with the 'Information' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information' with checkmarks. The main text states: '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 window are 'BACK' and 'SUBMIT' buttons.

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:

The screenshot shows the 'Import Data' dialog box with a blue header and a close button (X) in the top right. Below the header is a progress bar with six steps: File, Sheet, Mapping, Filter, Validation (highlighted with a blue circle and the number 5), and Information. The main content area displays the following information:

- Total Valid Rows: 1
- Total Invalid Rows: 2
- Total Skipped 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 dialog box are two buttons: "BACK" (highlighted in blue) and "NEXT" (disabled, in grey).

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