



Admin Import-Export Manual

For Version 3.0

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Import-Export Guide for Admin

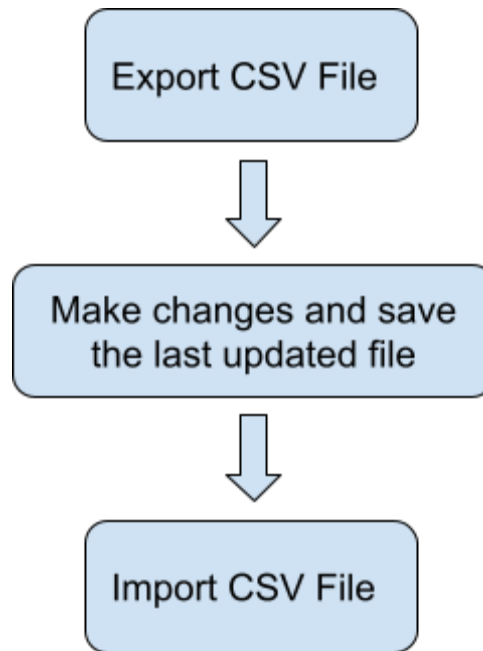
1. General Instructions

Multilingual

Since Yo!Rent inherently is a multilingual platform, all export-import functionality wherever available in the system will only work for the particular language exported or imported in. This means that a file that is exported in English will only update the values in English when imported back into the system. Same items will not be updated in other languages until the user exports the same CSV in other languages, makes changes in it and imports it back in the system.

Import/Export process

As a practice it is always recommended to first export the CSV, make changes to it and then import it back into the system. This practice will ensure accuracy of the CSV file and minimize any errors during import.



Images/Media Files

Any type of images/media can only be imported into the system if the file is located at a public URL. For example the file should be hosted on a server which is accessible publicly. Please note that images saved on devices and desktops cannot be imported through the CSV.

The bulk images being added must be uploaded on the server through the [‘Add Media to Server’](#) tab.

Once the media CSV is imported into the system, a cron job is executed by the system to import and save the images on the server. This cron job is an automated script that the system runs on its own, after a set interval and no intervention is required from the user’s end. The media/images imported into the system will not be displayed immediately.

Deleting Items

Within Yo!Rent when an item is deleted, the system does not actually delete the item from the database rather it just hides the item from display. With

the import functionality, a user can restore a previously deleted item by changing the value of the 'Deleted' column of that item from 'Yes' to 'No'.

Import Log File

Yo!Rent will generate a CSV log file for every import action where it will log the column and row for the errors encountered during the import. If the import was successful then no log file will be generated. System will only allow importing the CSV if no errors are encountered.

CSV

To avoid errors it is absolutely recommended to not alter columns or its names/headers in the CSV. Also to import bulk entries it is absolutely recommended to keep maximum entries to a count of 20,000 per sheet. It is absolutely recommended to make multiple sheets for data above 20,000.

Import Export Yo!Rent Settings

Only turn on/off settings from the settings console if you are familiar with boolean concepts and understand how 'id's' will work in a CSV. Also turning on settings from the import export settings tab may alter or add columns to the CSV. The column headings displayed in this manual are as per the standard settings.

2. Import

Flow to Add Catalog:

Before setting up a catalog, please make sure to import following CSV files with the latest data:

- a. Category
- b. Brand

- c. Tax Category
- d. Shipping Profile
- e. Shipping Package

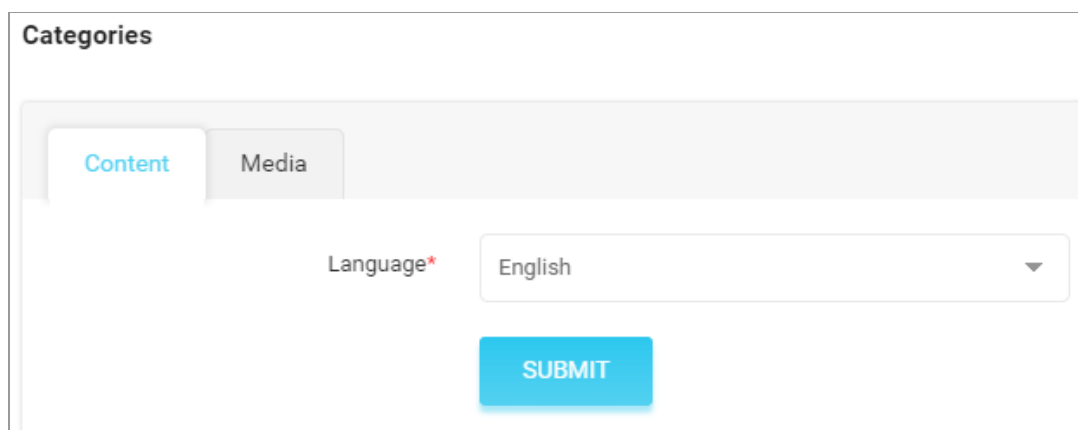
This is important since when adding a catalog, all these fields are required. The Options and Option Values files can be imported as per the admin's requirement. Important notes:

- **All the identifiers** (the identifiers of all items) within the import-export files are **case sensitive**.
- The **columns that are required** (should not be left empty) are marked with asterisk (*) in the manual **but** the CSV files **do not** differentiate the optional and mandatory columns. So, the admin must be careful when making entries in these files. If a required column is left blank, the file will not be uploaded and a log file will be generated which will mark the errors. However, these settings can be changed by the admin. For example, the admin can manage if it is mandatory to enter the brand name of a product being added in the system or not. So, if the admin has enabled these settings, it is mandatory to enter the brand name when importing a file with a new product.
- **Log File:** The Yo!Rent system generates a CSV log file if the file could not be uploaded successfully due to any kind of error. This log file will log the column and row for the errors encountered during the import. If the import was successful then no log file will be generated. System will only import error-free CSV files.
- If the columns being displayed in any of the CSV files are different from that of what are explained in this manual, please check Import/Export '**Settings**'. The columns explained in this manual are standard. If the admin makes any changes in the Import/Export '**Settings**' tab provided in the Import/Export section, the changes will reflect in the import/export sheets.

2.1 Import Categories

To import list of categories, please follow the steps provided below:

1. Go to the **Export** tab and select the '**Categories**' option which will open the dialog box.



The screenshot shows a dialog box titled 'Categories'. It has two tabs: 'Content' and 'Media'. The 'Content' tab is selected. Below the tabs, there is a label 'Language*' followed by a dropdown menu showing 'English'. At the bottom of the dialog is a blue button labeled 'SUBMIT'.

2. Select the language type. Then to download or export click on the '**Submit**' button.
3. Access your downloads folder to view the file consisting of '**Categories**' pre-exist in the system.
4. Enter new categories in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Category Identifier*:** Enter a unique category identifier.

NB: Please note that the identifiers are **case sensitive**.

- **Parent Identifier:** This entry is required when adding a sub-category under an existing root/parent category. If a parent category is being added, this column can be left empty. The admin must enter the

identifier of the parent category under which the sub-category will be added.

For example: A parent category '**Electronics**' was added previously with its identifier names as '**Elec**'. Now, the admin wants to make a new entry to add '**Mobile Phones**' as a sub-category under '**Electronics**'. To link the sub-category with the parent category, the admin must mention '**Elec**' under the Parent Identifier column.

NB: Please note that the identifiers are **case sensitive**.

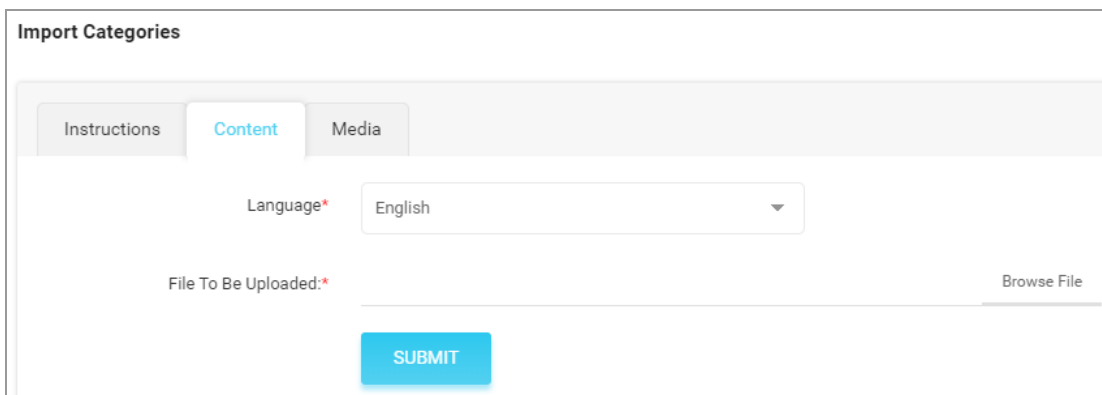
- **Name*:** Enter the name of the category.
- **SEO Friendly URL:** Enter SEO friendly URL for the category.
- **Active*:** Define the current status of the category by entering either '**YES**' or '**NO**'.
- **Display Order:** Mention the display order of the category in number.
- **Deleted:** Mention if the category is to be marked 'Deleted' or not using values '**YES**' or '**NO**'. The entry marked as deleted will not be removed from the database. If the admin wants to add the entry again, they can just change the value under this column from '**YES**' to '**NO**'.

