

Update articles via Import (Model)

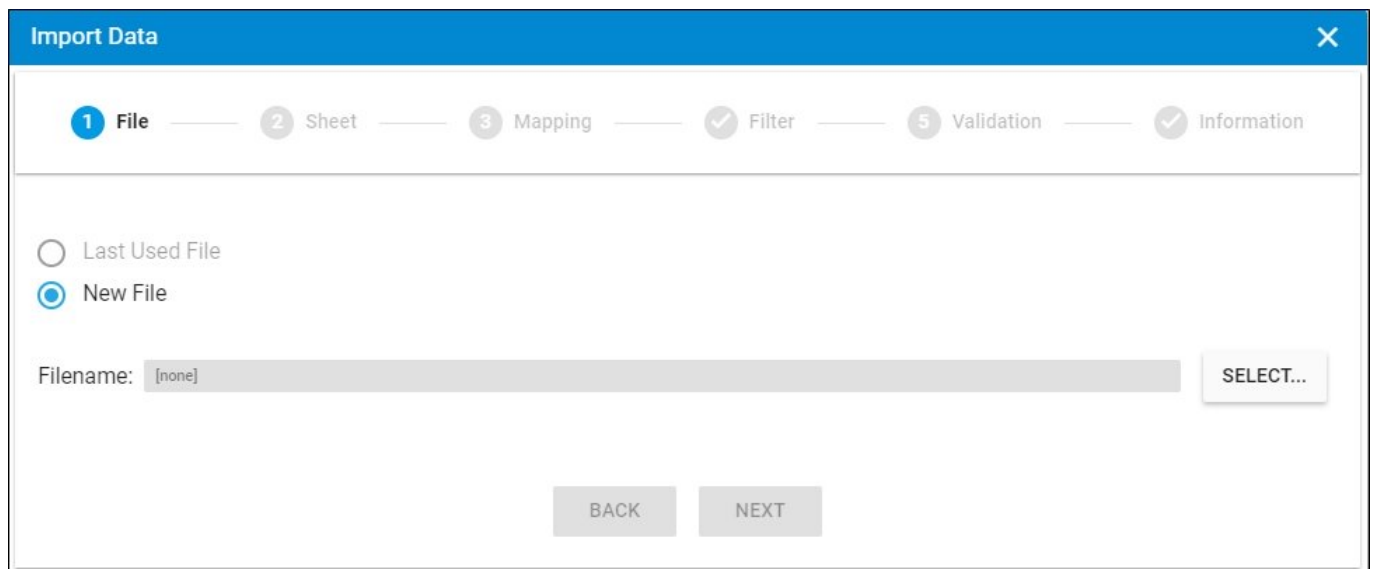
Through this option, you can import a file to update attribute values for multiple articles by model number.

Notes:

- Model numbers listed in the Excel sheet should exist for the selected catalog, and should be unique.
- Columns that are not mapped through the import are not affected.

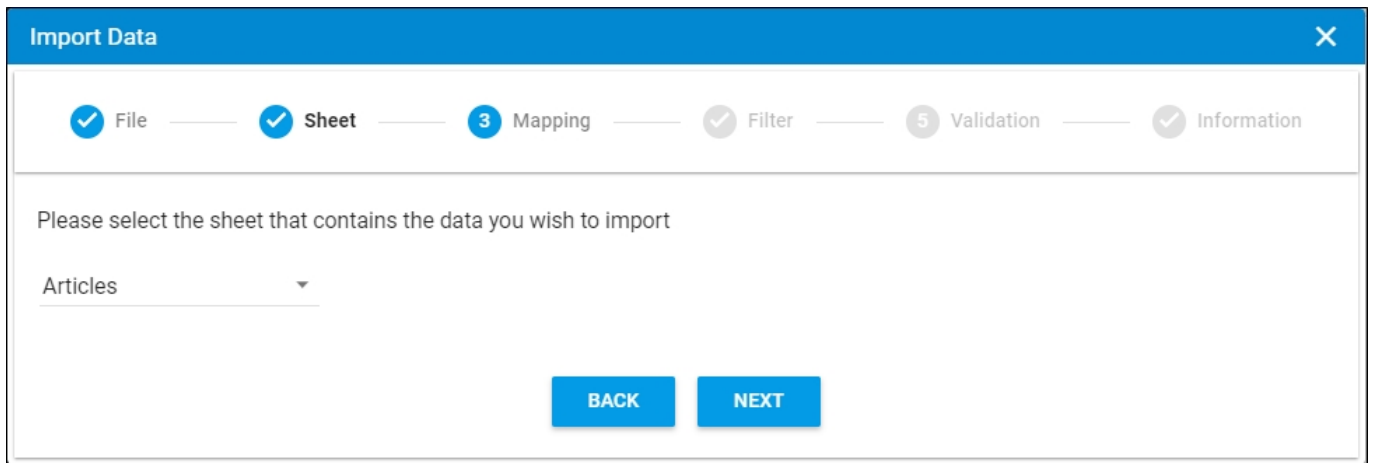
To update articles via import, follow these steps:

