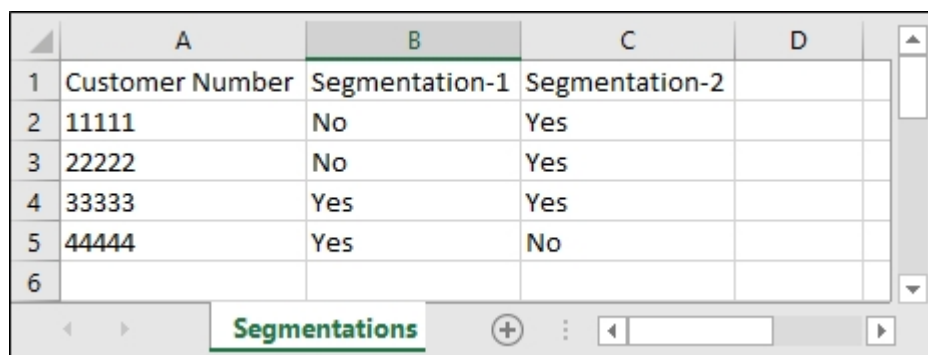


Import customer segmentation - Tabular view

To import a file with customer segmentations, make sure to have the customers listed in an Excel sheet with the following columns: Customer Number, Segmentation-1, Segmentation-2 and so on, depending on the segmentations defined for the selected catalog as shown in the below example:

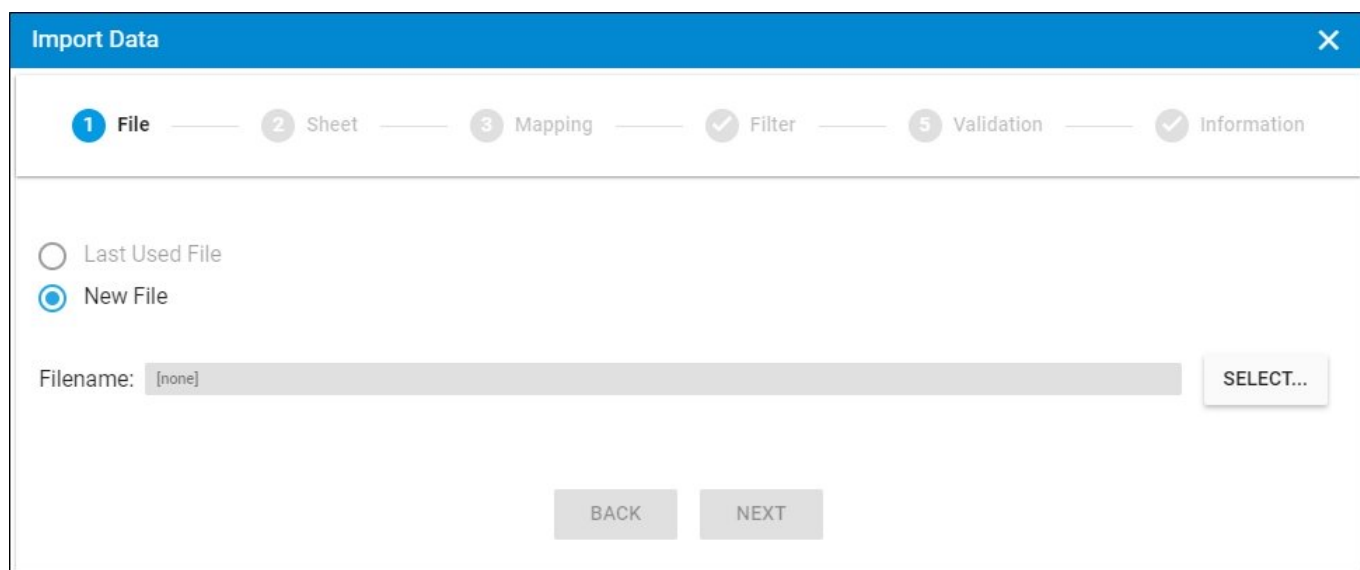
	A	B	C	D
1	Customer Number	Segmentation-1	Segmentation-2	
2	11111	No	Yes	
3	22222	No	Yes	
4	33333	Yes	Yes	
5	44444	Yes	No	
6				



The segmentation that is marked with “Yes” in the above sheet is assigned to the customer and the one marked with “No” is not. Customers can only view articles within the same segmentation.