	Category Identifier	Parent Identifier	Name	SEO Friendly URL	Active	Display Order	Deleted
Example	Elec		Electronics		YES	1	NO
	Mobile Phones	Elec	Mobile Phones		YES	1	NO

Table 1: Example of Categories Content File

5. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Categories**'. The '**Import**' will appear that includes three tabs.

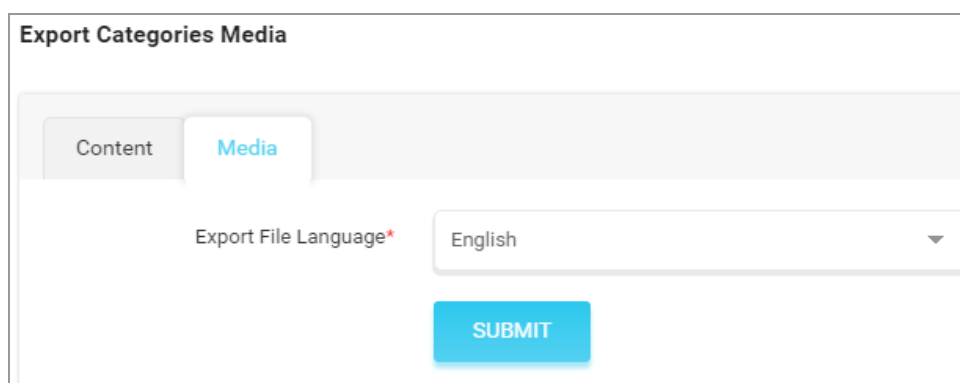
Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Category**' content CSV file.



The screenshot shows the 'Import Categories' form. At the top, there are three tabs: 'Instructions', 'Content' (which is highlighted in blue), and 'Media'. Below the tabs, there is a 'Language*' dropdown menu currently set to 'English'. Underneath this, there is a label 'File To Be Uploaded: *' followed by a horizontal line representing a file upload area, and a 'Browse File' link on the right. At the bottom center of the form is a blue 'SUBMIT' button.

When the file is uploaded, click on the '**Submit**' button.

6. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.
7. The admin might want to add media for their categories that include '**Icon**' and '**Banners**'. To upload the '**Categories Media**', the admin must go back to the '**Export**' tab.
8. Click on the '**Categories**' option and this time switch to the 'Media' tab.



The screenshot shows the 'Export Categories Media' form. At the top, there are two tabs: 'Content' and 'Media' (which is highlighted in blue). Below the tabs, there is an 'Export File Language*' dropdown menu currently set to 'English'. At the bottom center of the form is a blue 'SUBMIT' button.

- Select the language and click on the **'Submit'** button which will download the **'Categories Media'** CSV file.

	Category Identifier	Lang Code	Image Type	Display Screen	File Path	File Name	Display Order
<i>Example</i>	Elec	Universal	Banner	Desktop	2019/07/156379128-banner89jpg	banner_89.jpg	3

Table 2: Example of Categories Media File

NB: Please check the Import/Export **'Settings'** if any different column entry is being displayed apart from the ones mentioned above.

The admin must make following entries in this sheet:

- **Category Identifier*:** Enter a unique identifier of the category for which media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the **'Category'** content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for **'All Languages'** is **'Universal'**.
- **Image Type*:** Enter if the image being added is to be displayed as an **'Icon'** or a **'Banner'**.
- **Display Screen:** This field is only required when adding a **'Banner'**. The admin must enter if the banner being added is to be displayed for a **'Desktop'**, a **'Mobile'** or an **'Ipad'**.
- **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the ['Add Media To Server'](#) tab.
- **File Name*:** Enter the name of the file/image being uploaded.
- **Display Order:** Enter the display order number.

10. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Categories**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Media**' tab and upload the newly updated '**Category Media**' CSV file.

Import Categories Media

When the file is uploaded, click on the '**Submit**' button.

11. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.2 Import Brands

To Import Brands in the System, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Brands**' option.
2. This will open a dialog box prompted to make a language selection.
3. Select the language type and click on the '**Submit**' button. The existing '**Brands**' content file will be downloaded in CSV format.

Brands

Content

Media

Language*

English

SUBMIT

4. Enter the new brand name in the row under the provided columns.

NB: Please check the Import/Export **'Settings'** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

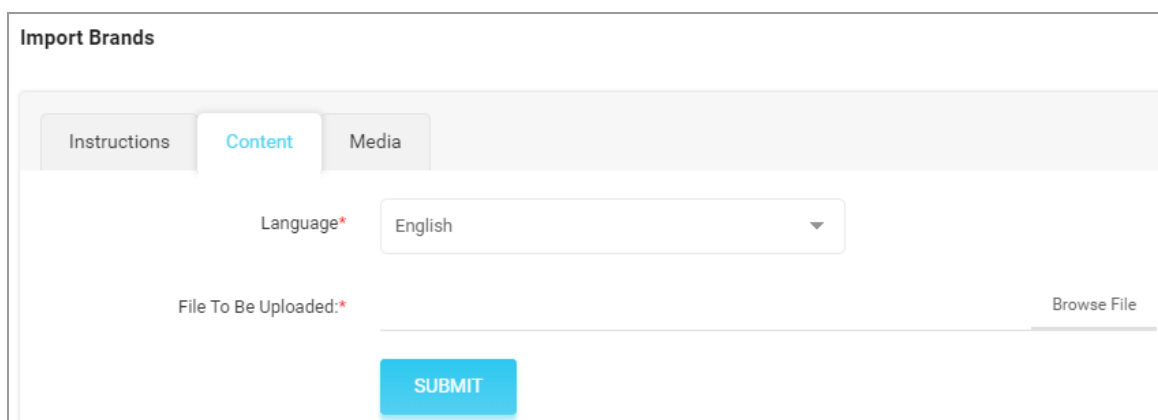
- **Brand Identifier*:** Enter a unique brand identifier.
NB: Please note that the identifiers are **case sensitive**.
- **Name*:** Enter the name of the brand.
- **SEO Friendly URL:** Enter the SEO friendly URL.
- **Active*:** Define the current status of the brand by entering either **'YES'** or **'NO'**.
- **Deleted:** Mention if the brand is to be marked 'Deleted' or not using values **'YES'** or **'NO'**. The entry deleted from the admin panel will not be removed from the database. If the admin wants to add the entry again, they can just change the value under this column from **'YES'** to **'NO'**.

	Brand Identifier	Name	SEO Friendly URL	Active	Deleted
<i>Example</i>	Nike	Nike	nike	YES	NO

Table 3: Example of Brands Content File

5. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and select the '**Brands**' option. The '**Import**' includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Brands**' content CSV file.



When the file is uploaded, click on the '**Submit**' button.

6. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.
7. The admin might want to add media for their brands that include '**Logo**' and '**Image**'. To upload the '**Brands Media**', the admin must go back to the '**Export**' tab.
8. Click on the '**Brands**' option and select the '**Media**' tab from the dialog box.

Export Brands Media

Content

Media

Export File Language*

English

SUBMIT

9. Select the language type and click on the '**Submit**' button. The existing '**Brand Media**' file will be downloaded in CSV format.

	Brand Identifier	Lang Code	File Type	Display Screen	File Path	File Name	Display Order
<i>Example</i>	Nike	Universal	Logo		2017/07/150062341-nike swooshlogo blackpng	nike_swoosh_logo_black.png	2

Table 4: Example of Brands Media File

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned above.

The admin must make following entries in this sheet:

- **Brand Identifier*:** Enter a unique identifier of the brand for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**Brands**' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for '**All Languages**' is '**Universal**'.
- **File Type*:** Enter if the image being added is to be displayed as an 'Icon' or an 'Image' (for banner).

- **Display Screen:** This field is only required when adding an 'Image'. The admin must enter if the image being added is to be displayed for a 'Desktop', a 'Mobile' or an 'Ipad'.
 - **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the ['Add Media To Server'](#) tab.
 - **File Name*:** Enter the name of the file/image being uploaded.
 - **Display Order:** Enter the display order number.
10. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Brands**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Media**' tab and upload the newly updated '**Brands Media**' CSV file.

When the file is uploaded, click on the '**Submit**' button.

