

Catalog Import Tools

Can you imagine entering product data for thousands of items into your inventory? Done manually, it is a tedious process with much room for error. To make life easier, the system enables importing, building, and maintaining multiple catalogs for your business.

You can import catalogs supplied by your vendors or customize one yourself.

In this course, we will show how to prepare and map a catalog import file, and then complete the import process.

Objectives

- Prepare Import File
- Map Import File
- Complete Import

Prepare Import File

Preparing an import file requires formatting the file to meet your system requirements.

The most common file types are .xlsx, .csv, and .txt.

Note that the system cannot import a .pdf file.

You must select the **File Type** as *Fixed Length* for a .xlsx file, *Comma Separated* for a .csv file, and *Tab Delimited* for a .txt file.

Choose *Custom Delimited* if your file has a custom delimiter.

The system requires certain mandatory information to import data.

They are *SKU*, *Manufacturer*, *Department*, *Class*, and *Finline*.

Remember to include these in your import file.

Make sure that your file has all the product information that you want to import.

Save the file to the file type you use with your system.

A best practice is to have a dedicated folder on your local drive to store all your import files.

Map Import File

After you prepare your file for import, you will need to map the data so it is organized for the system to use.

Mapping facilitates the accurate and organized process of transferring and managing data into your system.

In **Catalog Import Designer**, select **Open** to import your file.

Choose the import file from your local drive.

The file's location displays after selection.

Select the relevant **Import File Type** for your file.

Here we select **Tab Delimited** for a .txt file.

If your import file contains multiple records per SKU, adjust *Records per SKU* to reflect that.

Use SKU Options to adjust the parameters in your import file.

Enable the respective checkboxes *to remove dashes between alpha-numeric characters, to remove all dashes, or to remove all spaces within SKU*.

You can also enter a character in the **Remove character** field to remove that specific character from your records.

If needed, you can add up to three characters as a prefix to the SKUs.

Select **Input** to display the file data in the table.

You can use the table to confirm your import data.

If the first row in your file contains headers, enable the **Ignore first record** checkbox to prevent the system from considering the headers as product information.

Use the **Map field** button to map your file's columns to the appropriate fields in your system.

In the **Map Field Attributes** window, choose a field to map and select **OK**.

Then, enter the position of the column that contains the data for the field you just selected.

Choose **OK**.

Now, you have successfully Mapped the *SKU* field.

Repeat the process for the remaining columns.

Remember to map the mandatory fields,

SKU, Manufacturer, Department, Class, and Fineline.

When finished, select **Save Map**.

Give a name to the map and choose **Save**.

You can use the **Load Map** button to use your saved maps.

Complete Import

Once you complete mapping, you are ready to import your catalog.

You can follow the same procedure when you are updating an existing catalog.

Select the **Import** button.

Choose the import file.

You can import more than one vendor file at a time in the same catalog but make sure that all the files have the same format.

Select **Open** when you are done.

The system automatically selects the map you saved earlier.

The **File Type** is *Generic File*. You do not have to change that.

If you want to update a catalog, existing catalogs appear in the **Catalog to Update** table and you can choose one to update.

The **Channel** is 91 by default.

Select **Catalog Name** and enter a name for the catalog.

Choose **Import**.

The system displays a message with the import information.

Use the **View Log** button to view the import log information.

You have now successfully imported your catalog into the system.

Recap

Importing catalogs and other data into your system has never been easier. The data import feature significantly reduces time and costs in inventory management.

In this course, we showed you how to prepare, map and import a catalog import file using the Catalog Import Designer.

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