

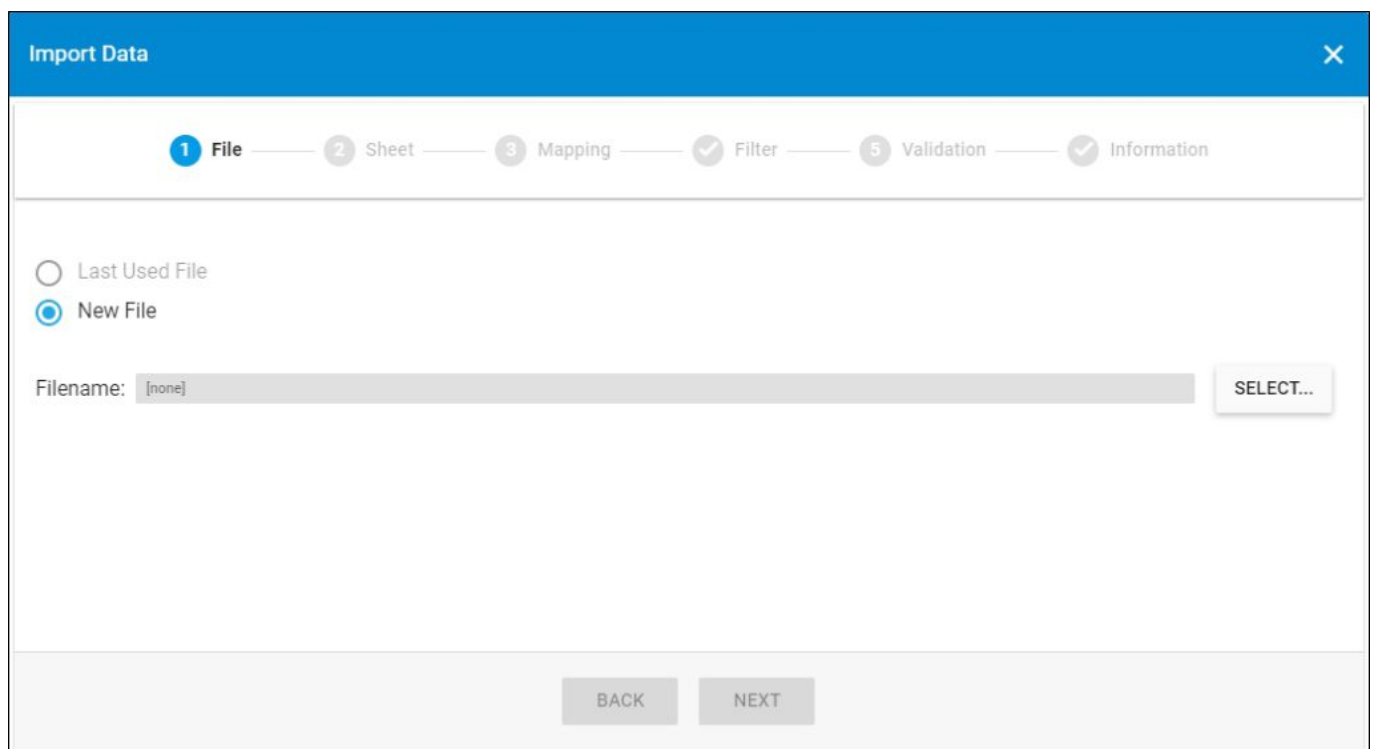
Import delivery date

To import a file with catalog delivery dates and specify whether those dates are available or not, the Excel file should contain the following columns:

- Delivery Date (mandatory)
- Description (mandatory)
- Availability (optional)
- Sort Order (optional)

To import a file with delivery dates, 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:' field with '[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, click **Next**, the following window appears:

Import Data

File Sheet **3** Mapping Filter Validation Information

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

Delivery Date

BACK NEXT

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,
5. 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

