

How to manually create Units - Product export file

This guide shows you how to create units in effectmanager using an export file.



If you want to create or edit more units at once, this can be done using the export file in effectmanager.

Creating a unit using the export file follows the same steps as creating a product. The difference is in the way the export file is filled out.

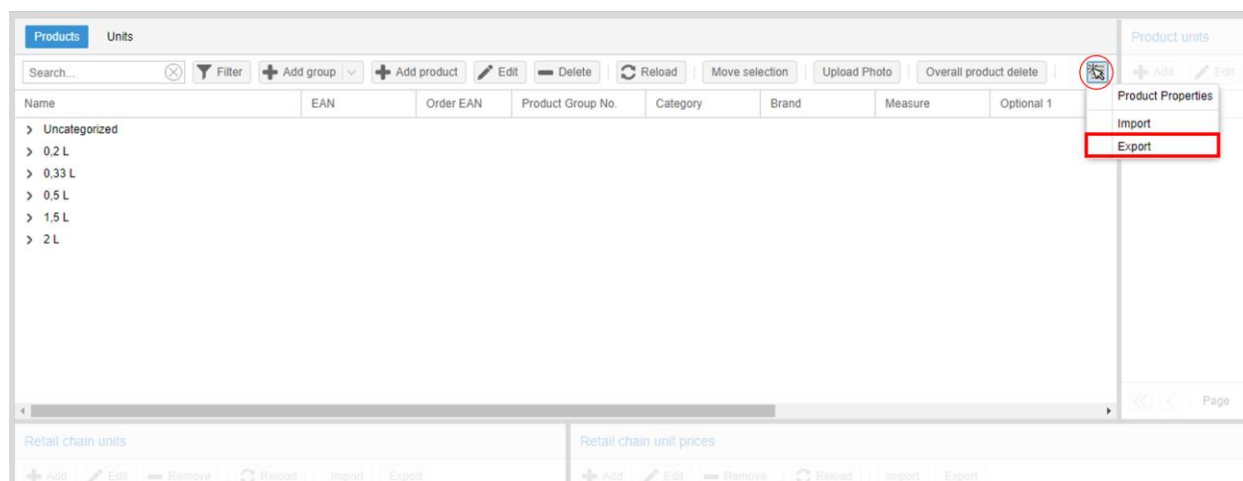
👍 Pro tip: When creating units using the export file, you must also export the products that are on the units and then create the units in the exported file.

Add Unit

1. To create a new unit using the export/import file navigate to products.

In the top menu press *Settings* and then select *Products* on the side menu.

Press the button and select *Export*.



2. In the pop-up window, select the categories that contain products that are on the units you wish to create.

All categories and products are exported if nothing is selected.

3. When creating a new unit in the export file, it is important to do the following.

- Leave Column B (UnitId) empty when creating new units.
- Copy the following columns from the products you want to add to the unit: Column A (ProductId), Column C (ProductGroupId), Column D (EAN), Column E (Measure), Column F (Amount) and Column G (Active)
- Fill out Column H (Unit Type) with the code for the unit type you want to create: 1 = Colli, 2 = Pallet and 3 = Mix Pallet
- Fill out the unit's master data: Column I (UnitName), Column J (InternalNumber), Column M (OrderEAN)
- Add the products to the unit by copying Column L (Name) to the unit.

NB! If you have POS data copy Columns N (Category) to Column S (Optional4)

- When the products are added to the unit, fill out the Colli size.

A – ProductId: NEVER make corrections to this field. Copy this field for Unit creation

C – ProductGroupId: Can be copied if you want to create a new product or move a product to a category.

