Importing Product Images

You can import product images quickly on AdvancePro using Excel Import/Export Tools

In this example, we will be importing images on all products with SKU#'s starting with "FRU" as shown on the screenshot below.

| 4 AdvancePro 10.00.0.10 | 04* - 1 | 100 C | - North | 24 | | | | | | a | | | L | - 6 | x |
|-------------------------|-------------------|---|--|----------------------------------|-----------------|--------|--------------------------|--------------|---------|-------------|-----------|------------|---|----------|-------------|
| AdvancePro | Admi | in Customers \ | vendors Proc | ducts Warehouse Sale | s Rep Returns F | eports | QuickBooks Web | MCR | | | | | | | 2 |
| | | | | | | | | | | | | | | | |
| Customers | Vie | ew All Products | | | | | | Total Record | ls: 50 | # Per Page: | 9 Total F | ages: 2 | Curre | nt Pag | e:1 🗙 |
| Place New Order | 0.01.0 | | | | C-1 | | | | | | | ombine Var | iants 🛛 | Displ | ay inactive |
| POS | SKU# | | uctivame veno | or Product Description | - All - | | | | | | | | | | Que |
| All Customer Orders | | | 1 | | 1 | _ | 1 | [| | | | | | | |
| View All Customers | I No | ISKII# | UUPC | Product Name | | | Vendor | Unit | Min Qty | Cost | Selling | Stock | • | <u>u</u> | |
| Add New Customer | 1 | FRU00001 | | Orange | | V | National Fruit Corporati | 10kg box | 111 | 50.00 | 175.00 | 111 | 1 | | |
| Vendors | 2 | FR000002 | | Apple Discourses | | V | National Fruit Corporati | TUKG DOX | 1 | 00.00 | 200.00 | 105 | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | |
| Place New Order | 3 | FR000003 | | <u>rineappie</u> | | ¥ | National Fruit Corporati | 10kg box | 20 | 90.00 | 300.00 | 100 | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | 107 |
| All Vendor Orders | 5 | FR000004 | | Chico | | | Mational Fruit Corporati | 10kg box | 1 | 50.00 | 102.00 | 100 | ~ | | |
| View All Vendore | 6 | FRU00005 | | Granes | | | World of Fruit Associati | 10kg box | 1 | 80.00 | 90.00 | 100 | * | Ē | |
| New All Vehicors | 7 | FRU00007 | | Mango | | | World of Fruit Associati | 10kg box | 1 | 80.00 | 90.00 | 100 | * | | ш Ш |
| Products | 8 | EBU00008 | | Strawberry | | | World of Fruit Associati | 10kg box | 1 | 700.00 | 80.00 | 100 | - | | m |
| Add New Product | 9 | FRU00009 | | Pomelo | | | World of Fruit Associati | 10kg box | 1 | 80.00 | 90.00 | 100 | - | Ē | |
| Manage Inventory | 10 | FRU00010 | | Dragon Fruit | | | World of Fruit Associati | 10kg box | 1 | 120.00 | 130.00 | 100 | - | Ē | ñ |
| View All Products | 11 | Shirt-1-SR | | 5 Tshirt : Small, Red | | | arawaza | Box | 1 | 10.00 | 20.00 | 101 | ۲ | Ē | ñ |
| Quick Search | 12 | Shirt-2-SG | | Small, Green | | | arawaza | Box | 1 | 10.00 | 20.00 | 100 | - | | Ū |
| ▼ | 13 | Shirt-3-MR | | 🚳 Tshirt : Medium, Red | | | arawaza | Box | 1 | 10.00 | 20.00 | 100 | ۲ | Ē | Ū |
| a_ | 14 | Shirt-4-MG | | 🚳 Tshirt : Medium, Green | L | | arawaza | Box | 1 | 10.00 | 20.00 | 100 | - | E | Ŭ |
| Open Windows | 15 | Shirt-5-LR | | 🚳 Tshirt : Large, Red | | | arawaza | Box | 1 | 10.00 | 20.00 | 100 | ۲ | E | Ū |
| | 16 | Shirt-6-LG | | 🚳 <u>Tshirt : Large, Green</u> | | | arawaza | Box | 1 | 10.00 | 20.00 | 100 | ۲ | | Ũ |
| VIEW All Products | 17 | TEST1-1 | | Test Prod : High Grade | (HG), Red | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | ۲ | | Û |
| | 18 | TEST1-2 | | Test Prod : High Grade | (HG), Green | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | 1 | E | Ũ |
| | 19 | TEST1-3 | | <u>Test Prod : Real Grade</u> | (RG), Red | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | ۲ | E | Ū |
| | 20 | TEST1-4 | | 3 Test Prod : Real Grade | (RG), Green | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | 1 | | Ũ |
| | 21 | TEST1-5 | | Test Prod : Master Gra | de (MG), Red | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | 1 | | Ũ |
| | 22 | TEST1-6 | | Test Prod : Master Gra | de (MG), Green | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | - | | U |
| | 23 | TEST1-7 | | Test Prod : Perfect Gra | de (PG), Red | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | 1 | | U |
| | 24 | TEST1-8 | | M Test Prod : Perfect Gra | de (PG), Green | | arawaza | Box | 1 | 1.00 | 2.00 | 9 | | | |
| | 25 | VEG00001 | | Carrots | | | National Vegetable Cor | TUKg box | 1 | 60.00 | 70.00 | 65 | 1 | | U D |
| | 26 | VEG00002 | | Potato | | | Ivational Vegetable Cor | TUKG DOX | 1 | 0.00 | 80.00 | 110 | - | <u> </u> | <u> </u> |
| | 👌 Ha | s Variants 🤣 Item Kit 🍕 | lncomplete 💗 | Finished Product | | | | | | << Previous | 39 Next 3 | 9>> Go Ti | Page # | | 7 |
| | | 🛠 Servi | ce 胡 Drop Shi | ip Item | | | | | | | | | 200 | | |
| B Logout | Click (search | on the icon above to sort by h button at the top right of th | product type. Click he page to view ALL | the ViewGlass products again. | | | | | | | | A Print | Export | × | Close |

