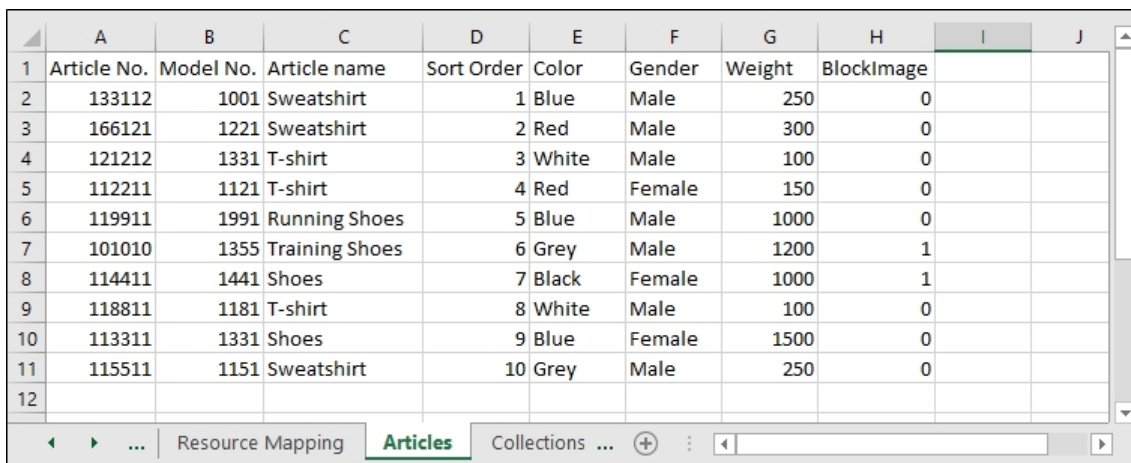


# Import articles

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:



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Article No.	Model No.	Article name	Sort Order	Color	Gender	Weight	BlockImage		
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										

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 "[Update via Import \(Model\)](#)".

To import a file with articles, follow these steps:

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

The screenshot shows the 'Import Data' dialog box with a blue header and a close button (X) in the top right. A progress bar at the top indicates the current step: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, there are two radio button options: 'Last Used File' (unselected) and 'New File' (selected). Underneath, there is a text input field labeled 'Filename:' containing the text '[none]', followed by a 'SELECT...' button. At the bottom of the dialog, there 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 the 'Import Data' dialog box with a blue header and a close button (X) in the top right. The progress bar at the top indicates the current step: 1 File (checked), 2 Sheet (checked), 3 Mapping (active), 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, the text reads 'Please select the sheet that contains the data you wish to import'. There is a dropdown menu currently showing 'Articles'. At the bottom of the dialog, there are 'BACK' and 'NEXT' buttons.

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:

**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*	Article Number	[X]
Model Number	=		Model Number	

[BACK] [NEXT]

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:

**Import Data** [X]

File — 
  Sheet — 
  Mapping — 
  Filter — 
 **5** Validation — 
  Information

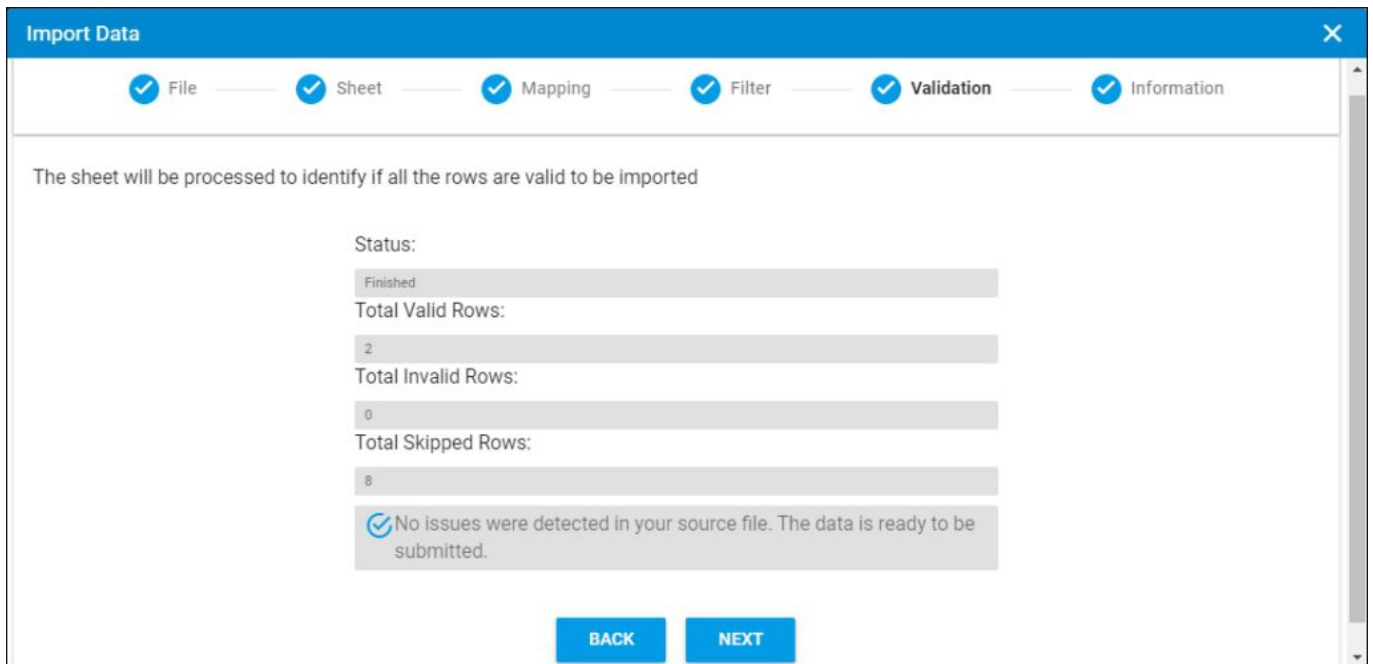
Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows  
 Import Only the Rows that match the following criteria:

[BACK] [NEXT]

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,

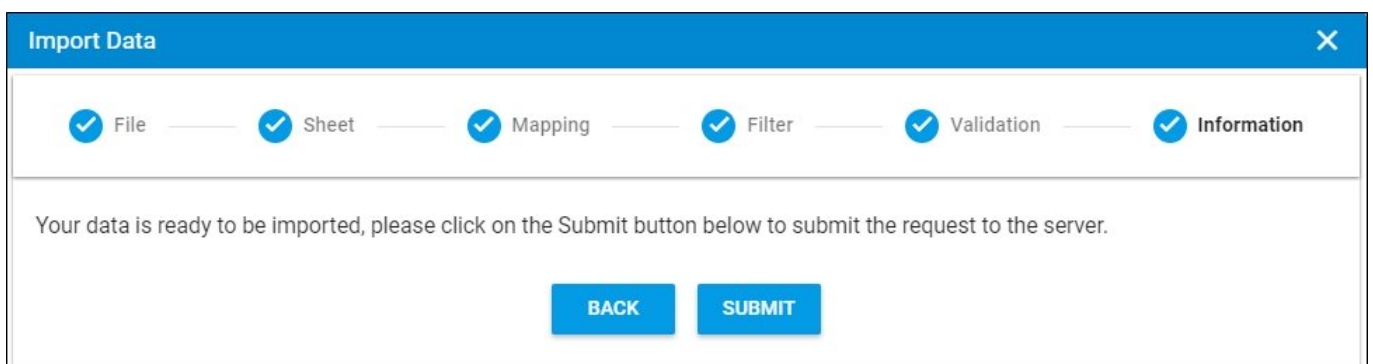
7. Click **Next**, the following window appears:



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:

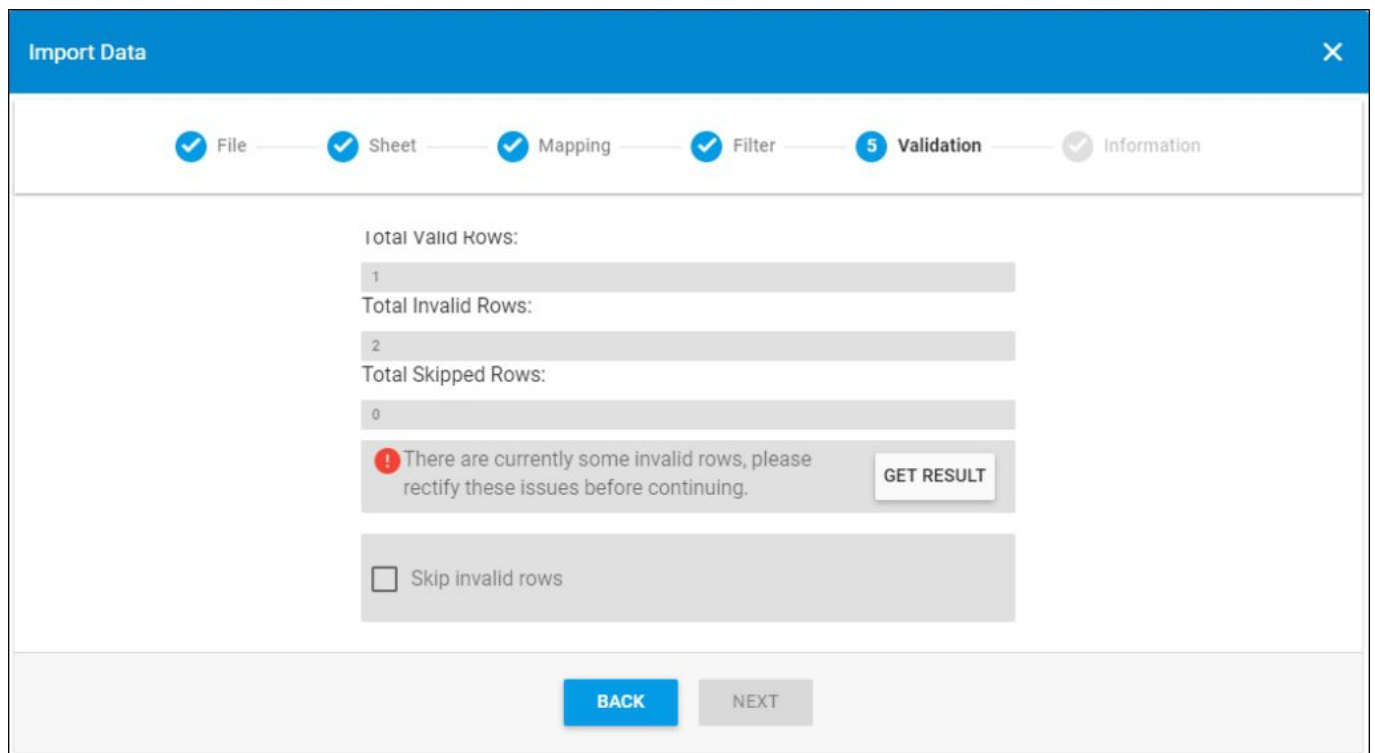


9. Click **Submit**, the progress is displayed,

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 screenshot shows a 'Import Data' window with a progress bar at the top. The progress bar has six steps: 'File', 'Sheet', 'Mapping', 'Filter', '5 Validation', and 'Information'. The 'Validation' step is currently active and highlighted in blue. Below the progress bar, the following information is displayed:

- Total Valid Rows: 1
- Total Invalid Rows: 2
- Total Skipped Rows: 0

A red warning icon is present next to the text: "There are currently some invalid rows, please rectify these issues before continuing." To the right of this text is a button labeled "GET RESULT". Below this warning is a checkbox labeled "Skip invalid rows", which is currently unchecked. At the bottom of the window, there are two buttons: "BACK" (highlighted in blue) and "NEXT" (disabled).

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