

## Update articles via Import

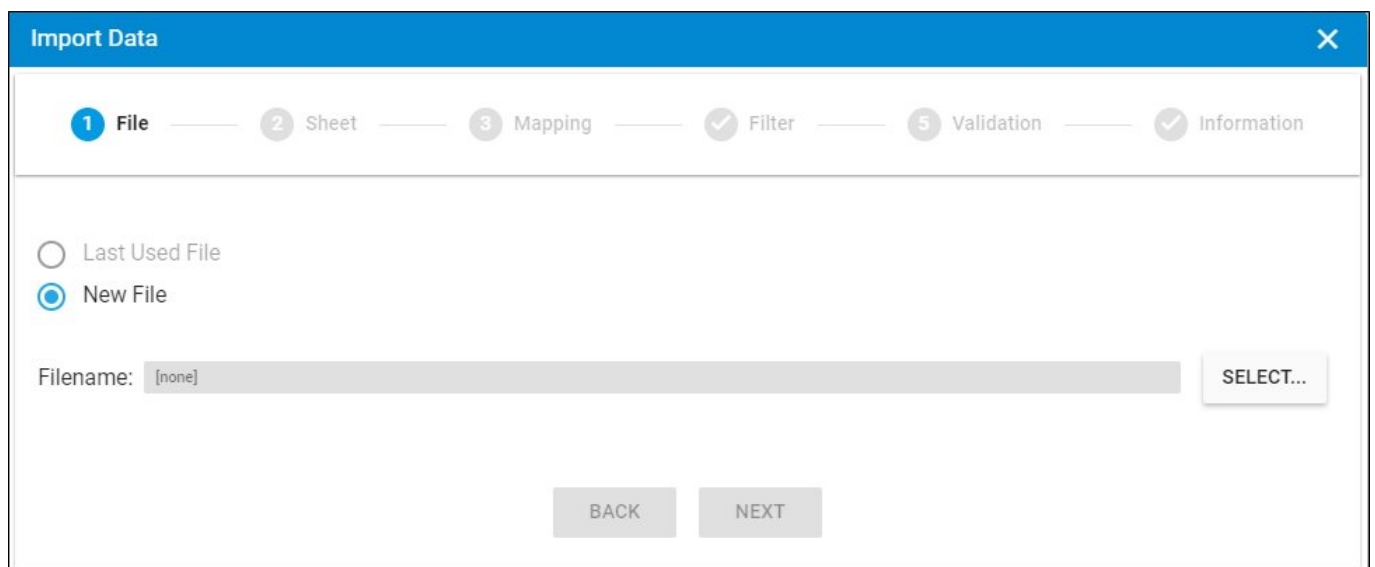
Through this option, you can import a file to update attribute values for existing articles of a specific catalog.

### Notes:

- Article number and article names cannot be changed.
- Articles listed in the Excel sheet should exist for the selected catalog, new articles will not be created through “Update via Import”.
- Columns that are not mapped through the import are not affected.
- Imported file should have the same format as mentioned in “[Import Articles](#)”.
- Values for attributes that are set as model level attributes for the catalog cannot be updated in the import process. For more information, refer to “[Update via Import \(Model\)](#)”.

To update articles via import, follow these steps:

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



The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Under the "File" step, there are two radio button options: "Last Used File" (unselected) and "New File" (selected). Below these options is a text input field labeled "Filename:" containing the text "[none]". To the right of this field is a button labeled "SELECT...". At the bottom of the window, there are two buttons: "BACK" and "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 — 
  Filter — 
 **5** Validation — 
  Information

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

Articles ▾

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.