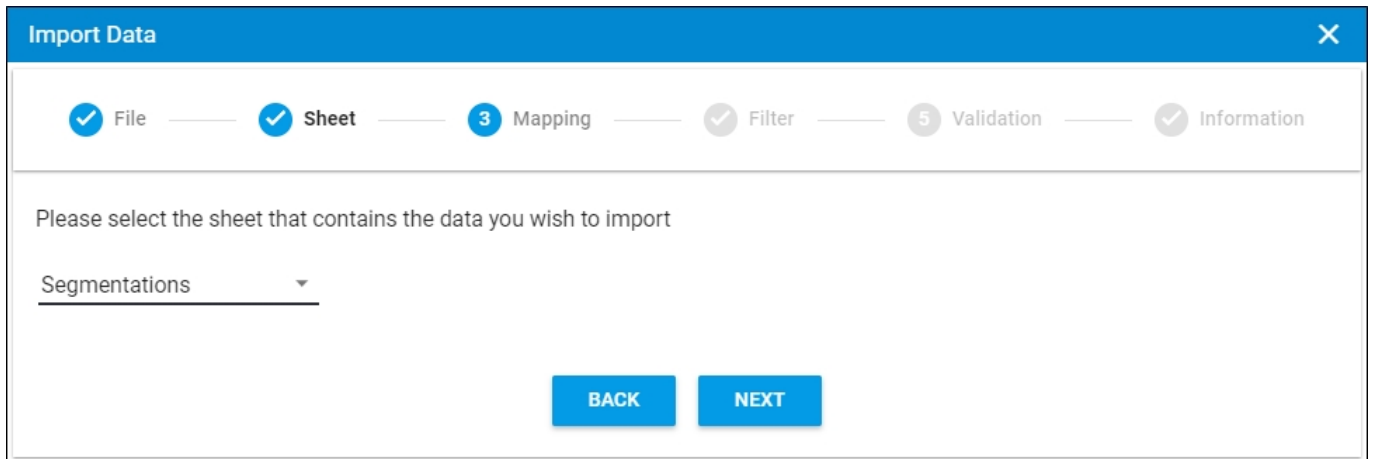
To import a file with segmentations, follow these steps:

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



2. Click **Select** to browse for the file you want to import,

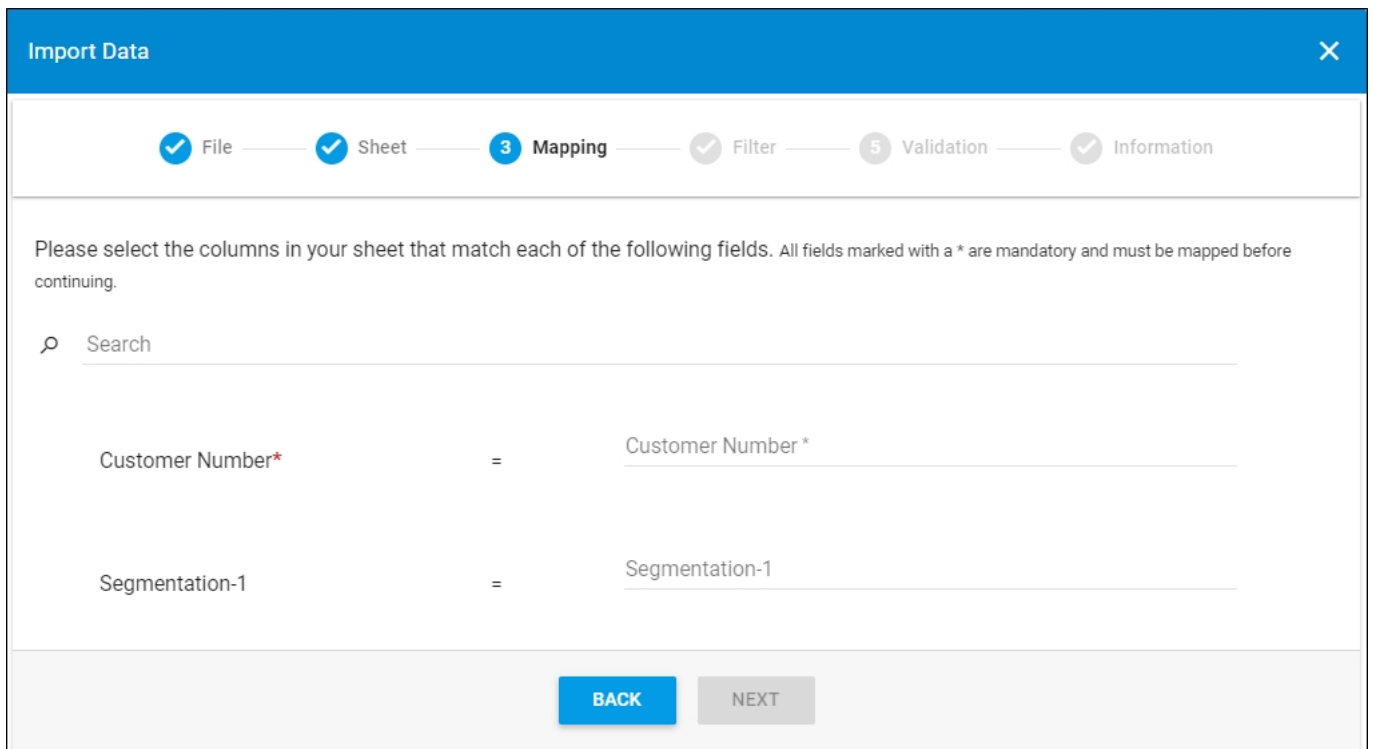
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:



The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: File (checked), Sheet (checked), Mapping (active, highlighted with a blue circle and number 3), Filter (checked), Validation (active, highlighted with a grey circle and number 5), and Information (checked). The main content area contains the text "Please select the sheet that contains the data you wish to import" followed by a dropdown menu currently showing "Segmentations". At the bottom, there are two blue buttons: "BACK" and "NEXT".

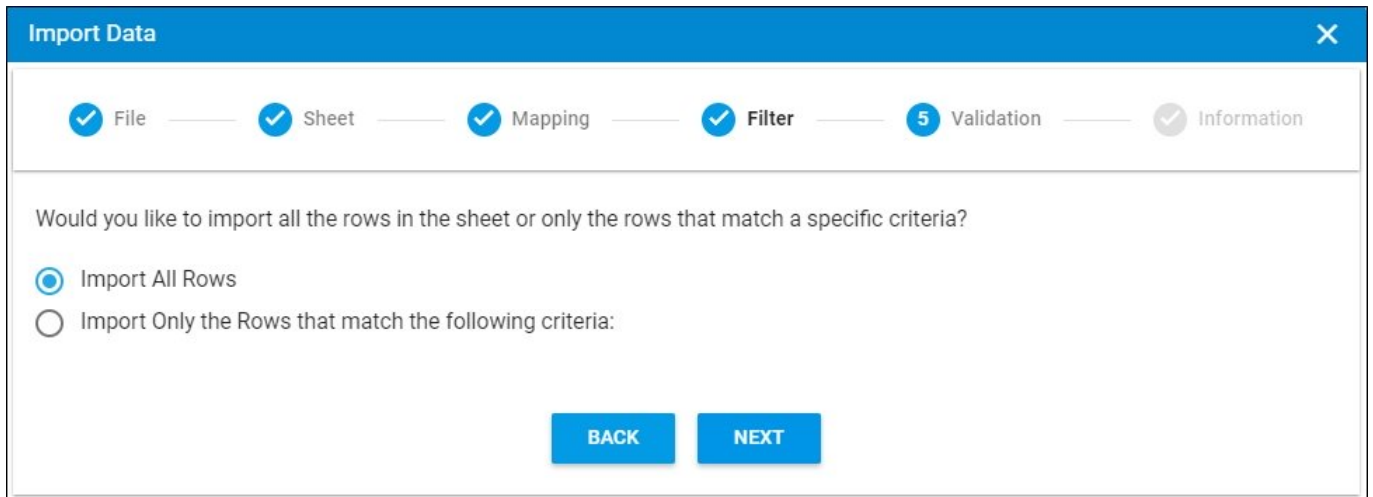
You can click **Back** to return to the previous window.

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:



The screenshot shows the same "Import Data" window, but now the "Mapping" step is active (highlighted with a blue circle and number 3). The progress indicator shows "File", "Sheet", "Mapping", "Filter", "Validation", and "Information" all as checked steps. The main content area contains the text "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." Below this is a search bar with a magnifying glass icon and the word "Search". There are two mapping rows: "Customer Number*" on the left, followed by an equals sign, and "Customer Number*" in a text input field on the right; and "Segmentation-1" on the left, followed by an equals sign, and "Segmentation-1" in a text input field on the right. At the bottom, there are two buttons: "BACK" (blue) and "NEXT" (grey).

