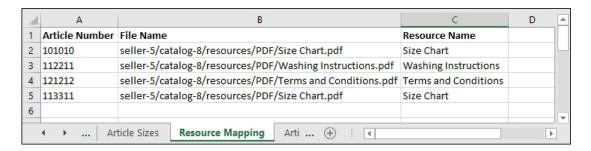
Map resources to articles

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:

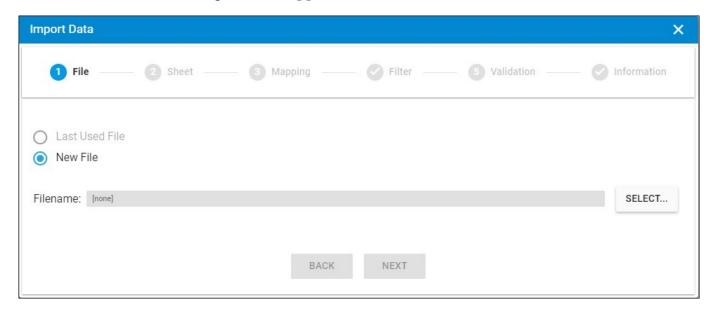


Note:

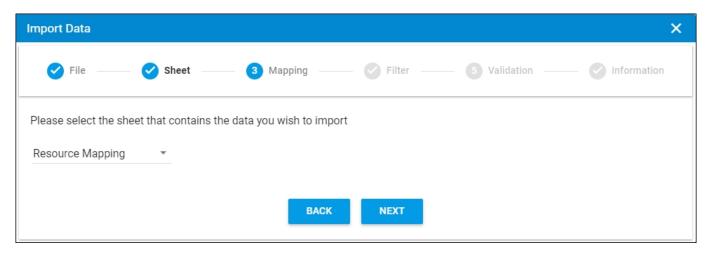
• Make sure to include the full file name extracted from Resources page either by copying it from the resource details page or viewing it using the column chooser then copying the file name.

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

1. Click , the following window appears:

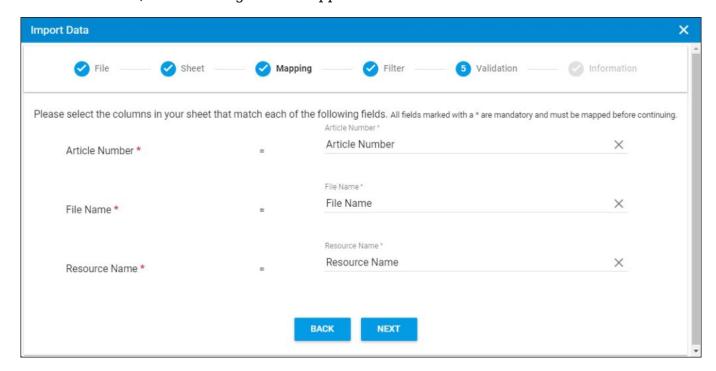


- 2. Click **Select** to browse for the file you want to import,
- 3. Select the file then click **Open**, the name of the file you selected appears in its field,
- 4. Click **Next**, the following window appears:



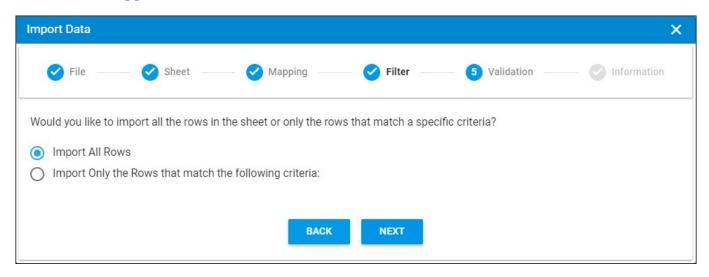
You can click **Back** to return to the previous window.

- 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:

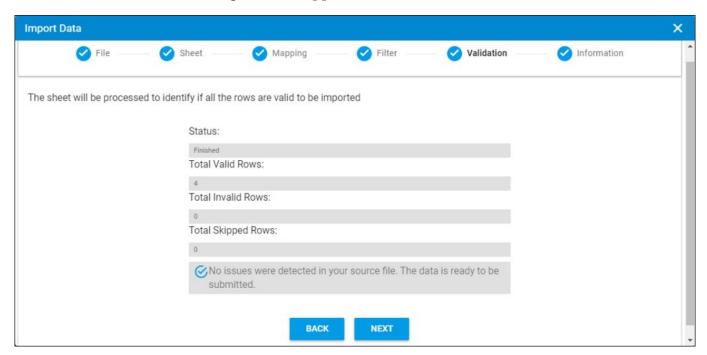


7. Select the column of the sheet that matches each field, then click Next, the following

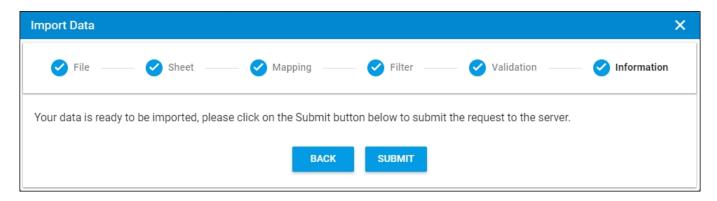
window appears:



- 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 **Next**, the following window appears:



- 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".