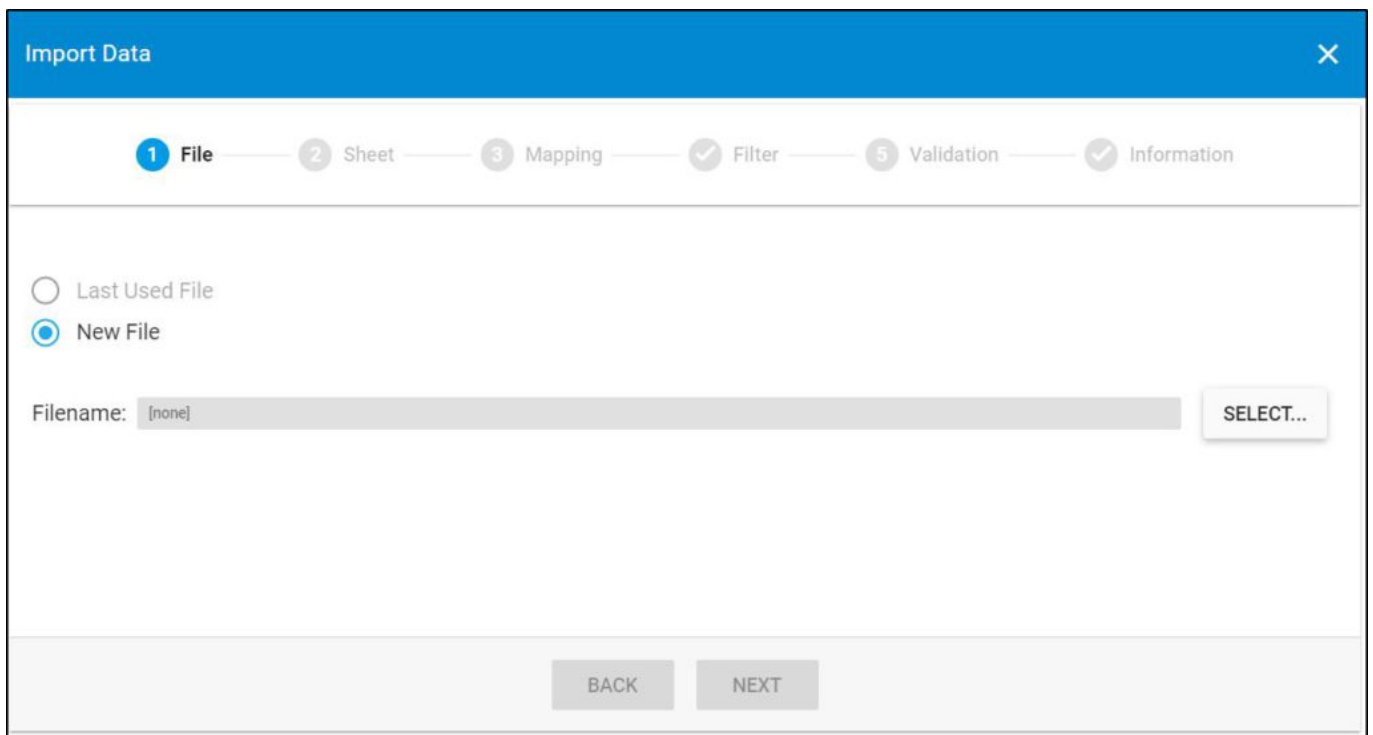


Import saved views

You can import a file with saved views instead of adding them individually which will save you time and effort. The saved view name is mandatory. To import a file with saved views, follow these steps:

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



The screenshot shows the 'Import Data' dialog box. The title bar is blue with 'Import Data' and a close button. The progress bar indicates the current step is 'File' (1), with 'Filter' (4) and 'Information' (6) completed. The 'New File' option is selected. The 'Filename:' field is empty, showing '[none]', with a 'SELECT...' button to its right. 'BACK' and 'NEXT' buttons are at the bottom.

