

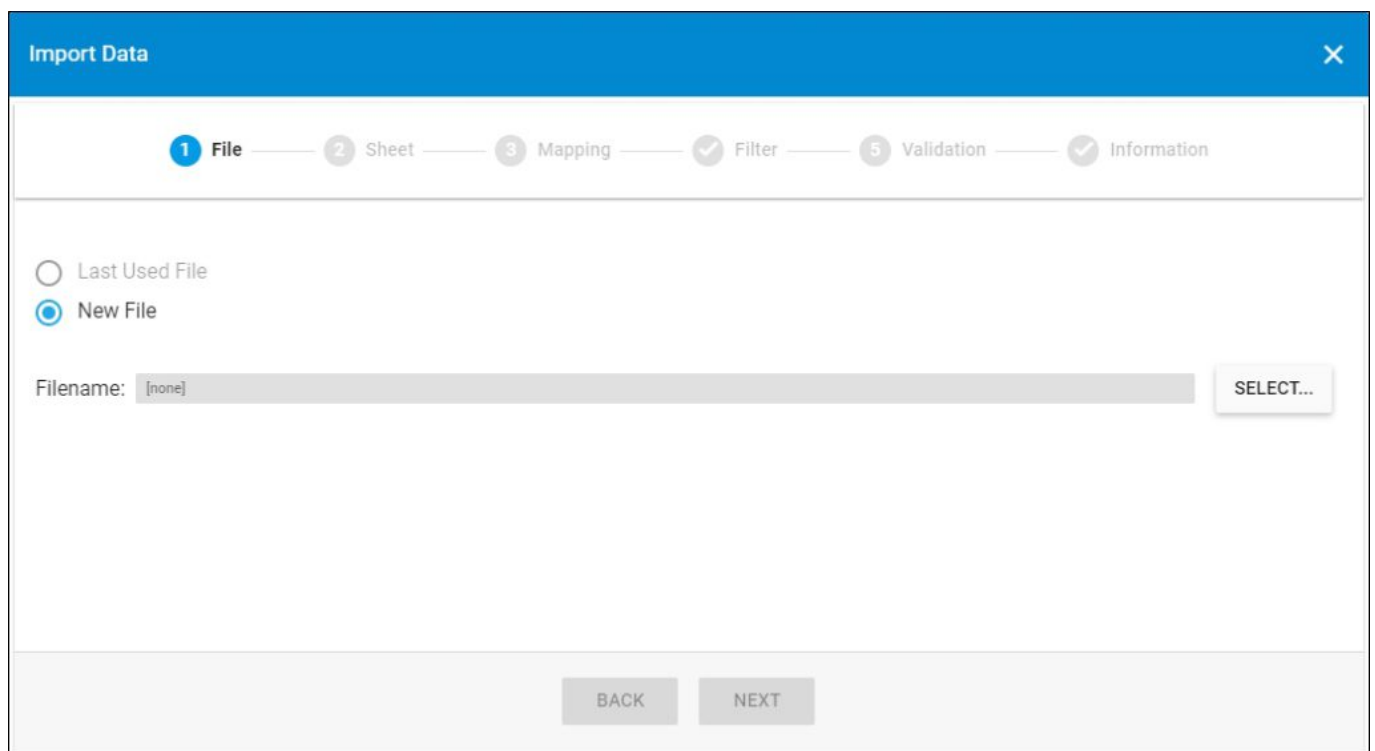
## Import attribute vetting list

To import a file with attributes and their values, and the criteria based on which the attribute is dependent on another attribute, the Excel file should contain the following columns:

- Attribute system name (mandatory)
- Values: comma-separated (mandatory)
- Criteria (optional)

