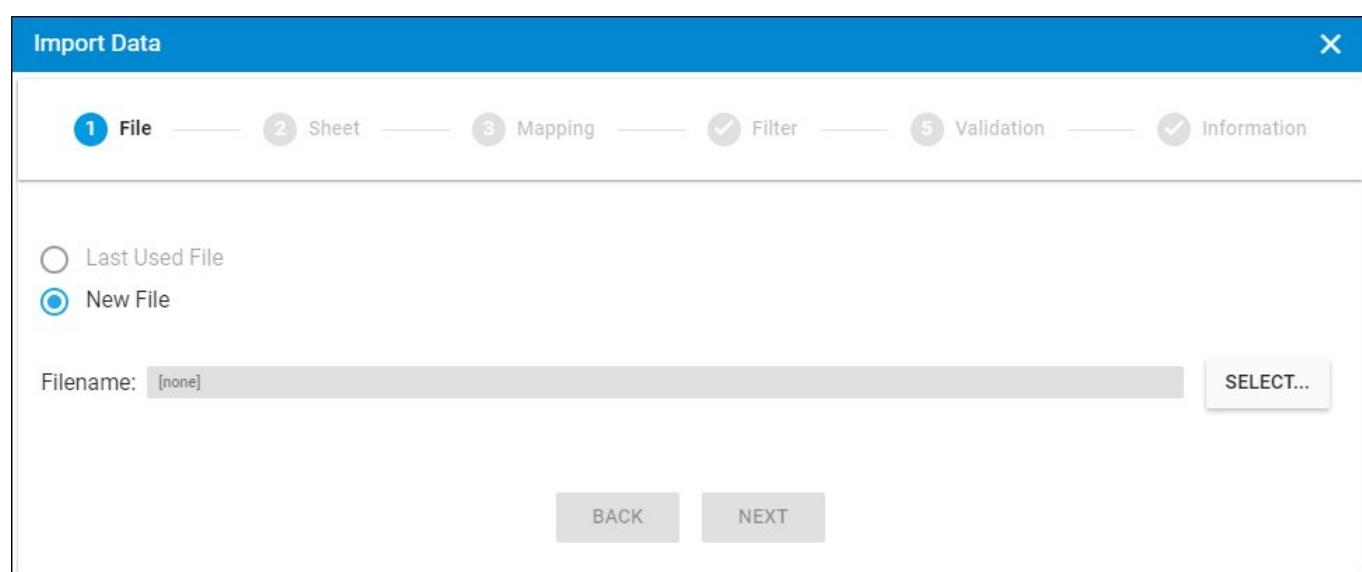


## Import targets

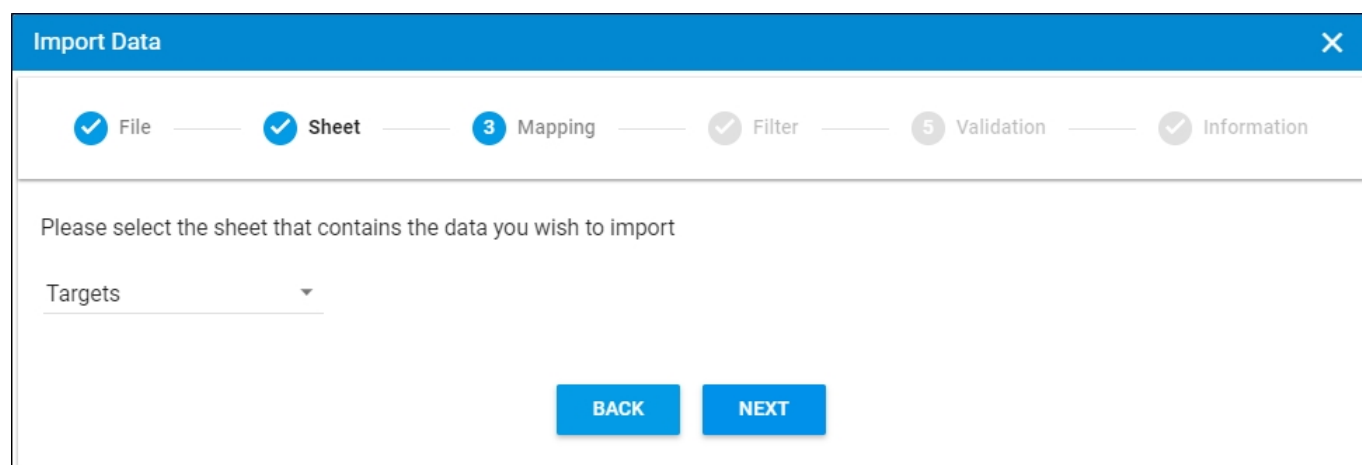
Through this process, you can add targets for the selected line plan catalog. To import a file with targets, at least one attribute should have a value to create the target according to this attribute. To import a file with targets, follow these steps:

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. Below the header is a progress bar with six steps: 1. File (active, blue circle with white number), 2. Sheet (grey circle with white number), 3. Mapping (grey circle with white number), 4. Filter (grey circle with white checkmark), 5. Validation (grey circle with white number), and 6. Information (grey circle with white checkmark). Below the progress bar, there are two radio buttons: 'Last Used File' (unselected) and 'New File' (selected, blue circle with white dot). Below the radio buttons is a text field labeled 'Filename:' with the value '[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,
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. Below the header is a progress bar with six steps: 1. File (active, blue circle with white checkmark), 2. Sheet (active, blue circle with white checkmark), 3. Mapping (active, blue circle with white number), 4. Filter (grey circle with white checkmark), 5. Validation (grey circle with white number), and 6. Information (grey circle with white checkmark). Below the progress bar, there is a text prompt: 'Please select the sheet that contains the data you wish to import'. Below the prompt is a dropdown menu labeled 'Targets' with a downward arrow. At the bottom of the window 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 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

Pre Style = Prestyle X

Pre Article = Pre Article X

Pre Productivity

BACK NEXT

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, at least one attribute should have a value, 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

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**

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:  
1

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

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:

**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

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

12. Wait until the job is finished, then refresh the page, the imported targets are displayed.

## 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:

The screenshot shows the 'Import Data' dialog box with a blue header and a close button (X) in the top right. Below the header is a progress bar with six steps: File, Sheet, Mapping, Filter, Validation (highlighted with a blue circle and the number 5), and Information. The main content area displays the following information:

- Total Valid Rows: 1
- Total Invalid Rows: 2
- Total Skipped Rows: 0

Below this information is a red warning icon and the text: "There are currently some invalid rows, please rectify these issues before continuing." To the right of this text is a "GET RESULT" button. At the bottom of the main content area is a checkbox labeled "Skip invalid rows". At the very bottom of the dialog box are two buttons: "BACK" (highlighted in blue) and "NEXT" (disabled).

The **Next** button is activated, and you can import the valid rows.