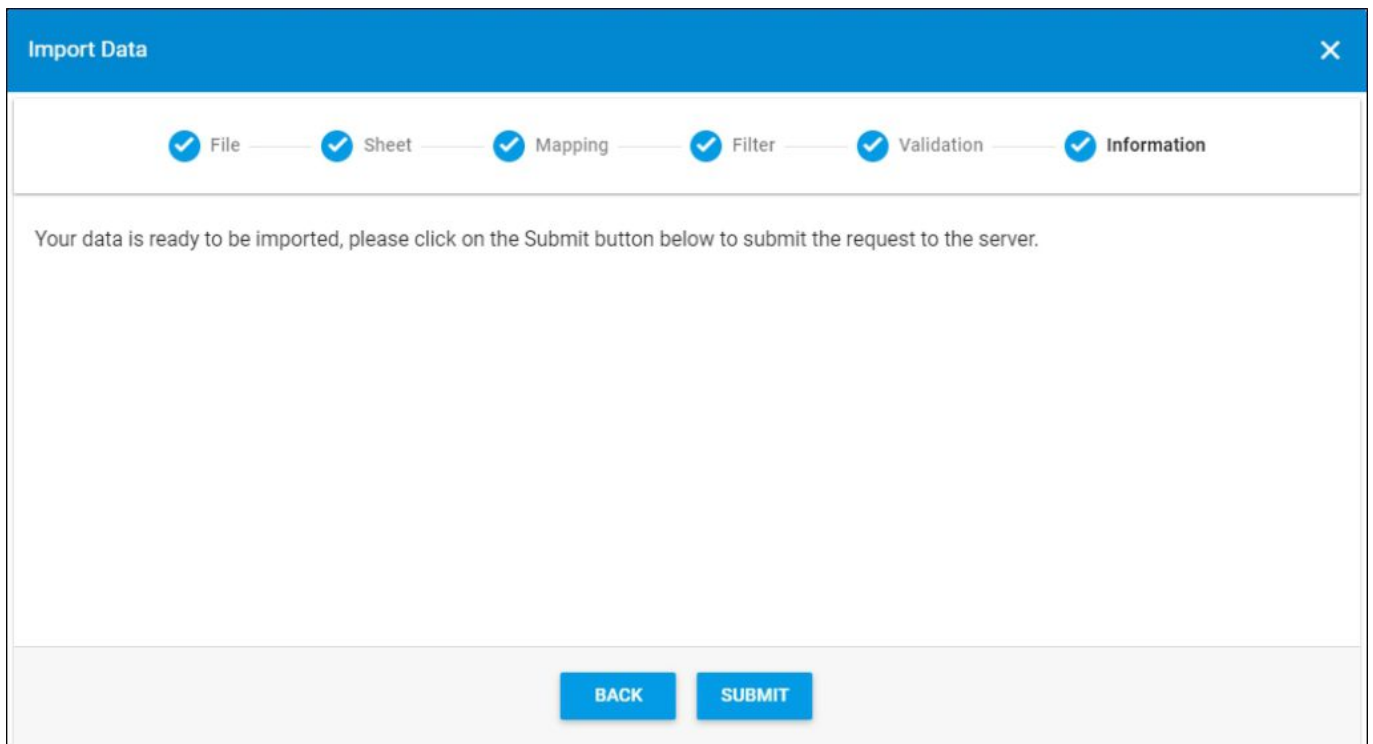
7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:



The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: File, Sheet, Mapping, Filter, Validation, and Information. The "Validation" step is highlighted with a blue circle containing the number "5". Below the progress indicator, the text reads: "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?". There are two radio button options: "Import All Rows" (which is selected) and "Import Only the Rows that match the following criteria:". At the bottom of the window are two blue buttons: "BACK" and "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:



The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: File, Sheet, Mapping, Filter, Validation, and Information. All steps are marked with a blue checkmark. Below the progress indicator, 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 window are two blue buttons: "BACK" and "SUBMIT".

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.

10. Click **Submit**, the progress is displayed,
11. Wait until the job is finished, then refresh the page, the imported values are listed.

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.