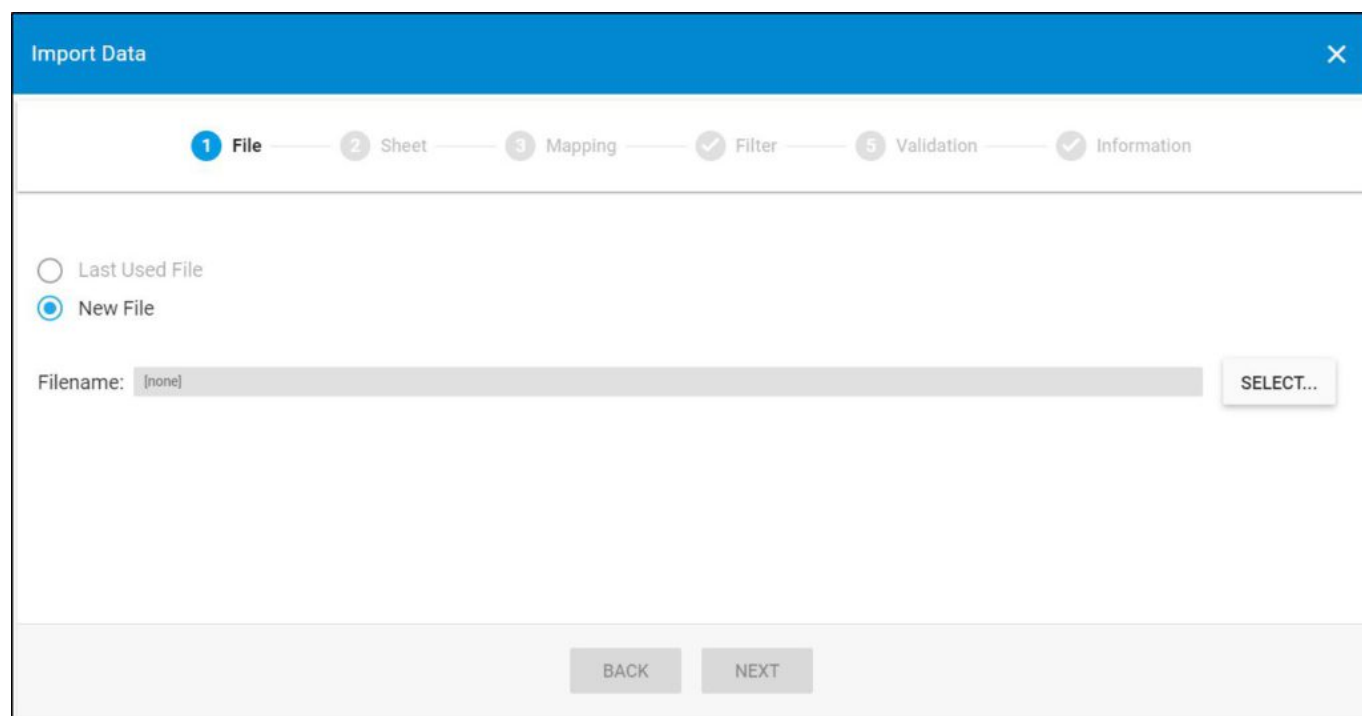


Import stock - Linear view

In linear view, you can import a file with stock quantities for colorway sizes. Colorways should be listed in an Excel sheet with colorway number, sizes, and the quantities (optional) for each stock definition added to the catalog.

