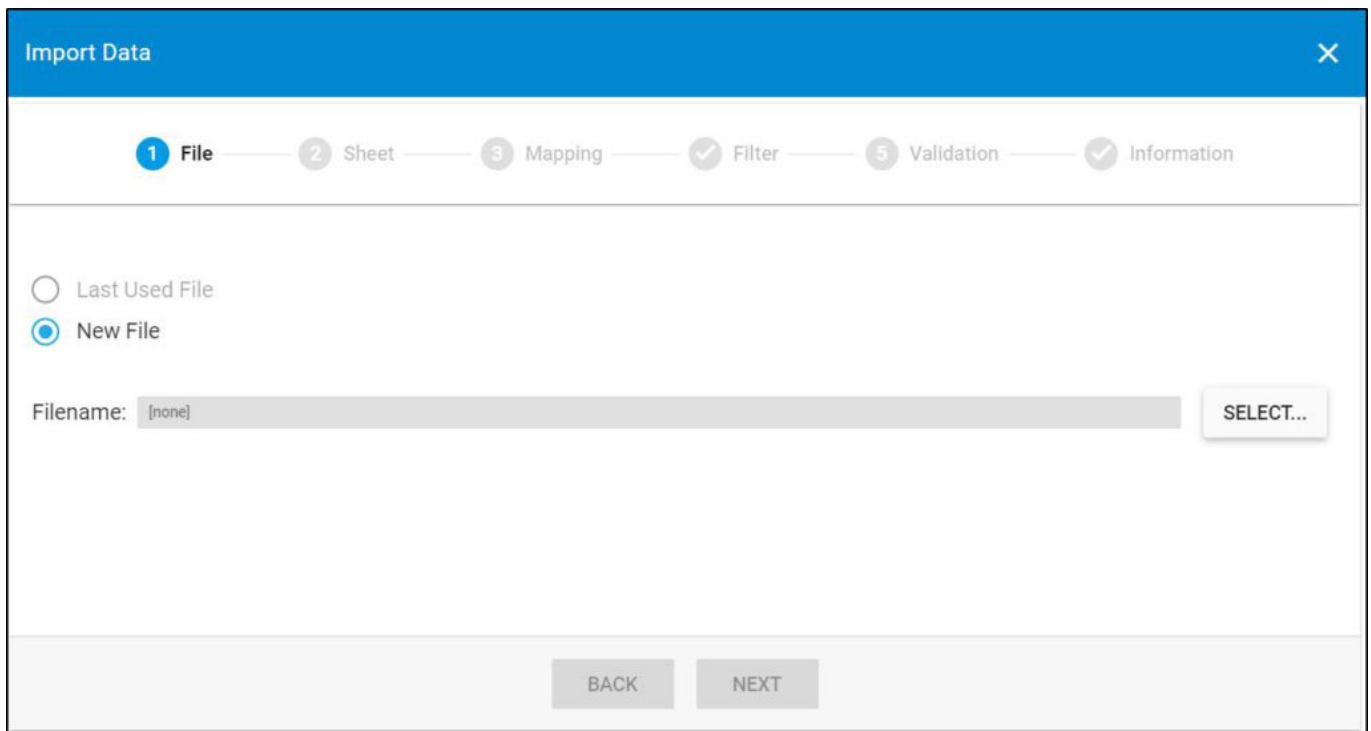


Import master size scales

You can import a file with master size scales instead of adding them individually which will save you time and effort. The size scale name, sizes, and status are mandatory columns. To import a file with size scales, follow these steps:

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



The screenshot shows the 'Import Data' dialog box. The title bar is blue with 'Import Data' and a close button. Below the title bar is a progress bar with six steps: 1 File (selected), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). The main area has two radio buttons: 'Last Used File' (unselected) and 'New File' (selected). Below the radio buttons is a text field labeled 'Filename:' containing '[none]' and a 'SELECT...' button. At the bottom are 'BACK' and 'NEXT' buttons.

