Pimmix

The import module

Contents

Here you will find everything you need to know about how the import module works and what it can do. From the basics to all its features: **we take you through it step by step.**

03 Introduction

04 Where can I find the import module?

05 How do I create a new import?

06 Edit the import

07 Map columns

09 Start the import

11 Tips & tricks



Introduction

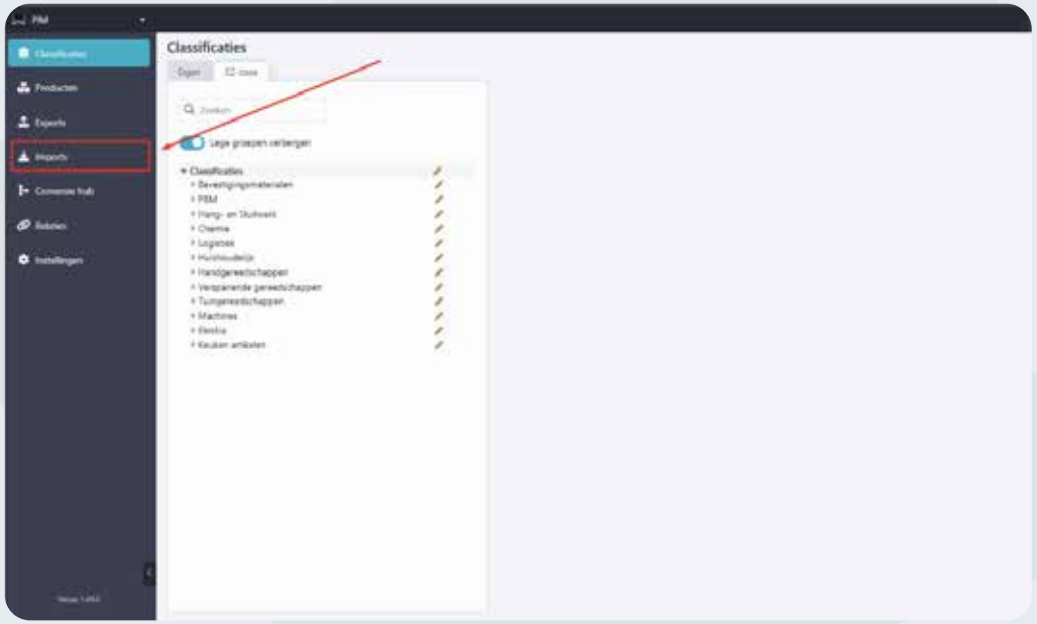
A very efficient way of making bulk changes in Pimmix is **importing an Excel file** into the import module.

It is simply a matter of uploading the file, mapping columns to fields and starting the import.

In this guide we go through the import module step by step, using examples and screenshots, to show as clearly as possible how the module works.



Where can I find the import module?



The **import module** is located in the Pimmix main menu on the left side of the screen.

1. The main menu is always on the left.
2. **'Imports'** opens the import module.
3. Here you will find the content of the selected section.

How do I create a new import?



1 In the main menu, **click Imports.**

Once you land in the import module, you are immediately in the **import overview.**



2 Check that you are in **Mapping import** > **Overview**.

Not there?
Check that you are in the **'Mapping import'** tab and the **'Overview'** subtab.



3 Click **'New'**.

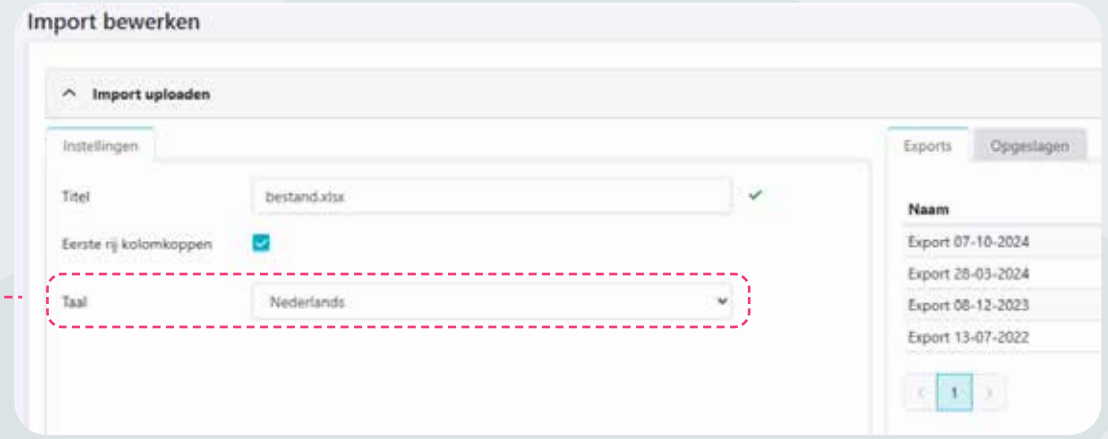
Done?
Click **'New'**. In the 'Create new import' screen, you can drag your file straight in or upload it via the large file icon.

