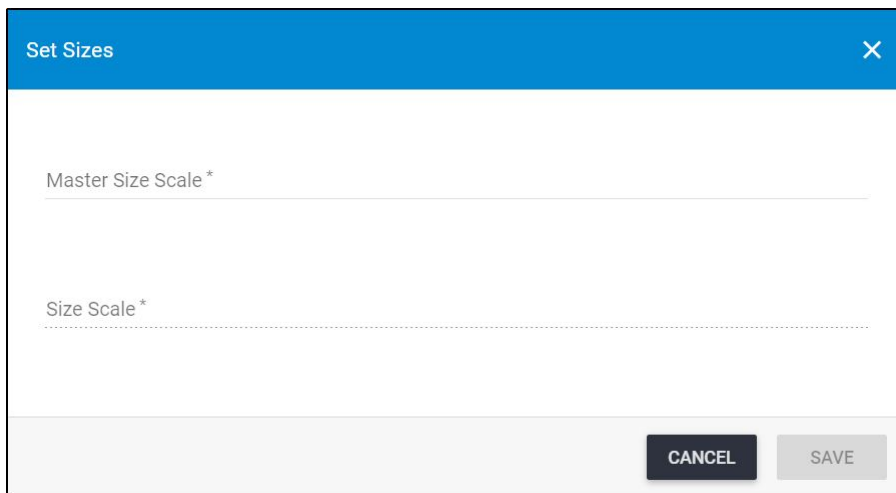


Set sizes to catalog model

You can set sizes to a single catalog model or by importing a file to set catalog model sizes in bulk.

Set sizes

To set sizes for a single model, select Set sizes from the Actions menu next to the model you want, the following window appears:

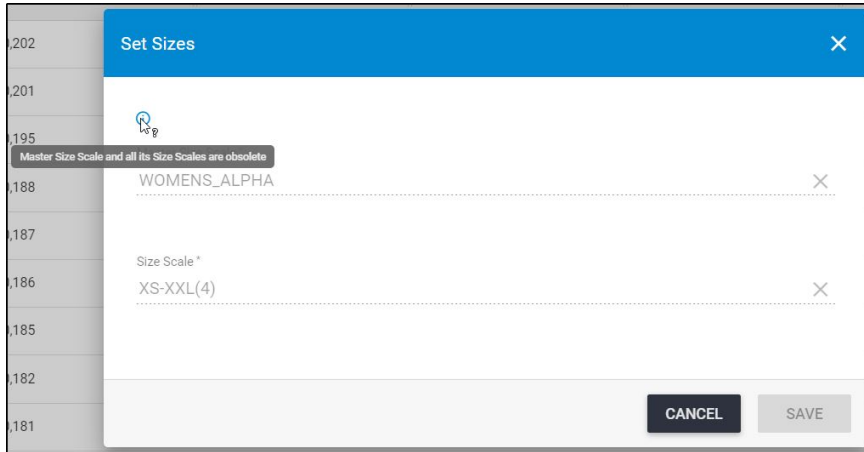


The screenshot shows a dialog box titled "Set Sizes" with a blue header bar containing a close button (X). The main area of the dialog is white and contains two text input fields. The first field is labeled "Master Size Scale *" and the second field is labeled "Size Scale *". At the bottom right of the dialog, there are two buttons: "CANCEL" and "SAVE".

Select the master size scale then the size scale you want, then click **Save**.

Note:

- If the master size scale is set to obsolete at the seller level, a tooltip appears to inform you so as shown in the below example:



The master size scale cannot be changed. If size scales within the master size scale are set as obsolete, they are not displayed in the dropdown list and cannot be selected.

Set catalog sizes models (bulk)

You can import a file to map models to size scales instead of adding them individually, this will save your time and effort. The Excel sheet should contain the model number and size scale as columns.

