

Import-Export Guide for Admin

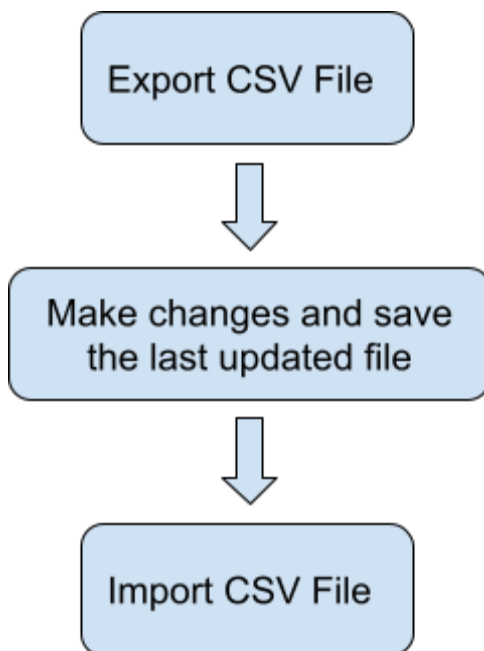
1. General Instructions

Multilingual

Since Yo!Kart 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!Kart 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!Kart 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!Kart 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. About Export & Import Categories

Flow to Add Catalog:

To set up a catalog, ensure to import following entities data beforehand:

- a. Category
- b. Brand
- c. Tax Category
- d. Shipping Profile
- e. Shipping Package


Key notes:

- **All the identifiers** (the identifiers of all items) within the import-export files are **case sensitive**.
- You need to 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!Kart 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. Any changes made in the Import/Export '**Settings**' tab provided in the Import/Export section, the changes will reflect in the import/export sheets.

2.1 Export Process

The steps to export or download product **categories** content data involves:

1. Click on the **Hamburger Menu** 
2. Select **Import Export**,
3. Click **Export** from the left menu
4. Select export option **Categories**

The following information is required to be submitted to download the .csv file:

2.1.1 Content Tab: This tab has the following information prompted to download a .csv:

- **Language:** A content section is provided to download Product **Categories** in multiple languages as added by you in the system. For instance, if you want to save content in the **English** language simply select English language, click the **Export** button and the file will be downloaded. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv to Add Information:** Open the **categories** .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:

Category id	Category identifier	Parent id	Name	Seo friendly url	Active	Display order	Deleted
112	Men	113	Men	men	YES	2	NO
113	Women's Fashion	156	Women	womens-fashion	YES	1	NO
116	Jeans & Bottom wear	0	Jeans & Bottom wear	jeans-bottom-wear-116	YES	2	NO
120	Tops & Tshirts	113	Tops & T-shirts	tops-tshirts	YES	1	NO
150	Toys	156	Toys	toys	YES	7	NO
151	Hobby Kits	150	Hobby Kits	hobby-kits	YES	8	YES
152	Puzzles	150	Puzzles	puzzles	YES	9	NO
153	Art & Craft	150	Art & Craft	art-craft	YES	10	NO
154	Baby Toys	150	Baby Toys	baby-toys	YES	11	NO
155	Action Figures	150	Action Figures	action-figures	YES	12	NO

- a. **Category id:** This is a user defined numeric unique id of the category. This works as a unique id for the system to identify a particular category. Note that category id column records are viewed only when settings from Import Export > Use category id instead of category identifier is enabled.
- b. **Category Identifier:** This is a user defined free text field for a unique identifier of the category. This works as a unique key for the system to identify a particular category. In case multiple entries with the same category identifier have been made, the system overwrites old entries. As a result, new entries to be retained in the system and old ones will be deleted. To view Category Identifier instead of Category id, manage the settings from Import Export > Use category id instead of category identifier.
- c. **Parent id:** This is a numerical unique parent id of the category. This can be viewed only when settings from Import Export > Use category id instead of category identifier is enabled.
- d. **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. **Note** that the identifiers are **case sensitive**.
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.

- e. **Name:** Enter the name of the category.
- f. **Seo Friendly url:** Enter SEO friendly URL for the category.
- g. **Active:** Define the current status of the category by entering either '**YES**' or '**NO**'.
- h. **Display Order:** Mention the display order of the category in number.
- i. **Deleted:** Mention if the category is to be marked 'Deleted' with values using '**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**' or vice versa.

2.1.2 Media Tab: This tab has the following information prompted to download a .csv:

- **Export File Language:** Select languages from the drop-down list. The number of languages displayed has a direct relation with enabled languages in a system. For instance, if you want to save content in the English language simply select English and submit. Similarly, other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .CSV To Import Media:** Before understanding the downloaded sequence, we recommend going through the following prerequisites to avoid confusion later:
 - Open the following files simultaneously:
 - Open the auto-downloaded **Media .CSV File** that has been obtained when the media file has been sent to the **server**.
 - Open the exported media .csv file downloaded through **Media Tab above**.
 - Once you have the files opened mentioned above, go through the following sequence of columns to prepare media data:

- a. **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.
- b. **Lang Code:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
- c. **Image Type*:** Enter if the image being added is to be displayed as an Icon or a Banner.
- d. **Display Screen:** This field is only required when adding a **Banner**. If the banner being added is to be displayed for a 'Desktop', a 'Mobile' or an 'Ipad'.
- e. **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.
- f. **File Name*:** Enter the name of the file/image being uploaded.
- g. **Display Order:** Enter the display order number.

2.2 Import Process

The process to import has some prerequisites to follow. For **Content** data once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank.

Whereas, for 'Media' ensure that you have followed the prerequisites by **adding media to the server**. Please also note that at the time of creating a

media library zip folder, the file size should not be more than your server max upload size. Determine server limit by contacting your hosting provider.

2.2.1 Content Data

Once the category information has been added, don't forget to save the file into .CSV format to prepare it for import. Once it is ready for import, go to the **Import** tab and click on Categories. The Import window will appear that includes three tabs:

- a. **Instructions:** On this tab, instructions about importing **Product Categories** are displayed. We recommend a thorough reading of instructions to avoid uploading errors.
- b. **Content:** On this tab, the following fields are displayed to import data:
 - **Language:** Select imported language file from the dropdown list provided. **Please note** that the list of languages displayed has a direct relation with the number of languages enabled in the system.
 - **File To Be Uploaded:** Click on **Choose File**, locate the **categories** content **.csv' file** (recently edited by you) click **Open** and follow the other prompts that come. Once it is uploaded click the **Import** button.
- c. **Media:** On this tab, the following fields are displayed to import data:
 - **Upload File Language:** Select the language from the drop-down list to set up a media file prepared for import.
 - **File To Be Uploaded:** Click on the **Browse File**, locate the **Media File** destination, click **Open** and finally click on the **Submit** button.

The **Data Imported/Updated Successfully** message is displayed when the file is uploaded within the system. Exit the section and congratulations you have successfully uploaded/updated newly added data into the system.

3. About Export & Import Master Products

Once the important files have been imported into the system, the admin can now add the catalogs. The settings provided under General Settings > Products tab must be taken under consideration when adding catalogs.