Edit the import

Now that the file has been uploaded, we can map the columns of your Excel file to the fields in **Pimmix**.

You are now in the **'Edit import'** screen.
The fields in the screenshot alongside can be skipped.

- Title - filled in automatically
- First row headers - already switched on
- 1 Language - only with multiple languages



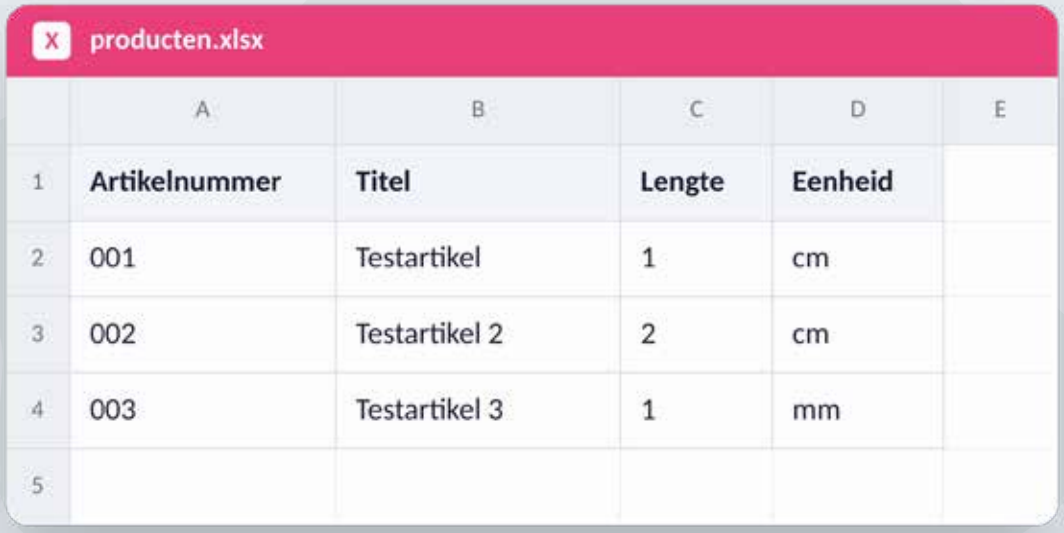
Note! Multiple languages?

Does your product data contain multiple languages and is this also activated for your Pimmix environment? Then always check that the correct language is selected.

Map columns

Before we start mapping the columns to the fields of **Pimmix**, let's open the **Excel file** to see what information we are going to import.

We are going to import the 3 items shown alongside, whose data is divided into 4 columns.



producten.xlsx

	A	B	C	D	E
1	**Artikelnummer**	**Titel**	**Lengte**	**Eenheid**	
2	001	Testartikel	1	cm	
3	002	Testartikel 2	2	cm	
4	003	Testartikel 3	1	mm	
5					

Note!

