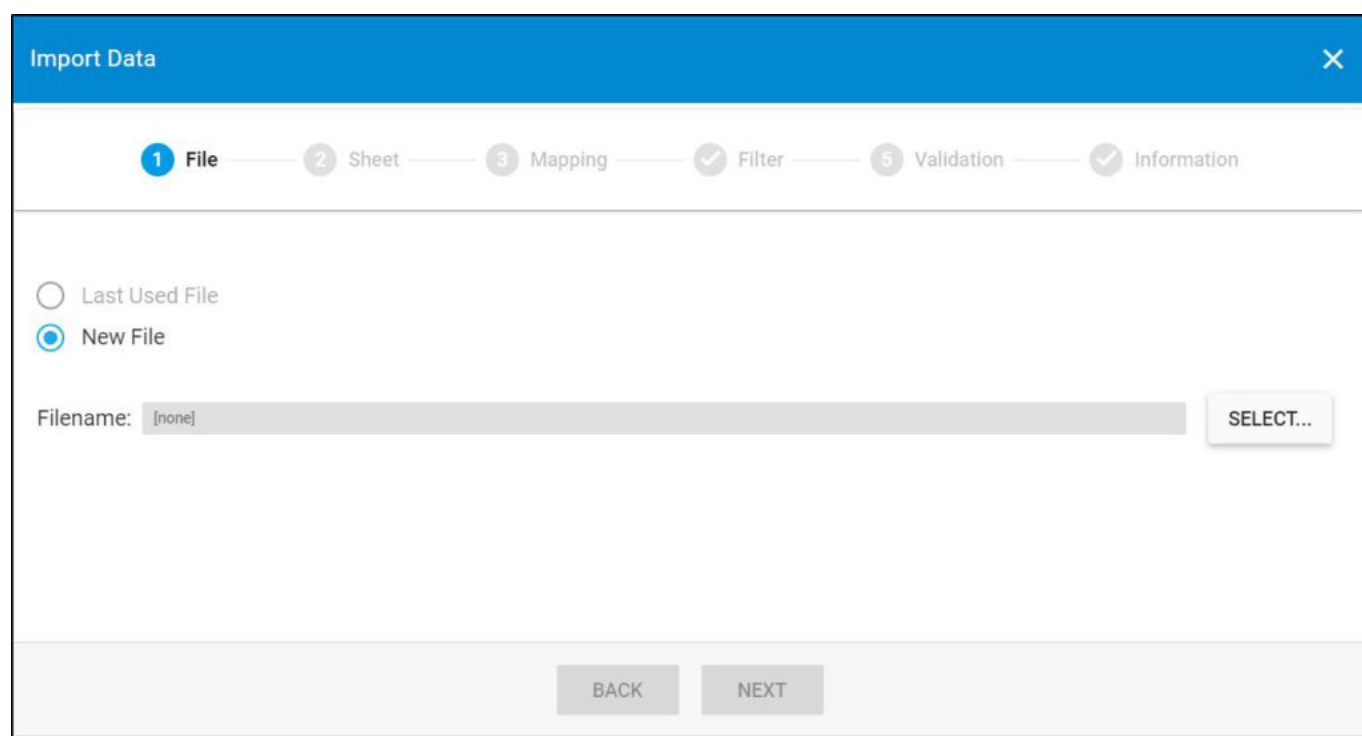


## Import saved views

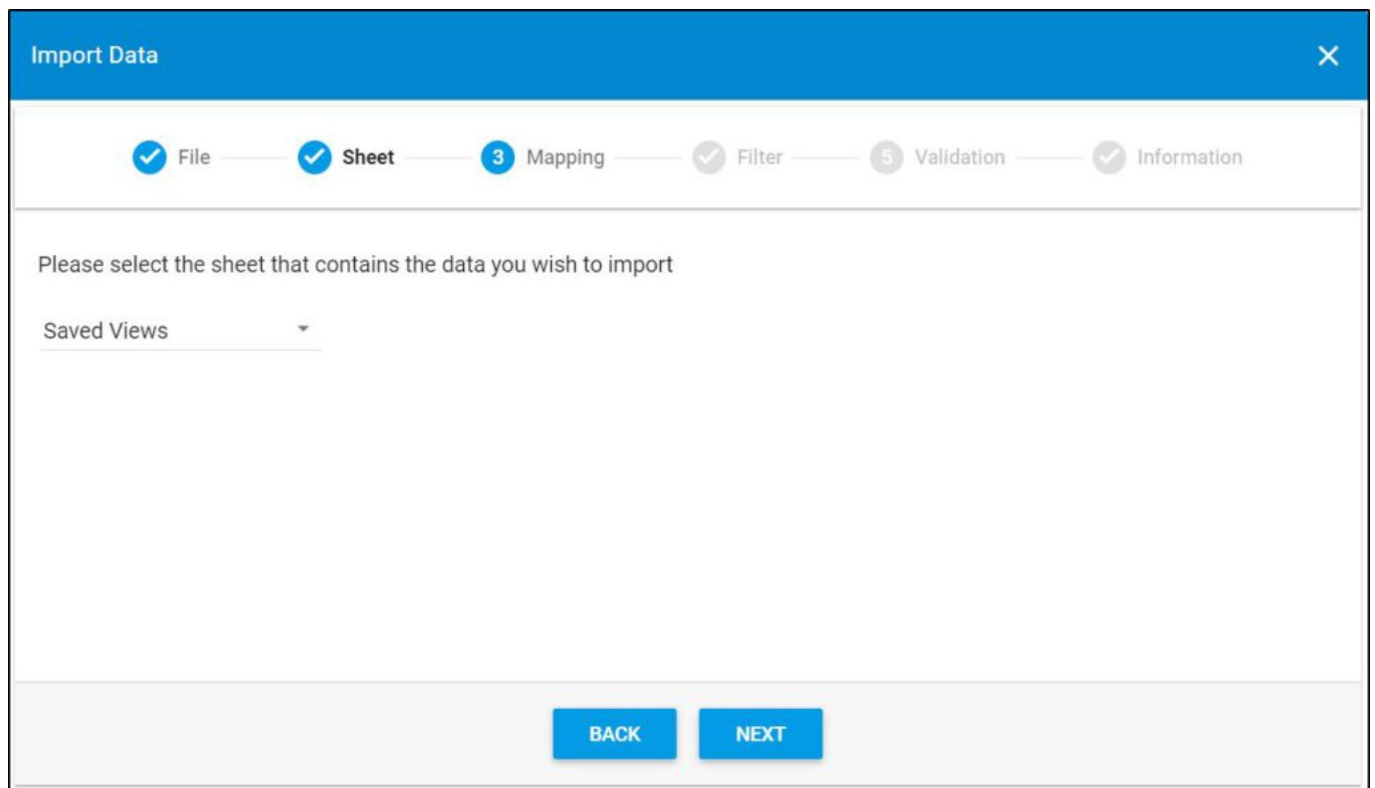
You can import a file with saved views instead of adding them individually which will save you time and effort. The saved view name is mandatory. To import a file with saved views, follow these steps:

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



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, blue circle), 2. Sheet (grey circle), 3. Mapping (grey circle), 4. Filter (grey circle with a checkmark), 5. Validation (grey circle with a checkmark), and 6. Information (grey circle with a checkmark). The main content area has two radio buttons: "Last Used File" (unselected) and "New File" (selected). Below the radio buttons is a text field labeled "Filename:" with the value "[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:



The image shows a dialog box titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: "File" (checked), "Sheet" (checked), "Mapping" (active, highlighted with a blue circle and number 3), "Filter" (checked), "Validation" (active, highlighted with a grey circle and number 5), and "Information" (checked). The main area of the dialog contains the text "Please select the sheet that contains the data you wish to import" and a dropdown menu labeled "Saved Views" with a downward arrow. At the bottom of the dialog are two blue buttons: "BACK" and "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

Name\*

=

Name\*

Name

×

Is Catalog Level

=

Is Catalog Level

Is Catalog Level

×

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:

The screenshot shows a software window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: "File", "Sheet", "Mapping", "Filter", "Validation", and "Information". Each step has a circular icon with a checkmark, and the "Validation" step is highlighted with a blue circle containing the number "5". The main area of the window contains the text "Would you like to import all the rows in the sheet or only the rows that match a specific criteria?" followed by 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".

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:

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:

8

Total Invalid Rows:

0

Total Skipped Rows:

0

✓ No issues were detected in your source file. The data is

BACK

NEXT

9. 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.

BACK SUBMIT

10. Click **Submit**, the progress is displayed,
11. Wait until the job is finished, then refresh the page, the imported values are listed. The imported values are also displayed in T1 Studio.

**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.