To import a file with models and size scales, follow these steps:

1. Click the **Set catalog sizes models (bulk)** button, the following window appears:

Import Data

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, 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

Catalog Models

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, then click **Next**, the following window appears:

Import Data

File ✓ Sheet ✓ **3 Mapping** Filter ✓ Validation 5 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

Model Number* = Model Number*

Master Size Scale* = Master Size Scale*

BACK NEXT

5. 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** Validation 5 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

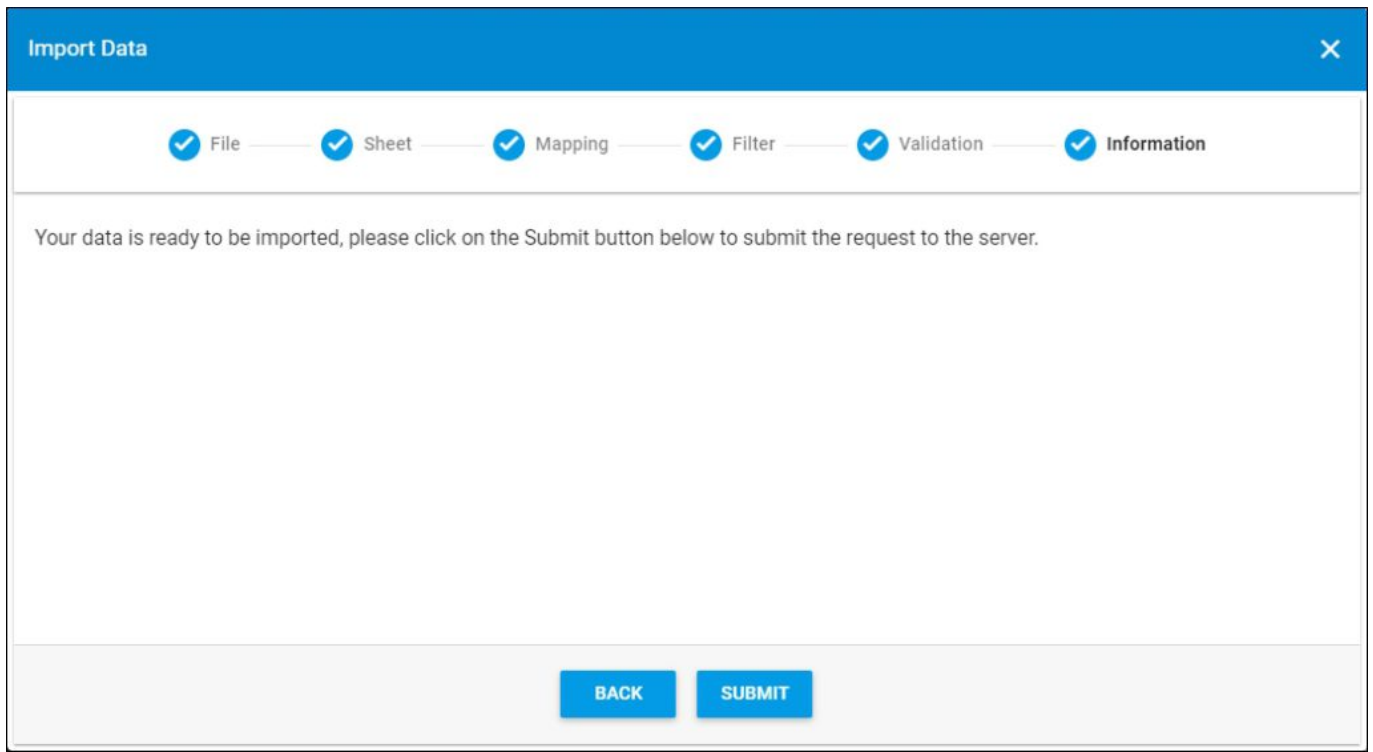
6. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
7. Click **Next**, the following window appears:

The screenshot shows the 'Import Data' window with the following details:

- Header: Import Data (with a close button 'X')
- Progress Bar: File, Sheet, Mapping, Filter, **Validation**, Information
- Text: The sheet will be processed to identify if all the rows are valid to be imported
- Status: Finished
- Total Valid Rows: 10
- Total Invalid Rows: 0
- Total Skipped Rows: 0
- Message: No issues were detected in your source file. The data is ready.
- Buttons: BACK, NEXT

The validation step lists the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. If there is an error in the sheet you are trying to import, the validation window will return an error and you need to fix the records with invalid data then import the sheet again.

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



9. Click **Submit**, a progress window is displayed,
10. Wait until the job is finished, then refresh the page, the size scales are assigned to models.

Notes:

- If you are trying to map an obsolete master size scale which is not already assigned to the catalog model, those records are invalid and you can either view the Results sheet and correct them or skip the invalid rows.
- 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.