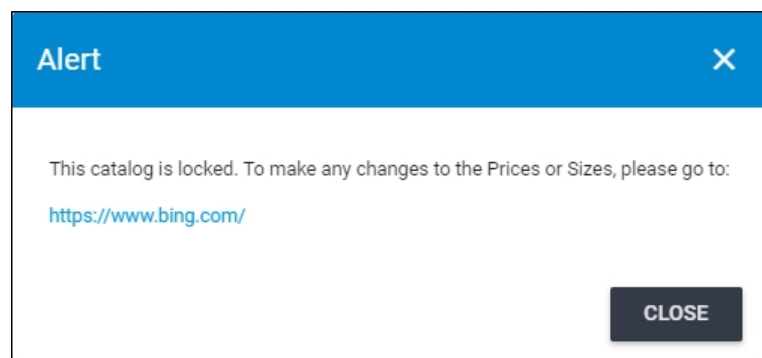# Import sizes

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:

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:

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, you can search for the field you want using the search 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. 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:

The **Next** button is activated, and you can import the valid rows.