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:

The screenshot shows a software 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: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". Each step has a checkmark icon. The "Validation" step is highlighted with a blue circle containing the number "5". Below the progress bar, the text "Please select the sheet that contains the data you wish to import" is displayed. Underneath this text is a dropdown menu with the text "Master Size Scales" and a downward arrow. At the bottom of the window, there are two blue buttons labeled "BACK" and "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,
5. 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

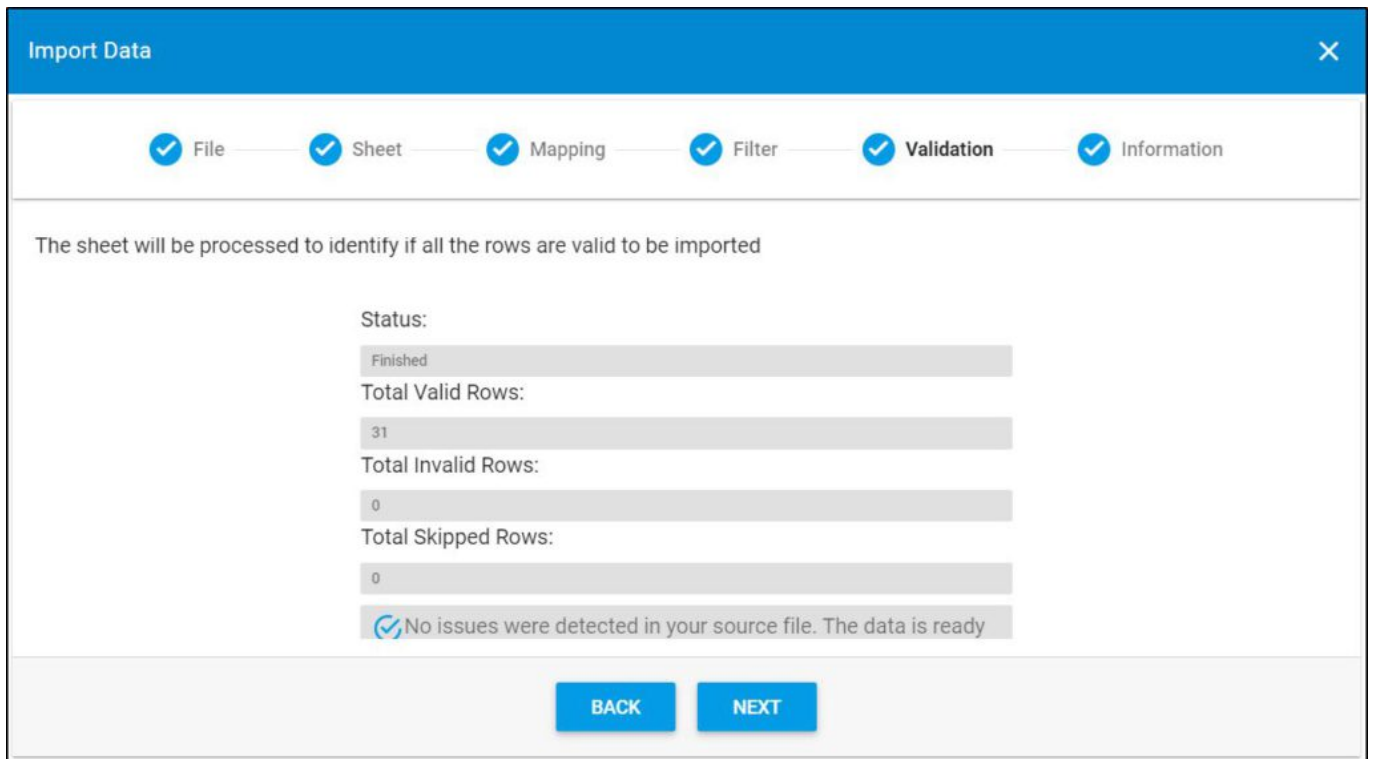
Size Scale*	=	Size Scale *	Size Scale	✕
Sizes*	=	Sizes *	Sizes	✕