Import Brands Media

Instructions Content **Media**

Upload File Language* English

File To Be Uploaded:* Browse File

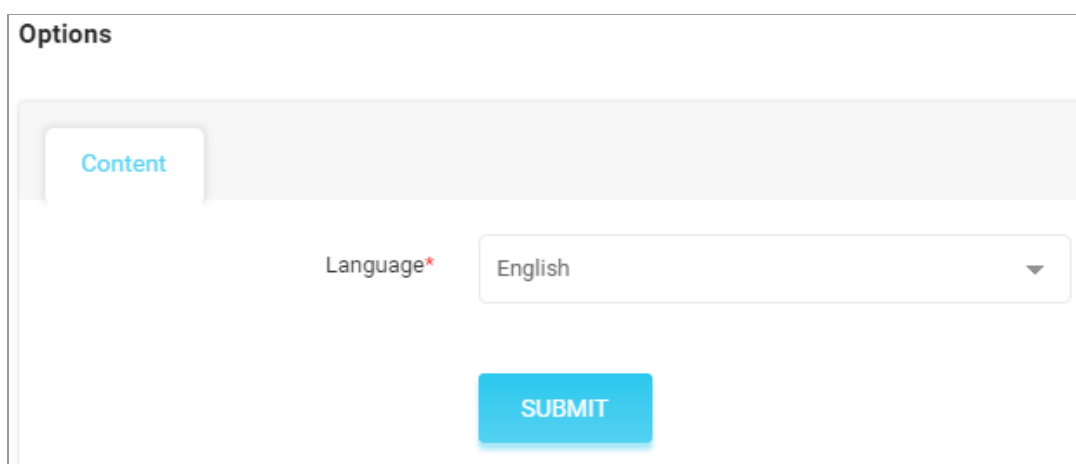
SUBMIT

11. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.3 Import Options

To import Options, please follow the steps provided below:

1. Go to the **Export** tab and select '**Options**' from the listing.
2. On the next screen, select the language type and lastly click on the '**Submit**' button. Check your downloads folder and access the content file containing all the 'Options' data.



The screenshot shows a web form titled 'Options'. At the top, there is a tab labeled 'Content'. Below the tab, there is a label 'Language*' followed by a dropdown menu currently showing 'English'. At the bottom of the form is a blue button labeled 'SUBMIT'.

3. Enter new options in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Option Identifier*:** Enter a unique identifier for the option being added in the file.
NB: Please note that the identifiers are **case sensitive**.
- **Option Name*:** Enter the option name.
- **Username*:** Enter the name of the user adding this option.
- **Has Separate Image:** Enter 'YES' if the option being added can include a separate image and 'NO' if not. For example: The option 'Size' does not

necessarily need to include a separate image, however, different images can be added for option 'Color'.

- **Option is Color:** Enter 'YES' if the option being added is a color and 'NO' otherwise.
- **Display In Filters:** Enter 'YES' if the admin chooses to display this option in filters provided on the child category page at the front-end and 'NO' otherwise.
- **Deleted:** Mention if the category is to be marked '**Deleted**' or not using values '**YES**' or '**NO**'. The entry marked as deleted will not be removed from the database and still be displayed in the file with 'YES' entry under this column. If the admin wants to again add the entry in their system, they can just change the value under this column from '**YES**' to '**NO**'.

	Option Identifier	Option Name	Username	Has Separate Image	Option Is Color	Display In Filters	Deleted
<i>Example</i>	Colors	Color	Admin	YES	YES	NO	NO

Table 5: Example of Options Content File

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Options**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Options**' content CSV file.

Import Options

Instructions **Content**

Language* English

File To Be Uploaded:* [Browse File](#)

SUBMIT

When the file is uploaded, click on the **'Submit'** button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

2.4 Import Option Values

To import list of Option Values, please follow the steps provided below:

- Go to the **Export** tab and click on the **'Option Values'** option.

Option Values

Content

Language* English

SUBMIT

- Select the language type and click on the **'Submit'** button. The existing **'Option Values'** content file will be downloaded in CSV format.

8. Enter new option values in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Option Value Identifier*:** Enter a unique identifier for the option value being added in the file.

NB: Please note that the identifiers are **case sensitive**.

- **Option Identifier*:** Enter the identifier of the option for which this option value is being added. This is done to link a particular option value with an option. For example, an option 'Color' has been added by the admin in the Options list with its identifier 'Colors'. Now, option values Red, Golden and Black are to be added for option 'Color'. Each option value will be added in a separate row of this file but they all will be linked with option 'Color' by entering its identifier 'Colors'.

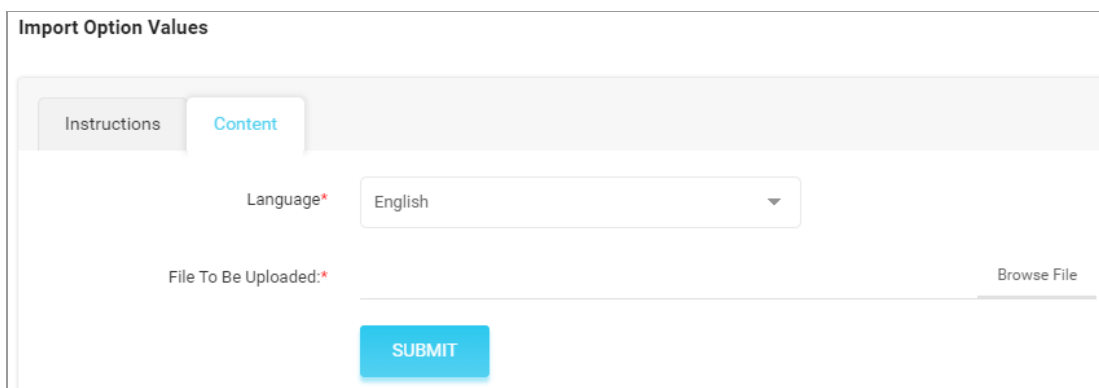
Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the '**Options**' content CSV file for all the entries.

- **Option Value Name*:** Enter the name or value of the option.
- **Color Code:** If the option value is a color, please mention its Hex color code.
- **Display Order:** Enter the display order for the option value.

	Option Value Identifier	Option Identifier	Option Value Name	Color Code	Display Order
Example	Color 1	Colors	Red	#FF0000	1
	Color 2	Colors	Golden	#FFD700	2
	Color 3	Colors	Black	#0c0b0b	3

9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Option Values**'. The '**Import**' dialog box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and upload the newly updated '**Option Values**' content CSV file.



When the file is uploaded, click on the '**Submit**' button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.5 Import My Products

Once the important files have been imported into the system, the admin can now add the catalogs.

The names can also vary if the admin has made changes in the '**Language Labels**'.

The settings provided under General Settings > Products tab must be taken under consideration when adding catalogs.

Product

- ☒ Allow Sellers To Add Products
- ☐ Enable Admin Approval On Products Added By Sellers
- ☒ Allow Sellers To Request Products Which Are Available To All Sellers
- ☒ Adding Model # For Products Will Be Mandatory
- ☒ Adding Sku For Products Will Be Mandatory
- ☒ Brands Requested By Sellers Will Require Approval
On Enabling This Feature, Admin Need To Approve The Brand Requests (user Cannot Link The Requested Brand With Any Product Until It Gets Approved By Admin)
- ☒ Categories Requested By Sellers Will Require Approval
On Enabling This Feature, Admin Need To Approve The Product Category Requests (user Cannot Link The Requested Category With Any Product Until It Gets Approved By Admin)
- ☐ Brand Will Be Mandatory For Products
- ☒ Product Prices Will Be Inclusive Of Tax
- ☒ Display Recent View Products On Product Details Page
- ☒ Enable Tax Code For Categories
This Will Enable Tax Categories Code

a. Import Product Catalog

To import list of Catalogs, please follow the steps provided below:

1. Go to the **Export** tab and select the '**My Products**' option.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - Product Catalog
 - [Product Options](#)

- [Product Specifications](#)
- [Product Custom Fields Data](#)

To add catalogs, proceed with the '**Product Catalog**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:

- **Does Not Matter**

- **By ID Range:** Selecting this option the admin can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the catalogs. **For example:** If the admin mentions the **Start ID:** 10 and **End ID:**20, the downloaded CSV file will display items that have product ids from the range 10 to 20.

- **By Batches:** Selecting this option, the admin can download the items falling under a particular batch. The batches are created as per the count mentioned in the '**Counts per Batch**' and the admin can download items falling under a particular batch by mentioning the '**Batch Number**'. The admin must have a rough idea of the total number of items that are available in their system. Please note that the total number of items available and the Product Id are two different things. The total number of items are referred to as the number of entries available in the CSV file, in other words, the number of rows with entries (except the first row that displays column headings).

The **Number of Batches** that the system will create will be equal to the **Total number of Items/Counts Per Batch**.

For example: There are 100 items available. The admin defines Counts Per Batch as 20 and the Batch Number as 2. The system will automatically divide the complete list into 5 batches (100/20). Now, the CSV file downloaded will display entries of rows from range 21 to 40.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**My Products**' content file will be downloaded in CSV format.

The screenshot shows the 'Catalogs' management interface. At the top, there are two tabs: 'Content' (active) and 'Media'. Below the tabs, there are three dropdown menus: 'Language*' with 'English' selected, 'Select Data*' with 'Product Catalog' selected, and 'Export Data Range' with 'Does Not Matter' selected. At the bottom of the form is a prominent blue button labeled 'SUBMIT'.

3. Enter new catalogs in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings**. If any different column entry is being displayed apart from the ones mentioned below.

The columns provided as per the standard system settings are:

- **Product ID*:** Enter the product id for the catalog.
- **Product Identifier*:** Enter a unique identifier for the catalog.
NB: Please note that the identifiers are **case sensitive**.
- **Product Name*:** Enter the name of the catalog.
- **Description:** Enter the product description.
- **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
- **Category Identifier*:** Enter the identifier of the category under which the product will be displayed. Please note that the identifiers are case

sensitive. To avoid any errors, the admin can download the latest Category Content CSV file.

- **Brand Identifier:** Enter the identifier of the brand to be linked with this product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest Brand Content CSV file from the Export tab.

