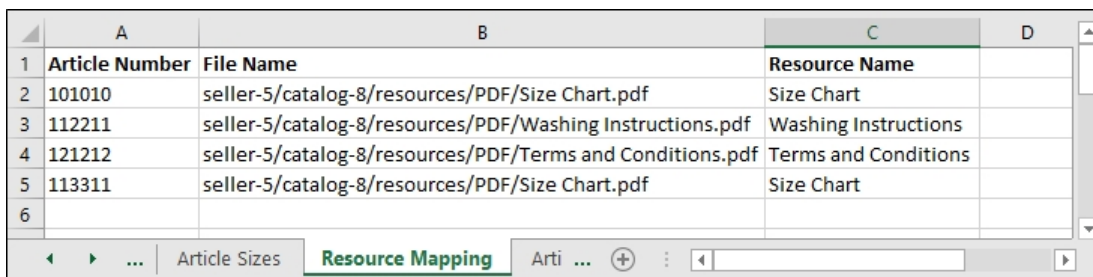


Map resources to articles

You can import an Excel file that maps resources to articles instead of assigning them individually. This process will save your time and effort.

Make sure to have your resources and articles listed in an Excel sheet with the following columns: article number, file name, resource name as shown in the below example:




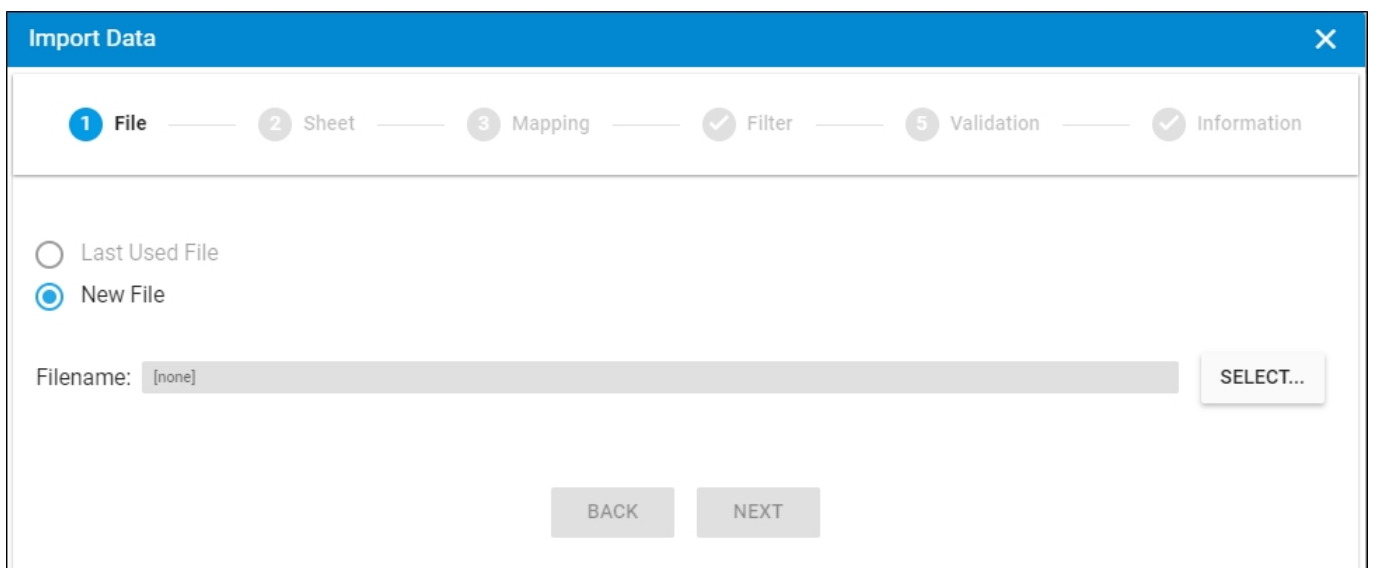
| | A | B | C | D |
|---|-----------------------|---|----------------------|---|
| 1 | Article Number | File Name | Resource Name | |
| 2 | 101010 | seller-5/catalog-8/resources/PDF/Size Chart.pdf | Size Chart | |
| 3 | 112211 | seller-5/catalog-8/resources/PDF/Washing Instructions.pdf | Washing Instructions | |
| 4 | 121212 | seller-5/catalog-8/resources/PDF/Terms and Conditions.pdf | Terms and Conditions | |
| 5 | 113311 | seller-5/catalog-8/resources/PDF/Size Chart.pdf | Size Chart | |
| 6 | | | | |

Note:

- Make sure to include the full file name extracted from Resources page either by copying it from the resource details page or viewing it using the column chooser then copying the file name.

To import a file that maps resources to articles, follow these steps:

1. Click , the following window appears:



Import Data [X]

1 File — 2 Sheet — 3 Mapping — ✓ Filter — 5 Validation — ✓ 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]

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

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

Resource Mapping ▾

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 — ✓ 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.

| | | | | |
|------------------|---|------------------|----------------|---|
| Article Number * | = | Article Number * | Article Number | X |
| File Name * | = | File Name * | File Name | X |
| Resource Name * | = | Resource Name * | Resource Name | X |

BACK **NEXT**

7. Select the column of the sheet that matches each field, then click **Next**, 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. Below the header is a progress bar with six steps: File, Sheet, Mapping, Filter, Validation (highlighted with a blue circle and the number 5), and Information. The main content area contains the question: "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, there are two blue buttons labeled "BACK" and "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 same "Import Data" window, but now the "Validation" step is complete. The progress bar shows all six steps (File, Sheet, Mapping, Filter, Validation, Information) with checkmarks. The main content area displays the message: "The sheet will be processed to identify if all the rows are valid to be imported". Below this, there is a "Status:" section with four rows of data: "Finished", "Total Valid Rows: 4", "Total Invalid Rows: 0", and "Total Skipped Rows: 0". At the bottom of this section, there is a blue checkmark icon followed by the text: "No issues were detected in your source file. The data is ready to be submitted.". At the bottom of the window, there are two blue buttons labeled "BACK" and "NEXT".

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

Import Data ×

File — Sheet — Mapping — Filter — Validation — Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

11. Click **Submit**, the progress is displayed,
12. Wait until the job is finished, then refresh the page, resources are updated and assigned to articles. You can view articles for each resource as mentioned in "[View resource](#)".