## **Import articles**

You can import multiple articles to T1 using the Import function, this will save time and effort needed to add a large number of articles to a catalog. Make sure to have the articles listed in an Excel sheet with the following columns: article number, article name, status (optional), sort order, article attributes such as color, gender, and weight, and whether you want to show or hide the article image in T1 Studio. Below is an example:

4	Α	В	С	D	E	F	G	Н	1	J	<u></u>
1	Article No.	Model No.	Article name	Sort Order	Color	Gender	Weight	BlockImage			1
2	133112	1001	Sweatshirt	1	Blue	Male	250	0			
3	166121	1221	Sweatshirt	2	Red	Male	300	0			
4	121212	1331	T-shirt	3	White	Male	100	0			
5	112211	1121	T-shirt	4	Red	Female	150	0			
6	119911	1991	Running Shoes	5	Blue	Male	1000	0			
7	101010	1355	Training Shoes	6	Grey	Male	1200	1			
8	114411	1441	Shoes	7	Black	Female	1000	1			
9	118811	1181	T-shirt	8	White	Male	100	0			
10	113311	1331	Shoes	9	Blue	Female	1500	0			
11	115511	1151	Sweatshirt	10	Grey	Male	250	0			
12											-
◆ → … Resource Mapping Articles Collections … ⊕ : ◆								<b></b>			

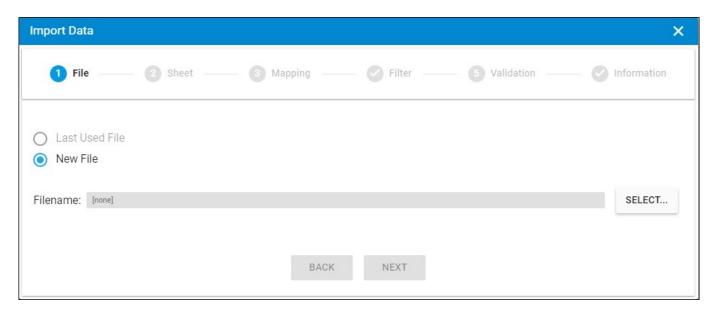
Please note that article numbers should not contain spaces.

## Notes:

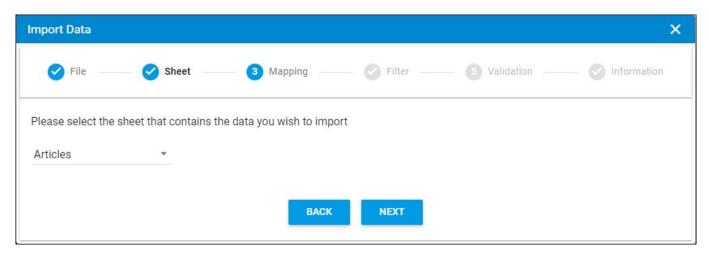
- If retail windows are imported, make sure to include the full name copied from the **Retail Windows** tab of the Catalog, for example: Window 1(1/1/2018 12:00:00 PM-12/31/2018 12:00:00 PM).
- If the selected catalog is a line plan, you can import a file with articles and the import process will either update the articles if the article number exists or create a new article with article number NN-xxxxxx (where xxxxxx is a 6 digit number). Article number is optional.
- If Sort Order value is not provided, it is "0" by default at the time of creation.
- Values for attributes that are set as model level attributes for the catalog cannot be specified through the import process. For more information, refer to "<u>Update via</u> <u>Import (Model)</u>".

To import a file with articles, follow these steps:

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

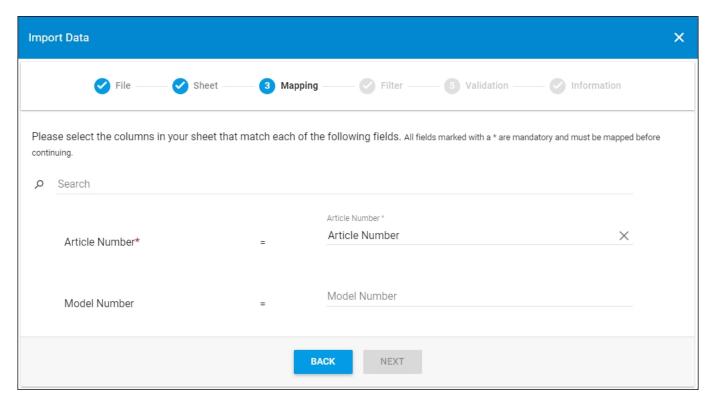


- 2. Click **Select** to browse for the file you want to import,
- 3. Select the file then click **Open**, the name of the file you selected appears in its field, click **Next**, the following window appears:

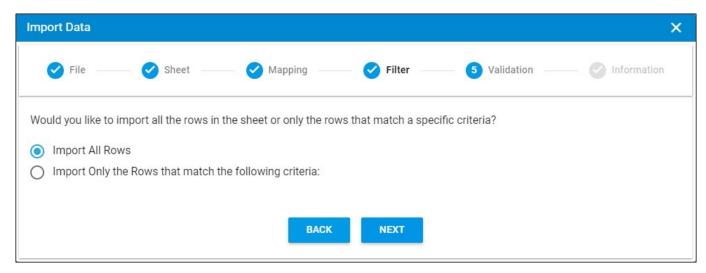


You can click **Back** to return to the previous window.

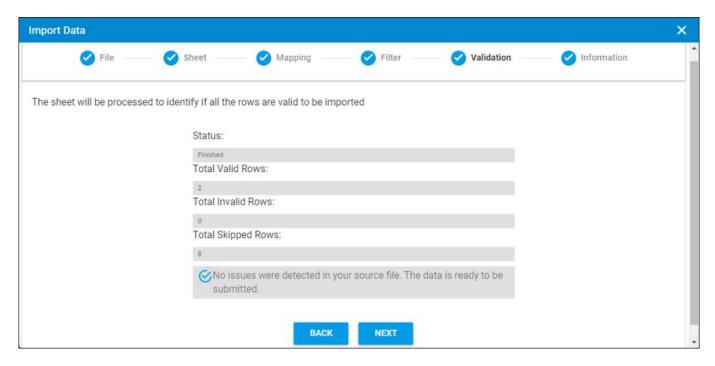
4. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet, then click **Next**, the following window appears:



5. 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:



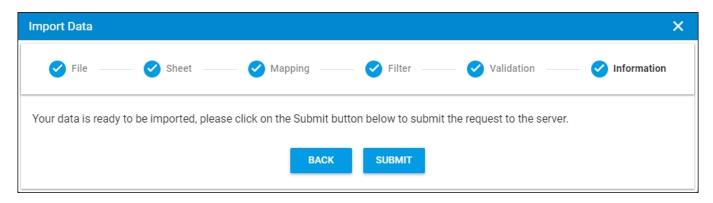
- 6. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
- 7. Click **Next**, the following window appears:



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.

If there is an error in the sheet you are trying to import such as empty article numbers, the validation window will show an error. Make the necessary changes and import the sheet again by closing the import dialog and clicking the **Import** button then continue with the steps mentioned above.

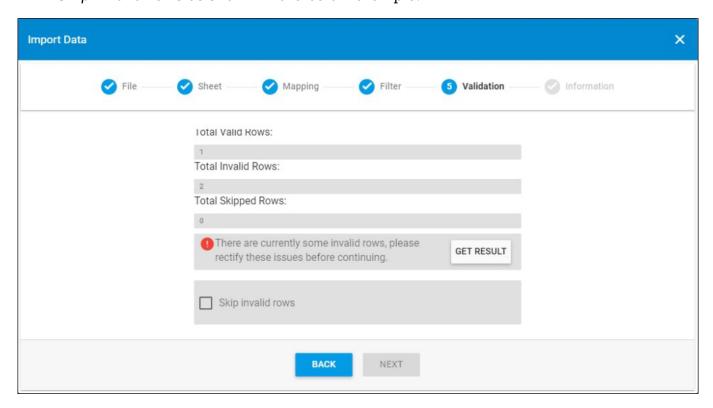
8. Click **Next**, the following window appears:



- 9. Click **Submit**, the progress is displayed,
- 10. 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:



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