Quick Tip: You can rename your images as the exact SKU# of the product for this process to be faster.

| G S → AP Proce | ess GUIDES 🔸 Fruits Pix | ✓ 49 Search Fruits I | Dix P |
|---|--|----------------------|---------|
| Organize 🔻 Include i | n library 🔻 Share with 👻 Slide show Burn | New folder | # • 🔟 🔞 |
| ★ Favorites ▲ Desktop ▲ Downloads ※ Recent Places ▲ SkyDrive ▲ Google Drive ※ Google Drive ※ Documents ▲ Music ≅ Pictures Wideos Wideos Womegroup | FRU00001.jpg FRU00002.jpg FRU00003.jpg FRU00004.jpg FRU00005.jpg FRU00005.jpg FRU00007.jpg FRU00007.jpg FRU00009.jpg FRU00009.jpg FRU00010.jpg | | |

EXPORTING A PRODUCT LIST

| G AdvancePro 10.00.0.10 | 04* - 1 | - | | | | |
|-----------------------------------|-----------------|-----------------|-------------------------------|---|---|---|
| Advance Pro | Admin Customers | Vendors Product | s Warehouse Sales Rep Returns | Reports QuickBooks Web | MCR | 0 |
| Customers | | | | | | |
| Place New Order | | | | | | |
| All Customer Orders | | Click A | dmin then Utilitie | es | | |
| View All Customers | | | | | | |
| Add New Customer | | | | | | |
| Place New Order | | | | Admin | | |
| All Vendor Orders | | | | | | |
| View All Vendors Products | | | | | | |
| Add New Product | | | Site Configuration | Payment Settings | Other | |
| Manage Inventory | | | | - · · · | De la contra de la c | |
| View All Products Quick Search | | | Site Settings | Currencies | Product Unit Management | |
| · · | | | | | | |
| ٩ | | | Site Administrators | Payment terms | carners | |
| Open Windows | | | Roles | Payment Method | Utilities | |
| | | | | Tax | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 🔒 Logout | | | | 2015, AdvancePro Technologies. All rights r | eserved. | |

Click on "Excel Import/Export" tab then select "Export Products".