NB: This field is mandatory or not will depend on the settings provided

- **Model:** Enter the model name and/or number.
- **Minimum Selling Price*:** Enter the minimum selling price for the product.
- **Tax Category Identifier*:** Enter the identifier of a tax category to link it with the product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Tax Category** CSV file from the Export tab.

NB: The admin cannot Import the Tax Category CSV file. The export file includes the entries of tax categories added by the admin in the 'System Settings > Sales Tax' module.

- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Shipping Profile** CSV file from the Export tab.
- **Shipping Package Identifier:** Enter the identifier of the shipping package to link it with the product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Shipping Package** CSV file from the Export tab.
- **Fulfillment Type:** Choose from the options: **Ship Only**, **Pickup Only** or **Ship & Pickup**. Please make sure that the option chosen here matches the default **Fulfillment Method** setting marked in the Product **Settings** tab.
- **Weight*:** Enter the value of weight of the product.

- **Weight Unit Identifier*:** Enter the weight unit identifier from the options: Gram, Kilogram and Pounds. Please note that these are the values provided as per standard settings and might vary if any changes are made in language labels.
 - **Product Warranty (Days):** Enter the product warranty period in number-of-days.
 - **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
 - **Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
 - **COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
 - **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
 - **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
 - **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
 - **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Catalog**' option from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Products**' content CSV file.

Import Catalogs

Instructions

Content

Media

Language*

English

Select Data*

Product Catalog

File To Be Uploaded:*

Browse File

SUBMIT

When the file is uploaded, click on the **'Submit'** button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.
- The admin might want to **add media** for their catalogs. To upload the **'Catalogs Media'**, the admin must go back to the **'Export'** tab.
- Click on the **'My Products'** button which will open the pop-up box. Go to the **'Media'** tab.

Export Catalogs Media

Content

Media

Export File Language*

English

Export Data Range

Does Not Matter

SUBMIT

8. Select the language type and Export Data Range and then click on the 'Submit' button. The existing 'Product Media' file will be downloaded in CSV format.

NB: Please check the Import/Export 'Settings' if any different column entry is being displayed apart from the ones mentioned above.

The admin must make following entries in this sheet:

- **Product Identifier*:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the 'My Products' content CSV file for all the entries.
- **Lang Code:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
- **Option Identifier:** Enter the unique identifier of the particular option of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options Content** CSV file from the **Export** tab.
- **Option Value Identifier:** Enter the unique identifier of the particular option value of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option value of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Option Values Content** CSV file from the **Export** tab.
- **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the '[Add Media To Server](#)' tab.
- **File Name*:** Enter the name of the file/image being uploaded.
- **Display Order:** Enter the display order number.

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Catalogs**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Media**' tab, select the language type and upload the newly updated '**Product Media**' CSV file.

When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

b. Import Product Options

An admin's catalog can be linked with an option through this Product Options file. To import list of Product Options, please follow the steps provided below:

- Go to the **Export** tab and click on the '**My Products**' option from the listing and it will open a dialog box.
- The admin must -
 - Language:** Select language type from the dropdown list.

- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - Product Options
 - [Product Specifications](#)

To add product options, proceed with the '**Product Options**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the '**Submit**' button. The existing '**My Product Options**' content file will be downloaded in CSV format.

Catalogs

Content

Media

Language*

English

Select Data*

Product Options

Export Data Range

Does Not Matter

SUBMIT

3. Enter new product options in the rows with their values under the provided columns.

	Product Identifier	Option Identifier
--	--------------------	-------------------

Example	Iphone 5s	Colors
----------------	-----------	--------

Table 7: Example of Product Catalog Option

Example: As per the example provided in table above, the 'Product- Iphone 5s' is linked with 'Option- Colors' by mentioning their respective identifiers. Both these entries have already been made in the '[My Products](#)' and '[Options](#)' CSV files.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Product Identifier*:** Enter the unique identifier for the catalog that is to be linked with an option. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.
 - **Option Identifier*:** Enter the unique identifier for the option to be linked with the product whose identifier is mentioned in the previous column. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options** CSV file from the **Export** tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Product Options**' content CSV file.

When the file is uploaded, click on the '**Submit**' button.

5. To make Media related updates, follow the same steps explained above.
6. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

c. Import Product Specifications

To import list of Product Specifications, please follow the steps provided below:

7. Go to the **Export** tab and click on the '**My Products**' button which will open a pop-up box.
8. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - [Product Options](#)
 - Product Specifications

To add specifications, proceed with the **'Product Specifications'**.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the **'Submit'** button. The existing **'My Product Specifications'** content file will be downloaded in CSV format.

The screenshot shows a web interface titled 'Catalogs'. Under the 'Content' tab, there are three dropdown menus: 'Language*' set to 'English', 'Select Data*' set to 'Product Specifications', and 'Export Data Range' set to 'Does Not Matter'. A blue 'SUBMIT' button is located below these options.

9. Enter new product specifications in the rows with their values under the provided columns.

NB: Please check the Import/Export **'Settings'** and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

	Product Identifier	Lang Code	Specification Label Text	Specification Label	Specification Group
<i>Example</i>	Iphone 5s	EN	Internal Storage	32 GB	ADD

Table 8: Example of Product Specification

The columns provided are:

- **Product Identifier*:** Enter the unique identifier of the catalog for which the specification is being added. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.
 - **Lang Code*:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
 - **Specification Name:** Enter the specification label name.
 - **Specification Value*:** Enter the specification value.
 - **Specification Group:** Enter the specification group.
10. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**My Products**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Specifications**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Product Specifications**' content CSV file.

The screenshot shows a web form titled "Import Catalogs". It has three tabs: "Instructions", "Content" (which is active), and "Media". In the "Content" tab, there are two dropdown menus. The first is labeled "Language*" and has "English" selected. The second is labeled "Select Data*" and has "Product Specifications" selected. Below these is a field labeled "File To Be Uploaded:*" with a "Browse File" button to its right. At the bottom of the form is a blue "SUBMIT" button.

When the file is uploaded, click on the '**Submit**' button.

11. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in

the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

d. Import Product Custom Fields Data

To import list of Product Custom Fields Data, please follow the steps provided below:

1. Go to the **Export** tab and click on the **'My Products'** option from the list.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - [Product Options](#)
 - [Product Specifications](#)
 - Product Custom Fields Data

To add fields data proceed with the **'Product Custom Fields Data'**.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the **'Submit'** button. The existing **'Product Custom Fields Data'** content file will be downloaded in CSV format.

My Products

Content

Media

Language*

English

Select Data*

Product Custom Fields Data

Export Data Range

Does Not Matter

SUBMIT

- Enter new custom fields in the rows with product name under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

	Product ID	Product Name	Field Id	Attribute Name	Value
<i>Example</i>	162	VIVO	58	Removable Battery	56

Table 8: Example of Product Specification

The columns provided are:

- **Product ID*:** Enter the product ID of the catalog.
- **Product Name:** Enter the name of the product.
- **Field ID:** Enter the field ID.
- **Attribute Name:** Enter the attribute name.
- **Value:** Enter the product value.

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'My Products'**. The **'Import'** pop-up window will appear that includes three tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Product Custom Fields Data'** from the drop-down list provided ahead of field **'Select Data*'**. Upload the newly updated **'My Product Custom Fields Data'** content CSV file.

Import Catalogs

When the file is uploaded, click on the **'Submit'** button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

2.6 Import Countries

To import list of Countries, please follow the steps provided below:

- Go to the **Export** tab and select the **'Countries'** option.
- Select the language type and click on the **'Submit'** button. The existing **'Countries'** content file will be downloaded in CSV format.

Countries

Content

Language*

English

SUBMIT

3. Enter countries in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

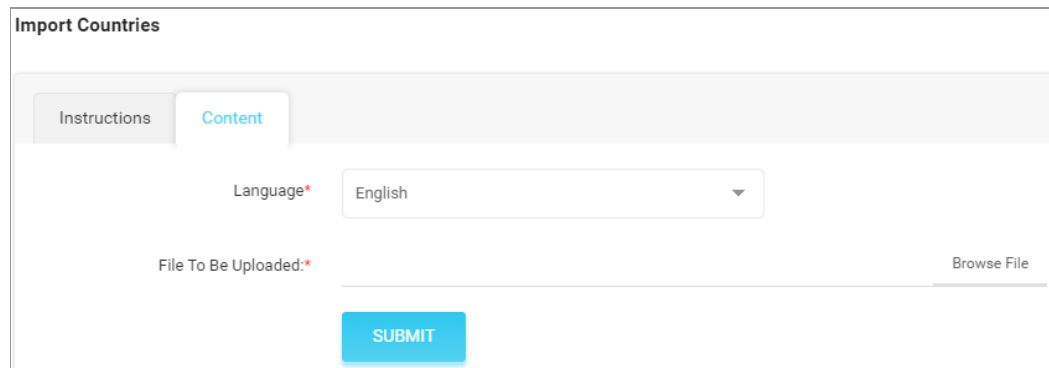
The columns provided are:

- **Country Code*:** Enter a unique identifier for the country being added in the file.
NB: Please note that the identifiers are **case sensitive**.
- **Country Name*:** Enter the name of the country.
- **Currency Code:** Enter the currency code to be linked with the country. The currency codes are defined when adding currency in the '**Currency Management**' module provided under **System Settings**.
- **Lang Code*:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
- **Active:** Enter the current status of the country being added.

