

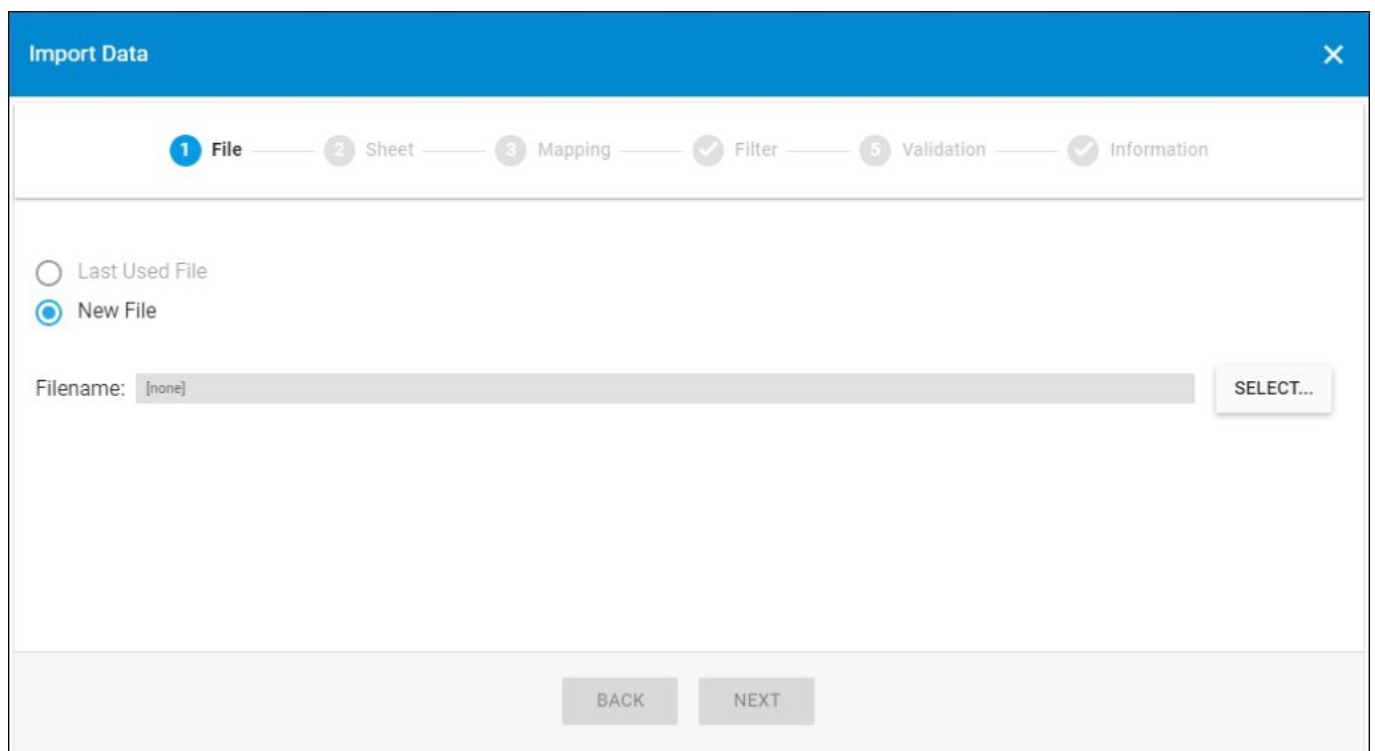
Import catalog segmentations

You can import a file with catalog segmentations instead of adding them individually, this will save your time and effort.

To import a file with segmentations, make sure to have the segmentations listed in an Excel sheet with the following columns: Segmentation, Description (optional).

To import a file with segmentations, 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: 1 File (selected with a blue circle), 2 Sheet, 3 Mapping, 4 Filter (checked with a green checkmark), 5 Validation, and 6 Information (checked with a green checkmark). The main area of the window contains two radio buttons: "Last Used File" (unselected) and "New File" (selected with a blue circle). Below these is a text field labeled "Filename:" containing the text "[none]". To the right of the text field is a button labeled "SELECT...". 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 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 the current active step, indicated by a blue circle with the number "3". The other steps are marked with checkmarks in blue circles. 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 with the text "Segmentations" and 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, 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

Name*

=

Name*

Description

=

Description

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:

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:
1

Total Invalid Rows:
0

Total Skipped Rows:
1

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

BACK NEXT

The validation step lists the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. If the criteria you defined does not return any records, an error appears as shown in the below example:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

5 Validation

✓ Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:

Finished

Total Valid Rows:

0

Total Invalid Rows:

0

Total Skipped Rows:

2

! There are no rows available to be submitted.

BACK

NEXT

Review the criteria and make the necessary changes.

If there is an error in the sheet you are trying to import, the validation window informs you that the sheet contains errors and you need to update the sheet and import it again.

8. 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

9. Click **Submit**, a progress window is displayed,
10. Wait until the job is finished, then refresh the page, the imported segmentations 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.