E – Measure: Define the unit measure.
Mandatory

G – Active: Define status, by marking field. Active = SAND Inactive = FALSE

	A	B	C	D	E	F	G
1	ProductId	UnitId	ProductGroupId	EAN	Measur	Amount	Active
2	72556c67-2c80-4298-8349-3129423d816d	2e3c2655-9072-4493-96ab-aa600e654e3	7dbecd3c-fa1a-4e18-b22e-c6d173c102f	7310350117215	1	200	TRUE
3	7918be03-83e2-4b2d-b664-3219ab09139d	2e3c2655-9072-4493-96ab-aa600e654e3	4e09ed8e-62fe-4fa1-ac8e-ea3351927b59	57417134	1	200	TRUE
4	72556c67-2c80-4298-8349-3129423d816d	788c92f1-cd62-4934-be6d-f484c7b493f3	7dbecd3c-fa1a-4e18-b22e-c6d173c102f	7310350117215	1	500	TRUE
5	7918be03-83e2-4b2d-b664-3219ab09139d	8183c2a5-220c-42c2-a2ca-a49e9bcbef78	4e09ed8e-62fe-4fa1-ac8e-ea3351927b59	57417134	1	200	TRUE

B – UnitId: NEVER make corrections to this field. Creating a new unit – leave this field empty.

D – EAN: Consumer Unit EAN.
Mandatory

F – Amount: Define the unit amount.
Mandatory

I – UnitName: Define product description name.
Mandatory

J – InternalNumber: Define your internal unit number.
Mandatory

L – Name: Product description name.
Mandatory

N, O, P, Q, R, S – Optional: Can be used for further categorization of POS data.

	H	I	J	K	L	M	N	O	P	Q	R	S
	UnitType	UnitName	InternalNumber	ColliSize	Name	OrderEAN	Category	Brand	Optional1	Optional2	Optional3	Optional4
	3	Summer Mix-Pallet	4585	30	Cherry & Pomegranate 0,33l	5788778925648	0,33 L	Coconut water	Can			
	3	Summer Mix-Pallet	4585	20	Orange & Mango Energy 0,2l	5788778925648	0,2 L	Energy drink	Can			
	0	Cherry & Pomegranate 0,33l		1	Cherry & Pomegranate 0,33l		0,33 L	Coconut water	Can			
	0	Orange & Mango Energy 0,2l	658923	2	Orange & Mango Energy 0,2l		0,2 L	Energy drink	Can			

H – UnitType: Define the unit type. *Mandatory*

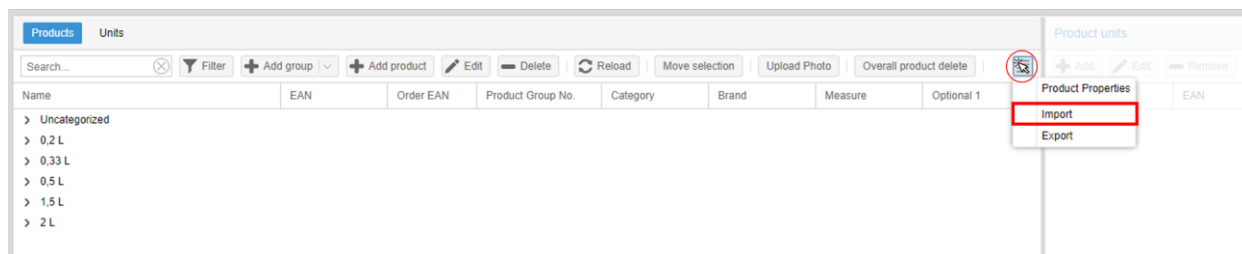
K – ColliSize: Numbers of units on the order unit.

M – OrderEAN: Order unit EAN.

4. When you have made the changes to your file, save it and import it to effectmanager.

In the top menu press *Settings* and then select *Products* in the side menu.

Press the button and select *Import*.




5. In the pop-up window, find your file by pressing *Browse* and then press *Upload*.

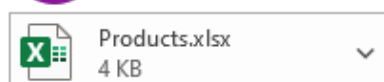
A new pop-up informs you that the import has started.

6. When the import has completed, you will receive an email notification.

Your new unit/corrections have now been imported and can be found accessing your Units tab.

Product import successful

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Til Stephanie Risager



Product import triggered for file: Products.xlsx succeeded

Import status: (3 out of 3 entries were imported).

Attached you can find the imported file.

Best regards,
Effectmanager Team