

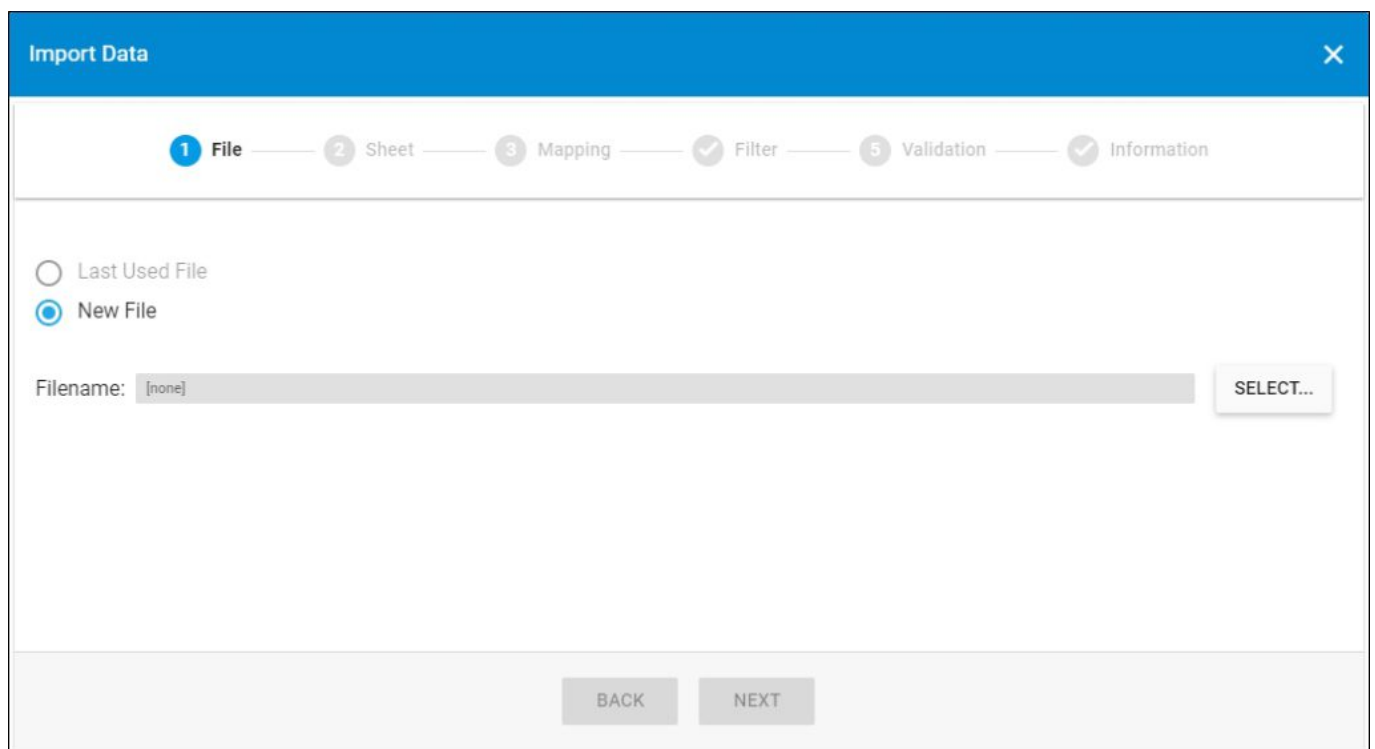
## Import attribute vetting list

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 the 'Import Data' dialog box. The title bar is blue with 'Import Data' and a close button. Below the title bar is a progress bar with six steps: 1 File (selected), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). The main area has two radio buttons: 'Last Used File' (unselected) and 'New File' (selected). Below the radio buttons is a 'Filename:' label followed by a text input field containing '[none]' and a 'SELECT...' button. At the bottom 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,
4. Click **Next**, the following window appears:

Import Data

File Sheet **3** Mapping Filter 5 Validation Information

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

Attributes

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

✓ 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

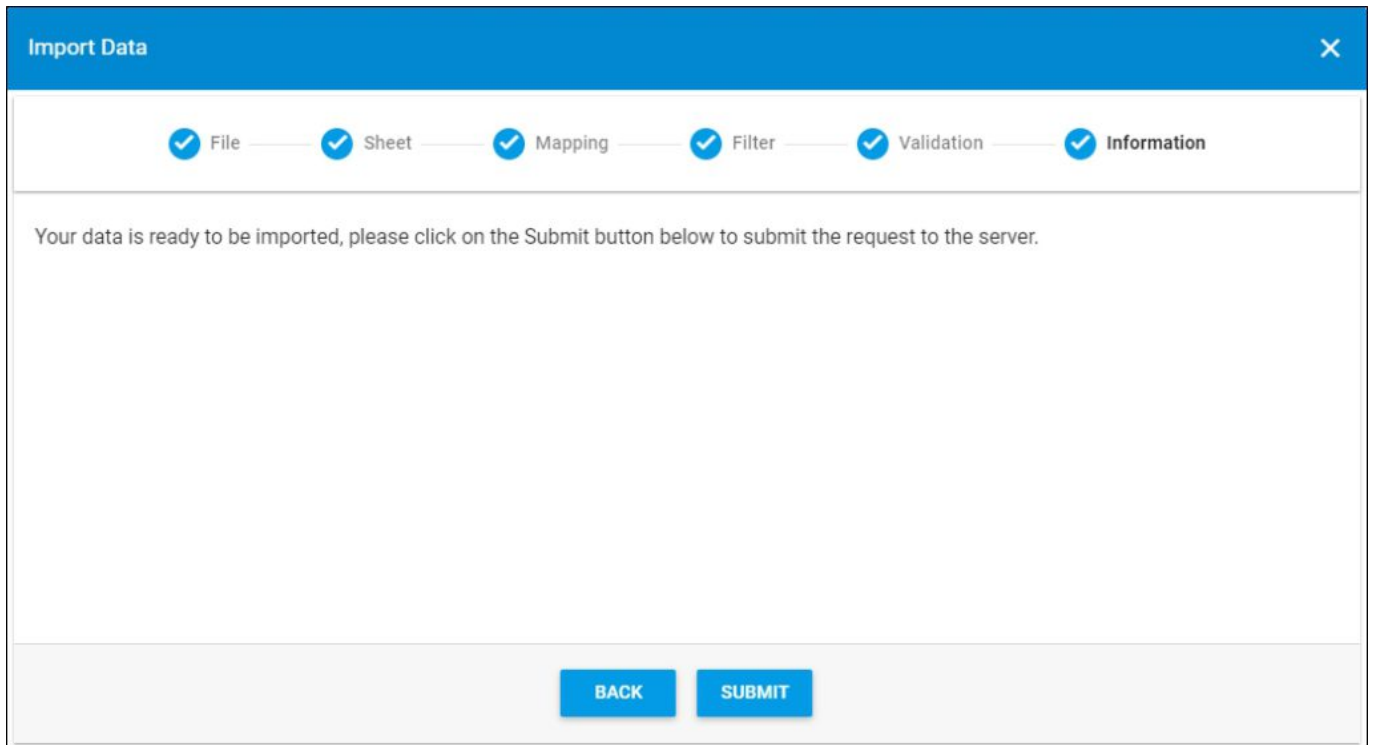
Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

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:



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.