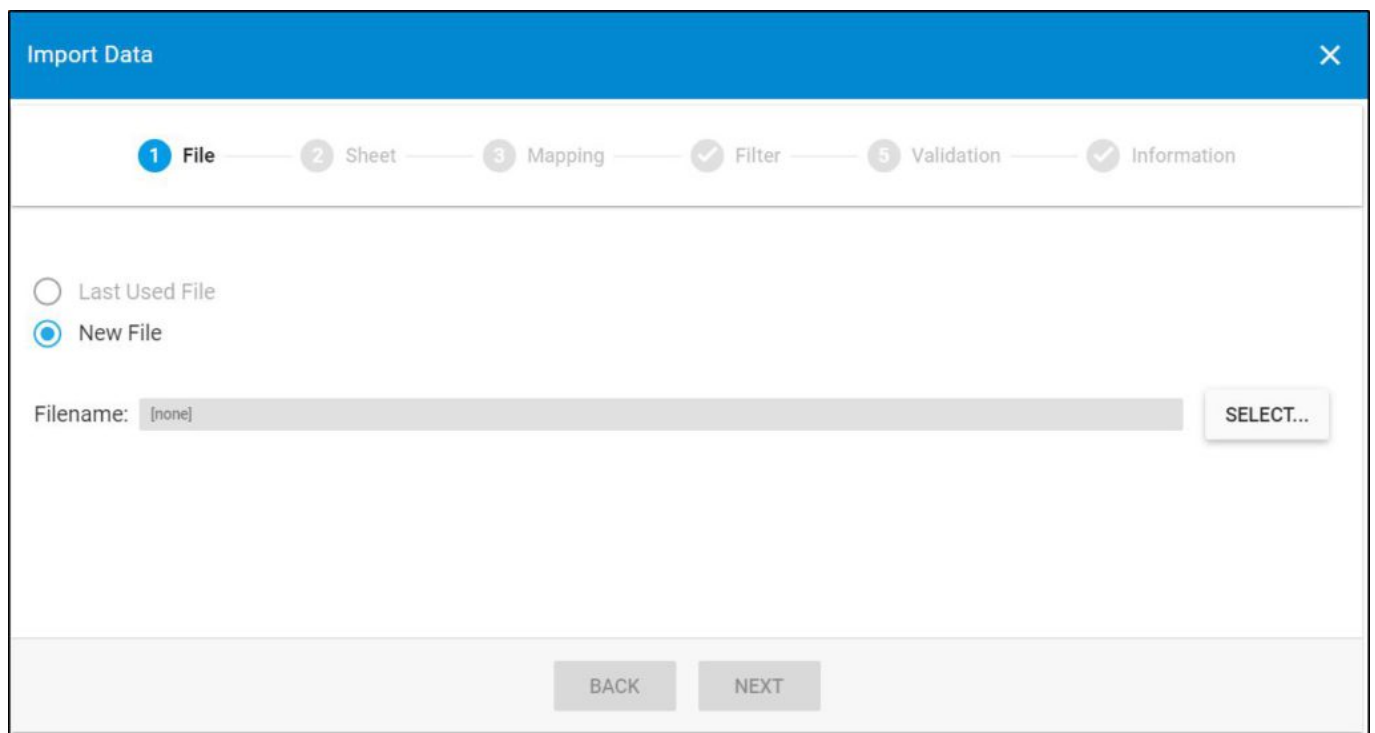


## Import size scales

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 image shows a software 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 (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle), and 6. Information (grey circle with a checkmark). The main area of the window contains two radio buttons: "Last Used File" (unselected) and "New File" (selected, 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:

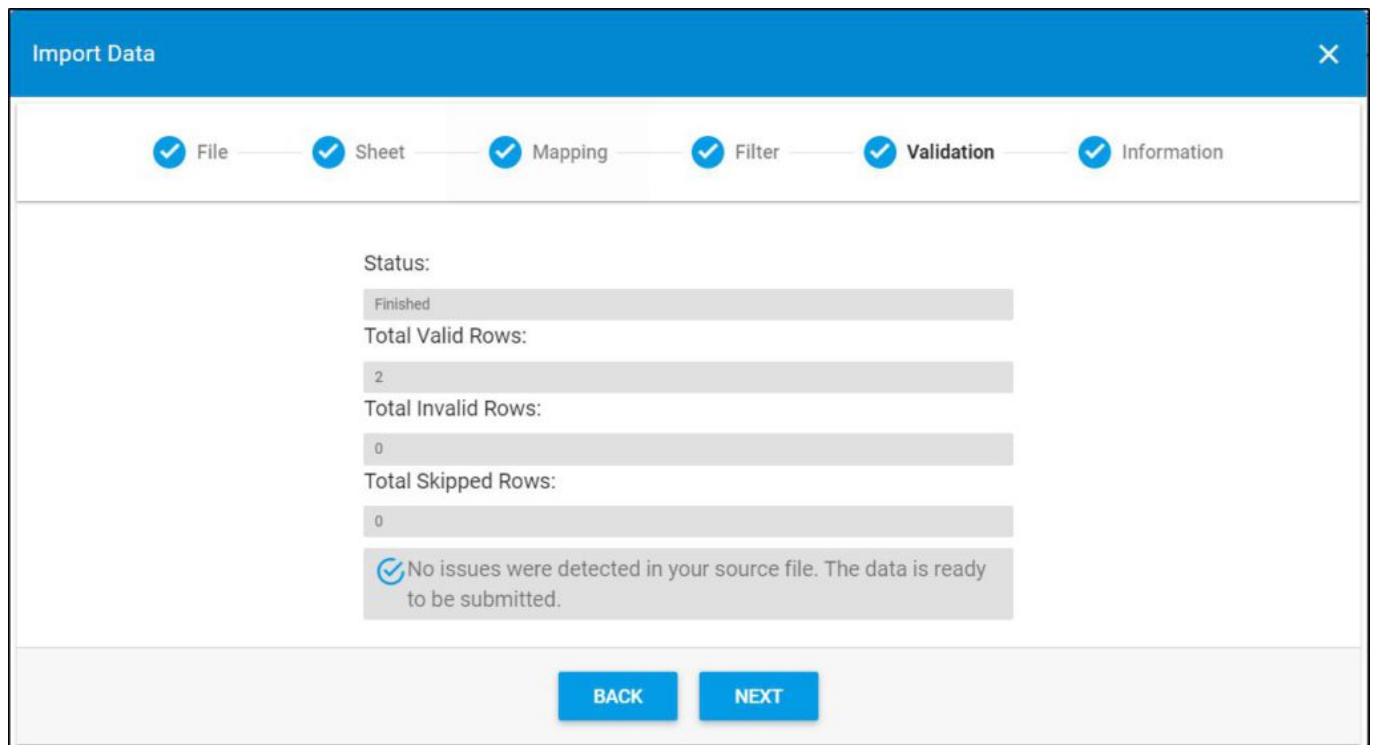
The screenshot shows a software window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: "File" (checked), "Sheet" (checked), "3 Mapping" (active), "Filter" (checked), "5 Validation" (checked), and "Information" (checked). The main area of the window contains the text "Please select the sheet that contains the data you wish to import" followed by a dropdown menu currently displaying "Size Scale". At the bottom of the window are two blue buttons labeled "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,
5. Click **Next**, the following window appears:



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:



The 'Import Data' window displays a progress bar with six steps: File, Sheet, Mapping, Filter, Validation, and Information. The 'Validation' step is currently active and highlighted. Below the progress bar, the status is 'Finished'. The validation results show: Total Valid Rows: 2, Total Invalid Rows: 0, and Total Skipped Rows: 0. A message at the bottom states: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom of the window are two buttons: 'BACK' and 'NEXT'.

Step	Status
File	Completed
Sheet	Completed
Mapping	Completed
Filter	Completed
Validation	Active
Information	Completed

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:

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

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.