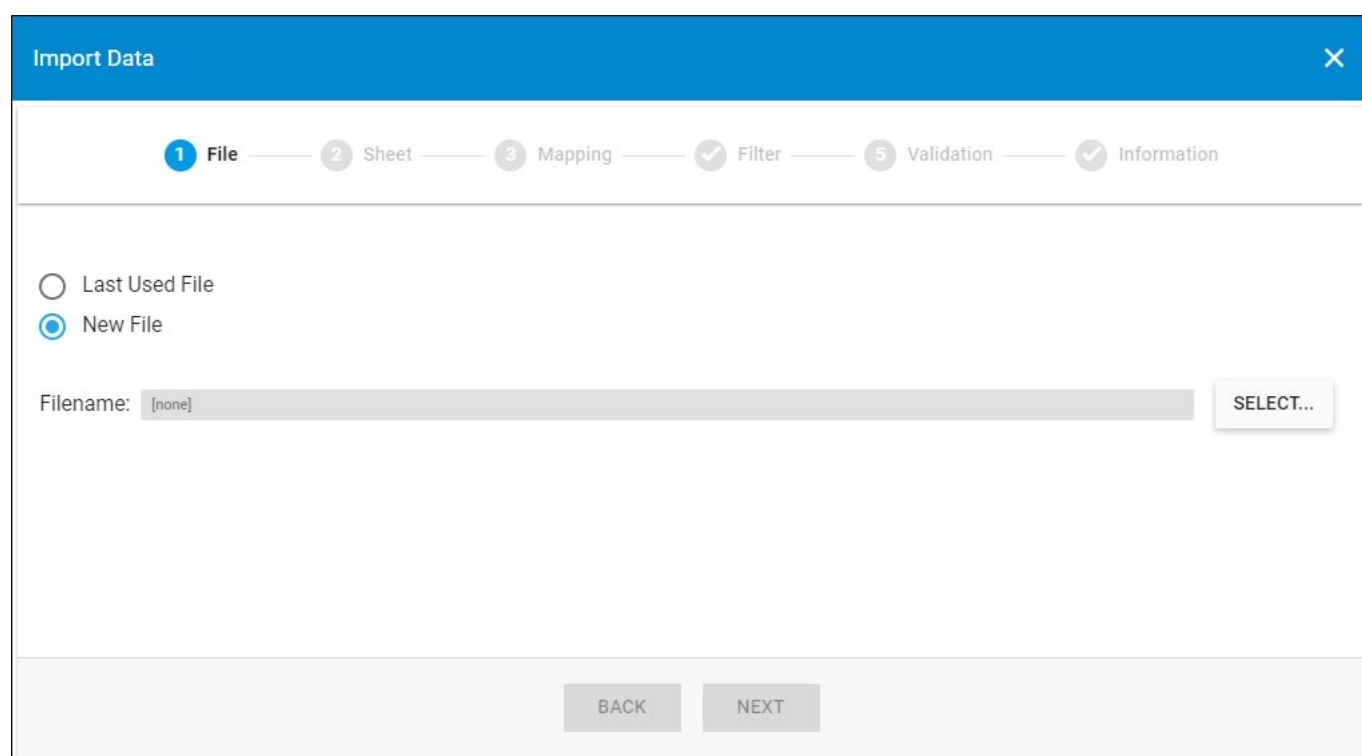


## Import Favorites

Through this process, you can define favorite articles for a customer.

To import a file with favorites, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Notes (optional), and Tags. To import a file with favorites, 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 (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar are two radio button options: "Last Used File" (unselected) and "New File" (selected). Below these options is a text input 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, 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

Favorites ▾

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 — ✓ 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*	Article Number	✕
Notes	=	Notes	Notes	✕

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

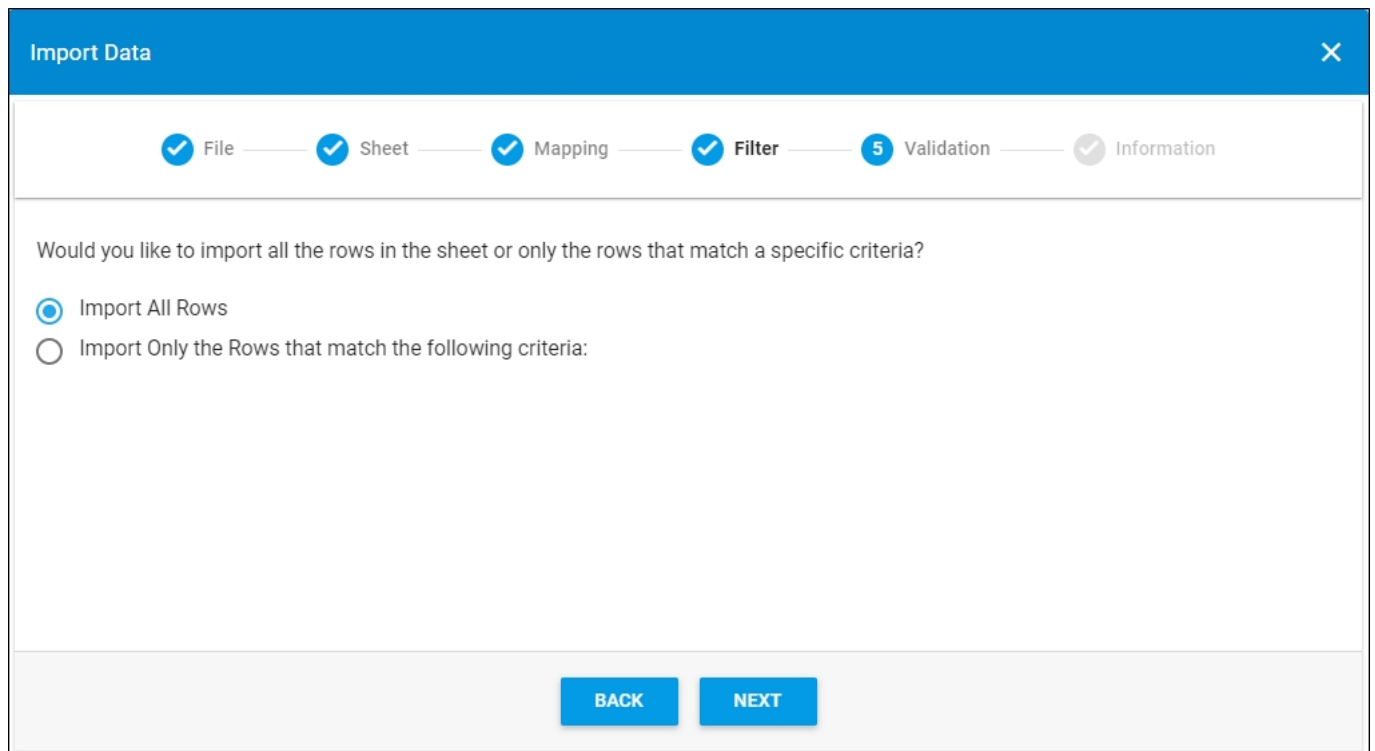
Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

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:



The screenshot shows a window titled "Import Data" with a close button (X) in the top right corner. Below the title bar is a progress indicator with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". Each step has a checkmark icon, and the "Validation" step is highlighted with a blue circle containing the number "5". Below the progress indicator, the text asks: "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?". There are two radio button options: "Import All Rows" (which is selected) and "Import Only the Rows that match the following criteria:". At the bottom of the window, there are two blue buttons labeled "BACK" and "NEXT".

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