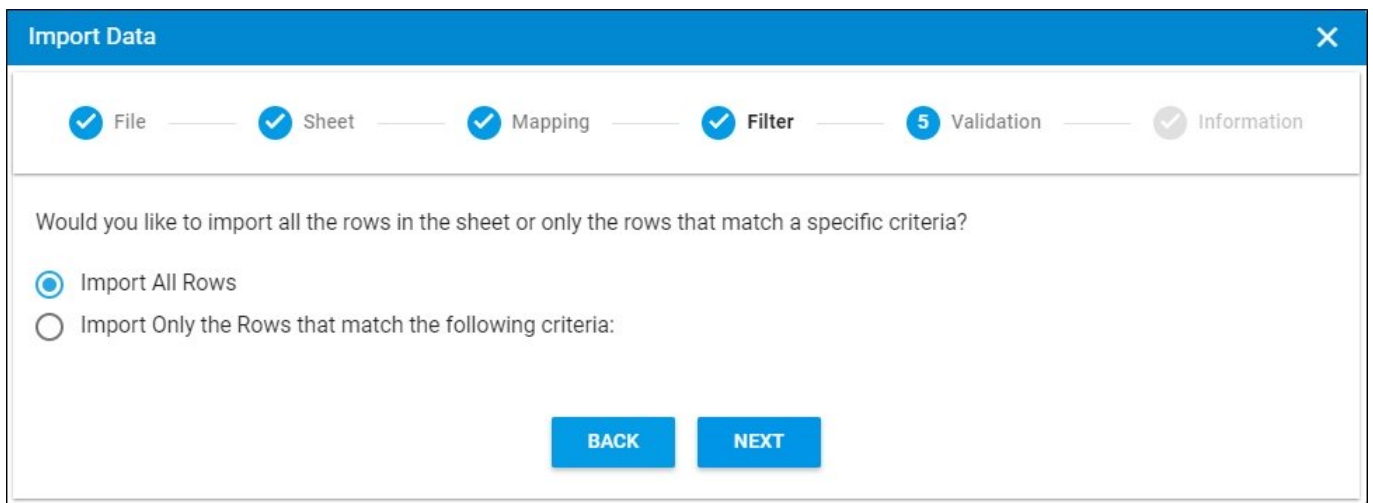
🔍 Search

Article Number*	=	Article Number*
SortOrder	=	SortOrder

**Note:**

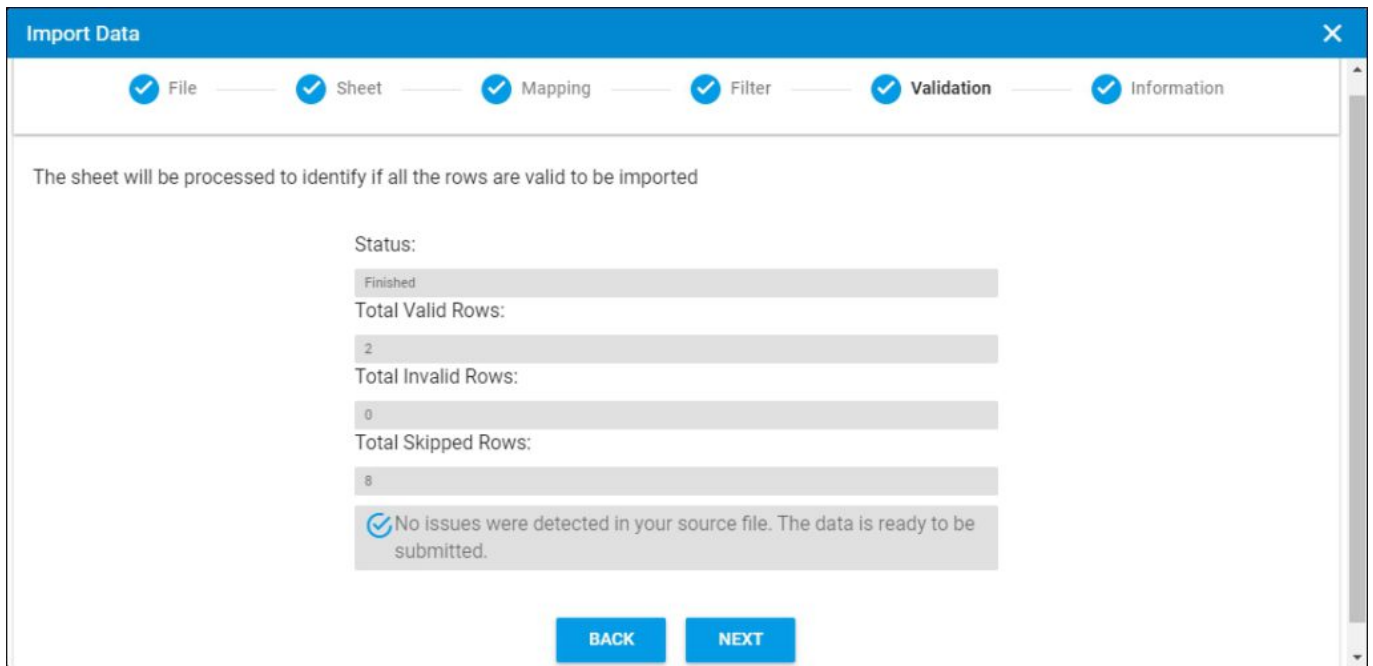
- If the Retail Window option is activated for the catalog, another optional field “Retail Window” appears in the above window.

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field,  
Please note that it is mandatory to map the “Article Number”. Although “Color” is a required attribute you can leave it unmapped and accordingly color values will not be updated. Also, if Sort Order is not mapped, the existing value is not updated.
8. Click **Next**, the following window appears:



The screenshot shows a window 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". Each step has a checkmark icon, and the "Validation" step is highlighted with a blue circle containing the number "5". Below the progress indicator, the text reads: "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 window, there are two blue buttons labeled "BACK" and "NEXT".

9. 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,
10. 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.

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

Import Data ✕

File  Sheet  Mapping  Filter  Validation  Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

12. Click **Submit**, the progress is displayed,
13. 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

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.