BACK **NEXT**

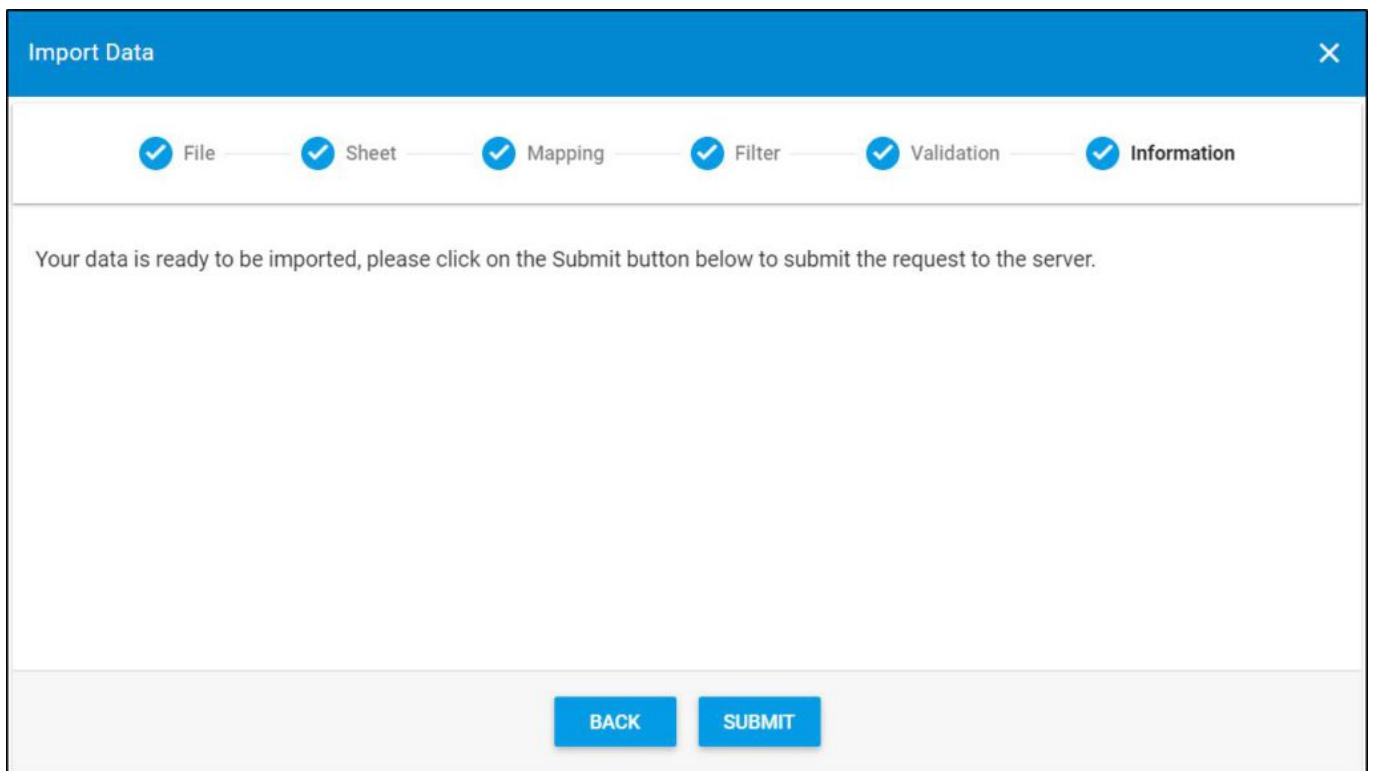
6. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

The screenshot shows a dialog box 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 asks: "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 dialog box are two buttons: "BACK" and "NEXT".

7. 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,
8. Click **Next**, the following window appears:



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



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 ✓

2
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.