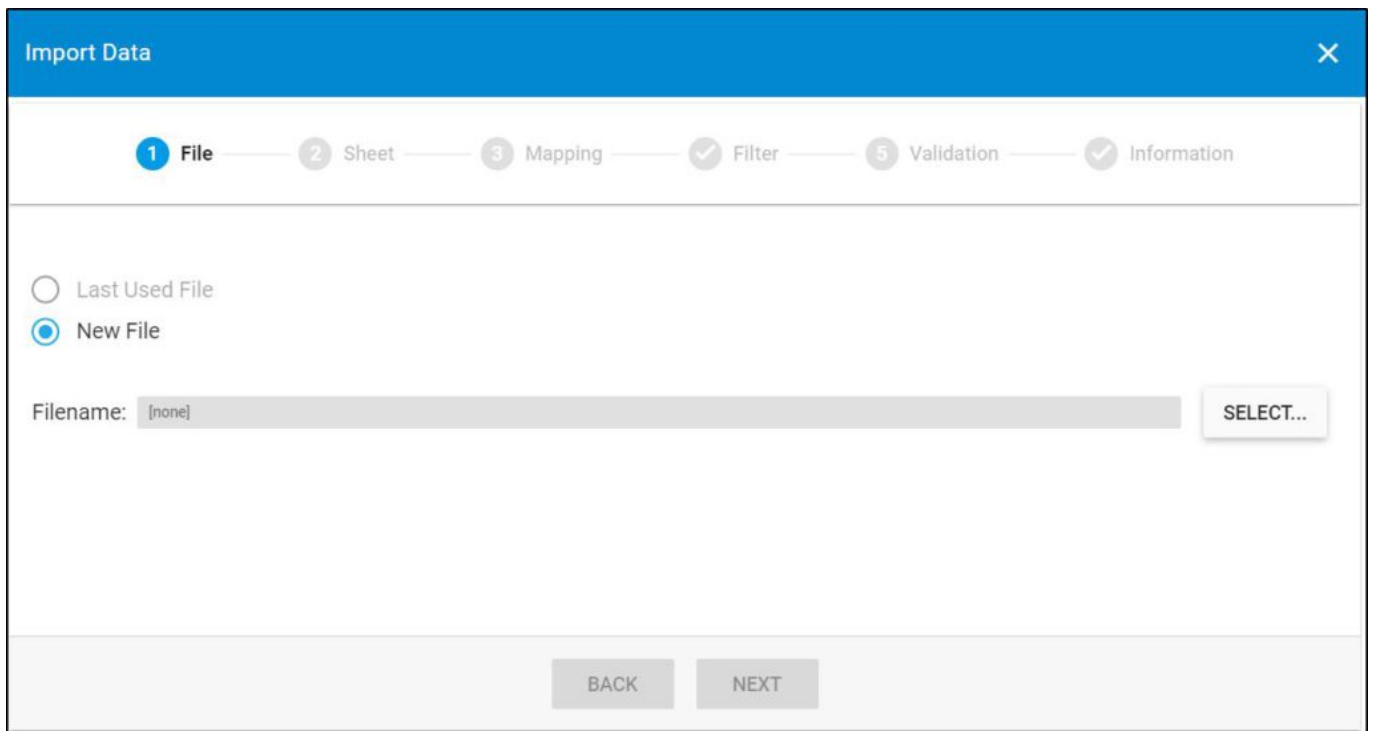


## Import size scales

You can import a file with size scales instead of adding them individually which will save you time and effort. The master size scale name, size scale name, sizes, and status are mandatory columns. To import a file with size scales, follow these steps:

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



The screenshot shows a window titled "Import Data" with a blue header and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). The main area contains two radio buttons: "Last Used File" (unselected) and "New File" (selected). Below the radio buttons is a text input field labeled "Filename:" with the placeholder text "[none]" and a "SELECT..." button to its right. 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:

Import Data

✓ File — ✓ Sheet — 3 Mapping — ✓ Filter — 5 Validation — ✓ Information

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

Size Scale ▾

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

Master Size Scale*	=	Master Size Scale* Master size scale	✕
Size Scale*	=	Size Scale* Size Scale	✕

**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:

**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**

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** [Close]

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — **✓ Validation** — ✓ Information

Status:  
Finished

Total Valid Rows:  
2

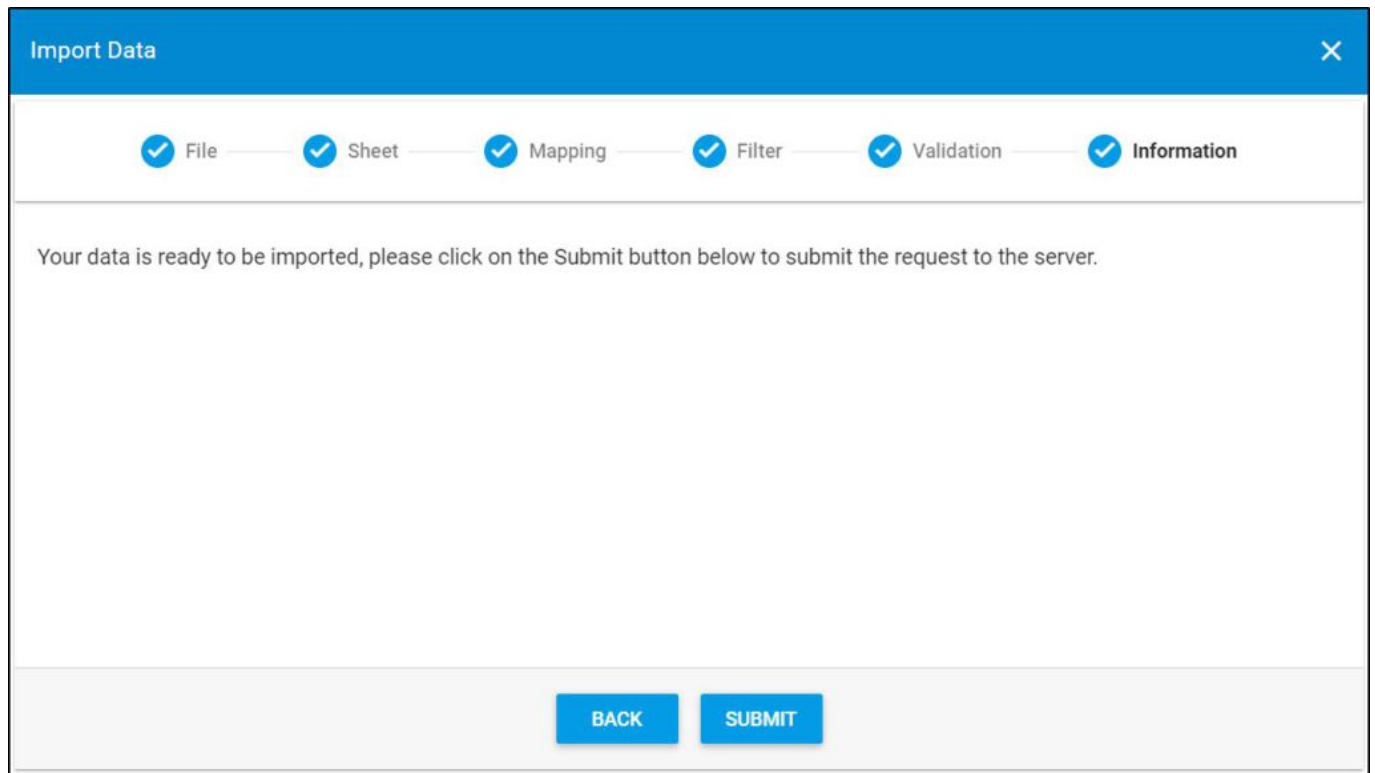
Total Invalid Rows:  
0

Total Skipped Rows:  
0

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

**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.

**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

2  
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.