Product

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Allow sellers to add products <input checked="" type="checkbox"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Enable admin approval on products added by sellers <input checked="" type="checkbox"/></p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Allow sellers to request products which are available to all sellers <input checked="" type="checkbox"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Adding model # for products will be mandatory <input checked="" type="checkbox"/></p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Adding sku for products will be mandatory <input checked="" type="checkbox"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Enable linking shipping packages to products <input checked="" type="checkbox"/> <small>Shipping packages are required in case shipping api is enabled</small></p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Brands requested by sellers will require approval <input checked="" type="checkbox"/> <small>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)</small></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Categories requested by sellers will require approval <input checked="" type="checkbox"/> <small>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)</small></p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Brand will be mandatory for products <input checked="" type="checkbox"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Product prices will be inclusive of tax <input checked="" type="checkbox"/></p> </div>

The following import/export options are available:

1. **Product Catalog:** With this feature, catalogs can be created, updated and deleted in bulk.
2. **Product Options:** For products that are available in different sizes and/or colors this feature allows you to create and import product options. All of the product option types you create here will be displayed on your storefront.
3. **Product Specifications:** Start adding products specifications, update, delete in bulk

3.1 Export Process

Click on the Hamburger menu , select **Import Export**. Click **Export** from the left navigation menu, select option **Master Products** and click on the **Content** tab of the shown **Export Products** form. The following information is required to be submitted to download the .csv file:

3.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select data option from the dropdown list. Learn and understand how different catalog content data are exported. Select from available options:

Export products
✕

Content
Media

Language*

English
▼

Select data*

Product catalog
▼

Export data range

Does not matter
▼

3.1.1.1 Product Catalog: To export/download product catalog data, it is must to enter information into the following displayed field:

- **Export Data Range:** Select range of data to export from. Know what are the available options:
 - **Doesn't Matter:** Will display complete catalog records in one go. Please note that the default upper limit for data export is set to 1000. However, if your existing catalog has more than 1000 entries, opt for export Id range or batch wise options.
 - **By Id Range:** This option allows you to export catalog products within a selected range e.g. Set the 'Start ID' as 5 and 'End ID' as 15. Only the set/asked range records will be displayed.
 - **By Batches:** This option allows you to export catalog products batch wise. There is a provision to export records in batches. Suppose, there are 50 records available and the decided size of the particular batch to be exported is 10. So this allows the admin user to create 5 separate batches.

- **Understanding Sequence Of Downloaded .csv For Product Catalog:** Open the downloaded file and start adding/editing product catalog information using the relevant columns. Data can be viewed in the following sequence:
 - a. **Product ID*:** Enter the product id for the catalog.
 - b. **Product Identifier*:** Enter a unique identifier for the catalog. **NB:** Please note that the identifiers are **case sensitive**.
 - c. **Product Name*:** Enter the name of the catalog.
 - d. **Description:** Enter the product description.
 - e. **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
 - f. **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.
 - g. **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.
 - h. **Product Type Identifier*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
 - i. **Model:** Enter the model name and/or number.
 - j. **Min Selling Price*:** Enter the minimum selling price for the product.
 - k. **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.
 - l. **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.

- m. **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, you can download the latest **Shipping Package** CSV file from the Export tab.
- n. **Weight*:** Enter the value of weight of the product.
- o. **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.
- p. **Product Warranty (Days):** Enter the product warranty period in number-of-days.
- q. **Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- r. **Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
- s. **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.
- t. **CPD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- u. **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- v. **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
- w. **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- x. **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.
- y. **Download attachments at inventory:**

3.1.1.2 Product Options: To export/download product options data, it is important to enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select data option **Product Options** from the dropdown menu.
- **Export Data Range:** Select range of data to export from. Know what are the available options:
 - **Doesn't Matter:** Will display complete product options records in one go. Please note that a set default upper limit of 1000 for options exports is applied.
 - **By Id Range:** This option allows exporting product options within a selected range e.g. Set the 'Start ID' as 5 and 'End ID' as 10. Only the set/asked range records will be displayed.
 - **By Batches:** This option allows exporting product options in predefined batches. Say for 'Batch Number '1', the expected count of counts is 10.
- **Understanding Sequence Of Downloaded .csv For Product Options:** Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 1. **Product Id*:** Enter the unique product id.
 2. **Option Id:** Enter the unique option id.

3.1.1.3 Product Specifications: This option is catered to bind specifications with the catalog products. To export/download product specifications data, enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select 'Product Specifications' from the listed data options.
- **Export Data Range:** Select range of data to export from. Select from the available options:
 - **Doesn't Matter**
 - **By Id Range**
 - **By Batches**
- **Understanding Sequence Of Downloaded .csv For Product Options:** Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 1. **Product Id*:** Enter the unique product id.
 2. **Lang Code:** Enter the language code.
 3. **Specification Label Text:** Enter specification label text.
 4. **Specification Value:** Enter the underlining specification value.
 5. **Specification Group:** Enter specification group.

3.1.2 Media Tab

The following information is required to be submitted to export catalog media into .csv:

Export products media
✕

Content
Media

Export file language*

English
▼

Export data range

Does not matter
▼

- **Export File Language:** We provide you a content section to download media in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Export Data Range:** Select data option from the drop-down list. Select from available options:
 - **Does Not Matter:** This option will export/download complete catalog media.
 - **By Id Range:** This option allows exporting catalog media within a selected range say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog media in predefined batches. Say for 'Batch Number '1'', the expected count of counts is 10. Once you click on the 'Submit' button, check the downloaded media into your downloads folder.
- **Understanding Sequence Of Downloaded .CSV:** Before understanding the downloaded sequence, we recommend to go through the following prerequisites to avoid confusions later:
 - Open the following files simultaneously:
 - Open the auto downloaded **Media .CSV File** that has been obtained when the media file has been sent to the server.

- Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have files opened mentioned above, go through the following sequence of columns to prepare media data:
- With the file exported through media tab, view the following sequence of columns to prepare a media ready for import:
 - a. **Product Id:** User defined unique id for the Product. This field needs to be the same as the Product Id defined in the Product Catalog Content sheet.
 - b. **Lang Code:** User defined field to link the product image for a particular language. 'Universal' is to be used as an option to link the media in all languages. Language codes can be looked up by clicking the language option in the top header. Language codes need to be used if the Product has different images for each language.
 - c. **Option Id:** User defined unique id for the product option. This field value needs to be the same as the Option Id defined in the Options Content sheet.
 - d. **Option Value Id:** User defined unique identifier for the option value. This field value needs to be the same as the Option value Identifier defined in the Options Value Content sheet.
 - e. **File Path*:** Detail about system generated file path. Copy the 'file path' from the Media .csv File opened alongside with the currently opened file. Images stored locally on your personal device/machine cannot be uploaded. Preferred image dimensions for the product images are greater than 500*500 pixels.
 - f. **File Name*:** Details about file name of uploaded media. Copy the **File Name** from the **Media .csv File** opened alongside the file you're currently working upon.
 - g. **Display Order:** This column is dedicated to showcase display order of associated product images. Based on the numerical inputs orders are


decided. When a product has multiple images then this field defines the order of display. If you are unsure about this field add display order as '1'.


3.2 Import Process

For **Content** once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Whereas, for **Media** ensure that you have followed the prerequisites by **adding media to the server**. In addition to this, to prepare and complete importing media you need to open the following downloaded files simultaneously:

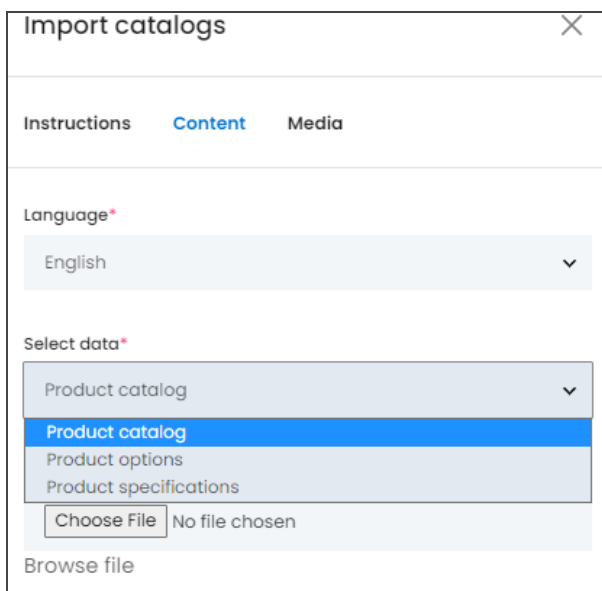
- Open the exported media .csv file downloaded through **Media Tab** above.
- Open the auto downloaded **Log file** that has been obtained when the media file has been sent to the server.

