

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

Required Fields:

☐ Ignore headings on first line

Choose to upload or download the contents of this table for the specified table.

File name: productcode.csv

Size: 100 KB

Download

Note: This is a CSV file. To import the data, you must upload the file to the server and then use the 'Import' button to import the data.

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'**.

The screenshot shows a web interface for data import. At the top, there's a 'Table: Product' header with a 'Back' button. Below it, a 'Required Profile' section contains a text box with 'ProductLength, ProductQty, ProductWeight'. Underneath are two buttons: 'Download Blank CSV File' and 'Export Existing Data', with a red arrow pointing to the latter. A checkbox labeled 'Ignore Headings on first line' is also present. The main area has instructions: 'Where to upload, or paste the contents of your file, for loading the table below. File format required is as per the Required Table above.' It also mentions 'Note: Your browser supports file selection via Drag and Drop. Simply drag and drop your file(s) to the file selection box for fast automatic selection.' There's a 'Select CSV file to be imported' text box, a 'SELECT' button, and an 'IMPORT NOW' button at the bottom.

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](#)