

Import article segmentation - Linear view

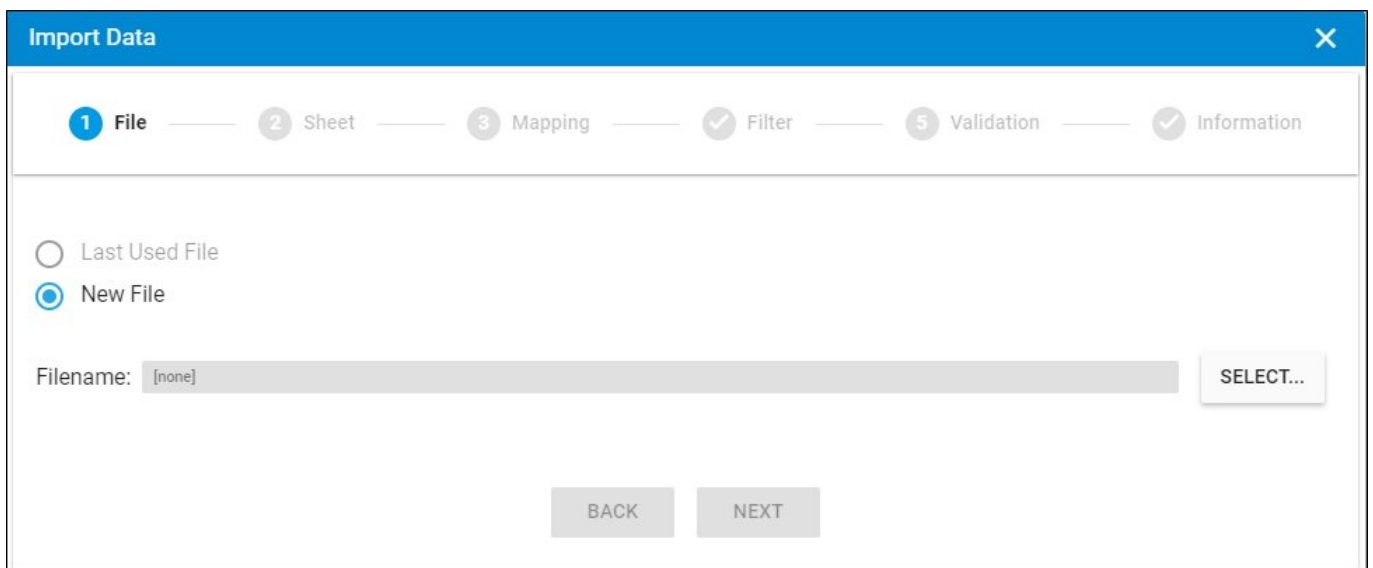
In linear view, you can import a file with article segmentations, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Segmentation Name, and Status as shown in the below example:

	A	B	C	D	E	F	G
1	Article Number	Segmentation Name	Status				
2	166121	Segmentation-1	No				
3	166121	Segmentation-2	Yes				
4	119911	Segmentation-1	Yes				
5	118811	Segmentation-1	Yes				
6	118811	Segmentation-2	Yes				
7	112211	Segmentation-1	Yes				
8							

The segmentation that is marked with “0” or “No” will not be included in the linear view list, but the segmentation will be marked with a “No” in the tabular list. Customers can only view articles within the same segmentation.

To import the file, follow these steps:

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



Import Data [X]

1 File — 2 Sheet — 3 Mapping — 4 Filter — 5 Validation — 6 Information

Last Used File
 New File

Filename: [none] SELECT...

BACK 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:

Import Data [X]

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

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

Article Segmentations - Linear ▾

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 [X]

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*
Segmentation Name*	=	Segmentation Name*

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field,
8. Click **Next**, the following window appears:

Import Data [X]

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:

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

Import Data [X]

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:	6
Total Invalid Rows:	0
Total Skipped Rows:	0

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

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.

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

The screenshot shows a blue header bar with the text "Import Data" and a close button (X). Below the header is a progress bar with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". Each step has a blue checkmark icon. Below the progress bar, there is a message: "Your data is ready to be imported, please click on the Submit button below to submit the request to the server." At the bottom of the window, there are two buttons: "BACK" and "SUBMIT".

12. Click **Submit**, a progress window is displayed.
13. Wait until the job is finished then refresh the page, imported values 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" window with the "Validation" step highlighted in blue. The progress bar shows "File", "Sheet", "Mapping", "Filter", "5 Validation", and "Information". Below the progress bar, there are three rows of data: "Total Valid Rows: 1", "Total Invalid Rows: 2", and "Total Skipped Rows: 0". Below this, there 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. Below the warning, there is a checkbox labeled "Skip invalid rows". At the bottom of the window, there are two buttons: "BACK" and "NEXT".

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