	Country Code	Country Name	Currency Code	Lang Code	Active
<i>Example</i>	US	United States	0	Universal	YES

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Countries**'. The '**Import**' dialog box will appear that includes two tabs:

Go to the '**Content**' tab, select language type and upload the newly updated '**Countries**' content CSV file.



When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.7 Import States

To import list of States, please follow the steps provided below:

- Go to the **Export** tab and click on the '**States**' button which will open a pop-up box.
- Select the language type and click on the '**Submit**' button. The existing '**State**' content file will be downloaded in CSV format.

States

Content

Language* English

SUBMIT

3. Enter states in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **State Identifier*:** Enter the unique identifier for the state being added.
- **Country Code*:** Enter the unique identifier for the country whose state is being added in the file.
- **State Name*:** Enter the name of the state.
- **State Code:** Enter the code to be used for the state.
- **Active*:** Enter the current status of the state being added.

	State Identifier	Country Code	State Name	State Code	Active
<i>Example</i>	New York	US	New York	NY	YES

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**States**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select language type and upload the newly updated '**State**' content CSV file.

Import States

Instructions

Content

Language*

English

File To Be Uploaded:*

Browse File

SUBMIT

When the file is uploaded, click on the **'Submit'** button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.

2.8 Import Language Labels

To import list of Language Labels, please follow the steps provided below:

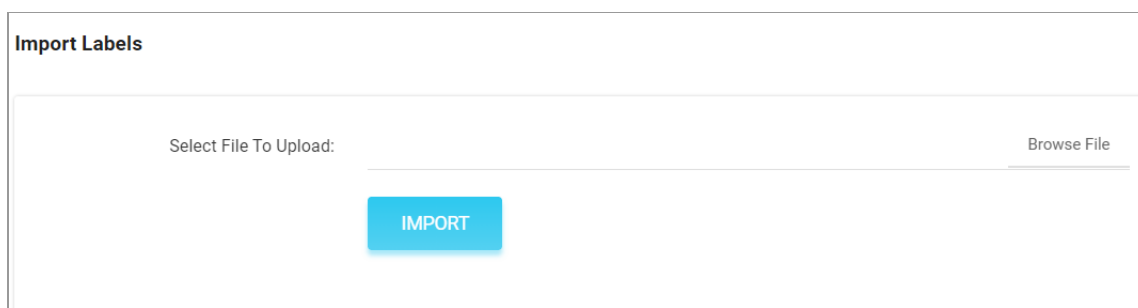
- Go to the **Export** tab and click on the **'Language Labels'** button which will download the **'Labels'** content file in CSV format.
- Enter labels in the rows with their values under the following columns:
 - Key:** Enter a unique key for the label being entered.
 - Name in (Primary Language):** Enter the name of the label in primary language.
 - Name in (Secondary Language):** Enter the name of the label in secondary language.

	Key	Primary Language	Secondary Language
<i>Example</i>	New York		

Table 11: Example of Importing Language Label

NB: The column headings will be displayed as per the languages configured and activated within the system.

3. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Language Labels**'. The '**Import**' dialog box will appear in which the admin must upload the newly updated '**Labels**' CSV file.



The screenshot shows a web interface for importing labels. It has a title 'Import Labels' at the top. Below the title is a form area. Inside the form, there is a text input field with the placeholder text 'Select File To Upload:'. To the right of the input field is a link that says 'Browse File'. Below the input field is a blue button with the text 'IMPORT' in white capital letters.

When the file is uploaded, click on the '**Import**' button.

4. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.9 Import Seller Products

a. Import Product Catalog for Seller(s)

To import Product Catalogs for sellers, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' option.

Seller Products

Content | Media

Language* English ▼

Select Data* Product Catalog ▼

Export Data Range Does Not Matter ▼

SUBMIT

2. The admin must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - Product Catalog
 - [Product Options](#)
 - [Product Specifications](#)
 - [Product Custom Fields Data](#)

To add catalogs, proceed with the '**Product Catalog**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - **By ID Range:** Selecting this option the admin can download the items falling within a particular range. Please note that the mentioned range is the '**Product ID**' range of the catalogs. **For example:** If the admin mentions the **Start ID:** 10 and **End ID:**20, the downloaded CSV file will display items that have product ids from the range 10 to 20.

→ **By Batches:** Selecting this option, the admin can download the items falling under a particular batch. The batches are created as per the count mentioned in the '**Counts per Batch**' and the admin can download items falling under a particular batch by mentioning the '**Batch Number**'. The admin must have a rough idea of the total number of items that are available in their system. Please note that the total number of items available and the Product Id are two different things. The total number of items are referred to as the number of entries available in the CSV file, in other words, the number of rows with entries (except the first row that displays column headings).

The **Number of Batches** that the system will create will be equal to the **Total number of Items/Counts Per Batch**.

For example: There are 100 items available. The admin defines Counts Per Batch as 20 and the Batch Number as 2. The system will automatically divide the complete list into 5 batches (100/20). Now, the CSV file downloaded will display entries of rows from range 21 to 40.

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Products**' content file will be downloaded in CSV format.

3. Enter new catalogs in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided as per the standard system settings are:

- **Product ID*:** Enter the product id for the catalog.
- **Product Identifier*:** Enter a unique identifier for the catalog.
NB: Please note that the identifiers are **case sensitive**.
- **Username*:** Enter the name of the user adding the product.
- **Product Name*:** Enter the name of the catalog.

- **Description:** Enter the product description.
- **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
- **Category Identifier*:** Enter the identifier of the category under which the product will be displayed. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest Category Content CSV file.
- **Brand Identifier:** Enter the identifier of the brand to be linked with this product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest Brand Content CSV file from the Export tab.
NB: This field is mandatory or not will depend on the settings managed by the admin.
- **Model:** Enter the model name and/or number.
- **Minimum Selling Price*:** Enter the minimum selling price for the product.
- **Tax Category Identifier(Sale)*:** Enter the identifier of a tax category for sale to link it with the product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Tax Category** CSV file from the Export tab.
- **Tax Category Identifier(Rent)*:** Enter the identifier of a tax category for rent to link it with the product. Please note that the identifiers are case sensitive.
- **Shipping Profile Identifier:** Enter the identifier of the shipping profile to link it with the product. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Shipping Profile** CSV file from the Export tab.
- **Product Warranty (Days):** Enter the product warranty period in number-of-days.
- **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- **Fulfillment Type:** Enter any one of the following shipping fulfilment methods -

- Shipped and Pickup
- Pickup Only
- Shipped Only

- **COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
- **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise.

The deleted products will not be displayed in catalogs.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Catalog**' option from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Products**' content CSV file.

The screenshot shows a web form titled "Import Catalogs". It has three tabs: "Instructions", "Content" (which is active and highlighted in blue), and "Media". Below the tabs, there are three main sections. The first section is labeled "Language*" and has a dropdown menu currently showing "English". The second section is labeled "Select Data*" and has a dropdown menu currently showing "Product Catalog". The third section is labeled "File To Be Uploaded:*" and features a text input field and a "Browse File" button to its right. At the bottom center of the form is a blue "SUBMIT" button.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will display all the errors found in the file. The admin must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the file is uploaded within the system.
6. The admin might want to **add media** for their catalogs. To upload the **'Catalogs Media'**, the admin must go back to the **'Export'** tab.
7. Click on the **'Seller Products'** from the listing and it will open the dialog box. Go to the **'Media'** tab.

Export Catalogs Media

Content **Media**

Export File Language* English

Export Data Range Does Not Matter

SUBMIT

8. Select the language type and Export Data Range and then click on the **'Submit'** button. The existing **'Product Media'** file will be downloaded in CSV format.

NB: Please check the Import/Export **'Settings'** if any different column entry is being displayed apart from the ones mentioned above.

The admin must make following entries in this sheet:

- **Product Identifier*:** Enter the unique identifier of the product for which the media is being added. Please note that the identifiers are unique and case sensitive. So, to avoid errors, the admin can view the identifiers mentioned in the **'My Products'** content CSV file for all the entries.

- **Lang Code:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
 - **Option Identifier:** Enter the unique identifier of the particular option of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options Content** CSV file from the **Export** tab.
 - **Option Value Identifier:** Enter the unique identifier of the particular option value of the product for which the image is being added. This entry is only required if the admin wants to add different media for each option value of a catalog. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Option Values Content** CSV file from the **Export** tab.
 - **File Path*:** Enter the path/URL of the image to be uploaded. Please note the path being entered should be publicly accessible. If the media is available on any private platforms such as their personal computer, the admin can add media to their server through the ['Add Media To Server'](#) tab.
 - **File Name*:** Enter the name of the file/image being uploaded.
 - **Display Order:** Enter the display order number.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Catalogs**'. The '**Import**' dialog box will appear that includes three tabs.

10. Go to the '**Media**' tab, select the language type and upload the newly updated '**Product Media**' CSV file.

When the file is uploaded, click on the '**Submit**' button.

11. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

b. Import Product Options for Seller Catalogs

The seller's catalog can be linked with an option through this Product Options file. To import list of Product Options for sellers, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' option which will open a dialog box.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - Product Options

→ [Product Specifications](#)

To add product options, proceed with the **'Product Options'**.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the **'Submit'** button. The existing **'Seller Product Options'** content file will be downloaded in CSV format.

