Update articles via Import
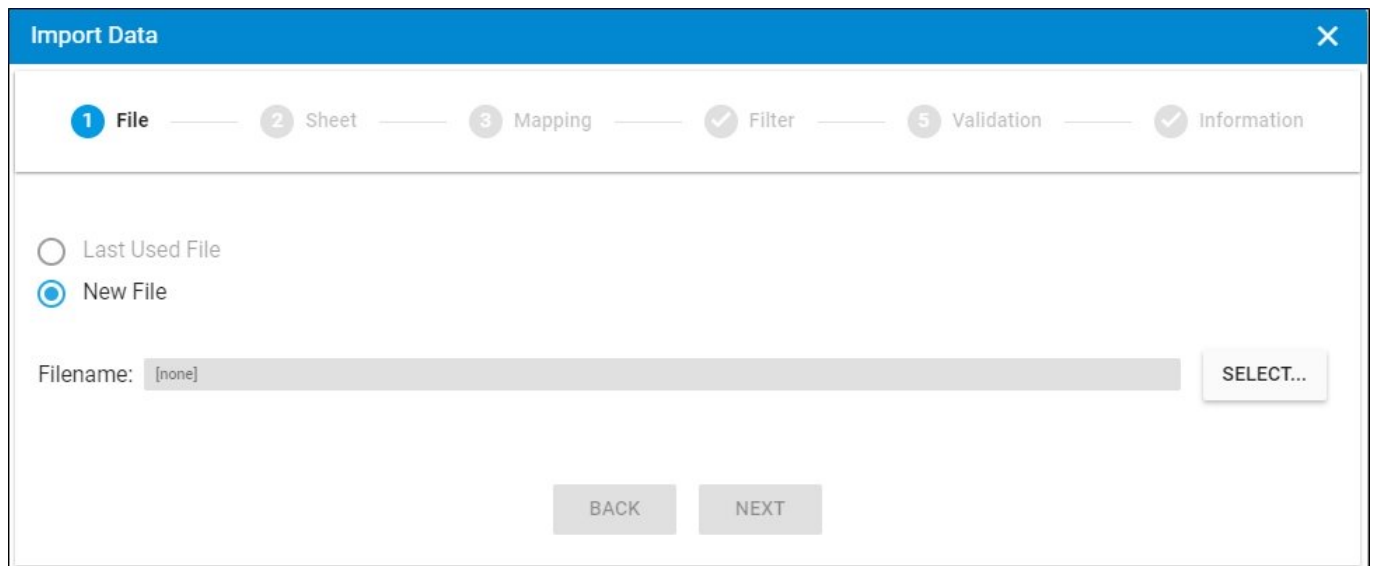
Through this option, you can import a file to update attribute values for existing articles of a specific catalog.

Notes:

- Article number and article names cannot be changed.
- Articles listed in the Excel sheet should exist for the selected catalog, new articles will not be created through "Update via Import".
- Columns that are not mapped through the import are not affected.
- Imported file should have the same format as mentioned in "Import Articles".
- Values for attributes that are set as model level attributes for the catalog cannot be updated in the import process. For more information, refer to "Update via Import (Model)".

To update articles 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:

Note:

- If the Retail Window option is activated for the catalog, another optional field "Retail Window" appears in the above window.

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field,
Please note that it is mandatory to map the "Article Number". Although "Color" is a required attribute you can leave it unmapped and accordingly color values will not be updated. Also, if Sort Order is not mapped, the existing value is not updated.
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**, the progress is displayed,
13. 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 **Next** button is activated, and you can import the valid rows.