Basic Content Creation Training

..*Create Products Via CSV*

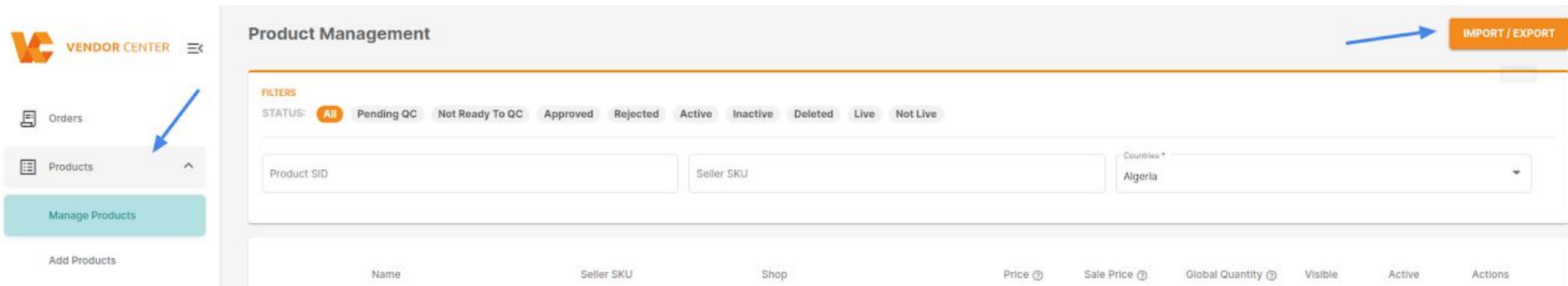# Step 1: Create products via CSV

After accessing VC:

- Navigate to the Products page and click on Import/Export

Step 2: Download CSV Template

Download the corresponding category template of the product to be created.

- Select the Type: Product
- Select the Action: Download template
- Click Next
- Select the Shop
- Click Next
- Select the Category
- Click Export

✓ Select an action

Type *
Product   ▼

Action *
Download Template   ▼

NEXT

✓ Choose Shop

Shop *
Globalomerce - Globalomerce   ▼

BACK   NEXT

✎ Category Tree

Click to choose a Category
Books, Movies and Music > Art & Humanities > Foreign Language Study   ✕

BACK   EXPORT

Step 3: Upload the Template

Upload the file after filling up the template:

- Select the Type: Product
- Select the Action: Create Products
- Choose the Shop
- Click Next
- Upload the file

Note: The mandatory fields are highlighted in red in the template.

✓ Select an action

✓ Choose Shop

✓ Select a file

Drop your file here

BACK

Step 4: Monitor the import in the Import History.

The Status can be:

- Pending: The file is not being processed yet.
- In progress: The file is being processed.
- Completed: All products in the file were successfully created.
- Failed: One or more products failed to be created. The error report is available in the Progress column

IMPORT HISTORY

FILTERS

Status

All ▼

Actions

Product Creation ▼

Created at	User	File	Action	Status	Progress
27 Oct 2022 | 10:22	paopao	Download	Product Creation	✓ Completed	Finished
25 Oct 2022 | 10:41	Cátia Braga	Download	Product Creation	✓ Completed	Finished
25 Oct 2022 | 10:38	Cátia Braga	Download	Product Creation	✗ Failed	Download error report