

# Import targets

Through this process, you can add targets for the selected line plan catalog. To import a file with targets, at least one attribute should have a value to create the target according to this attribute. To import a file with targets, follow these steps:

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

The screenshot shows the 'Import Data' window with a blue header and a close button (X) in the top right. A progress bar at the top contains six steps: 1 File (active), 2 Sheet, 3 Mapping, 4 Filter (checked), 5 Validation, and 6 Information (checked). Below the progress bar, there are two radio button options: 'Last Used File' (unselected) and 'New File' (selected). Underneath is a text input field labeled 'Filename:' containing '[none]' and a 'SELECT...' button to its right. At the bottom center, there 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 screenshot shows the 'Import Data' window with a blue header and a close button (X) in the top right. The progress bar now shows: 1 File (checked), 2 Sheet (checked), 3 Mapping (active), 4 Filter (checked), 5 Validation, and 6 Information (checked). The main area contains the text 'Please select the sheet that contains the data you wish to import' followed by a dropdown menu labeled 'Targets'. At the bottom center, there are two 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

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

Pre Style	=	Pre Style Prestyle	X
Pre Article	=	Pre Article Pre Article	X
		Pre Productivity	..

BACK NEXT

7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, at least one attribute should have a value, 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:

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**

✓ 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: 1

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**

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:

**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 is displayed,

12. Wait until the job is finished, then refresh the page, the imported targets are displayed.

**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:

The screenshot shows a 'Import Data' window with a progress bar at the top. The progress bar has six steps: 'File', 'Sheet', 'Mapping', 'Filter', '5 Validation', and 'Information'. The 'Validation' step is currently active and highlighted in blue. Below the progress bar, there are three input fields for row counts: 'Total Valid Rows' with the value '1', 'Total Invalid Rows' with the value '2', and 'Total Skipped Rows' with the value '0'. Below these fields is a red warning icon and a message: 'There are currently some invalid rows, please rectify these issues before continuing.' To the right of this message is a 'GET RESULT' button. Below the message is a checkbox labeled 'Skip invalid rows', which is currently unchecked. At the bottom of the window, there are two buttons: 'BACK' (highlighted in blue) and 'NEXT' (disabled).

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