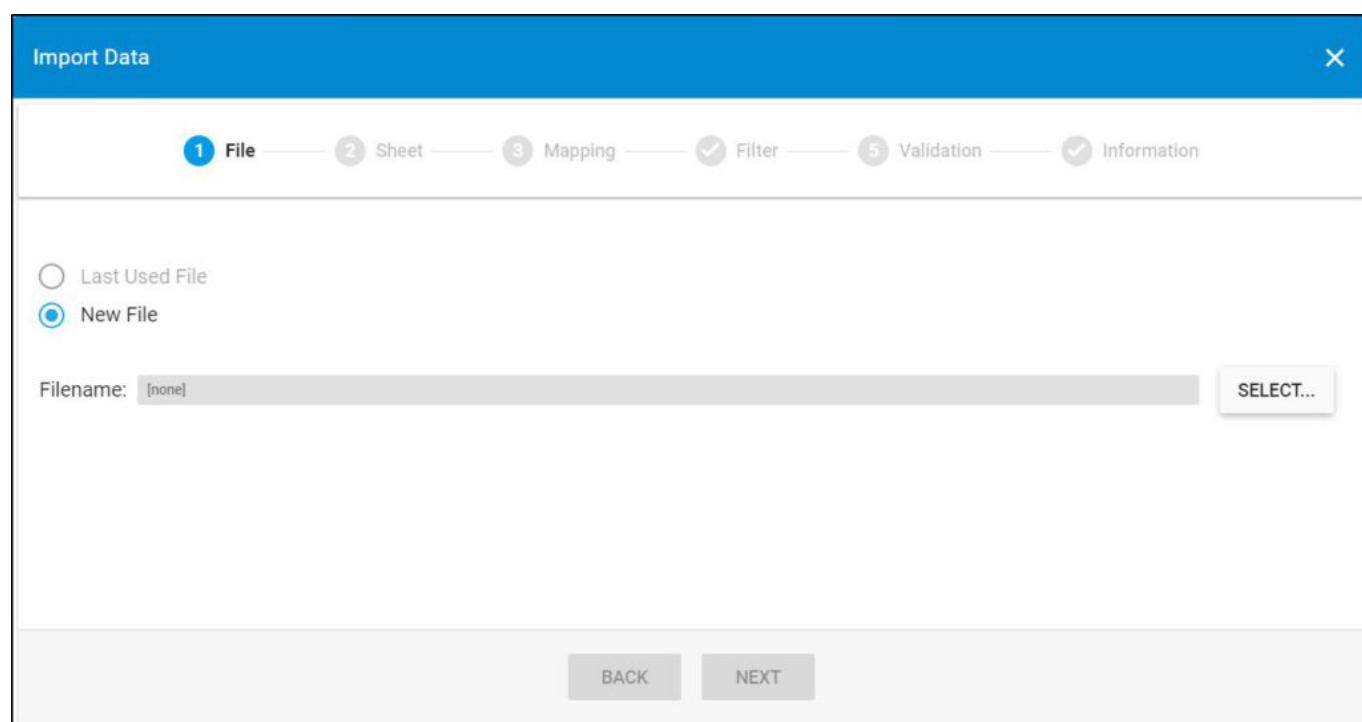


Update via import (Style)

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

To update attributes via import, follow these steps:

1. Click the **Update via import (style)** button, the following window appears:



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle with a checkmark), and 6. Information (grey circle with a checkmark). The main content area has two radio buttons: "Last Used File" (unselected) and "New File" (selected, blue circle). 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 a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: "File" (checked), "Sheet" (checked), "Mapping" (active, highlighted with a blue circle and the number 3), "Filter" (checked), "Validation" (active, highlighted with a grey circle and the number 5), and "Information" (checked). The main area of the window contains the text "Please select the sheet that contains the data you wish to import" and a dropdown menu labeled "Update via Import (style)". At the bottom of the window are two blue 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

