

Inventory Import Tools N Transcript

Your store just received a new product line. Now you need to figure out how to import the new SKUs without adding them one at a time. Problem solved with Eagle Inventory Import Tools! In this course, we'll show you how to import a source data file, map the fields you need to update, and finally import and finalize your inventory data. Let's get started.

Start by locating your Source Data File that has the inventory information you want to add. This needs to be an Excel or other spreadsheet, saved as a .CSV or .TXT file. Your vendor might provide you with this file. If the file you receive is not in .CSV or .TXT format, you will need to save it that way.

From the Eagle Browser, select the Data Import folder. Then, open Inventory Import Designer. Under Import File Type, select the type of spreadsheet you will be using. If you are using a .CSV file, select Comma Delimited. For .TXT files, select Tab Delimited.

From the ribbon menu, choose Open. On your computer, find the source file, highlight it, and click the open button. Now you're ready to map your data.

From the Inventory Import Designer, click the Input button. The first ten lines of the spreadsheet will load. Press Map Field on the ribbon menu. Use the scroll bar to find the Field that you want to match to a column in your data. Here's a tip! You can type the first letter of a field to jump to it.

In our example, we type S to move to SKU. Make a note of the maximum character length for each field. If the data that you import exceeds this length, you will get an error. Press OK.

In the Position field, type the number of the spreadsheet column that lists the SKUs. In our example, the SKU is the first column in our csv file, so we type 1, and press OK. You have now mapped the SKU field. Notice that the first row has changed since our source file had column headings.

Press the Map field button and repeat the process until you have mapped all of the fields. Make sure you have a department column mapped, otherwise, the system will not import the data file. Once you map all of your fields, a Best Practice is to save the map. This allows you to load files with a similar layout, without having to re-map them.

Now that the data is set up, you can import it into Eagle. Start by filling in the Import information. Since we have SKU and Vendor in our source file, we can leave these fields blank. Select the appropriate store.

Enter the Flex Name. This must be a unique name. A Best Practice is to use a combination of date and user. If you are adding new SKUs to your Eagle system, enable the File contains adds check box. In the Stores for field, select any stores to which you want to add this information. If the first record of your source file contains column headings like ours, enable the Ignore first record check box.

From the ribbon menu, select Import. When the Inventory Import menu appears, select Import again. This writes the information to the Flexible Inventory Load File or FIL.

Sometimes, when you attempt to import the data, you will encounter a problem in your data set. When the import is complete, a log file will tell you how many records have been imported, and whether there were any errors. There are two common reasons you might receive an error.

If your item description was more than 32 characters, the system will not import the item. The same applies for SKUs, if they're longer than 14 characters. To see the errors, select View Log. In this example, the file was unable to load because the description name was too long. To correct this issue, update the problematic row in your spreadsheet, and then import the file again.

Another error you may encounter is Store not in file. In this example, the user forgot to select a store under Import options. To correct this, simply select a

store, enter a new flex name, and import the file again. The file will now process without errors.

Now let's finalize our changes. Type FIL in the Eagle Browser to launch the Flexible Inventory Load viewer. Select the Flex name from your inventory import data, and press Enter, or click Display. If everything looks correct, click Finalize in the ribbon.

This opens the Flexible Inventory Loading Report. Make sure that you have selected both Options B and F. Press Run in the ribbon. Your inventory will now contain the new and updated information. Review the spooled report, or view the items in IMU.

You can add large batches of data to your store easily and quickly. You should now understand how to import a source file, map it, and import its contents. You also have the skills to troubleshoot common errors and finalize that data on your system.

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