Import customer allocations

You can import a file with customer allocations to add multiple allocations in an easy way instead of adding them individually to T1.

Make sure to have the customer allocations list in an Excel sheet with the following columns: allocation group name, customer code, minimum quantity, maximum quantity, and status. Below is an example of the Excel sheet format:

	A	B	C	D	E	F	G
1	**Allocation Group**	**Customer Code**	**Min Quantity**	**Max Quantity**	**Status**		
2	Allocation Group 2	11111	50	200	1		
3	Allocation Group 3	11111	100	400	0		
4	Allocation Group 2	22222	50	500	1		
5	Allocation Group 3	33333	200	800	1		
6	Allocation Group 4	44444	50	200	1		
7							

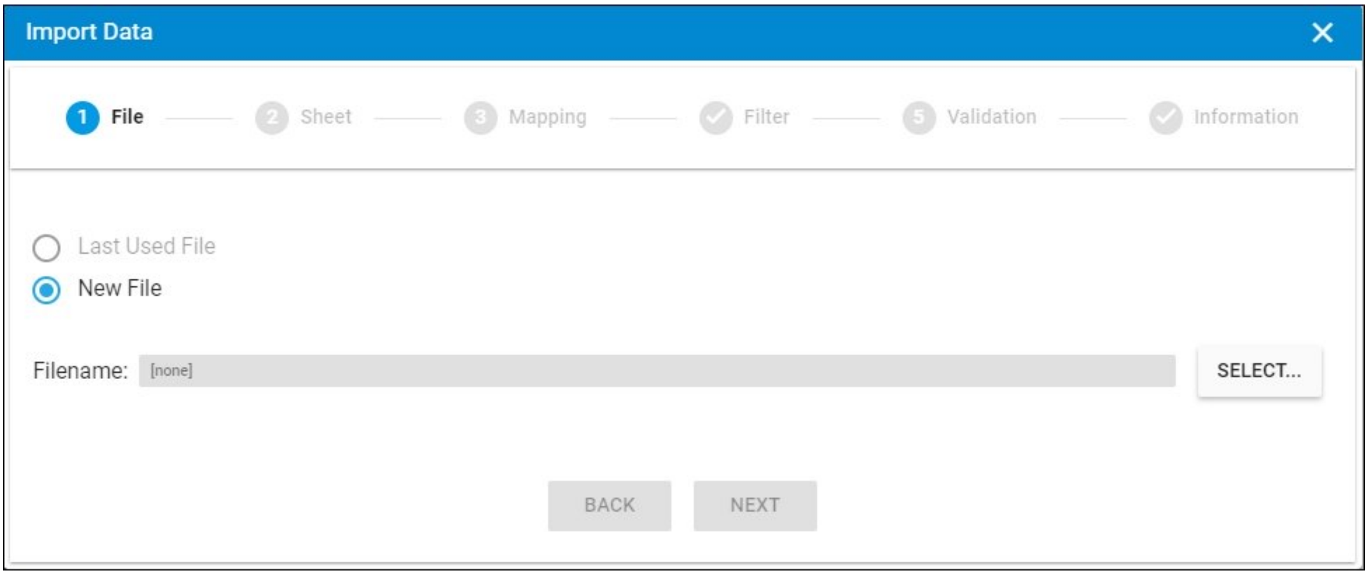
Customer Allocations

The status column can have the following values:

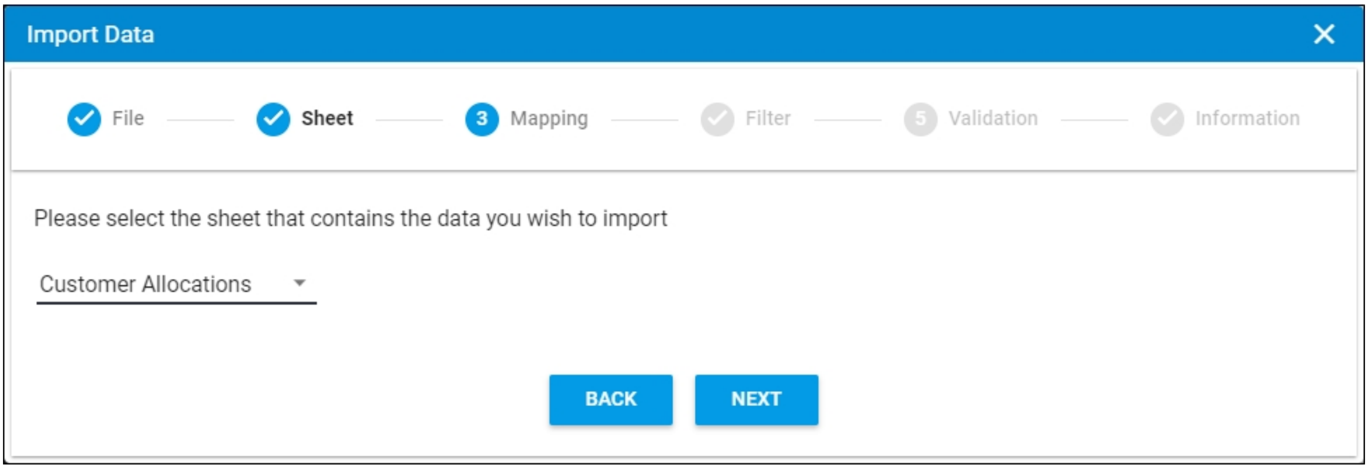
- 0 which means that this allocated quantity is inactive, and you can allocate it to another group
- 1 which means that this allocated quantity is active and assigned to this customer

To import the file, follow these steps:

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

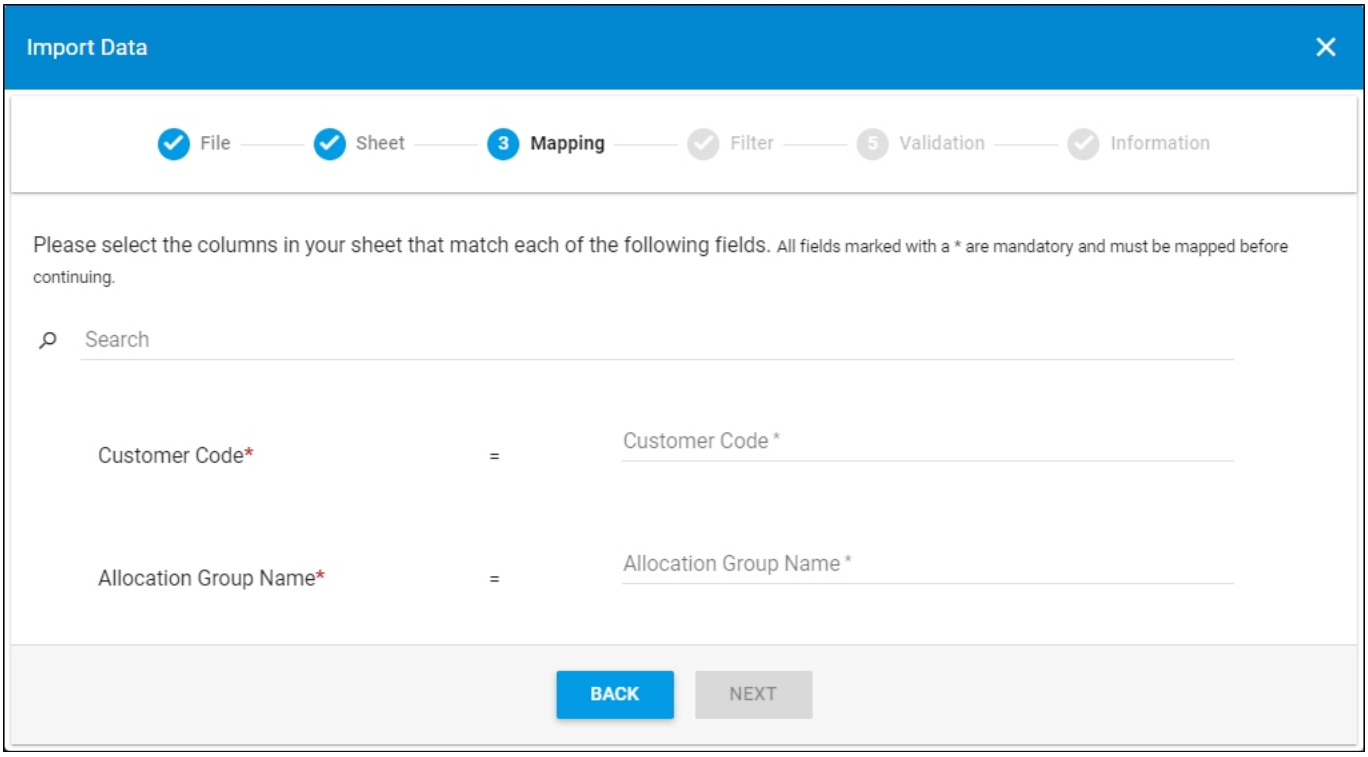


2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:

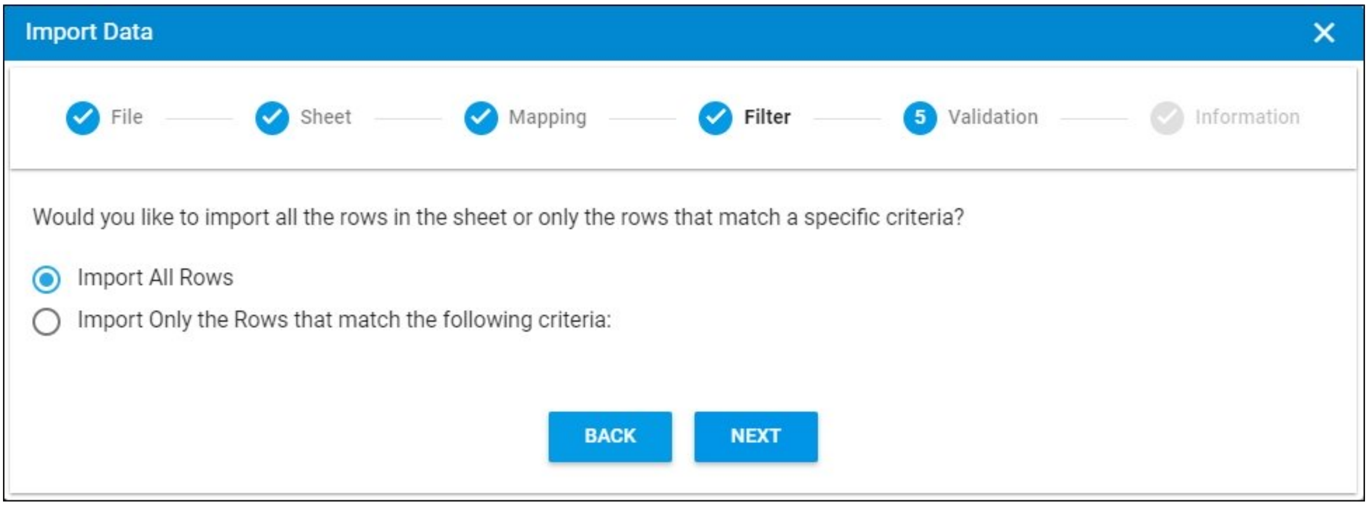


You can click **Back** to return to the previous window.