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



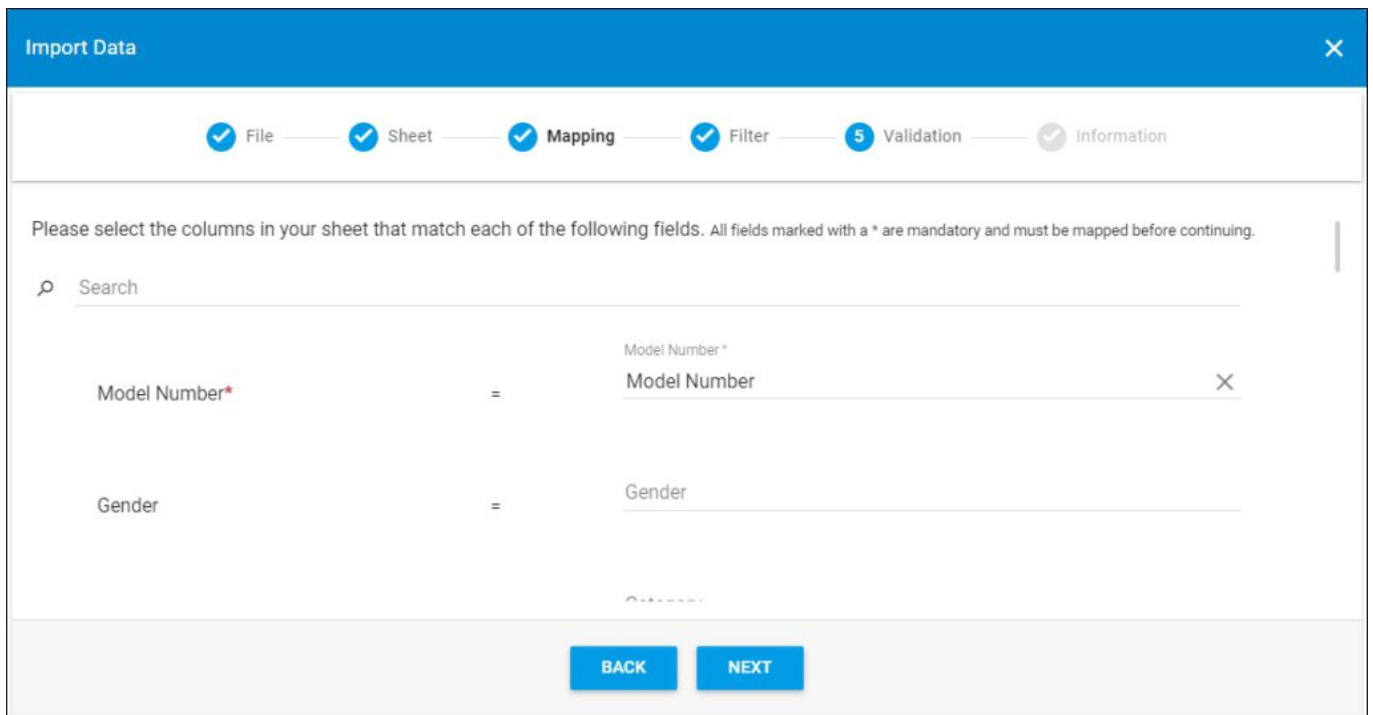
The screenshot shows a window titled "Import Data" with a blue header and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar are two radio button options: "Last Used File" (unselected) and "New File" (selected). Below these options is a text input field labeled "Filename:" containing the text "[none]". To the right of the input 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,
4. Click **Next**, the following window appears:



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:



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:

BACK NEXT

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: 9
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.

11. 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

12. Click **Submit**, a progress window is displayed,
13. Wait until the job is finished, values are imported.

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.