3.2.1 Content Data

Once the data has been added and ready to import, click on the **hamburger menu**  on the left, select **Import Export**, click **Import** from the left navigation menu. Next select **import** option **Master Products**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs:

i. **Instructions:** On this tab, click on the plus icon  to go through instructions set for each data type separately. We recommend a thorough reading of instructions to avoid uploading errors.

ii. **Content:** On this tab, the following fields are displayed to import data:



- **Language:** Select imported language file from the dropdown list provided. Please note that the list of languages displayed has a direct relation with the number of languages enabled in the system.
- **Select Data:** Select 'Data' from the various options displayed. Please note selection of data is dependent on the exported data file and its preparation.


Select relevant option:

- **Product Catalog**
- **Product Options**
- **Product Specifications**

- **File To Be Uploaded:** Click on 'Browse File', locate the file, click 'Open' and then 'Submit'. The 'Data Imported/Updated Successfully' message will be displayed when the file is uploaded within the system.

Exit the section and congratulations you have successfully uploaded/updated newly added data into the system.

3.2.2 Media Data

Once the catalog media data is setup and ready to be imported, click on the Hamburger Menu  on the left, select **Import Export**, click **Import**, from the left hand menu, select import option **Master Products** and select the **Media** tab from the shown **Import Instructions** form.

- **Upload File Language:** Select the language from the drop-down list to set up a media file prepared for import.
- **File To Be Uploaded:** Click on the **Browse File**, locate the **Media File** destination, click **Open** and finally click on the **Submit** button.

To access the newly created catalog list, you can either view it from the listing area Dashboard > Product Management > Product Catalog, or can simply export the file following the **export process**.

4. About Export and Import Seller Products

This option is provided to manage sellers' product inventory. Inventory related information such as product stock, selling price, min order quantity, threshold stock level, availability, sold count etc are updated or created in bulk through an import option.

4.1 Export Process

To export, click on the hamburger menu, select **Export** from the left menu, select **Seller Products**. The following information is required to be submitted to download the .csv file:

4.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select various content data options available:
 - Product Catalog
 - Product Options
 - [Product Specifications](#)
- **Export Data Range:** Select data range for all the above options. Depending upon the options selected, the results in .csv downloaded can be generated. The following options are available :
 - **Does Not Matter:** Without any distinction this option will export/download complet seller products.
 - **By Id Range:** This option allows limiting the seller product catalog as defined, say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog data batchwise. Say for 'Batch Number '1'', the expected count of counts is 10.

Once the required option is selected, click on the **Export** button and check your download folder.

4.1.1.1 Seller Products- Product Catalog

The exported seller products inventory CSV file contains information about general information of sellers' inventory. As a system admin, you have an option to export/import seller products inventory and manage those individually.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Product ID*:** Enter the product id for the catalog.
 - b. **Product Identifier*:** Enter a unique identifier for the catalog.
 - c. **Username*:** Enter the name of the user adding the product.
 - d. **Product Name*:** Enter the name of the catalog.
 - e. **Description:** Enter the product description.
 - f. **Youtube Video:** Enter the URL of youtube video to be added for users to view details about the product.
 - g. **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.
 - h. **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.
 - i. **Product Type Identifier*:** Enter the identifier of product type which will either be 'Physical' or 'Digital'.
 - j. **Model:** Enter the model name and/or number.
 - k. **Minimum Selling Price*:** Enter the minimum selling price for the product.

- l. 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.
- m. 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.
- n. 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.
- o. Weight*:** Enter the value of weight of the product.
- p. 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.
- q. Product Warranty (Days):** Enter the product warranty period in number-of-days.
- r. Ean/Upc/Gtin Code:** Enter the bar code number of the product.
- s. Shipping Country Code:** Enter the country code to specify the destination country to which the product is to be shipped.
- t. Fulfillment Type:** Enter any one of the following shipping fulfillment methods -
 - Shipped and Pickup
 - Pickup Only
 - Shipped Only

- u. **COD Available:** Enter 'YES' to enable COD for this product and 'NO' otherwise.
- v. **Featured:** Enter 'YES' to display this product under Featured Products at the homepage list and 'NO' otherwise.
- w. **Approved:** Enter 'YES' if the product is approved and 'NO' otherwise.
- x. **Active:** Enter 'YES' to mark the current status of the product as Active and 'NO' otherwise.
- y. **Deleted:** Enter 'YES' to mark this product as deleted and 'NO' otherwise. The deleted products will not be displayed in catalogs.
- z. **Download attachments at inventory:**

Lastly, save the prepared 'Seller Product General Data' into your document folder.

4.1.1.2 Seller Product Options: Exported sellers' product options file contains information about the product options that sellers have added into their inventories:

- **Understanding Sequence Of Downloaded .csv :** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **Product id:** Enter a unique product id.
 2. **Option id:** Enter unique product option id.

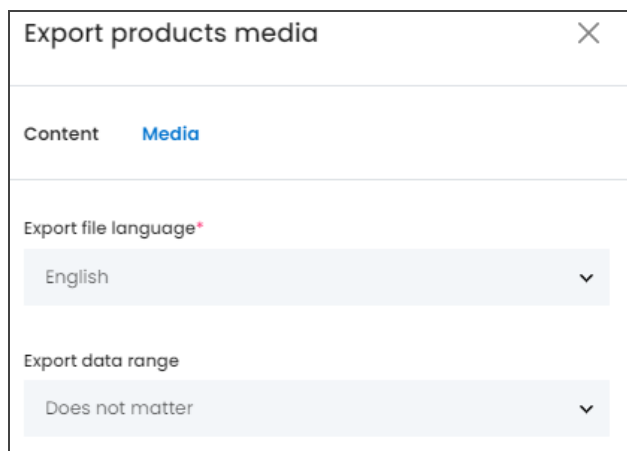
4.1.1.3 Product Specifications: This option is catered to bind specifications with the catalog products. To export/download product specifications data, enter information into the following displayed field:

- **Language:** We provide you a content section to download data into multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select 'Product Specifications' from the listed data options.

- **Export Data Range:** Select range of data to export from. Select from the available options:
 - **Doesn't Matter**
 - **By Id Range**
 - **By Batches**
- **Understanding Sequence Of Downloaded .csv For Product Options:** Open exported .csv file. At this point you also need to decide how data is thought to be imported back into the system. Once a file is accessed, data can be viewed in the following sequence:
 1. **Product Id*:** Enter the unique product id.
 2. **Lang Code:** Enter the language code.
 3. **Specification Label Text:** Enter specification label text.
 4. **Specification Value:** Enter the underlining specification value.
 5. **Specification Group:** Enter specification group.

4.1.2 Media Tab

The following information is required to be submitted to export catalog media into .csv:



- **Export File Language:** We provide you a content section to download media in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and

submit. Similarly for other languages follow the above process with respective languages.

- **Export Data Range:** Select data option from the drop-down list. Select from available options:
 - **Does Not Matter:** This option will export/download complete catalog media.
 - **By Id Range:** This option allows exporting catalog media within a selected range say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog media in predefined batches. Say for 'Batch Number '1', the expected count of counts is 10. Once you click on the 'Submit' button, check the downloaded media into your downloads folder.
- **Understanding Sequence Of Downloaded .CSV:** Before understanding the downloaded sequence, we recommend to go through the following prerequisites to avoid confusions later:
 - Open the following files simultaneously:
 - Open the auto downloaded **Media .CSV File** that has been obtained when the media file has been sent to the server.
 - Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have files opened mentioned above, go through the following sequence of columns to prepare media data:
- With the file exported through media tab, view the following sequence of columns to prepare a media ready for import:
 1. **Product Id:** User defined unique id for the Product. This field needs to be the same as the Product Id defined in the Product Catalog Content sheet.
 2. **Lang Code:** User defined field to link the product image for a particular language. 'Universal' is to be used as an option to link the media in all languages. Language codes can be looked up by clicking the language

option in the top header. Language codes need to be used if the Product has different images for each language.

