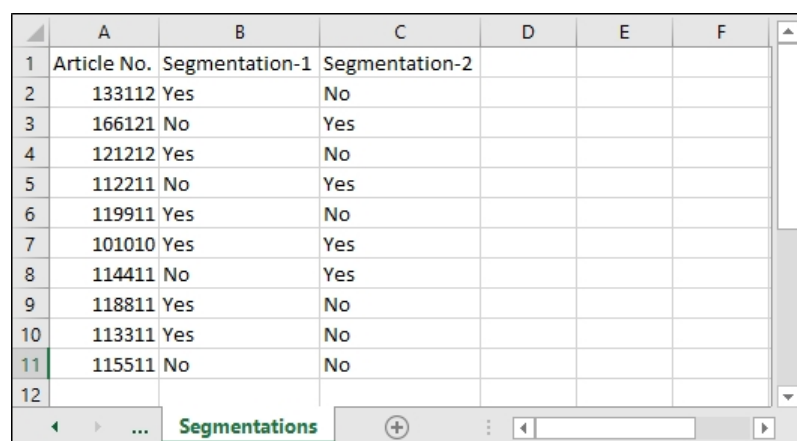


Import article segmentation - Tabular view

Note:

- Article segmentations can be imported for active and inactive articles.

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

The image shows a screenshot of an Excel spreadsheet with a grid of data. The columns are labeled A through F. Column A contains 'Article No.', column B contains 'Segmentation-1', and column C contains 'Segmentation-2'. Rows 2 through 11 contain data for 10 different articles. Each row has an article number in column A, a 'Yes' or 'No' value in column B, and another 'Yes' or 'No' value in column C. The rest of the grid is empty. The spreadsheet is titled 'Segmentations' at the bottom.

	A	B	C	D	E	F
1	Article No.	Segmentation-1	Segmentation-2			
2	133112	Yes	No			
3	166121	No	Yes			
4	121212	Yes	No			
5	112211	No	Yes			
6	119911	Yes	No			
7	101010	Yes	Yes			
8	114411	No	Yes			
9	118811	Yes	No			
10	113311	Yes	No			
11	115511	No	No			
12						

The segmentation that is marked with “Yes” in the above sheet is assigned to the article and the one marked with “No” is not. If an article has no assigned segmentations, it will not be visible to customers.

To import a file with segmentations, follow these steps:

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

Import Data [X]

1 **File** — 2 Sheet — 3 Mapping — 4 ☒ Filter — 5 Validation — 6 ☒ Information

☐ Last Used File
☒ **New File**

Filename: [none] SELECT...

BACK 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:

Import Data [X]

☒ File — ☒ Sheet — 3 **Mapping** — 4 ☒ Filter — 5 Validation — 6 ☒ Information

Please select the sheet that contains the data you wish to import

Segmentations ▼

BACK 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 [X]

✓ File — ✓ Sheet — **3 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

Article Number*	=	Article Number *
Segmentation-1	=	Segmentation-1

[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 [X]

✓ 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:

The screenshot shows the 'Import Data' window with the 'Validation' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information' all completed. The main text states: 'The sheet will be processed to identify if all the rows are valid to be imported'. Below this, the status is 'Finished'. The 'Total Valid Rows' is 10, 'Total Invalid Rows' is 0, and 'Total Skipped Rows' is 0. A message box at the bottom says: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom of the window are 'BACK' and 'NEXT' buttons.

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:

The screenshot shows the 'Import Data' window with the 'Information' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information' all completed. The main text states: '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 'BACK' and 'SUBMIT' buttons.

11. Click **Submit**, the progress is displayed,

12. 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 the “Segmentation Planning” option is enabled for the selected catalog, you can

import an Excel sheet with values as shown in the below example:

	A	B	C	D	E	F
1	Article No.	Segmentation-1	Segmentation-2			
2	133112	Assorted	No			
3	166121	No	Targeted			
4	121212	Yes	No			
5	112211	No	Targeted			
6	119911	Assorted	No			
7	101010	No	Targeted			
8	114411	Assorted	Yes			
9	118811	Targeted	Targeted			
10	113311	Yes	No			
11	115511	No	Targeted			
12						

Records with the value “Yes” are automatically displayed as “Assorted” as it is the default value.

- 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.