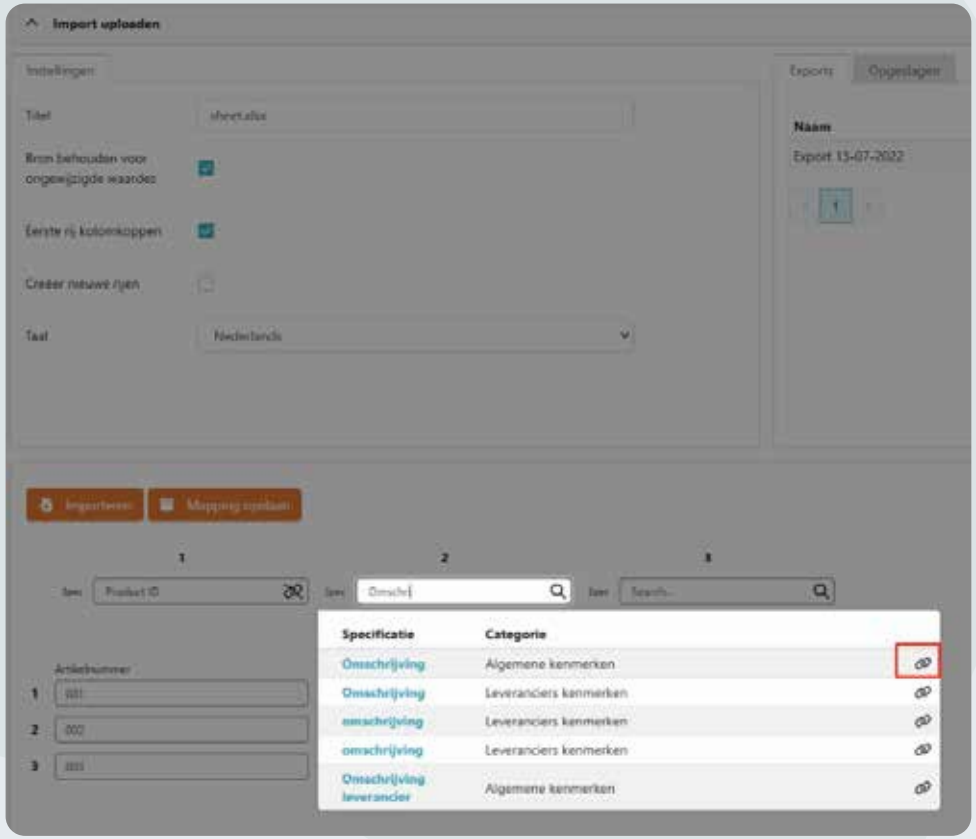
An item number must always be present in order to match with the products in the Pimmix database.

Always map the **'item number'** column to the **'Product ID'** field of Pimmix.

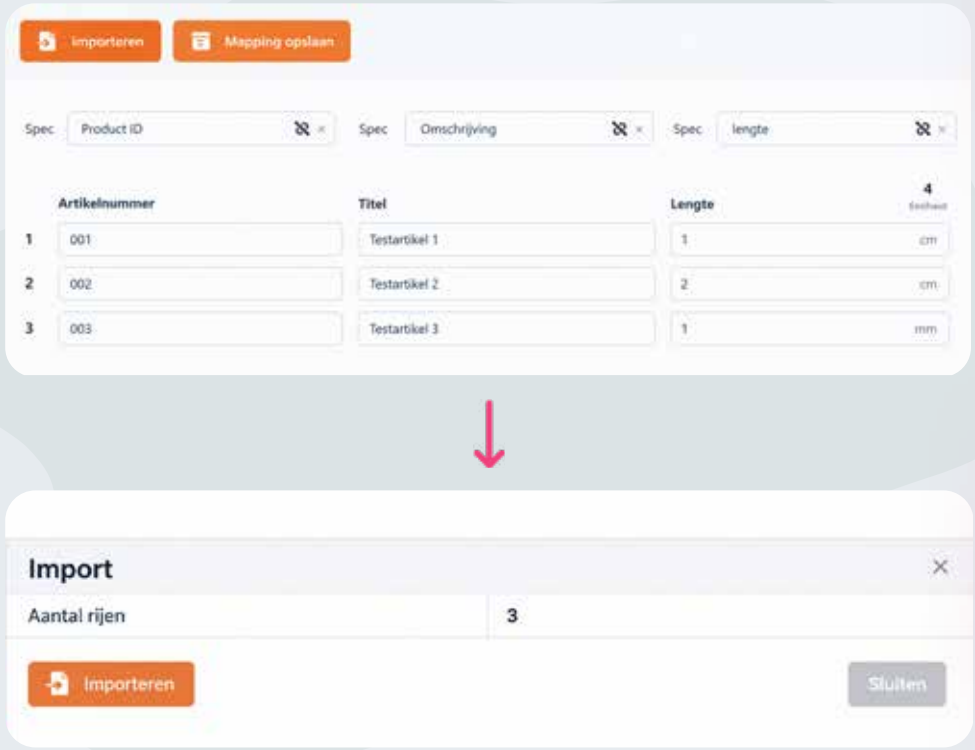
item number → Product ID

This field ensures that all product data is linked to the right product in our database. Look up the remaining fields and link them using the link icon.