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:

Import Data

File Sheet 3 Mapping Filter 5 Validation Information

Please select the sheet that contains the data you wish to import

Saved Views

BACK 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,
5. Click **Next**, the following window appears:

Import Data ✕

✓ File — ✓ Sheet — ✓ 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* Name	✕
Is Catalog Level	=	Is Catalog Level	✕

BACK **NEXT**

6. 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:

The screenshot shows a dialog box titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Validation" step is highlighted with a blue circle containing the number "5". Below the progress indicator, the text asks: "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?". There are two radio button options: "Import All Rows" (which is selected) and "Import Only the Rows that match the following criteria:". At the bottom of the dialog box, there are two buttons: "BACK" and "NEXT".

7. 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,
8. 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:
8

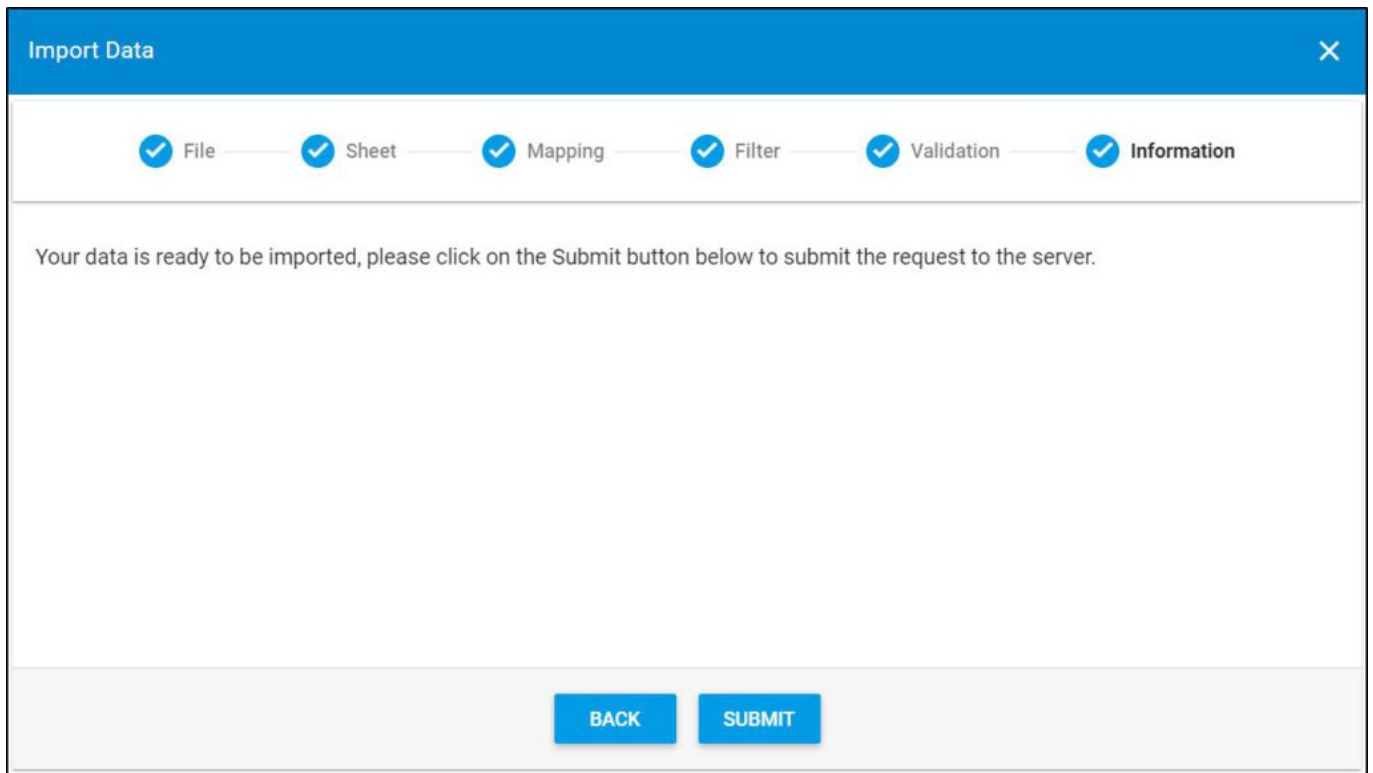
Total Invalid Rows:
0

Total Skipped Rows:
0

 No issues were detected in your source file. The data is

BACK **NEXT**

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



10. Click **Submit**, the progress is displayed,
11. Wait until the job is finished, then refresh the page, the imported values are listed. The imported values are also displayed in T1 Studio.

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.