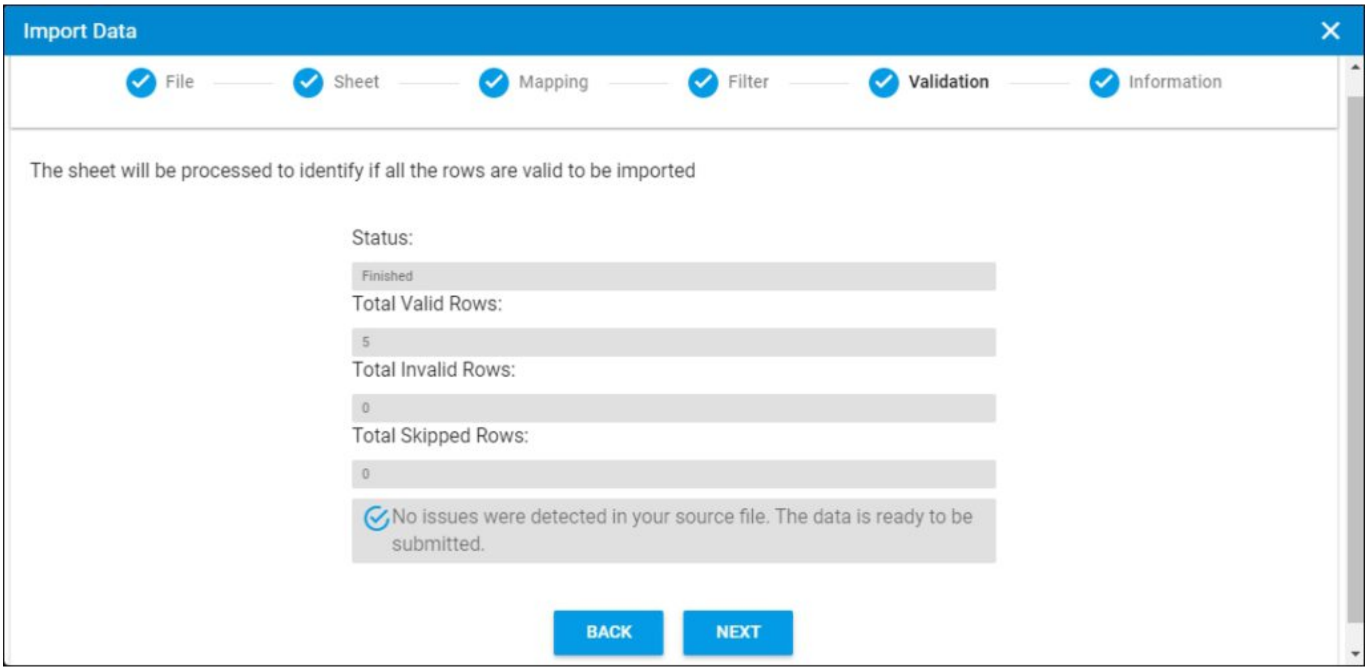
5. Select the sheet you want from the dropdown list in case your file contains more than one sheet,
6. Click **Next**, the following window appears:



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:

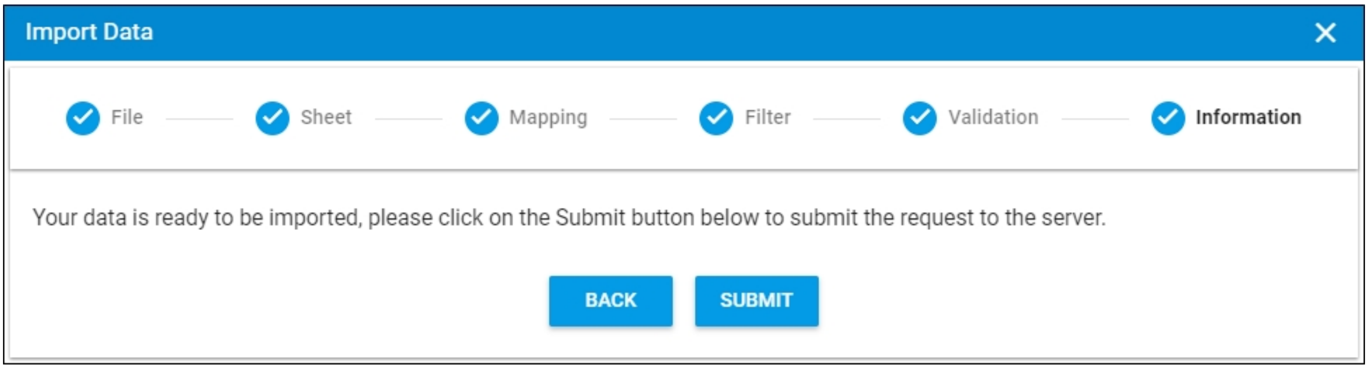


8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:



The 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 **Next**, the following window appears:

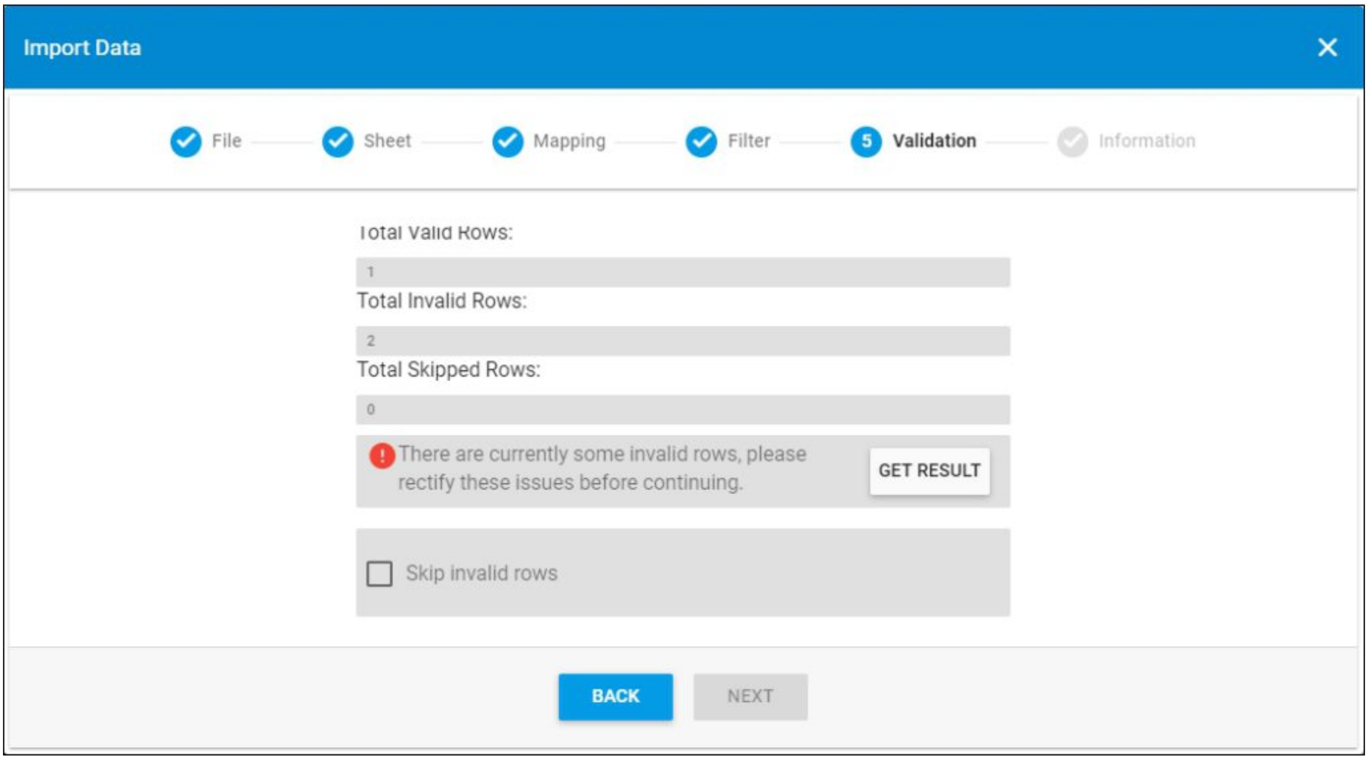


11. Click **Submit**, the progress is displayed,
12. Wait until the job is finished, them refresh the page, values are imported.

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:



The **Next** button is activated, and you can import the valid rows.