Delivery Date* = Delivery Date*

Description* = Description*

BACK **NEXT**

6. 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**

7. 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,
8. 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:
1

Total Invalid Rows:
0

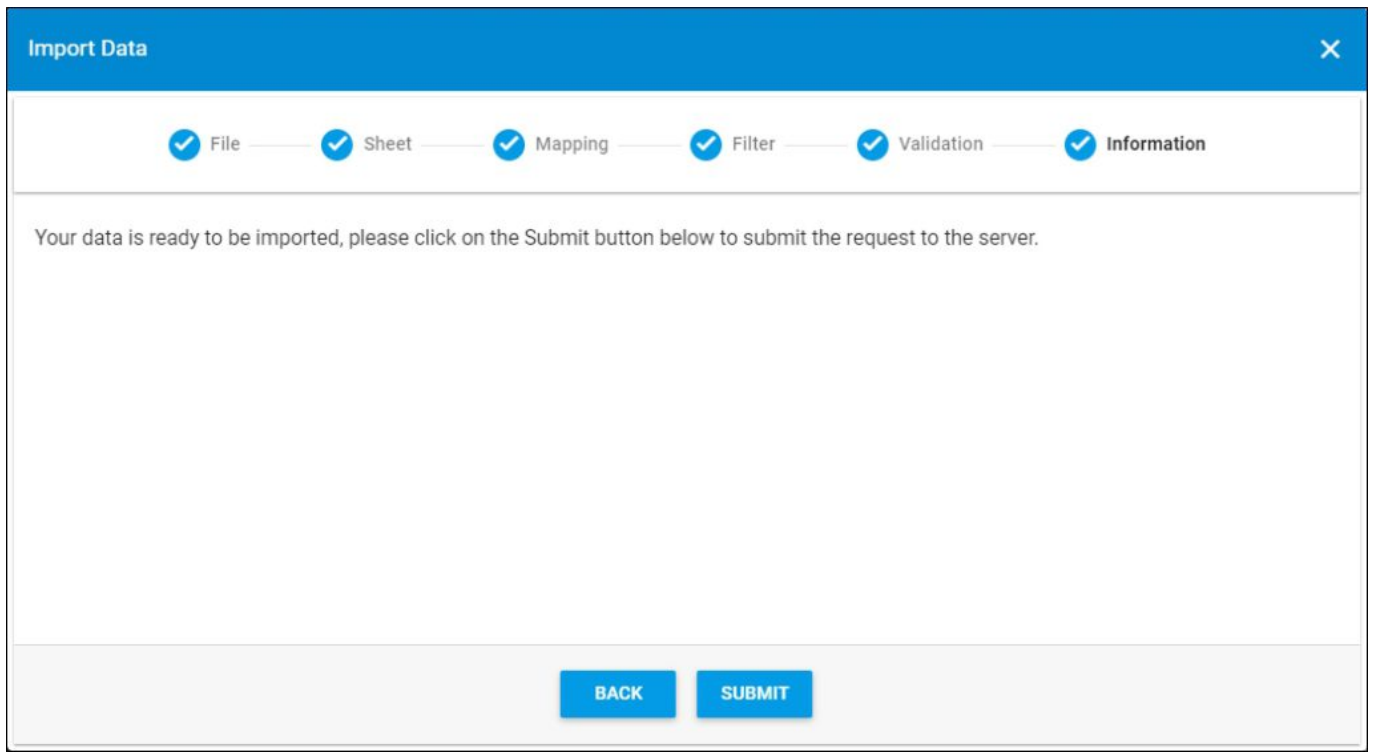
Total Skipped Rows:
4

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

BACK NEXT

The validation step lists the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. If there is an error in the sheet you are trying to import, the validation window will return an error and you need to fix the records with invalid data then import the sheet 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 delivery dates are listed.

Delivery dates are listed, for each one the description, availability, sort order, status, and updated date.

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.