Style Number*

=

Style Number*

Style Number

✕

Story Tier

=

Story Tier

Story Tier

✕

Calendar

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,
8. 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

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

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

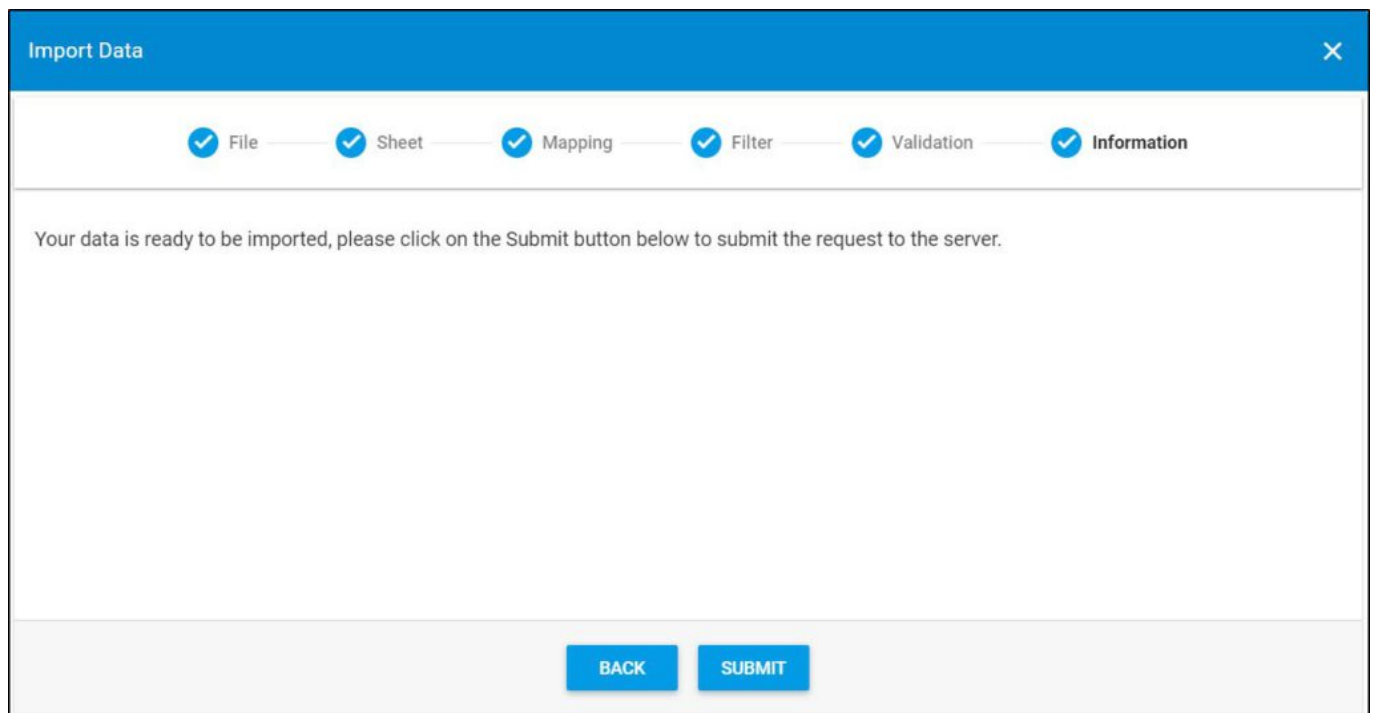
Total Skipped Rows:
0

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

BACK NEXT

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:

A screenshot of a web-based 'Import Data' dialog box. The title bar is blue with the text 'Import Data' and a close button (X) on the right. Below the title bar is a progress bar with six steps: 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information'. Each step is preceded by a blue circle containing a white checkmark. The 'Information' step is the final step and is highlighted. Below the progress bar, the text reads: '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 dialog box, there are two buttons: 'BACK' and 'SUBMIT'.

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

Notes:

- Seasonless global seller attributes cannot be updated through child catalogs using the above import function.
- 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.