

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

1 File

2 Sheet

3 Mapping

✓ Filter

5 Validation

✓ Information

☐ Last Used File

☒ New File

Filename:

SELECT...

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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 ▼

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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	X
File Name *	=	File Name	X
Resource Name *	=	Resource Name	X

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7. Select the column of the sheet that matches each 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:

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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:

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: 4

Total Invalid Rows: 0

Total Skipped Rows: 0

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

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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.

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SUBMIT

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](#)".