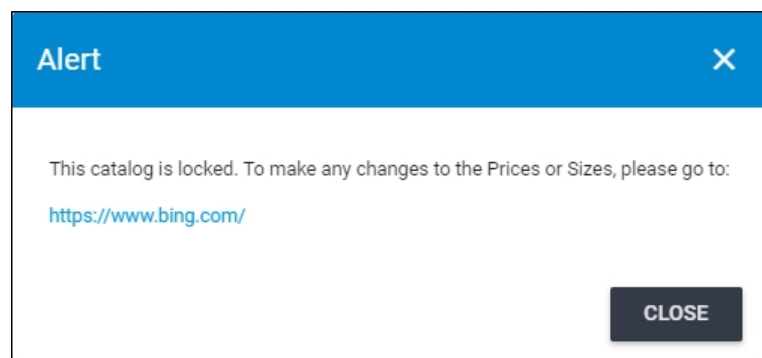


## Import sizes

Through this process, you can either define sizes for articles of the selected catalog or update existing sizes while keeping size indexes as they are.

### Notes:

- If the Size Scale option is activated for the catalog, sizes cannot be imported and the **Import** button is not available.
- You can import sizes for master catalogs and inherited catalogs that have the “Independent Sizes” option activated.
- For inherited catalogs, Sort order and UPC are copied from the master catalog instead of being imported.
- You can import sizes for inactive articles.
- The system creates a change request for each size imported for a locked article.
- If the “External Change Management” flag is activated and at least one article is locked, you cannot import sizes and the following message appears when you click the **Import** button:



This flag and the link in the message are all managed by the Trasix Support team.

To import a file with article sizes, make sure to have the articles listed in an Excel sheet with the following columns: Article number, Size, Size index, UPC (optional), and Sort order as shown in the below example:

	A	B	C	D	E	F	G	H
1	Article No.	Size	Size Index	Sort Order				
2	133112	S	1	1				
3	133112	M	2	2				
4	133112	L	3	3				
5	166121	S	1	1				
6	166121	M	2	2				
7	166121	L	3	3				
8	121212	S	1	1				
9	121212	M	2	2				
10	121212	L	3	3				
11	112211	S	1	1				
12	112211	M	2	2				
13	112211	L	3	3				

As mentioned before, sizes and size indexes should be unique for each article, so the article number is repeated for each size.

To import a file with sizes, follow these steps:

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

Import Data

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

Article Sizes ▼

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 — 
 **3 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

Article Number*	=	Article Number*
Size Index*	=	Size Index*

7. 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** [X]

☒ 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:

BACK    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:

**Import Data** [X]

☒ 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:

35

Total Invalid Rows:

0

Total Skipped Rows:

0

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

BACK    NEXT

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

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

✓ Validation

✓ Information

If any of the articles you are attempting to update are locked, they will be submitted for approval. Please enter a reason for requesting the change to these locked articles or leave blank if you are certain that no locked articles are affected by this import.

Reason

0 / 2000

BACK

SUBMIT

11. Enter the reason for the size change, if you want,
12. Click **Submit**, the progress is displayed,
13. Wait until the job is finished, then refresh the page, sizes are imported.

#### Notes:

- Size changes to locked articles are not reflected directly, and a change request is created. For more information, refer to “Change Management”.
- 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.