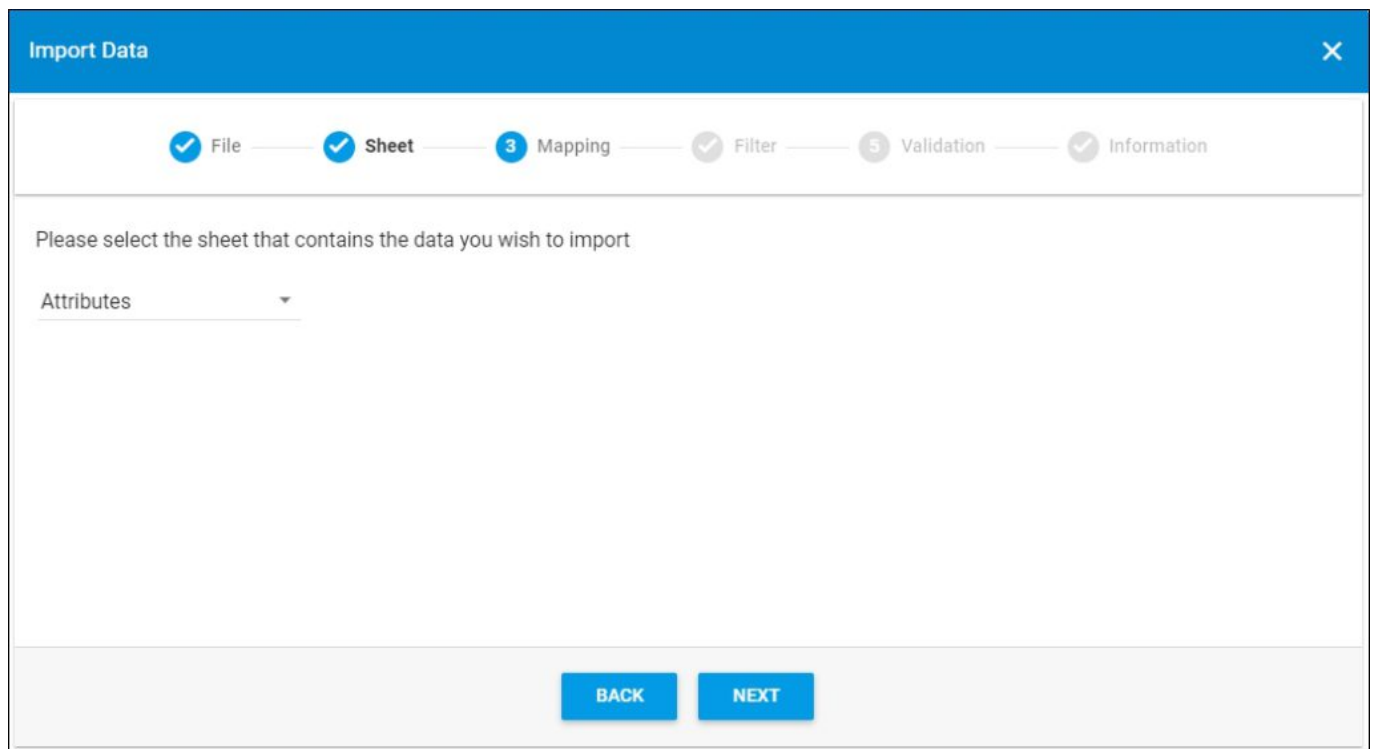
To import a file with attribute values, follow these steps:

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



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle with a checkmark), and 6. Information (grey circle with a checkmark). The main content area has two radio buttons: "Last Used File" (unselected) and "New File" (selected). Below these is a text field labeled "Filename:" containing "[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:



The image shows a dialog box titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "File" and "Sheet" steps are marked with a blue checkmark. The "Mapping" step is marked with a blue circle containing the number "3". The "Filter", "Validation", and "Information" steps are marked with a grey checkmark. Below the progress bar, the text "Please select the sheet that contains the data you wish to import" is displayed. Underneath this text is a dropdown menu labeled "Attributes" with a downward arrow. At the bottom of the dialog box, there are two blue buttons: "BACK" and "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

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

System Name\*

=

System Name \*

Values\*

=

Values \*

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

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 image shows a modal 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, each marked with a blue checkmark: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Validation" step is currently active. Below the progress bar, a message reads: "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, there are two blue buttons: "BACK" and "SUBMIT".

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