

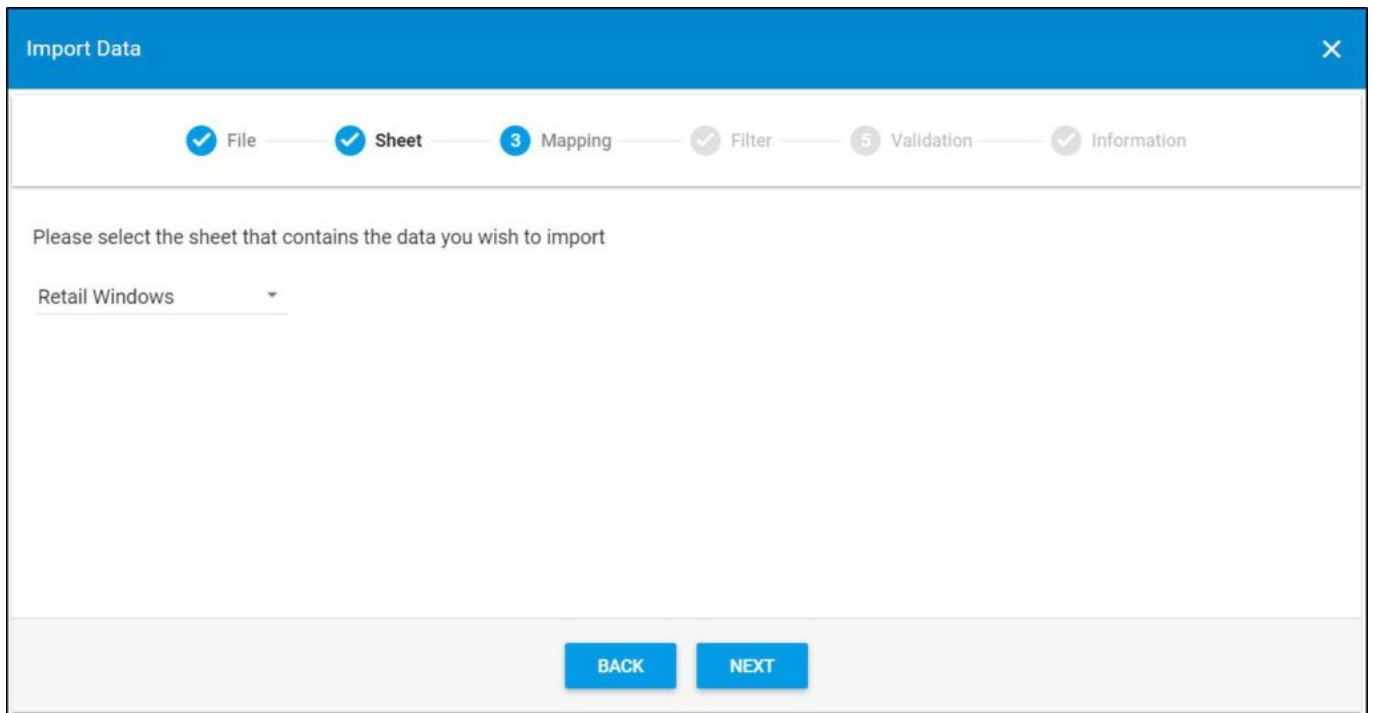
## Import retail windows

To import a file with retail windows, 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. The progress bar indicates the current step is '1 File'. The 'New File' option is selected. The 'Filename:' field is empty, and the 'SELECT...' button is visible. The 'BACK' and 'NEXT' buttons are at the bottom.

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:

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

|                     |   |                      |                    |   |
|---------------------|---|----------------------|--------------------|---|
| Retail Intro Month* | = | Retail Intro Month*  | Retail Intro Month | X |
| Retail Exit Month*  | = | Retail Exit Month*   | Retail Exit Month  | X |
|                     |   | Shipment Start Date* |                    |   |

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, 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:  
9

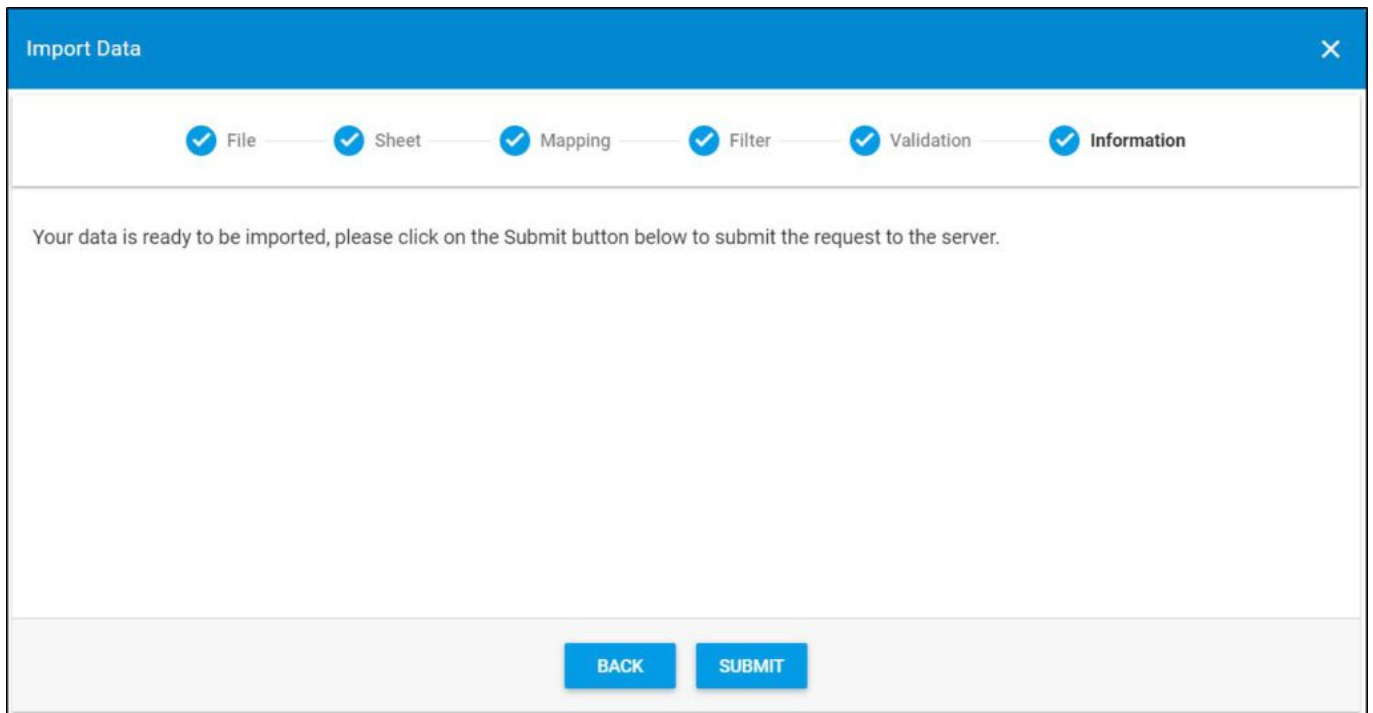
Total Invalid Rows:  
0

Total Skipped Rows:  
0

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

BACK NEXT

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



11. Click **Submit**, the progress is displayed,
12. Wait until the job is finished, then refresh the page, sizes 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.