> Always make sure that all the fields you want to import are mapped.



Start the import



1. Now that the file has been uploaded and the columns have been mapped to the fields, we can **start the import**.
We do this by clicking the **'Import'** button.

2. Once you have clicked the button, a pop-up appears in which you **can see any validation errors**.

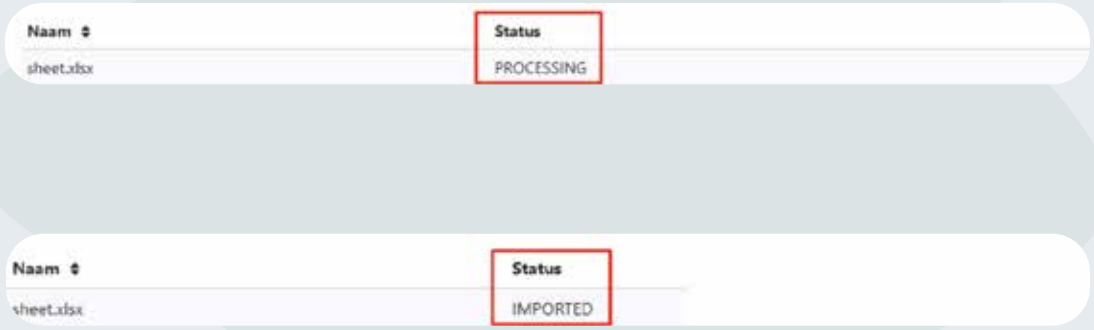
3. If there are no validation errors, click the **'Import'** button to definitively start the import.

Now that the import has started, depending on the amount of data, it will be **processed almost immediately**.

1. The import will now have the status ‘Processing’.

2. After a while, a pop-up message will appear saying that **the import was successful**. The status will then have changed to **‘Imported’**.

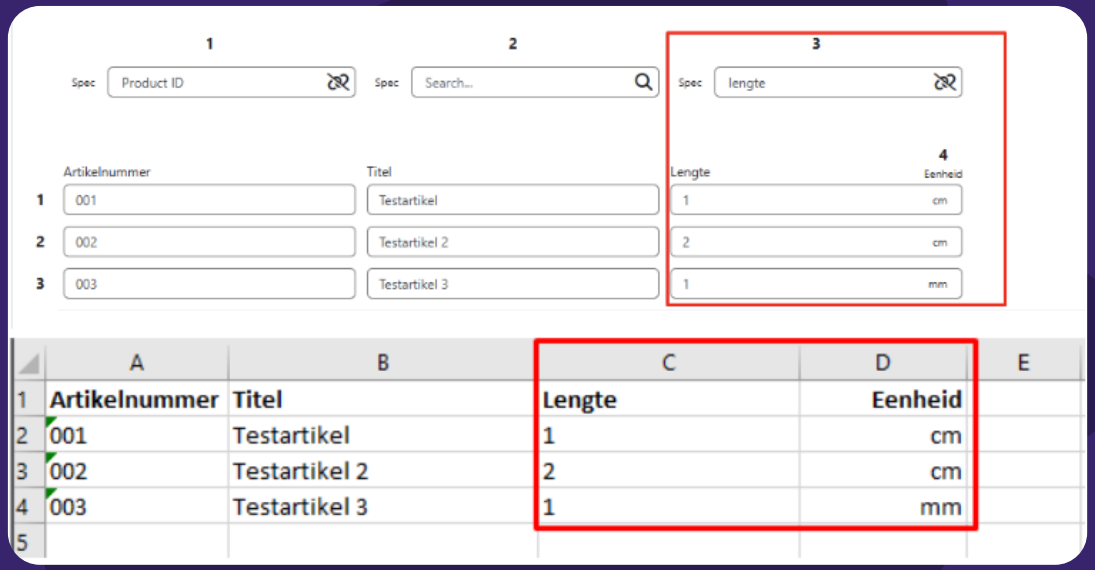
If you like, look up your products and check that the data has been processed correctly.



Tips & tricks

> To work as accurately as possible, we recommend creating the units of the specifications as separate columns, directly after the column of the corresponding specification, like columns C and D in the screenshot with Excel data.

Pimmix then recognises that the columns belong together and automatically adds the unit after the value.



Questions?

**Get in touch with us,
we are happy to help!**

+31 (0) 184 43 30 17

support@pimmix.nl

Pimmix