3. **Option Id:** User defined unique id for the product option. This field value needs to be the same as the Option Id defined in the Options Content sheet.
4. **Option Value Id:** User defined unique identifier for the option value. This field value needs to be the same as the Option value Identifier defined in the Options Value Content sheet.
5. **File Path*:** Detail about system generated file path. Copy the 'file path' from the Media .csv File opened alongside with the currently opened file. Images stored locally on your personal device/machine cannot be uploaded. Preferred image dimensions for the product images are greater than 500*500 pixels.
6. **File Name*:** Details about file name of uploaded media. Copy the **File Name** from the **Media .csv File** opened alongside the file you're currently working upon.
7. **Display Order:** This column is dedicated to showcase display order of associated product images. Based on the numerical inputs orders are decided. When a product has multiple images then this field defines the order of display. If you are unsure about this field add display order as '1'.

4.2 Import Process


For **Content** once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Whereas, for **Media** ensure that you have followed the prerequisites by **adding media to the server**. In addition to this, to prepare


and complete importing media you need to open the following downloaded files simultaneously:

- Open the exported media .csv file downloaded through **Media Tab** above.
- Open the auto downloaded **Log file** that has been obtained when the media file has been sent to the server.

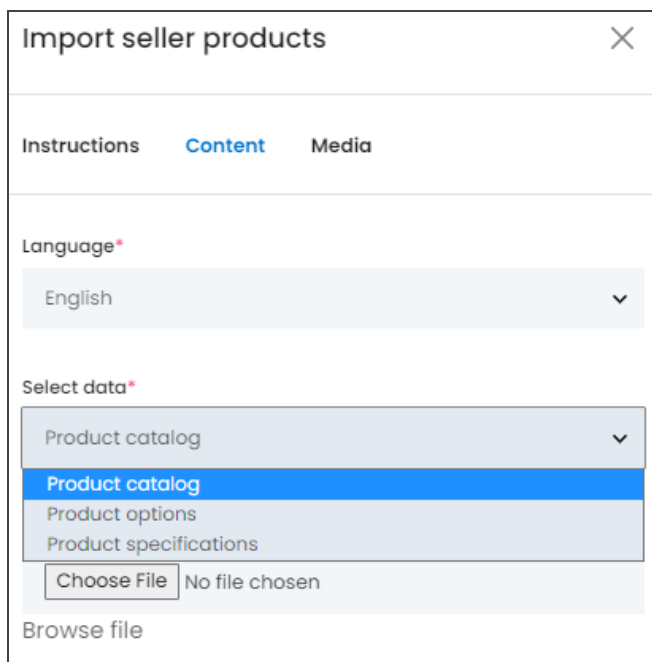
Also, imports are matched to existing records using unique product identifiers. Once a unique identifier/ID connects an imported record to an existing record, data is overwritten.

4.2.1 Content Data

Once the data has been added and ready to import, click on the **hamburger menu**  on the left, select **Import Export**, click **Import** from the left navigation menu. Next select **import** option **Master Products**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs:

i. **Instructions:** On this tab, click on the plus icon  to go through instructions set for each data type separately. We recommend a thorough reading of instructions to avoid uploading errors.

ii. **Content:** On this tab, the following fields are displayed to import data:



- **Language:** Select imported language file from the dropdown list provided. Please note that the list of languages displayed has a direct relation with the number of languages enabled in the system.
- **Select Data:** Select 'Data' from the various options displayed. Please note selection of data is dependent on the exported data file and its preparation. Select relevant option:

- **Product Catalog**
- **Product Options**
- **Product Specifications**


- **File To Be Uploaded:** Click on 'Browse File', locate the file, click 'Open' and then 'Submit'. The 'Data Imported/Updated Successfully' message will be displayed when the file is uploaded within the system.

Exit the section and congratulations you have successfully uploaded/updated newly added data into the system.

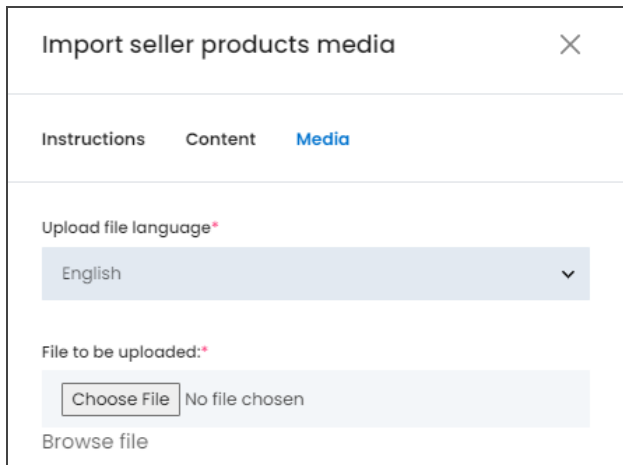
4.2.2 Media Data

Exporting catalog media is useful if you want to make many changes to your catalog inventory or bulk upload images. Please note that to update media library files in bulk a compressed zip folder is created containing all the media images intended to upload. Learn how to add media to the server in the next section.

Here it is important to know that media upload is meant only for the 'Product Catalog' option. Other available options such as product options, specification are excluded as they do not contain any media library. Learn how to [add media to the server](#) from here.

Once media data is setup and ready to be imported, click on the **Hamburger Menu**  on the left, select **Import Export**, click **Import** from the left navigation menu, select import option **Catalog** and lastly select **Media** tab from the shown **Import Instructions** form.

- **Upload File Language:** Select the language from the drop-down list media file is set up for import.
- **File To Be Uploaded:** Click on the **Browse File**, locate the file destination, click **Open** and finally click on the **Submit** button.



5 About Export & Import Product Inventories

The list of all the product inventories that has been set up and added by the sellers are exported.

5.1 Export Process

To export, click on the hamburger menu, select **Export** from the left menu, and select **Product Inventories**. The following information is required to be submitted to download the .csv file:

5.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Select Data:** Select various content data options available:
 - General Data

- Inventory Options
 - Seo Data
 - Special Price
 - Volume Discount
 - Buy Together
 - Related Products
- **Export Data Range:** Select data range for all the above options. Depending upon the options selected, the results in .csv downloaded can be generated. The following options are available :
 - **Does Not Matter:** Without any distinction this option will export/download complete seller products.
 - **By Id Range:** This option allows limiting the seller product catalog as defined, say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog data batchwise. Say for 'Batch Number '1'', the expected count of counts is 10. Once the required option is selected, click on the 'Submit' button, and check your download folder.

5.1.1.1 Seller Products- General Data

The exported seller products inventory CSV file contains information about general information of sellers' inventory. An admin has an option to export/import seller products inventory and manage those individually.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **Seller Product ID*:** Enter the id of the product whose inventory is being added.
 - b. **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.

