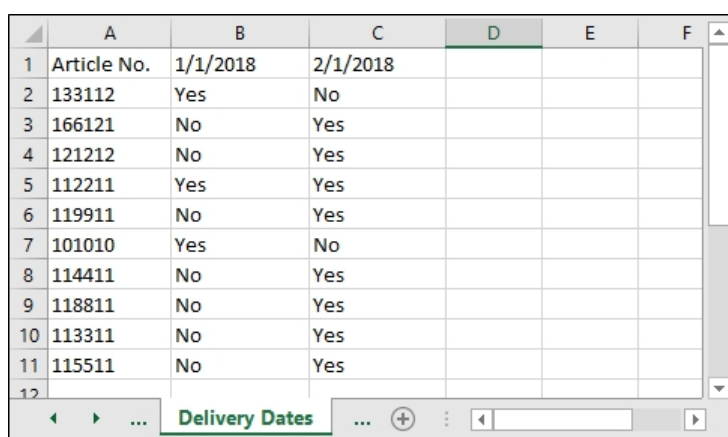


## Import delivery dates (tabular) - Tabular view

In tabular view, to import a file with articles delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Delivery date 1, Delivery date 2 and so on, depending on the dates defined for the selected catalog as shown in the below example:



	A	B	C	D	E	F
1	Article No.	1/1/2018	2/1/2018			
2	133112	Yes	No			
3	166121	No	Yes			
4	121212	No	Yes			
5	112211	Yes	Yes			
6	119911	No	Yes			
7	101010	Yes	No			
8	114411	No	Yes			
9	118811	No	Yes			
10	113311	No	Yes			
11	115511	No	Yes			
12						

The delivery date that is marked with “Yes” in the above sheet is assigned to the article and the one marked with “No” is not.

### Note:

- You can import delivery dates for active and inactive articles.

To import a file with delivery dates, 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 current step: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, there are two radio button options: 'Last Used File' (unselected) and 'New File' (selected). Underneath, there is a text input field labeled 'Filename:' containing '[none]' and a 'SELECT...' button to its right. At the bottom center, there are two buttons: 'BACK' and 'NEXT'.

2. Select the file then click **Open**, the name of the file you selected appears in its field,
3. Click **Select** to browse for the file you want to import,
4. 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 current step: 1 File (checked), 2 Sheet (checked), 3 Mapping (active), 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, the text reads 'Please select the sheet that contains the data you wish to import'. Underneath, there is a dropdown menu with 'Delivery Dates' selected. At the bottom center, there are two buttons: 'BACK' and '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

Article Number\* = Article Number \*

Feb 1, 2020 (Feb 1, 2020)\* = Feb 1, 2020 (Feb 1, 2020)\*

Feb 1, 2020 (Feb 1, 2020)\*

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:

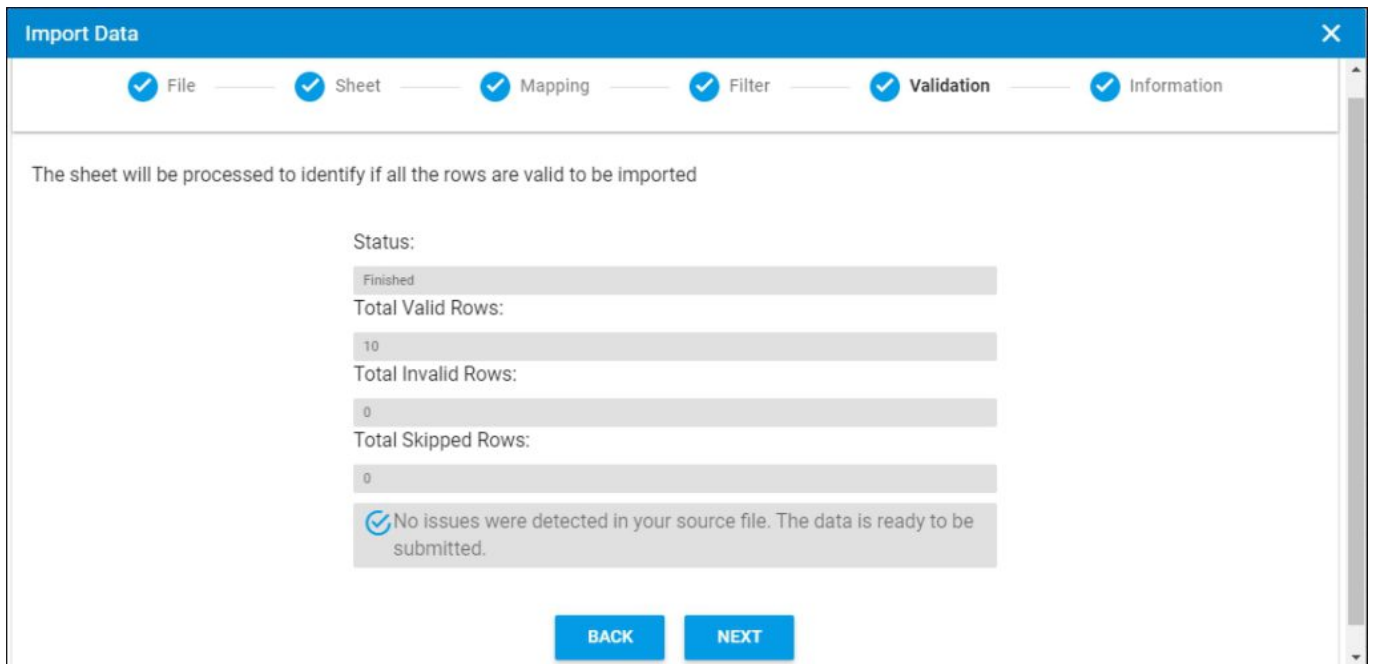
Import Data

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?

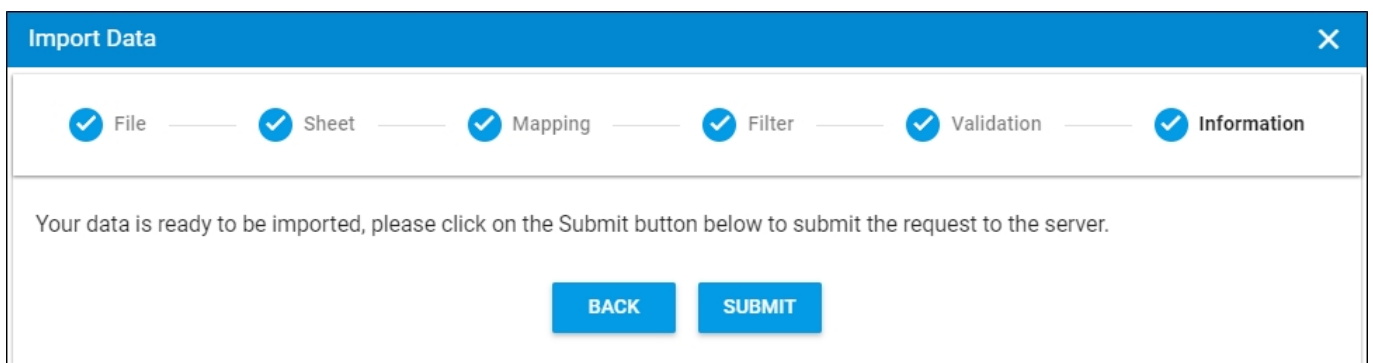
Import All Rows  
 Import Only the Rows that match the following criteria:

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:



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 **Next**, the following window appears:



11. Click **Submit**, the progress is displayed,

12. 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.