## **Import customer segmentation - Tabular view**

To import a file with customer segmentations, make sure to have the customers listed in an Excel sheet with the following columns: Customer Number, Segmentation-1, Segmentation-2 and so on, depending on the segmentations defined for the selected catalog as shown in the below example:

	A	В	С	D			
1	Customer Number	Segmentation-1	Segmentation-2				
2	11111	No	Yes				
3	22222	No	Yes				
4	33333	Yes	Yes				
5	44444	Yes	No				
6					-		
Segmentations							

The segmentation that is marked with "Yes" in the above sheet is assigned to the customer and the one marked with "No" is not. Customers can only view articles within the same segmentation.

To import a file with segmentations, follow these steps:

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

Import Data					×
1 File	2 Sheet —	- 3 Mapping	— 🔗 Filter —	5 Validation	Information
<ul> <li>Last Used File</li> <li>New File</li> </ul>					
Filename: [none]					SELECT
		BACK	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:

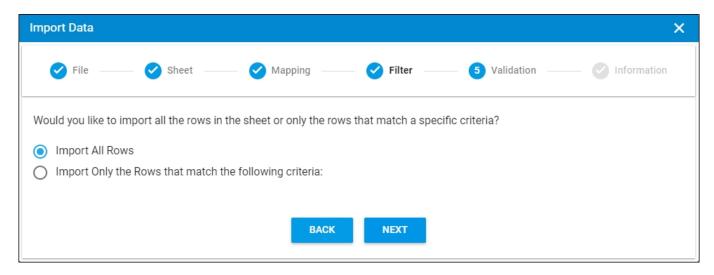
Import Data					×
V File	Sheet	3 Mapping	- Filter	5 Validation —	Information
	eet that contains th	e data you wish to impor	t		
		BACK	NEXT		

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 I	Data			×
	Sheet	3 Mapping	Filter 5 Validation Information	
continuin	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 continuing.			
	Customer Number*	=	Customer Number *	
S	Segmentation-1	=	Segmentation-1	
		BA	NEXT	

7. 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:



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

Import Data							×
	Sile	Sheet	Mapping	🧭 Filter	Validation	Information	
Your data is	ready to be imp	ported, please click	on the Submit button	below to submit th	he request to the serve	ır.	
			BACK	SUBMIT			

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.

- 10. Click **Submit**, the progress is displayed,
- 11. 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:

Import Data	×
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.