- c. **Username*:** Enter the name of the seller whose inventory is being added.
- d. **Selling Price:** Enter the selling price of respective inventory.
- e. **Cost Price:** Enter the cost price of the respective inventory.
- f. **Stock:** Enter the stock quantity available. It should be greater than 0.
- g. **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..
- h. **Minimum Order Quantity:** Enter the minimum quantity of items that must be purchased by a customer to place the order. It should be greater than 0.
- i. **Maintain Stock Levels*:** Enter 'YES' to enable the feature of maintaining stock levels for the inventory and 'NO' otherwise.
- j. **Track Product Inventory*:** Enter 'YES' to enable automatic tracking of product inventory by the system and 'NO' otherwise.
- k. **Threshold Stock Level*:** Enter the minimum stock level limit at which alert is to be generated by the system.
- l. **Condition Identifier*:** Enter the condition of inventory by mentioning one of the condition identifiers standardly set in the system which are: 'New', 'Used' or 'Refurbished'.
- m. **Digital Product Max Download Time:** This entry needs to be filled if only the inventory being added is 'Digital'. Enter the maximum number of times the digital product can be downloaded. If the product type is 'Physical', '0' value can be entered in this column.
- n. **Download Validity In Days:** Enter the validity time period (in number of days) for this product.
- o. **Title*:** Enter the name of the inventory.
- p. **Comments:** Enter any additional comments related to the inventory.

- q. **Return Age:** Enter the time limit (in terms of number of days) within which the customers can place a return request once their order has been delivered to them at their destination address.
- r. **Cancellation Age:** Enter the time limit (in terms of number of days) within which customers can place an order cancellation request after placing their orders.
- s. **URL Keyword*:** Enter the URL keyword in this column.
- t. **Available From*:** 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.
- u. **Active:** Enter 'YES' to mark the current status of the inventory as Active and 'NO' otherwise.
- v. **Cod Available:** Enter 'YES' to enable COD for this inventory and 'NO' otherwise.
- w. **Fulfillment Type:** Enter any one of the following shipping fulfillment methods -
 - Shipped and Pickup
 - Pickup Only
 - Shipped Only
- x. **Deleted:** Enter 'YES' to mark this inventory as deleted and 'NO' otherwise.
- y. **Sold Count:** Enter '0' when adding a new inventory.

Lastly, save the prepared **Seller Product General Data** into your document folder.

5.1.1.2 Inventory Options: Exported **Inventory options** file contains information about the product options available to sellers registered with the portal.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:

- a. **Seller Product ID*:** Enter the id of the seller inventory whose option and option values are to be added.
 - b. **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.
 - c. **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.
- Lastly, save the prepared **Inventory Options Data** into your document folder.

5.1.1.3 SEO Data: It is easy to edit the title or image of one or two products available in sellers' inventory. But with export seller inventory data bulk edits can be made into meta title, keywords, description, tags.

- **Understanding Sequence Of Downloaded .csv To Import SEO Data:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 - a. **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.
 - b. **Meta Title*:** Enter the name/title of the product.
 - c. **Meta Keywords:** Enter the meta keywords.
 - d. **Meta Description:** Enter the meta description of the product.
 - e. **Other Meta Tags:** Enter the other meta tags to be linked with the product.

Lastly, save the prepared **SEO Data** into your document folder.

5.1.1.4 Special Price: You can make bulk edits, add special prices to exported seller's inventory products.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **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.
 2. **Start Date*:** Enter the start date from which the special price is to be assigned to the product.
 3. **End Date*:** Enter the end date upto which the special price is to be assigned to the product.
 4. **Selling Price*:** Enter the selling price to be offered through this special price.

Lastly, save the prepared **Special Price Data** into your document folder.

5.1.1.5 Volume Discount: You can make bulk edits, add volume discounts to the sellers products.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **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.
 2. **Minimum Quantity*:** Enter the minimum quantities of that product the customer must buy to avail this volume discount.
 3. **Discount Percentage*:** Enter the discount percentage to be offered. 3

Lastly, save the prepared **Volume Discount Data** into your document folder.

5.1.1.6 Buy Together: Product bundles are used to sell two or more products in a store together at a discounted rate. Import/export, buy together products, add, manage, or remove offers for that particular product in bulk.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **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.
 2. **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.Lastly, save the prepared **Buy Together Data** into your document folder.

5.1.1.7 Related Products: Manage related products data through bulk managing data.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file and once it is accessed, data can be viewed in the following sequence:
 1. **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.

2. **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.

Lastly, **save** the prepared **Related Products Data** into your document folder.

5.1.2 Media Tab

The following information is required to be submitted to export catalog media into .csv:

Export inventories media
✕

Content
Media

Export file language*

English
▼

Export data range

Does not matter
▼

- **Export File Language:** We provide you a content section to download media in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Export Data Range:** Select data option from the drop-down list. Select from available options:

- **Does Not Matter:** This option will export/download complete catalog media.
 - **By Id Range:** This option allows exporting catalog media within a selected range say between 5 to 30 or 35 to 50 and so forth.
 - **By Batches:** This option allows exporting catalog media in predefined batches. Say for 'Batch Number '1', the expected count of counts is 10. Once you click on the 'Submit' button, check the downloaded media into your downloads folder.
- **Understanding Sequence Of Downloaded .CSV:** Before understanding the downloaded sequence, we recommend to go through the following prerequisites to avoid confusions later:
 - Open the following files simultaneously:
 - Open the auto downloaded **Media .CSV File** that has been obtained when the media file has been sent to the server.
 - Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have files opened mentioned above, go through the following sequence of columns to prepare media data:

With the file exported through media tab, view the following sequence of columns to prepare a media ready for import:

1. **Seller Product Id:** User defined unique seller id for the Product. This field needs to be the same as the Product Id defined in the Product Catalog Content sheet.
2. **Lang Code:** User defined field to link the product image for a particular language. 'Universal' is to be used as an option to link the media in all languages. Language codes can be looked up by clicking the language option in the top header. Language codes need to be used if the Product has different images for each language.

3. **File Path***: Detail about system generated file path. Copy the 'file path' from the Media .csv File opened alongside with the currently opened file. Images stored locally on your personal device/machine cannot be uploaded. Preferred image dimensions for the product images are greater than 500*500 pixels.
4. **File Name***: Details about file name of uploaded media. Copy the **File Name** from the **Media .csv File** opened alongside the file you're currently working upon.
5. **Display Order**: This column is dedicated to showcase display order of associated product images. Based on the numerical inputs orders are decided. When a product has multiple images then this field defines the order of display. If you are unsure about this field add display order as '1'.

5.2 Import Process

Once data is setup and ready to import, click on the **Hamburger Menu**  on the left, select **Import Export**, click **Import** from the left hand menu, select import option **Product Inventories**. The modular tab contains the following information:

- **Instructions**: On this tab, go through the **Product Inventory** import instructions that can help you to upload accurate data.
- **Content**: On this tab, enter information into the following given fields:
 - **Language**: Select language from the drop-down list. Please note that data preparation is language specific meaning if a file is prepared in English, language is selected as English and vice versa.
 - **Select Data**: Select 'Data' option from the provided drop down list. Please note selection of data is dependent on the exported data file and its preparation. Select relevant option:
 - General Data


- Inventory Options
 - SEO Data
 - Special Price
 - Volume Discount
 - Buy Together
 - Related Products
- **File To Be Uploaded:** Click on the 'Browse File(s)', locate the file destination, click **Open** ' and finally click on the **Import**' button.

6. About Export & Import Brands

Brands list can be created by making entries with name, description, and images assigned to each in bulk. If you need to add associated brand images all at once or keep a backup of existing images data, this can be done via importing and exporting media files.

6.1 Export Process

The steps to export or download existing brands content data involves:

1. Click on the Hamburger Menu 
2. Select **Import Export**,
3. Click **Export** from the left menu
4. Select export option **Brands**.

