

Import delivery dates - Linear view

In linear view, to import a file with delivery dates, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Delivery date, and status as shown in the below example:

	A	B	C	D	E	F	G
1	Article Number	Delivery Date	Status				
2	113311	Mar 1, 2020	Yes				
3	113311	Apr 1, 2020	Yes				
4	117711	Aug 1, 2019	No				
5	117711	Aug 19, 2019	Yes				
6	115511	Aug 1, 2019	Yes				
7	115511	Oct 1, 2019	Yes				
8	114411	Mar 1, 2020	No				
9	114411	Apr 1, 2020	Yes				
10	121212	Mar 1, 2020	Yes				
11	118811	Mar 1, 2020	Yes				
12							

Delivery Dates Linear View

The delivery date that is marked with “1” or “Yes” in the above sheet will be assigned to the article and included in the linear view list, and the one marked with “0” or “No” will not be included in the linear view list, but the delivery date will be marked with a “No” in the tabular list.

Note:

- You can import delivery dates for active and inactive articles.

To import a file with delivery dates, follow these steps:

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

Import Data [X]

1 **File** — 2 Sheet — 3 Mapping — 4 Filter — 5 Validation — 6 Information

☐ Last Used File
☒ New File

Filename: [none] SELECT...

BACK 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]

1 File — 2 Sheet — 3 **Mapping** — 4 Filter — 5 Validation — 6 Information

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

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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*

Delivery Date* = Delivery Date*

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 [X]

✓ 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 screenshot shows the 'Import Data' window with the 'Validation' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation' (active), and 'Information'. The main text states: 'The sheet will be processed to identify if all the rows are valid to be imported'. Below this, the status is 'Finished'. The 'Total Valid Rows' is 10, 'Total Invalid Rows' is 0, and 'Total Skipped Rows' is 0. A message at the bottom says: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom are 'BACK' and 'NEXT' buttons.

Field	Value
Status:	Finished
Total Valid Rows:	10
Total Invalid Rows:	0
Total Skipped Rows:	0

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

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.

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

The screenshot shows the 'Import Data' window with the 'Information' step selected. The progress bar at the top shows 'File', 'Sheet', 'Mapping', 'Filter', 'Validation', and 'Information' (active). The main text states: 'Your data is ready to be imported, please click on the Submit button below to submit the request to the server.' At the bottom are 'BACK' and 'SUBMIT' buttons.

11. Click **Submit**, a progress window is displayed,

12. Wait until the job is finished then refresh the page, values are imported.

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.