

Import Campaign Products

If you've got a large number of products for a campaign, you might like to import them all in one go, rather than adding them one by one in the CMS.

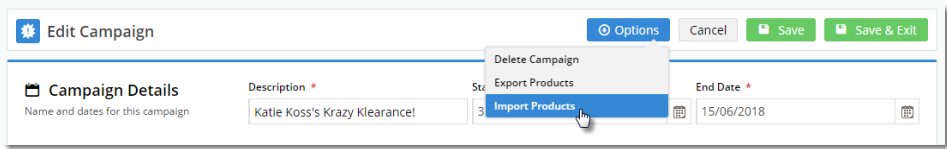
You can import products to one campaign, or (if you're *really* organised) you can import **all** of your campaign products. This guide will step you through the process.

Importing Products

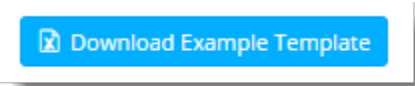
Before you start, make sure you've got a campaign to import products to. If you haven't already, follow the steps in our [Product Campaigns](#) guide to create a campaign.

Now it's time to import products.

1. In the CMS, navigate to **Campaigns & Promotions Campaigns**.
2. **Select the campaign** that you'd like to import products to.
3. Hover over the **Options** menu and select **Import Products**.



4. On the import page, click **'Download Example Template'**. This will give you a sample .csv file in the correct format.



5. Open the .csv file and paste your own product data into the **ProductCode** column.
6. Drag the campaign description down for every product row in your file.
7. Nominate a product sequence (optional). If you leave this column blank, the products will simply import in the same order as they appear in this file.

CampaignDescription	ProductCode	Sequence
Katie Koss's Crazy Klearance!	CV200	0
Katie Koss's Crazy Klearance!	CV300	
Katie Koss's Crazy Klearance!	CV100	
Katie Koss's Crazy Klearance!	CV110	
Katie Koss's Crazy Klearance!	CV205	
Katie Koss's Crazy Klearance!	CV301	
Katie Koss's Crazy Klearance!	CV106	
Katie Koss's Crazy Klearance!	CV175	
Katie Koss's Crazy Klearance!	CV222	
Katie Koss's Crazy Klearance!	CV130	

8. **Save the file** somewhere, keeping the .csv format.
9. Next, set the **Import Type** using the dropdown:
 - **Append** - adds the products on your file to any existing products in the campaign
 - **Overwrite** - replaces any existing products with the ones in your file
10. Click **'Select files..'** and browse to your saved file.

11. Once you select the file, the import starts automatically.

12. A notification will let you know whether the import was successful, and any errors / warnings will display in the **Import Log**.

The screenshot shows the 'Campaign Product Import: Katie Koss's Crazy Klearance!' interface. At the top, a green notification box states 'Import Successful' with a checkmark icon and the text 'Campaign Product Information has been successfully imported'. Below this, there's a 'File Upload' section with an 'Import Type' dropdown set to 'Append Only'. A file named 'ExampleImportCampaign1.csv' is listed under 'Select files...'. The 'Import Log' section at the bottom shows a green bar for 'Import Successful' and a yellow bar for a warning: 'Line 2: Warning: No need to import as the campaign product is already present'.

13. That's it!

Exporting Products

If you'd like a list of your current campaign products, the CMS offers handy export functionality. You can either:

A) export a list of *all* products from *all* campaigns via the main 'Campaigns' page

The screenshot shows the 'Campaigns' page. At the top right, there are buttons for 'Options' and 'Add New'. Below these, a dropdown menu is open, showing 'Export Campaign Products' (highlighted with a mouse cursor) and 'Import Campaign Products'. The main content area includes a section for 'Featured Product Campaigns' with instructions on how to use them and links to 'See our How-to guide on CV Connect' and 'View campaign reports in Google Analytics'.

or

B) export a list of all products from a single campaign via the 'Edit Campaign' page

The screenshot shows the 'Edit Campaign' page. At the top right, there are buttons for 'Options', 'Cancel', and 'Save'. Below these, a dropdown menu is open, showing 'Delete Campaign', 'Export Products' (highlighted with a mouse cursor), and 'Import Products'. The main content area includes a section for 'Campaign Details' with a table containing the following information:

Description *	Start Date *	End Date *
Katie Koss's Crazy Klearance!	31/05/2018	15/06/2018

The export option will output a list of campaign products in .csv file.

You can edit and save this file to use in a future import, as the format is the same. Smart!

Related help

- [Import Campaign Products](#)
- [Campaigns](#)
- [Promotions & Marketing](#)
- [Campaign Slider Widget](#)
- [Split Campaigns](#)
- [Importing Promotion Code Products - Classic sites](#)
- [Data Import and Export](#)
- [Product Campaigns](#)
- [Data Load Templates \(end user\)](#)
- [Settings and Functions Available in the PRONTO Order and Receipt Import Program](#)