The following information is required to be submitted to download the .csv file:

6.1.1 Content Tab: This tab has the following information prompted to download a .csv:

- **Language:** A content section is provided to download product **Brands** in multiple languages as added by you in the system. For instance, if you want to save content in the **English** language simply select language **English**, click the **Export** button and the file will be downloaded. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv To Add Information:** Open the **Brands** .csv file from your downloads folder. Once a file is accessed, data is viewed in the following sequence:
 1. **Brand ID:** Viewed only when **Use brand id instead of brand identifier** setting is enabled.
 2. **Brand Identifier*:** User defined name for the **Brand** in the system. Enter a unique brand identifier. **Please note** that the identifiers are **case sensitive**.
 3. **Name*:** User defined name for the Brand in the system. Please note that data displayed in this column is language specific, e.g. if 'Arabic' language is selected from the content tab, the exported file will display Arabic data.
 4. **SEO Friendly URL:** User defined URL for the Brand for SEO purposes. Special characters/Spaces cannot be used in the URL.
 5. **Active:** Currently active brands are marked with 'Yes', whereas inactive ones are shown as 'No'. User defined field to mark a particular brand as active in the system. Possible inputs for this field are 'Yes' & 'No'. Default value should be set as 'Yes'.
 6. **Deleted:** Display deleted records as 'Yes' and existing records as 'No'. In case new entries are to be added, type 'No' into the column to add them, whereas to restore deleted records that are showing 'Yes' status can be edited by entering 'No' to bulk restore deleted brands.

	Brand Identifier	Name	Description
<i>Example</i>	Nike	Nike	

Table 3: Example of Brands Content File

6.1.2 Media Tab: This tab has following information prompted to download a .CSV:

- **Export File Language:** You can choose to export media files for all languages enabled in a system. However, for specific languages, choose from the dropdown list provided.
- **Understanding Sequence Of Downloaded .CSV To Import Media:** Before understanding the downloaded sequence, we recommend going through the following prerequisites to avoid confusion later:
 - Open the following files simultaneously:
 - The auto-downloaded **Media .CSV File** that has been obtained when the media file has been sent to the **server**.
 - Open the exported media .csv file downloaded through **Media Tab** above.
 - Once you have the files opened mentioned above, go through the following sequence of columns to prepare media data:
 1. **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.
 2. **Lang Code:** Enter the language code. The language code to be used for 'All Languages' is 'Universal'.
 3. **File Type*:** Enter if the image being added is to be displayed as an 'Icon' or an 'Image' (for banner).

4. **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'.
5. **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.
6. **File Name*:** Enter the name of the file/image being uploaded.
7. **Display Order:** Enter the display order number.
8. Lastly, save all the brand entries into your documents folder.


	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

6.2 Import Process

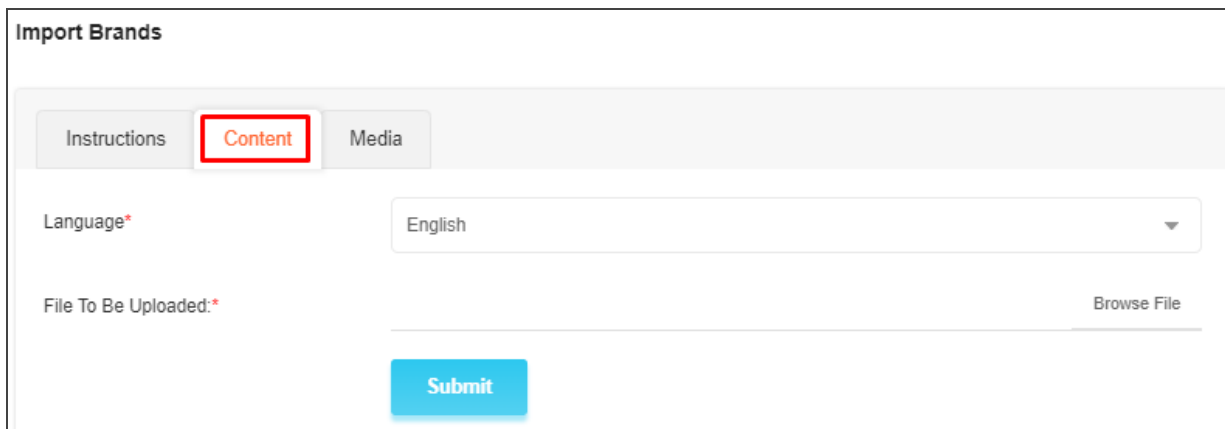
The process to import has some prerequisites to follow. For 'Content' once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Whereas, for 'Media' ensure that you have followed the prerequisites by **adding media to the server**. Please note that at the time of creating a **media library zip folder**, the file size should not be more than your server max upload size. Know your server limit by contacting your hosting provider.

6.2.1 Content Data

When you are ready, import your prepared brands data. Click on the hamburger menu  on the left, select 'Import Export', click 'Import', from the left hand menu, select 'Import', select option 'Brands'. Upon click, the following modular 'Import Instructions' tab will appear where information is displayed into various tabs:

i. Instructions: On this tab, instructions about importing product brands are displayed. We recommend a thorough reading of instructions to avoid uploading errors.

ii. Content: On this tab, the following fields are displayed to import data:

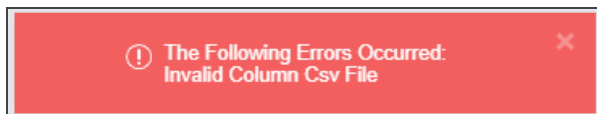


The screenshot shows the 'Import Brands' interface. At the top, there are three tabs: 'Instructions', 'Content' (which is highlighted with a red border), and 'Media'. Below the tabs, there is a 'Language*' dropdown menu currently set to 'English'. Underneath that is a 'File To Be Uploaded:*' field with a 'Browse File' button to its right. At the bottom center of the form is a blue 'Submit' button.

- **Language:** Select imported language file from the dropdown list provided. Please note that the list of languages displayed has a direct relation with the number of languages enabled in the system.
- **File To Be Uploaded:** Click on **Browse File**, locate the **Brands content .csv file**, click Open and then Submit.

The **Data Imported/Updated Successfully** message will be displayed when the file is uploaded within the system. Exit the section and congratulations you have successfully uploaded/updated newly added data into the system.

In case of any discrepancies found, an error message is displayed and a 'Log File' will be automatically generated.




Check your 'Downloads' folder to go through the generated 'log file', that is marked or highlighted for errors. A preview of 'Log file' is shown below:

Row	Column	Description
3	2	Name Is Mandatory.
4	2	Name Is Mandatory.
5	2	Name Is Mandatory.
6	2	Name Is Mandatory.
7	2	Name Is Mandatory.
12	2	Name Is Mandatory.

Once corrections are made, try to re-import the file following the same import process above. In case a problem persists, contact team Yo!Kart.

6.2.2 Media Data

Once media data is setup and ready to be imported, click on the **Hamburger Menu**  on the left, select **Import Export**, click **Import**, from the left hand menu, select import option 'Brands' and choose 'Media' tab from the shown 'Import Instructions' form.

- **Upload File Language:** Select the language from the drop-down list media file is set up for import.
- **File To Be Uploaded:** Click on the 'Browse File', locate the '[Brands Media](#)' file destination, click 'Open ' and finally click on the 'Submit' button.

Import Brands Media

Instructions
Content
Media

Upload File Language* English ▼

File To Be Uploaded:* Browse File


Submit

To access the newly created brands list, you can either view it from listing area Catalog > Brands, or can simply export the file following the [export process](#).

7. About Export & Import Options

Each product can have a multitude of options and still be different from product to product. For example, one product can use size, color, and style, and another product can use weight, color variants and so on. With the export/import options module, bulk options can be created.

7.1 Export Process

Click on the Hamburger menu , select **Import Export**. Click **Export** from the left hand menu, and select **Options** from the provided option list. The following information is required to be submitted to download the .csv file:

7.1.1 Content Tab: This tab has following information prompted to download

a .csv:


- **Language:** We provide you a content section to download options in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. **Option Identifier*:** Enter a unique identifier for the option being added in the file.
 - b. **Option Name*:** Enter the option name.
 - c. **Username*:** Enter the name of the user adding this option.
 - d. **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'.
 - e. **Option is Color:** Enter 'YES' if the option being added is a color and 'NO' otherwise.
 - f. **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.
 - g. **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'.