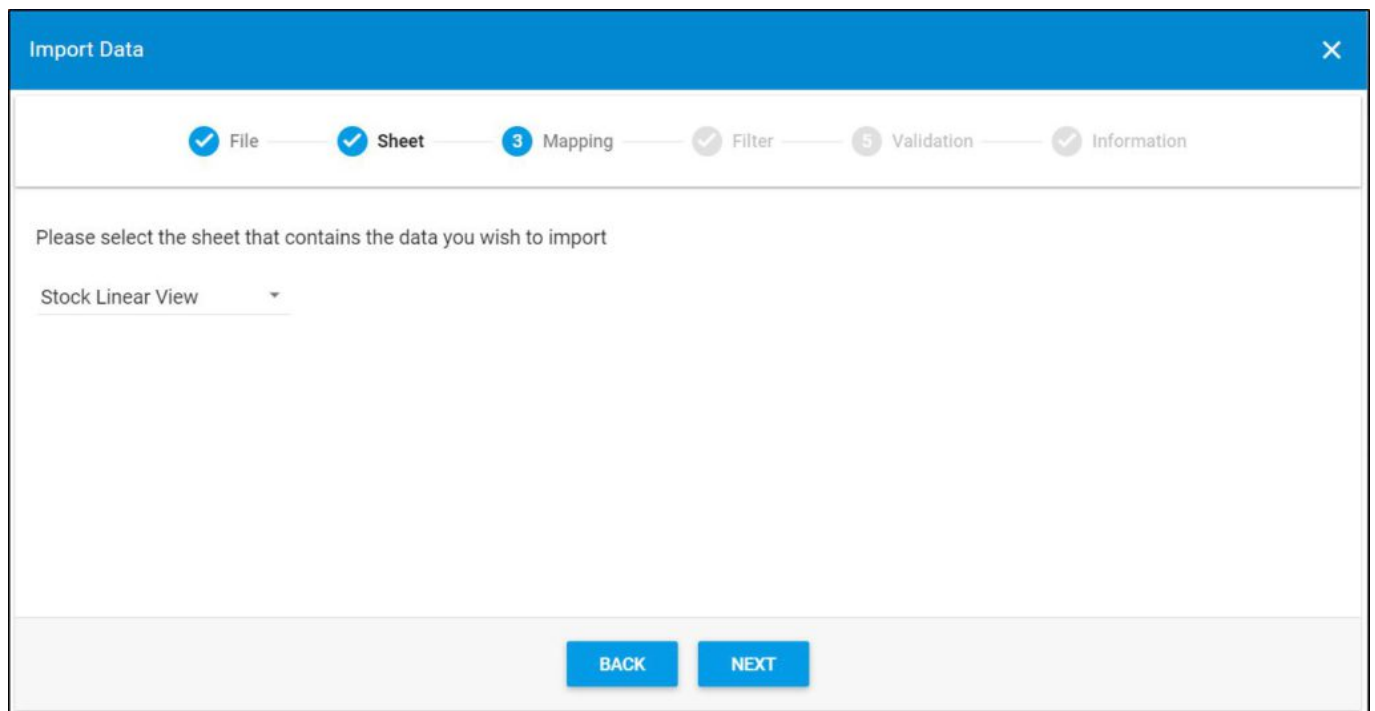
To import a file with stocks, follow these steps:

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), 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 these 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,
4. 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", "Sheet", "Mapping", "Filter", "Validation", and "Information". The "Sheet" step is currently active, indicated by a blue circle with a checkmark, while the others are greyed out. Below the progress bar, the text "Please select the sheet that contains the data you wish to import" is displayed. Underneath this text is a dropdown menu showing "Stock Linear View" with a small downward arrow. At the bottom of the dialog box, there are two blue buttons: "BACK" and "NEXT".

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*	=	Size *
		Stock Code *

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:

8. Click the radio button next to the import method, either all rows or rows that match

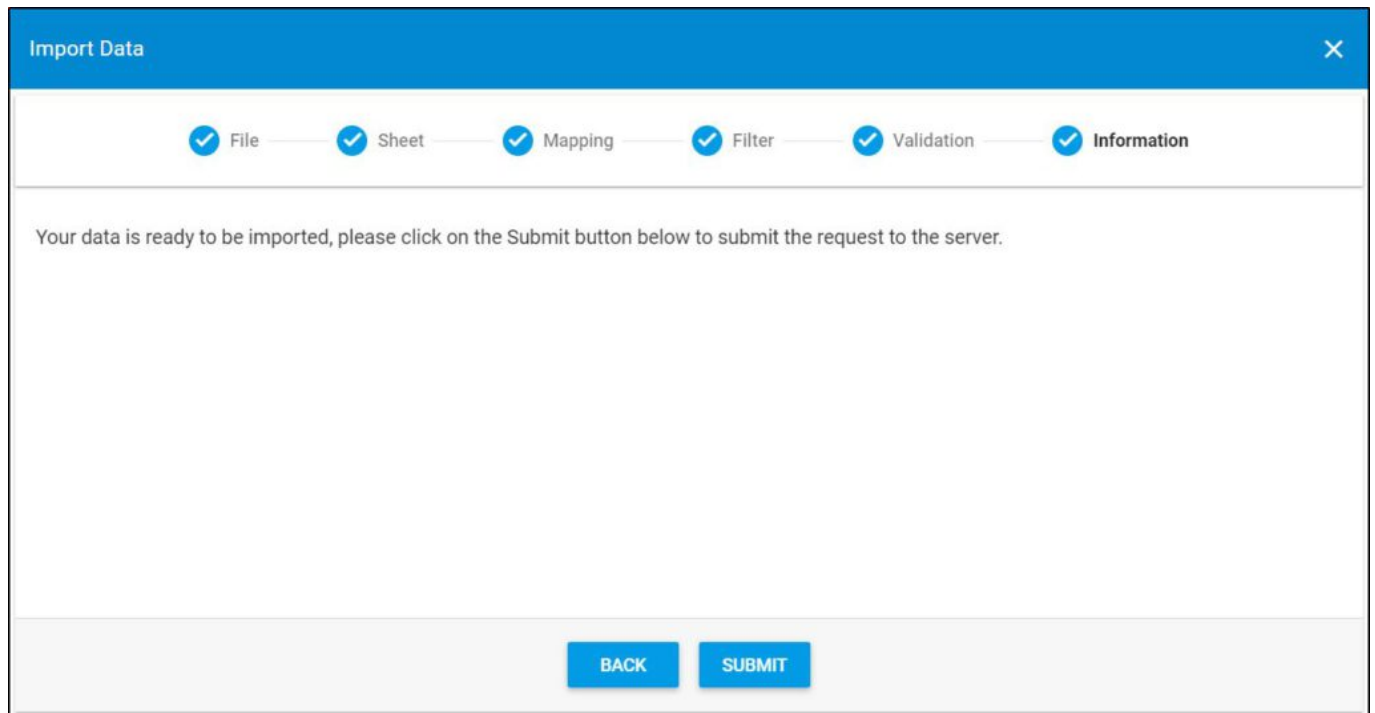
certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,

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

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: File, Sheet, Mapping, Filter, Validation, and Information. Each step has a blue checkmark icon. The "Validation" step is currently selected and highlighted. Below the progress bar, the text reads: "The sheet will be processed to identify if all the rows are valid to be imported". Underneath this text, there are four labels with corresponding values in grey input fields: "Status:" with "Finished", "Total Valid Rows:" with "16", "Total Invalid Rows:" with "0", and "Total Skipped Rows:" with "0". At the bottom of these fields is a blue checkmark icon followed by the text: "No issues were detected in your source file. The data is ready to be". At the very bottom of the window are two blue buttons: "BACK" and "NEXT".

The validation window shows the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

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

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, Sheet, Mapping, Filter, Validation, and Information. Each step is preceded by a blue circle with a white checkmark. The "Information" step is the final and highlighted step. Below the progress bar, the text reads: "Your data is ready to be imported, please click on the Submit button below to submit the request to the server." At the bottom of the dialog, there are two buttons: "BACK" and "SUBMIT".

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

11. Click **Submit**, the progress window is displayed,
12. Wait until the job is finished, then refresh the page, stocks are imported.

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.