The screenshot shows a web interface for managing catalogs. At the top, there's a header 'Catalogs'. Below it, there are two tabs: 'Content' (highlighted in blue) and 'Media'. The 'Content' tab contains three dropdown menus. The first is labeled 'Language*' and has 'English' selected. The second is labeled 'Select Data*' and has 'Product Options' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom of the form is a blue button labeled 'SUBMIT'.

3. Enter new product options in the rows with their values under the provided columns:
 - **Product Identifier*:** Enter the unique identifier for the catalog that is to be linked with an option. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.

- **Option Identifier*:** Enter the unique identifier for the option to be linked with the product whose identifier is mentioned in the previous column. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options** CSV file from the **Export** tab.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' pop-up box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Options**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Product Options**' content CSV file.

The screenshot shows a web form titled "Import Catalogs". It has three tabs: "Instructions", "Content" (which is active), and "Media". Under the "Content" tab, there are two dropdown menus. The first is labeled "Language*" and has "English" selected. The second is labeled "Select Data*" and has "Product Options" selected. Below these is a text input field labeled "File To Be Uploaded:*" with a "Browse File" button to its right. At the bottom of the form is a blue "SUBMIT" button.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

'Data Imported/Updated Successfully' message will be displayed when the file is uploaded within the system.

c. Import Product Specifications

To import list of Product Specifications, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' button which will open a dialog box.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - [Product Options](#)
 - Product Specifications

To add specifications, proceed with the '**Product Specifications**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Specifications**' content file will be downloaded in CSV format.

Catalogs

Content

Media

Language*

English

Select Data*

Product Specifications

Export Data Range

Does Not Matter

SUBMIT

- Enter new product specifications in the rows with their values under the provided columns.

NB: Please check the Import/Export **'Settings'** and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

	Product Identifier	Lang Code	Specification Label Text	Specification Label
<i>Example</i>	Iphone 5s	EN	Internal Storage	32 GB

Example of Product Specification

The columns provided are:

- **Product Identifier*:** Enter the unique identifier of the catalog for which the specification is being added. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs Content** CSV file from the Export tab.
- **Lang Code*:** Enter the language code. The language code to be used for **'All Languages'** is **'Universal'**.

- **Specification Name*:** Enter the specification name.
 - **Specification Value:** Enter the specification value.
 - **Specification Group:** Enter the specification group.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' dialog box will appear that includes three tabs as shown.

Go to the '**Content**' tab, select '**Language**' type and '**Product Specifications**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Specifications**' content CSV file.

The screenshot shows a web interface titled "Import Catalogs". It has three tabs: "Instructions", "Content" (which is active), and "Media". Under the "Content" tab, there are two dropdown menus. The first is labeled "Language*" and is set to "English". The second is labeled "Select Data*" and is set to "Product Specifications". Below these is a text input field labeled "File To Be Uploaded:*" with a "Browse File" button to its right. At the bottom center is a blue "SUBMIT" button.

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

d. Import Product Custom Fields Data

To import list of Product Custom Fields Data, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Products**' option from the list.

2. The admin must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [Product Catalog](#)
 - [Product Options](#)
 - [Product Specifications](#)
 - Product Custom Fields Data

To add fields data proceed with the '**Product Custom Fields Data**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Product Custom Fields Data**' content file will be downloaded in CSV format.

My Products

The screenshot displays a web interface for exporting product data. At the top, there are two tabs: 'Content' (active) and 'Media'. Below the tabs, there are three dropdown menus for configuration:

- Language***: A dropdown menu with 'English' selected.
- Select Data***: A dropdown menu with 'Product Custom Fields Data' selected.
- Export Data Range**: A dropdown menu with 'Does Not Matter' selected.

At the bottom of the form is a blue button labeled 'SUBMIT'.

- Enter new custom fields in the rows with product name under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

	Product ID	Product Name	Field Id	Attribute Name	Value
<i>Example</i>	77	Test Custom Catalog Request	53	Supported Languages	Default

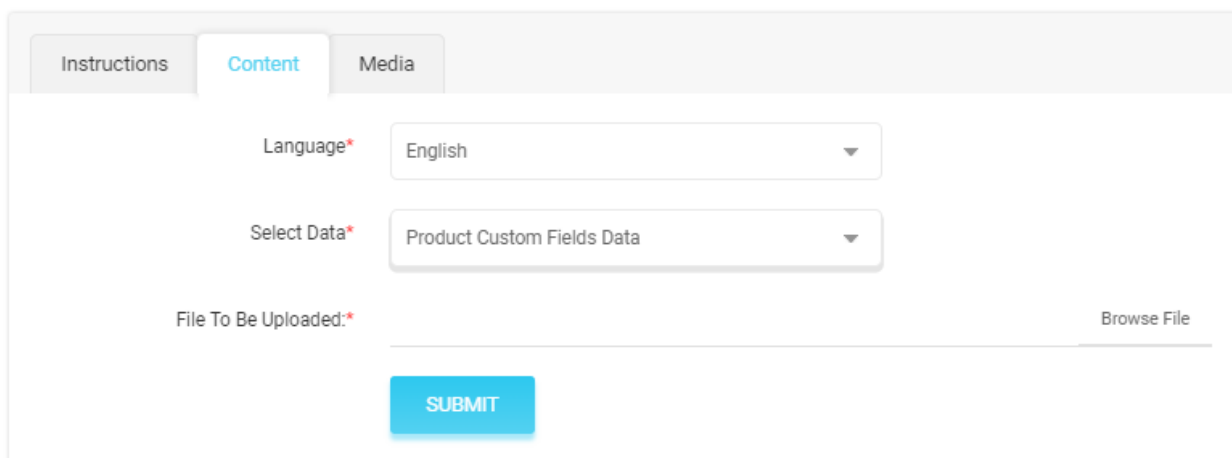
Example of Product Specification

The columns provided are:

- **Product ID*:** Enter the product ID of the catalog.
 - **Product Name:** Enter the name of the product.
 - **Field ID:** Enter the field ID.
 - **Attribute Name:** Enter the attribute name.
 - **Value:** Enter the product value.
- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Products**'. The '**Import**' dialog box will appear that includes three tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Product Custom Fields Data**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**My Product Custom Fields Data**' content CSV file.

Import Catalogs



When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

2.10 Import Seller Inventories

a. Import General Inventory Data for Seller(s)

To import Seller Inventories, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' option that will open a dialog box to prompt information.

Seller Inventories

Content | Media

Language* English ▼

Select Data* General Data ▼

Export Data Range Does Not Matter ▼

SUBMIT

2. The admin must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** Select the type of data they want to export from the dropdown list. The options provided are:
 - [General Data](#)
 - [Inventory Options](#)
 - [SEO Data](#)
 - [Related Products](#)
 - [Buy Together](#)
 - [Volume Discount](#)
 - [Special Price](#)
 - [Duration Discount](#)
 - [Unavailable Dates](#)
 - [Rental Services](#)

To add seller inventory, proceed with the '**General Data**' option.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:

- Does Not Matter
- [By ID Range](#)
- [By Batches](#)


After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Inventory**' content file will be downloaded in CSV format.

3. Enter new inventories in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the id of the product whose inventory is being added.
- **Product Identifier*:** Enter a unique identifier of the product (catalog). Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Product Catalogs content** CSV file from the Export tab.
- **Username*:** Enter the name of the seller whose inventory is being added.
- **SKU:** Enter the SKU for the respective inventory. SKU is a unique code provided to each inventory or product available. The vendors can easily track the movement of inventory using this code. Admin can manage whether this entry is mandatory or not from the Products tab under General Settings.
- **Cost Price:** Enter the cost price of the respective inventory.
- **Rental Price (Including Tax):** Enter the rental price of the inventory.
- **Rental Security:** Enter the rental security price of the inventory.
- **Rental Buffer Days:** Enter the rental buffer days given to the buyer to return.

- **Rental Stock Quantity:** Add the total stock quantity of the rented product.
- **Rental minimum Duration:** Enter the minimum rental duration available with the product.
- **Rental minimum Duration Type:** Add the duration type for the rental. It can be in days, weeks or months.
- **Product Active(Rent):** Add the current status of the product available to rent.
- **Rental Available From:** Define the date from which the current inventory is available.
- **Minimum Rental Quantity:** Set the minimum rental quantity.
- **Rental Identifier:** Add a rental identifier name.
- **Condition Identifier:** Enter condition of the product, new, used and refurbished.
- **Selling Price(sale-including tax):** Enter the selling price of respective inventory.
- **Stock(sale):** Enter the stock quantity available. It should be greater than 0.
- **Minimum Order Quantity(Sale):** Enter the minimum quantity of items that must be purchased by a customer to place the order. It should be greater than 0.
- **Subtract Stock(Sale):** Write 'Yes' or 'No' to enable or disable stock subtract option once the sale order has been made.
- **Track Inventory(Sale)*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
- **Threshold Stock Level(Sale)*:** Enter a number which will be marked as the threshold level for the stock remaining for this inventory. When the remaining stock reaches this threshold number, the  the mark will be displayed as an alert besides the quantity number on the Seller Inventory page.
- **Title*:** Enter the name of the inventory.
- **Comments:** Enter any additional comments related to the inventory.