Once all the entries have been made, please make sure to **save** the latest CSV file.

7.2 Import Process

The process to import has some prerequisites to follow. For **Content** once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank.

7.2.1 Content Data

Click on the hamburger menu  on the left, select **Import Export**, click **Import**, from the left hand menu, select **Import** select option **Options**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs:

i. Instructions: On this tab, instructions about importing **Options** are displayed. We recommend a thorough reading of instructions to avoid uploading errors.

ii. Content: On this tab, the following fields are displayed to import data:


- **Select File To Upload:** Click on **Browse File**, locate the **Options** content file, click 'Open' and then 'Submit'.

A success message is displayed when the file is uploaded within the system.

8. About Export & Import Options Values

The product option created above needs to be binded/associated with corresponding values, known as option values. Through exporting, existing option values can be viewed, bulk edits can be performed and new values can be added.

7.1 Export Process

Click on the Hamburger menu , select **Import Export**. Click **Export** from the left hand menu, and select **Options Values** from the provided option list. The following information is required to be submitted to download the .csv file:

7.1.1 Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download options in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. **Option Value Identifier*:** Enter a unique identifier for the option value being added in the file.
 - b. **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.

- c. **Option Value***: Enter the name or value of the option.
 - d. **Color Code**: If the option value is a color, please mention its Hex color code.
 - e. **Display Order**: Enter the display order for the option value.
- Lastly, save the prepared content file into your document folder.

8.2 Import Process

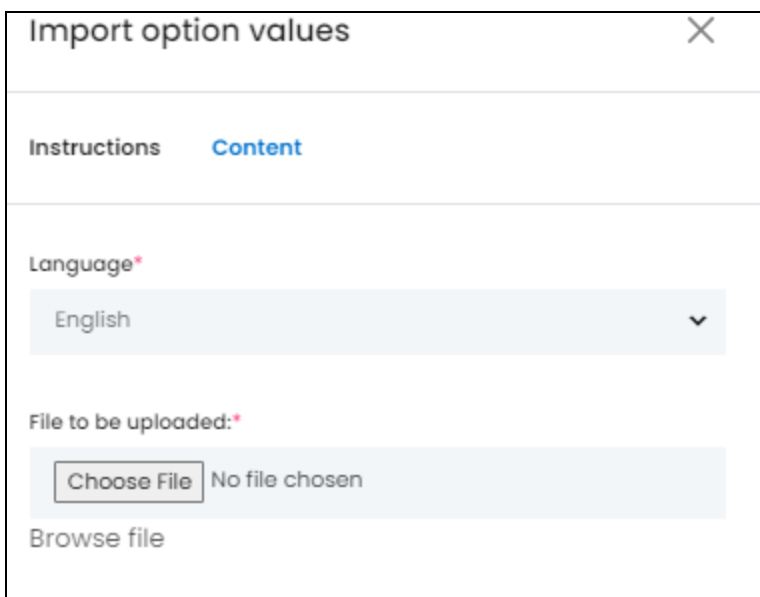
The process to import has some prerequisites to follow. For 'Content' once required information is added/edited, double check your data and format of file in case you have opted to create your own .csv file. Check the file for formatted headers and columns so that mandatory fields cannot be left blank.

8.2.1 Content Data

Click on the hamburger menu  on the left, select **Import Export**, click **Import**, from the left hand menu, select **Import** select option **Options Values**. Upon click, the following modular **Import Instructions** tab will appear where information is displayed into various tabs:

i. Instructions: On this tab, instructions about importing 'Option Values' are displayed. We recommend a thorough reading of instructions to avoid uploading errors.

ii. Content: On this tab, the following fields are displayed to import data:



- **Select File To Upload:** Click on Choose File button, locate the file, click 'Open' and click on the **Import** button.

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

About Export & Import Zones

Shipping zones are the geographic areas where you offer shipping services. Add and edit zones with the export import facility.

Export Process


To export, click on the hamburger menu, select **Export** from the left menu, and select **Zones**. The following information is required to be submitted to download the .csv file:

Content Tab: This tab has following information prompted to download a .csv:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv to Add Information:** Open the **zones** .csv file from your downloads folder. Once a file is accessed, data can be viewed and added in the following sequence:
 - a. **Zone Identifier:** Display a unique identifier for the zone
 - b. **Zone Name:** Display name of the zone.
 - c. **Active:** Display the current status of the zone.

Once you have made required edits or additions in the records, **save** the file in the CSV format.

Import Process

Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Once you are ready, click on the Hamburger menu , select **Import Export**. Click **Import** from the left hand menu, and select **Zones**. Next, click on the **Choose File** button and upload the file that you just edited. A success message is displayed to confirm the import.

About Export & Import Countries

Export the list of countries so that you can decide shipping, taxes and products' listing related services.

Export Process

To export, click on the hamburger menu, select **Export** from the left menu, and select **Countries**. The following information is required to be submitted to download the .csv file:


Content Tab: This tab has following information prompted to download a .CSV:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv to Add Information:** Open the **countries** .csv file from your downloads folder. Once a file is accessed, data can be viewed and added in the following sequence:
 - a. **Country Code*:** Display a unique identifier for the country.
 - b. **Country Name*:** Display name of the country.
 - c. **Currency Code:** Display 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**.

- d. **Lang Code***: Display language code. The language code to be used for 'All Languages' is 'Universal'.
- e. **Active**: Display the current status of the country being added.

Once you have made required edits or additions in the records, **save** the file in the CSV format.

Import Process

Check the file for formatted headers and columns so that mandatory fields cannot be left blank. Once you are ready, click on the Hamburger menu , select **Import Export**. Click **Import** from the left hand menu, and select **Country**. Next, click on the **Choose File** button and upload the file that you just edited. A success message is displayed to confirm the import.

About Export & Import States

Instead of manually adding each state's name where you want to do business, use the easy export and import facility.

Export Process


To export, click on the hamburger menu, select **Export** from the left menu, and select **States**. The following information is required to be submitted to download the .csv file:

Content Tab: This tab has following information prompted to download a .CSV:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Understanding Sequence Of Downloaded .csv to Add Information:** Open the **States** .csv file from your downloads folder. Once a file is accessed, data can be viewed and added in the following sequence:
 - a. **State Identifier*:** Enter the unique identifier for the state being added.
 - b. **Country Code*:** Enter the unique identifier for the country whose state is being added in the file.
 - c. **State Name*:** Enter the name of the state.
 - d. **State Code:** Enter the code to be used for the state.
 - e. **Active*:** Enter the current status of the state being added.

About Tax Categories Export

Export the list of tax categories so that next time you can easily link the product with the right category.


Click on the Hamburger menu , select **Import Export**. Click **Export** from the left hand menu, and select **Tax Categories**. A scroll-in form will appear that prompts you to add following information:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance, if you want to save

content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.

About Users Export

Export the list of users that are registered with the portal. From the list that you export, you can view users' information including their **User ID, Username, Registered As, User Type, Email Address.**

Click on the Hamburger menu , select **Import Export**. Click **Export** from the left hand menu, and select **Users**. A scroll-in form will appear that prompts you to add following information:

- **Language:** We provide you a content section to download data in multiple languages as added by admin in the system. For instance, if you want to save content in the English language simply select English and submit. Similarly for other languages follow the above process with respective languages.
- **Export Data Range:** Select data range for all the above options. Depending upon the options selected, the results in .csv downloaded can be generated.


