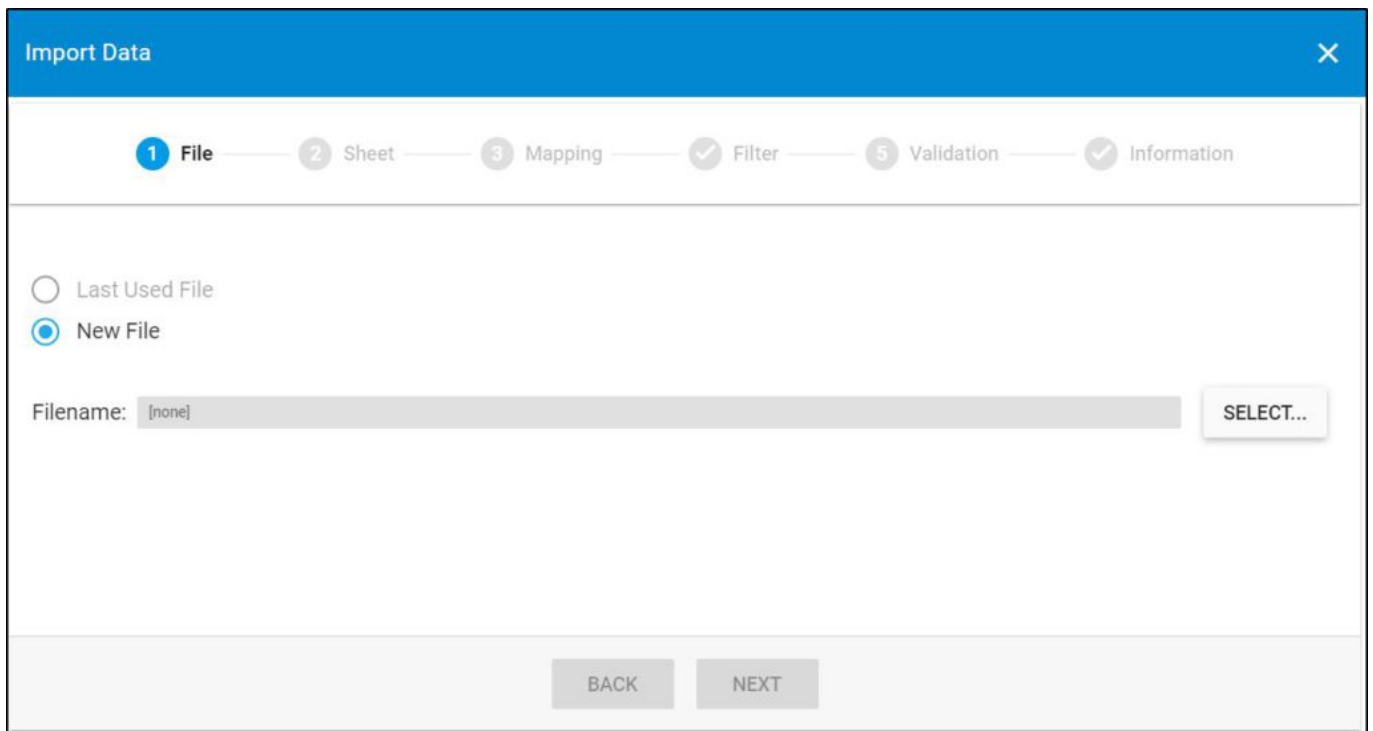


## Import customer locations

You can import a file with customer locations instead of adding them individually which will save you time and effort. The customer number, location code, name, and country are mandatory columns. To import a file with locations, follow these steps:

1. Click the **Import locations** 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). The main area contains two radio buttons: "Last Used File" (unselected) and "New File" (selected). Below the radio buttons is a text input field labeled "Filename:" with the placeholder text "[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

customer locations

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

Customer Number*	=	Customer Number*	Customer Number	✕
Location Code*	=	Location Code*	location code	✕
		Name*		

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:

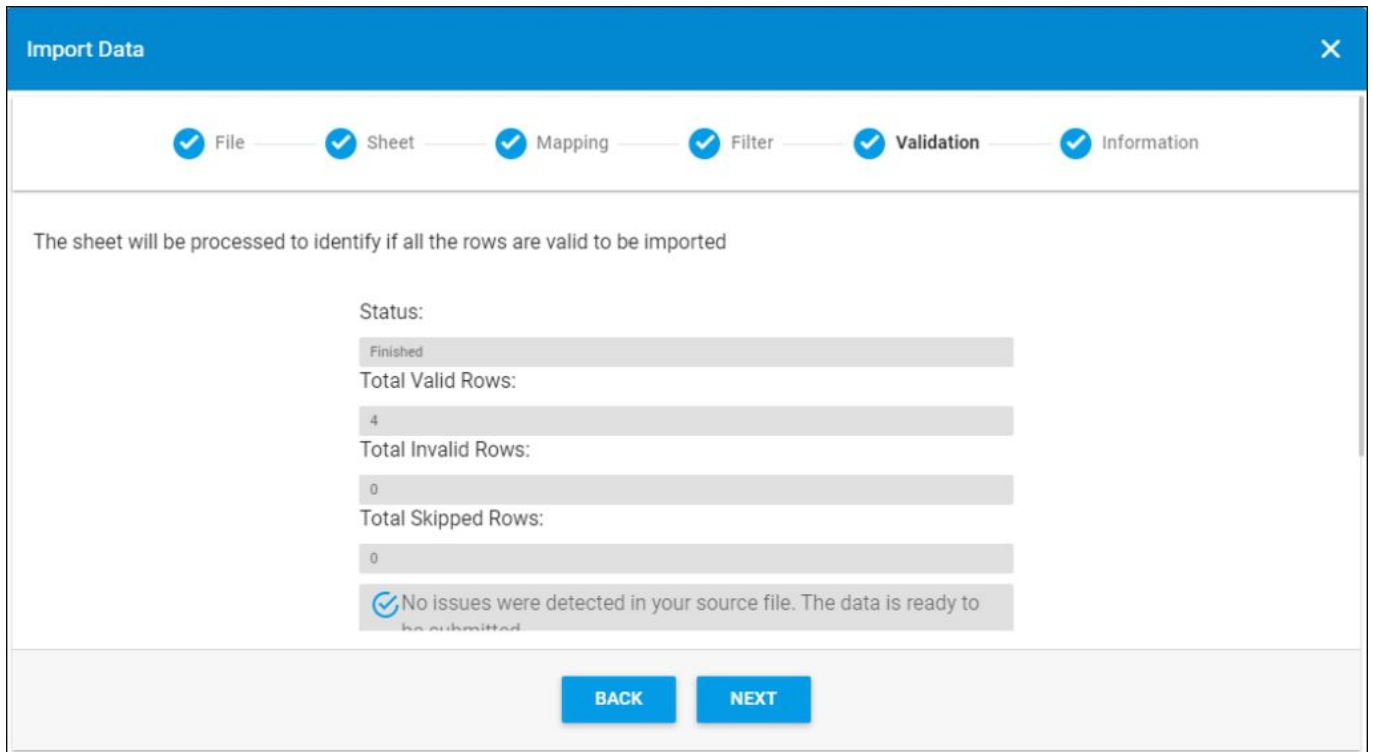
**Import Data** ✕

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

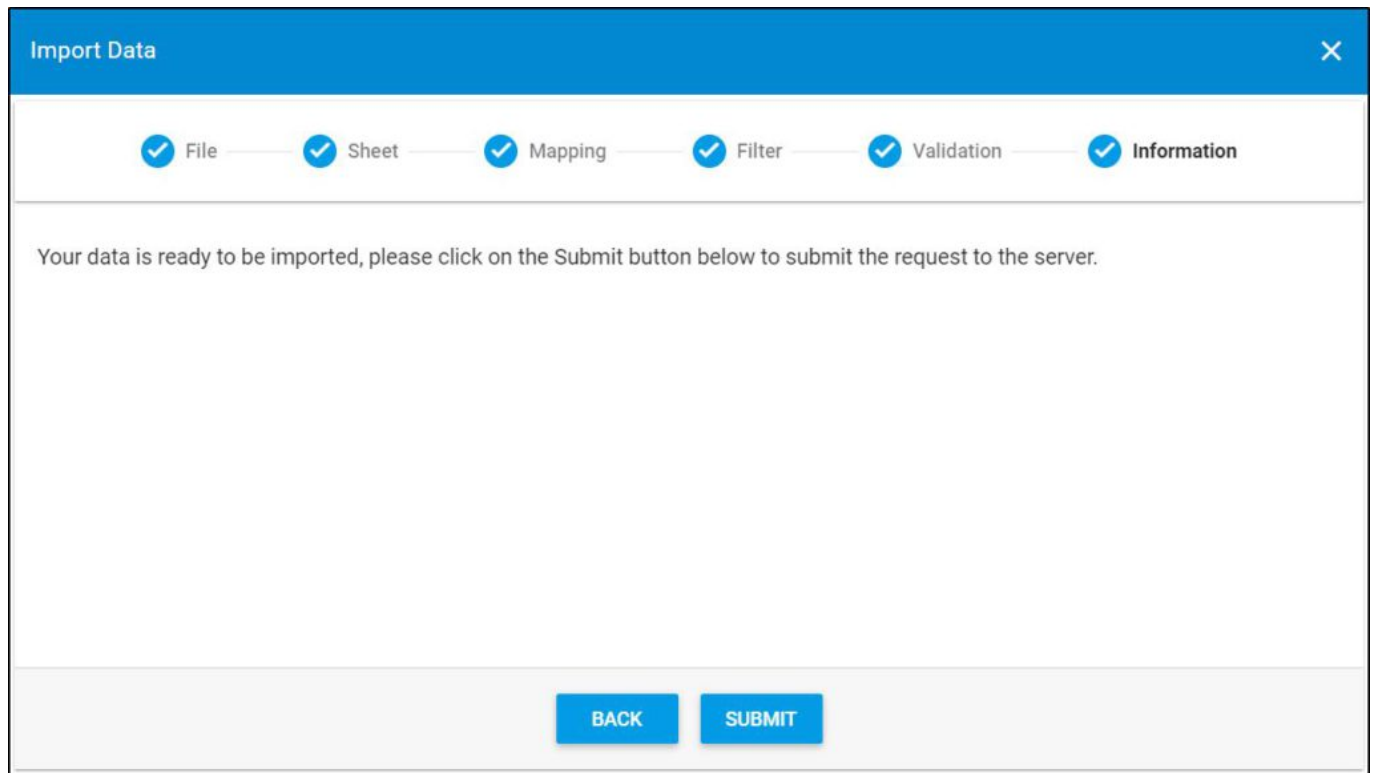
Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows  
 Import Only the Rows that match the following criteria:

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:



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



10. Click **Submit**, the progress is displayed,
11. 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

2  
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.