- **Cancellation Age(sale):** Enter the cancellation age of the product. This is to be mentioned in days.
 - **Return Age(sale):** Enter when the products can be returned. This is to be mentioned in days.
 - **URL Keyword*:** Enter the URL keyword in this column.
 - **Available From(Sale)*:** Enter the date from which the inventory will be available. If the seller chooses a date in the future, the inventory will be visible in the shop on the homepage from that date onwards.
 - **Active(Sale):** Enter 'YES' to mark the current status of the inventory as Active and 'NO' otherwise.
 - **Cod Available:** Enter 'YES' to enable COD for this inventory and 'NO' otherwise.
 - **Fulfillment Type:** Enter any one of the following shipping fulfilment methods -
 - Shipped and Pickup
 - Pickup Only
 - Shipped Only
 - **Shipping Profile Identifier::** Add shipping profile identifier.
 - **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.
 - **Sold Count(Sale):** Add the total count of inventory that has already been sold.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**General Data**' option from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Products**' content CSV file.

Import Seller Inventories

Instructions Content

Language* English

Select Data* General Data

File To Be Uploaded:* Browse File

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.
- The '**Media**' tab for '**Seller Inventories**' will **only** be displayed under **Export**. The downloaded CSV file lists the media uploaded only for **Digital Products**. The **Import** module for **seller inventories** does not include this tab.

b. Import Inventory Options for Seller(s)

The seller's inventories can be linked with options and option values through this Product Options file. To import the list, please follow the steps provided below:

- Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
- The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To add seller product options, proceed with the '**Inventory Options**'.

- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Inventory Options

Export Data Range

Does Not Matter

SUBMIT

After selecting the options, the admin must click on the **'Submit'** button. The existing **'Seller Inventory Options'** content file will be downloaded in CSV format.

3. Enter new seller inventory options in the rows with their values under the provided columns.

NB: Please check the Import/Export **'Settings'** and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the id of the seller inventory whose option and option values are to be added.

- **Option Identifier*:** Enter the unique identifier of the option to be linked with the inventory. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Options content** CSV file from the Export tab.
 - **Option Value Identifier*:** Enter the unique identifier of the option value to be linked with the inventory. Please note that the identifiers are case sensitive. To avoid any errors, the admin can download the latest **Option Values content** CSV file from the Export tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Inventory Options**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Inventory Options**' content CSV file.

Import Seller Inventories

Instructions Content

Language* English

Select Data* Inventory Options

File To Be Uploaded:* Browse File

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

c. Import SEO Data

To import list of SEO Data, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the SEO data file, proceed with the '**SEO Data**'.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content | Media

Language* English

Select Data* Seo Data

Export Data Range Does Not Matter

SUBMIT

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product SEO**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product whose SEO data is to be imported. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 - **Meta Title*:** Enter the name/title of the product.
 - **Meta Keywords:** Enter the meta keywords.
 - **Meta Description:** Enter the meta description of the product.
 - **Other Meta Tags:** Enter the other meta tags to be linked with the product.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**SEO Data**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product SEO**' content CSV file.

Import Seller Inventories

Instructions

Content

Language*

English

Select Data*

Seo Data

File To Be Uploaded:*

Browse File

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

d. Import Related Products

To import list of Related Products, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the existing related-products list, proceed with the '**Related Products**' option.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Related Products

Export Data Range

Does Not Matter

SUBMIT

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Related Products**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

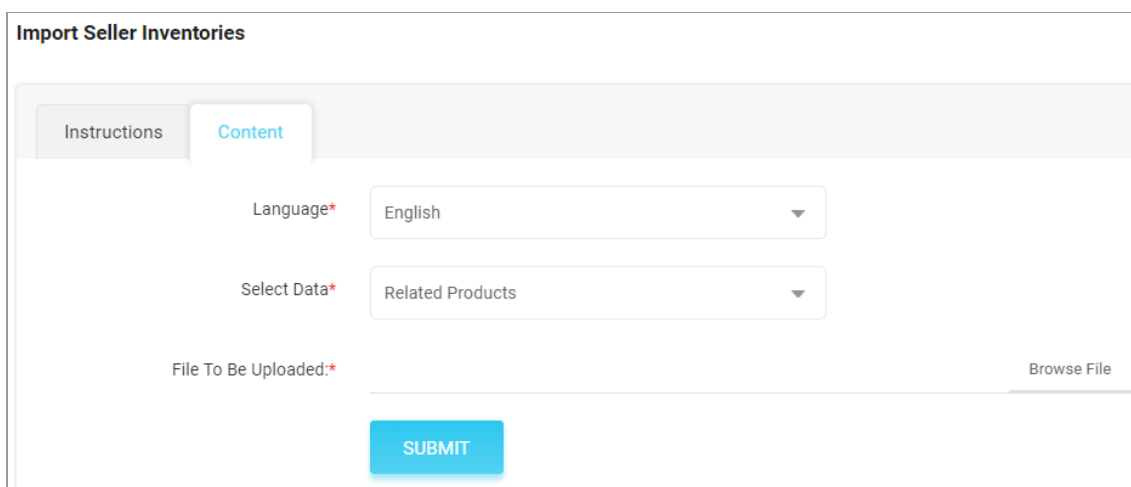
The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product with which another product is to be related. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
- **Related Seller Product ID*:** Enter the unique id of the seller product that is to be related with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any

errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Related Product**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Related Product**' content CSV file.



Import Seller Inventories

Instructions Content

Language* English

Select Data* Related Products

File To Be Uploaded:* Browse File

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

e. Import Buy Together

To import list of Buy Together, please follow the steps provided below:

- Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.

2. The admin must -

- **Language:** Select language type from the dropdown list.
- **Select Data:** To export the existing buy-together list, proceed with the 'Buy Together' option.
- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Buy Togther

Export Data Range

Does Not Matter

SUBMIT

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Volume Discount**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the buy-together offer is being added. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 - **Buy Together Seller Product ID*:** Enter the unique id of the seller product that is to be sold as a buy-product along with the product mentioned in the previous column. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Buy-Together**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Buy Together**' content CSV file.

Import Seller Inventories

Instructions

Content

Language*

English

Select Data*

Buy Together

File To Be Uploaded:*

Browse File

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

f. Import Volume Discount

To import list of Volume Discount, please follow the steps provided below:

1. Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
2. The admin must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the existing volume discount list, proceed with the '**Volume Discount**' option.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content | Media

Language* English ▼

Select Data* Volume Discount ▼

Export Data Range Does Not Matter ▼

SUBMIT

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Volume Discount**' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the volume discount is being added. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
- **Minimum Quantity*:** Enter the minimum quantities of that product the customer must buy to avail this volume discount.
- **Discount Percentage*:** Enter the discount percentage to be offered.

- Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**'. The '**Import**' pop-up box will appear that includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Volume Discount**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Special Price**' content CSV file.

The screenshot shows a web interface titled "Import Seller Inventories". It has two tabs: "Instructions" and "Content". The "Content" tab is selected. Below the tabs, there are two dropdown menus. The first is labeled "Language*" and has "English" selected. The second is labeled "Select Data*" and has "Volume Discount" selected. Below these is a text input field labeled "File To Be Uploaded:*" with a "Browse File" link to its right. At the bottom center is a blue button labeled "SUBMIT".

When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

g. Import Special Price

To import list of Special Price, please follow the steps provided below:

- Go to the **Export** tab and click on the '**Seller Inventories**' button which will open a pop-up box.
- The admin must -
 - Language:** Select language type from the dropdown list.

- **Select Data:** To export the existing special price list, proceed with the 'Special Price' option.
- **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - Does Not Matter
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Special Price

Export Data Range

Does Not Matter

SUBMIT

After selecting the options, the admin must click on the '**Submit**' button. The existing '**Seller Product Special Price**' content file will be downloaded in CSV format.

8. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the special price is being added. Please note that the product ids are unique. To avoid any errors, the admin can download the latest **Seller Product content** CSV file from the Export tab.
 - **Start Date*:** Enter the start date from which the special price is to be assigned to the product.
 - **End Date*:** Enter the end date upto which the special price is to be assigned to the product.
 - **Price:** Enter the amount of the special price.
 - **Type:** Enter the type of services applicable to the special price.
9. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'Seller Inventories'**. The **'Import'** pop-up box will appear that includes two tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Special Price'** from the drop-down list provided ahead of field **'Select Data*'**. Upload the newly updated **'Seller Product Special Price'** content CSV file.

Import Seller Inventories

Instructions Content

Language* English

Select Data* Special Price

File To Be Uploaded:* Browse File

SUBMIT

When the file is uploaded, click on the **'Submit'** button.

10. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The admin must remove all the errors and then upload the file. The

'Data Imported/Updated Successfully' message will be displayed when the file is uploaded within the system.

h. Import Duration Discounts

To import list of 'Duration Discounts' data, please follow the steps provided below:

11. Go to the **Export** tab and select the '**Seller Inventories**' Option.
12. The seller must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the existing special price list, proceed with the '**Special Price**' option.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Duration Discounts

Export Data Range

Does Not Matter

SUBMIT

After selecting the duration discounts, the admin must click on the **'Submit'** button. The existing **'Seller Product Duration Discounts'** content file will be downloaded in CSV format.

13. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export **'Settings'** and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
- **Min Duration*:** Enter the minimum duration of discount.
- **Duration Type:** Enter the duration type.
- **Discount Percentage:** Set a duration discount percentage.

14. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'Seller Inventories'**. The **'Import'** page includes two tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Duration Discounts'** from the drop-down list provided ahead of field **'Select Data*'**. Upload the newly updated **'Seller Product Duration Discounts'** content CSV file.

Import Seller Inventories

Instructions Content

Language* English

Select Data* Duration Discounts

File To Be Uploaded:*

Browse File

Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

15. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system. Go to the **Export** tab and click on the '**Seller Inventories**' button.

i. Import Unavailable Dates

To import list of 'Duration Discounts' data, please follow the steps provided below:

1. Go to the **Export** tab and select the '**Seller Inventories**' Option.
2. The seller must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the existing special price list, proceed with the '**Unavailable Dates**' option.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:

- Does Not Matter
- [By ID Range](#)
- [By Batches](#)

Seller Inventories

Content

Media

Language*

English

Select Data*

Unavailable Dates

Export Data Range

Does Not Matter

SUBMIT

After selecting the Unavailable Dates option, the admin must click on the 'Submit' button. The existing 'Seller Inventory Unavailable Dates' content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export 'Settings' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product

ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.

- **Start Date:** Enter the start date when the product will be unavailable.
 - **End Date:** Enter the end date of product unavailability.
 - **Quantity:** Enter the quantity of the product unavailable for rental.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the **'Import'** tab and click on **'Seller Inventories'**. The **'Import'** page includes two tabs.

Go to the **'Content'** tab, select **'Language'** type and **'Unavailable Dates'** from the drop-down list provided ahead of field **'Select Data*'**. Upload the newly updated **'Seller Inventories Unavailable Dates'** content CSV file.

Import Seller Inventories

The screenshot shows the 'Import Seller Inventories' interface. It features a tabbed interface with 'Instructions' and 'Content'. The 'Content' tab is selected. Under 'Content', there are two dropdown menus: 'Language*' (set to 'English') and 'Select Data*' (set to 'Unavailable Dates'). Below these is a section for file upload labeled 'File To Be Uploaded:*', which includes a 'Browse File' link and a warning message: 'Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog'. A blue 'SUBMIT' button is located at the bottom of the form.

When the file is uploaded, click on the **'Submit'** button.

5. The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The **'Data Imported/Updated Successfully'** message will be displayed when the

file is uploaded within the system. Go to the **Export** tab and click on the **'Seller Inventories'** button.

j. Import Rental Services

To import list of rental services, please follow the steps provided below:

1. Go to the **Export** tab and select **'Seller Inventories'** from the available options.
2. The seller must -
 - **Language:** Select language type from the dropdown list.
 - **Select Data:** To export the existing special price list, proceed with the **'Rental Services'** option.
 - **Export Data Range:** Select the range of data they want to export from the dropdown list. The options provided are:
 - **Does Not Matter**
 - [By ID Range](#)
 - [By Batches](#)

Seller Inventories

The screenshot shows a web interface for exporting data. At the top, there are two tabs: 'Content' (highlighted in blue) and 'Media'. Below the tabs, there are three dropdown menus. The first is labeled 'Language*' and has 'English' selected. The second is labeled 'Select Data*' and has 'Rental Services' selected. The third is labeled 'Export Data Range' and has 'Does Not Matter' selected. At the bottom of the form is a blue button with the text 'SUBMIT' in white capital letters.

After selecting the options, the seller must click on the **'Submit'** button. The existing **'Seller Inventories Rental Services'** content file will be downloaded in CSV format.

3. New entries can be made in the rows with their values under the provided columns.

NB: Please check the Import/Export '**Settings**' and the **System General Settings** if any different column entry is being displayed apart from the ones mentioned below.

The columns provided are:

- **Seller Product ID*:** Enter the unique id of the seller product for which the duration discount needs to be added. Please note that the product ids are unique. To avoid any errors, the seller can download the latest **Seller Product content** CSV file from the Export tab.
 - **Rental Service Id:** Enter rental service id.
4. Once all the entries have been made, please make sure to **save** the latest CSV file. Now, go to the '**Import**' tab and click on '**Seller Inventories**' option. The '**Import**' page includes two tabs.

Go to the '**Content**' tab, select '**Language**' type and '**Rental Services**' from the drop-down list provided ahead of field '**Select Data***'. Upload the newly updated '**Seller Product Rental Services**' content CSV file.

Import Seller Inventories

Instructions Content

Language* English

Select Data* Rental Services

File To Be Uploaded:*

Browse File

Invalid Data Will Not Be Processed. Same Shipping Profile Will Update With All Inventories Of Same Catalog

SUBMIT

When the file is uploaded, click on the '**Submit**' button.

- The file will not be uploaded if there are any errors and a **log file** will be generated automatically by the system which will log all the errors found in the file. The seller must remove all the errors and then upload the file. The '**Data Imported/Updated Successfully**' message will be displayed when the file is uploaded within the system.

3. Export Other Entities

From the console you can select to export data of the following entities:

- Users
- Custom Fields
- Tax Category

Please note that there is no facility to import data for the entities above. Further, the method to export is the same as explained in the manual for the other options in the list.

4. Settings

The columns provided for entries within the import-export CSV files are standard. The seller can change a few settings such as using Identifiers instead of product Ids from this tab.

Please note that any changes made in these settings will cause a huge impact on several import-export files. So, it is suggested that the seller only makes changes in this tab if they are familiar with boolean concepts and understand how 'id's' will work in a CSV. Also turning on settings from the import export settings tab may change or add columns to the CSV.

Import Export

Instructions Export Import Settings Inventory Update Upload Bulk Media

☐ Use Brand Id Instead Of Brand Identifier
Use Brand Id Instead Of Brand Identifier In Worksheets

☐ Use Category Id Instead Of Category Identifier
Use Category Id Instead Of Category Identifier In Worksheets

☐ Use Catalog Product Id Instead Of Catalog Product Identifier
Use Catalog Product Id Instead Of Catalog Product Identifier In Worksheets

☐ Use Option Id Instead Of Option Identifier
Use Option Id Instead Of Option Identifier In Worksheets

☐ Use Option Value Id Instead Of Option Identifier
Use Option Value Id Instead Of Option Value Identifier In Worksheets

☐ Use Tag Id Instead Of Tag Identifier
Use Tag Id Instead Of Tag Identifier In Worksheets

☐ Use Tax Id Instead Of Tax Identifier
Use tax category ID instead of Tax Identifier in worksheets

☐ Use Product Type Id Instead Of Product Type Identifier
Use Product Type ID Instead Of Product Type Identifier In Worksheets

☐ Use Weight Unit Id Instead Of Weight Unit Identifier
Use weight unit ID instead of weight unit identifier in worksheets

☐ Use Lang Id Instead Of Lang Code
Use Language Id Instead Of Language Code In Worksheets

☐ Use Currency Id Instead Of Currency Code
Use Currency Id Instead Of Currency Code In Worksheets

☐ Use Product Condition Id Instead Of Condition Identifier
Use Product Condition Id Instead Of Condition Identifier In Worksheets

☐ Use Percent Or Flat Condition Id Instead Of Identifier
Use Present Or Flat Condition Id Instead Of Identifier In Worksheets

☐ Use Country Id Instead Of Country Code
Use Country Id Instead Of Country Code In Worksheets

☐ Use State Id Instead Of State Identifier
Use State Id Instead Of State Identifier In Worksheets

☐ Use Policy Point Id Instead Of Policy Point Identifier
Use Policy Point Id Instead Of Policy Point Identifier In Worksheets

☐ Use Policy Point Type Id Instead Of Policy Point Type Identifier
Use Policy Point Type Id Instead Of Policy Point Type Identifier In Worksheets

☐ Use Shipping Profile Id Instead Of Shipping Profile Identifier
Use Shipping Profile Id Instead Of Shipping Profile Identifier In Worksheets

☐ Use Shipping Package Id Instead Of Shipping Package Identifier
Use Shipping Package Id Instead Of Shipping Package Identifier In Worksheets



☐ Use 1 For Yes 0 For No
Use 1 For Yes 0 For No For Status Type Data

Submit

5. Add Media To Server

The admin can upload bulk images/media to their server through this module. To upload multiple images, a zip folder must be created.

The admin can upload the folder by clicking on the 'Browse File' button. To save the file, the admin must click on the 'Submit' button. All the uploaded files will be displayed in the list provided below. Two action buttons will be displayed to the right of each file uploaded to the server, which are:

- **Delete** : Clicking on this button, the admin can remove the uploaded file from the server.
- **Download** : Clicking on this button, the admin can download the file uploaded on the server.

When any file is uploaded, a CSV file will be downloaded automatically which will include the 'File Path' and 'File Name' of all the images/media. These two entries will be used when importing media for **Catalogs**, **Categories** and **Brands**. Please note that the order in which the media is uploaded is not the same as the order in which it is downloaded after being added on the server. When making entries, the admin must ensure that they enter the file paths against the right entries.

NB: If an error related to the file size occurs, the admin must increase the limit of file size allowed to be uploaded on their server.