

Update articles via Import

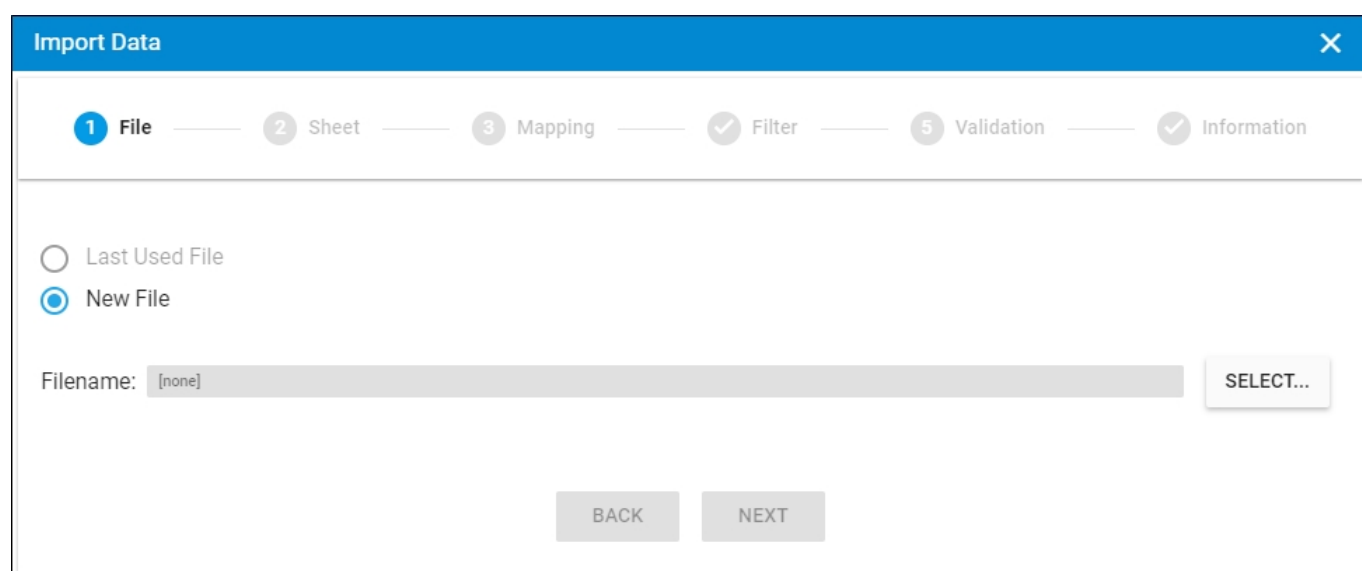
Through this option, you can import a file to update attribute values for existing articles of a specific catalog.

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 blue header and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (selected with a blue circle), 2. Sheet, 3. Mapping, 4. Filter (checked with a grey circle), 5. Validation, and 6. Information (checked with a grey circle). Below the progress bar, there are two radio buttons: "Last Used File" (unselected) and "New File" (selected with a blue circle). Below the radio buttons is a text field labeled "Filename:" with the value "[none]" and a "SELECT..." button to its right. At the bottom of the window 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 ▼

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*
SortOrder	=	SortOrder

BACK NEXT

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:

Import Data

✓ 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

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:

Import Data

File Sheet Mapping Filter **Validation** Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:
Finished

Total Valid Rows:
2

Total Invalid Rows:
0

Total Skipped Rows:
8

✓ No issues were detected in your source file. The data is ready to be submitted.

BACK NEXT

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.

BACK

SUBMIT

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.