The following options are available :

- **Does Not Matter:** Without any distinction this option will export/download complete seller products.
- **By Id Range:** This option allows limiting the seller product catalog as defined, say between 5 to 30 or 35 to 50 and so forth.
- **By Batches:** This option allows exporting catalog data batchwise. Say for 'Batch Number '1'', the expected count of counts is 10. Once the required option is selected, click on the **Export** button, and check your downloads folder.

About Export & Import Language Labels

Language labels represent the arbitrary text or expressions used in graphics. Using the export facility, you can bulk add or update labels for both App and Web view.


Export Process

Click on the Hamburger menu , select **Import Export**. Click **Export** from the left hand menu, and select **Language Labels**. Check your downloads folder and access the language labels file.

- **Understanding Sequence Of Downloaded .csv:** Open exported .csv file from your downloads folder. Once a file is accessed, data can be viewed in the following sequence:
 - a. **Key:** Display unique key for the label being entered. Note that you cannot add a new key because keys are hardcoded into the system. You can only change the values of the key. For example, the key is VLBL_PLEASE_SELECT and its responding value is Please Select then you can change the value only as Please Select This instead of the key.
 - b. **Name in (Primary Language):** Display name of the label in primary language.
 - c. **Name in (Secondary Language):** Display name of the label in secondary language.

Import Process



Once you have added the values of the keys, check your file for formatted headers and columns to avoid errors. Once you are ready, click on the

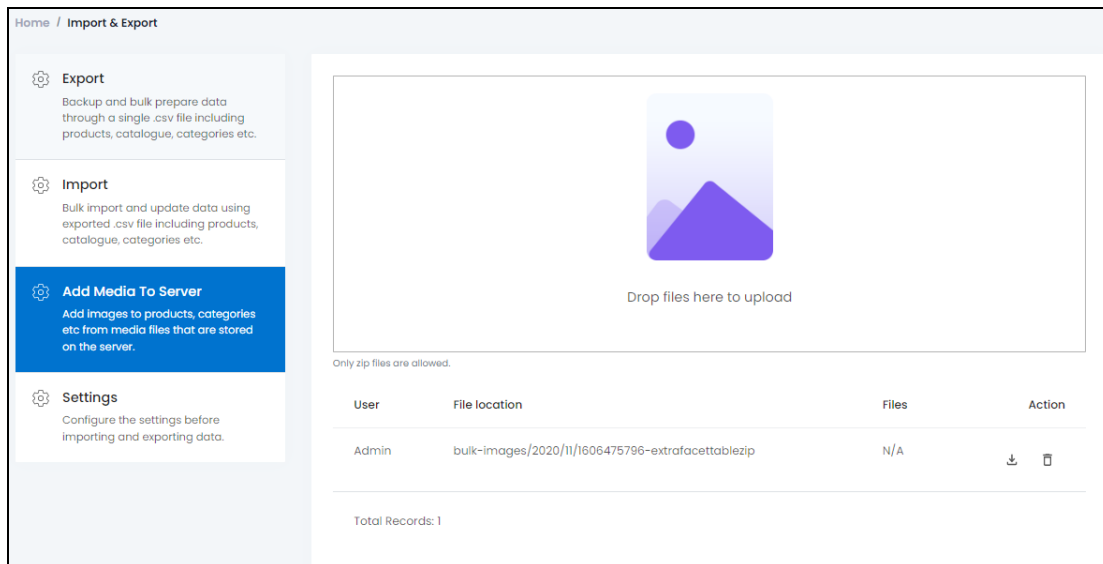
Hamburger menu , select **Import Export**. Click **Import** from the left hand menu, and select **Language Labels**. Next, click on the **Choose File** button and upload the file that you just edited. A success message is displayed to confirm the import.

3. Add Media To Server

This setting is catered to manage media libraries. Whether you require adding a whole heap of product categories, catalog images/media in bulk or making bulk edits to existing media data, this can be done via export/import **Media** option. Here it is important to know that the system requires a **compressed zip folder** created beforehand consisting media images intended to upload or import.

Any type of images/media can only be imported into the system if the file is located at a public URL. Therefore, images or media libraries need to be pre-uploaded or sent to the server to import to your store. To upload media files from local system, follow the steps below:

1. Click on the **Drop Files Here To Upload** icon.
2. Navigate to the .zip folder containing media images for bulk upload. Follow the prompts and click **Open** to confirm the same to upload.
3. View uploaded media into listing below. Here you can perform the following actions:
 - **Download**  : Upon click, the selected file will be downloaded as per default download location settings.
 - **Delete**  : Due to any reasons, if you no longer wish to keep the uploaded media files, click on the **Delete** icon, follow the prompts.




- Download the uploaded zip file using the download button .
- Open the downloaded file and you will find **File Path** and **File Name** data. A sample file looks like this:

File Path	File Name
bulk-images/2022/08/1661496746-Zipproduct	diy-product-photography.webp
bulk-images/2022/08/1661496746-Zipproduct	download (1).jiff
bulk-images/2022/08/1661496746-Zipproduct	download.jiff
bulk-images/2022/08/1661496746-Zipproduct	pexels-photo-4041392.webp
bulk-images/2022/08/1661496746-Zipproduct	photo-1505740420928-5e560c06d30e.jfif
bulk-images/2022/08/1661496746-Zipproduct	photo-1523275335684-37898b6baf30.jfif

- Use the generated **File Path** and **File Name** when importing media for Catalogs, Categories and Brands. When making entries, ensure that you enter the right file paths against the right entries. For example, if you want to change the image associated with Product Category for **Footwear** ensure that you export the file and copy the **file path** and **file name** from the file obtained from the uploaded zip folder.

Category Identifier	Lang Code	Image Type	Display screen	File Path	File Name	Display Order
Footwear	Universal	Category Banne	Ipad	2022/08/165952	heels.jpg	2
Gaming Consoles	Universal	Category Banne	Mobile	2022/08/165952	game.jpg	6
Gaming Consoles	Universal	Category Icon		2017/07/150054	gaming-console-	1

4. Settings

The columns provided for entries within the import-export CSV files are standard. Using the toggle switch  provided you can enable or disable settings. The data that you export depends upon the settings you make.

Use brand ID instead of brand identifier <input type="checkbox"/>	Use category ID instead of category identifier <input type="checkbox"/>
Use catalog product ID instead of catalog product identifier <input type="checkbox"/>	Use user ID instead of username <input type="checkbox"/>
Use option ID instead of option identifier <input type="checkbox"/>	Use option value ID instead of option identifier <input type="checkbox"/>
Use tag ID instead of tag identifier <input type="checkbox"/>	Use tax ID instead of tax identifier <input type="checkbox"/>
Use product type ID instead of product type identifier <input type="checkbox"/>	Use dimension unit ID instead of dimension unit identifier <input type="checkbox"/>
Use weight unit ID instead of weight unit identifier <input type="checkbox"/>	Use lang ID instead of lang code <input type="checkbox"/>
Use currency ID instead of currency code <input type="checkbox"/>	Use product condition ID instead of condition identifier <input type="checkbox"/>
Use percent or flat condition ID instead of identifier <input type="checkbox"/>	Use country ID instead of country code <input type="checkbox"/>
Use state ID instead of state identifier <input type="checkbox"/>	Use policy point ID instead of policy point identifier <input type="checkbox"/>
Use shipping company ID instead of shipping company identifier <input type="checkbox"/>	Use policy point type ID instead of policy point type identifier <input type="checkbox"/>
Use shipping duration ID instead of shipping duration identifier <input type="checkbox"/>	Use shipping profile ID instead of shipping profile identifier <input type="checkbox"/>
Use shipping package ID instead of shipping package identifier <input type="checkbox"/>	Use 1 for yes 0 for no <input type="checkbox"/>

[Update](#)

Click on the 'Save Changes' button after making necessary changes.