

## Data Import and Export

## Overview

Using the Data Import module, site administrators can import a variety of data to selected tables of the web database. Existing data can also be exported for review.

Product metadata, store location, and user data can all be imported with ease, once the profile has been created.

### Example of Output

New Import Profile

Import Profiles

Search For :

☒ Contains
 ☐ Starts With
 

Search

Profile Name	Table Name	Created	Last Run			
Feature Import	ProductFeatures	18-Dec-2013 11:45 AM AEST	22-Aug-2016 10:22 AM AEST	Run	Delete	E
Product Import	Product	18-Dec-2013 11:45 AM AEST	22-Aug-2016 09:33 AM AEST	Run	Delete	E

2 records. (1 page)

### Prerequisites

Don't have any Import Profiles set up? See our guide on [Data Import and Export - Setting Up](#) to get started.

## Importing Data

1. In the CMS, go to **Settings Advanced Settings Data Import**.
2. Locate the profile you wish import data for and click 'Run'.
3. The **Required Fields** are listed at the top of the page. Your CSV import file must be in this format.

**Table Product** Back

**Registered Product**

10cmLength10cmDepth10cmDiameterProductColorProductMaterialProduct

[Download Block CSV File](#) [Export Existing Data](#)

☒ Ignore findings on first run

Please be aware, as soon as you click on the table below, the selection browser will automatically select the Registered Product below.

Note: Your browser will show the selection via a pop-up. Simply drag and drop your file into the File Selection area and the selection will be automatically selected.

Select file to be downloaded:

[Add to Cart](#) [Add to Cart](#)

4. Click '**Download Blank CSV File**' if you wish to download a template with the correct format and column headings.
  - Note - If your site is on version 3.87+, you can also export the existing data for this profile (see below).
5. Select optional functions:
  - a. **Replace Table** - this will delete ALL records in the table and replace it with the data in your CSV file. Use with caution!
  - b. **Ignore headings on first line** - this will skip the first line in the file; tick this if your document has a header row.
6. Either click '**Select**' to browse to your import file, or (if your browser supports it), drag and drop the file into the dialogue box.
7. Click '**Import Now**'.

8. Your file will be imported and feedback (error and success messages) will be displayed in the dialogue box.

## Exporting Data

For sites on version 3.87+, the existing data for a profile can also be exported, allowing for easy manipulation prior to re-importing.

1. In the CMS, navigate to **Content Advanced Content Data Import**.
2. Click **'Run'** against the required profile.
3. When the import page loads, click **'Export Existing Data'**.

Table: Products Run

Selected Profile  
ProductLengths, ProductWeight, ProductWeight

Download Blank CSV File

Export Existing Data

☐ Ignore Duplicates on first load

Where to upload or paste the contents of your CSV file into the box below:  
File format supported on the table specified in the above.

Note: Your browser supports file selection via Drag and Drop. Simply drag and drop your file into the box below for fast automatic selection.

Select CSV file to be imported SELECT

IMPORT NOW

4. Your data will download to a .csv file, or if more processing time is required, will be emailed to you as a link (to protect your site's speed and performance).
5. Modify your data as required, then follow the steps for **'Importing Data'** above.

## Additional Information



To have a new profile created or an existing one updated, contact Commerce Vision. Refer to our guide [Data Import and Export - Setting Up](#) for more information.

Uses csv file type.

Minimum Version Requirements	**.*.*
Prerequisites	Import Profile set up.
Self Configurable	Yes
Business Function	Content
BPD Only?	No
B2B/B2C/Both	Both
Third Party Costs	n/a

## Related help

- [Order Data for Eway Fraud Protection](#)
- [Data Load Templates \(end user\)](#)
- [Data Import and Export - Setting Up](#)
- [Data Import and Export](#)
- [CSV Cart Export](#)