| AdvancePro 10.00.0.1 | 004* - 1 | | 10 C C C C C C C C C C C C C C C C C C C | |
|--|-------------|--------------|---|---|
| Advance Pro | Admin Custo | mers Vendors | Products Warehouse Sales Rep Returns Reports QuickBooks Web MCR | 0 |
| Customers Place New Order POS All Customer Orders View All Customers Add New Customer Vendors Place New Order All Vendor Orders View All Vendors Products Add New Product Manage Inventory View All Products Quick Search Quick Search Unities View All Products | | | Utilities Import /Export Payment Processor MPL "Order Import "Mult. Companies "Lot/Serial # Bar Cooling "Tright" "Catch Weights "EDI "Advanced Shipping" "UPS/Fedex/USPS "AdvanceEDI Sales Rep." "Order Matrix "Additional Entity "Product Builder" "Tright" "APIntelligence "AP Mobile" "AP Manufacture" "AP ActiSales" "AP Labels" "POS "Resource Management" MS Dynamics Import data from an existing Excel spreadsheet NOT: "Resource Management" "MS Dynamics" Import /Export Prease see the help menu for important information on preparing your Excel Spreadsheet "BFORE doing your import." "Import /Export Products Export Products Import /Export Import Products Export Products Import /Export Customers Import Vendors Import /Export Import Vendors Export Vendors Import Customer Pricing Import Customer Pricing | |
| 🕞 Logout | | | © 2015, AdvancePro Technologies. All rights reserved. | |

Click on "Create Schema" tab. Then make sure that Product_Name, SKU and Image_Path are the selected.

Create a NAME for the Schema and then click on SAVE

| 🥝 AdvancePro 10.00.0.1004* - 1 | - - - x |
|--|----------------|
| Advance Pro Admin Customers Vendors Products Warehouse Sales Rep Returns Reports OuickBooks Web MCR | 0 |
| Customes Place New Order PDisc New Order POS All Customer Orders Wew All School Magenes Vew All Customers Aud Loss Customer Add New Customer Teste New Order Place New Order Place New Order All Customer Orders Wew All School Magenes Vew All Customer Teste New Order Add New Order Place New Order All Vew All Vendors Person New Order Add New Product Mage Inventors Manage Inventory Vew All Poducts Outsid School PRODUCT NAME Subdicts Expende Up Open Windows Products Poducts Expende Up Outsid School Vextor Vew All Products North Poducts Expende Up Outsid School Vextool Vextor Products Outsid School Vextool Vextool Vextool Vextool Norder Vextool Vextool Vextool Norder Vextool Nordel Vextool< | 9 |
| Logout @ 2015, AdvancePro Technologies. All rights reserved. | |

You will then be taken to the "**Ready To Export"** tab. Browse for the **destination folder** on where you will be placing the exported file.

Create a File Name and select the schema for export.

| 4 AdvancePro 10.00.0.1 | 004* - 1 | | 100 | | | | | | | | | | |
|---|----------|-----------|---------|---|--|---|--|----------------|--|------------------------|-------|-----|------|
| Advance <mark>Pro</mark> | Admin | Customers | Vendors | Products V | Varehouse | Sales Rep | Returns | Reports | QuickBooks | Web | MCR | | • |
| Customers Place New Order POS All Customer Orders View All Customers Add New Customer Vendors Place New Order All Vendor Orders View All Vendors Products Add New Product Manage Inventory View All Products Open Windows ■ Products Vew All Products | | | | About Up Mult Compa Products - Products - Select File - Select - Custo | rades Dat inies "Lat/ Export Export Folder C e Name F Cocation - Folder C e Name F Schema - Select ct Options - or Options - | abase Exo Serial # 1 Bz v To Export roducts :\Users\Ella\ RU Images schema fo | el Import/Expo ar Coding "Fr v Desktop r export Search Filte Sku Search Filte | r | Processor M h Weights * Searc y FRU y Searc y Searc | PL Torder EDI *Adva | mport | n 🔀 | |
| D Logout | | | | | | © 2(| 015, AdvanceP | 'ro Technologi | ies. All rights res | erved. | | | |

You can create a Search Filter to narrow down your list; in this case, we will search for the SKU numbers that start with the letter **"FRU**"

If everything is set, click "EXPORT".

| J AdvancePro 10.00.0.10 | 04* - 1 |
|---|---|
| Advance <mark>Pro</mark> | Admin Customers Vendors Products Warehouse Sales Rep Returns Reports QuickBooks Web MCR |
| Customers Place New Order POS All Customer Orders View All Customers Add New Customer Place New Order All Vendor Orders View All Vendors Products Outek Search Quick Search Products Boot Utities View All Products | Water data data data data data data data dat |
| D Logout | ⊗2015, AdvancePro Technologies. All rights reserved. |

Exported File

| | File Home In | nsert Pag | ge Layout For | rmulas Data | Review Vie | w QuickBooks | | a 🕜 🗆 🗗 🛛 |
|------|--------------|-----------|---------------------------|---|----------------------------------|---|---------------|--|
| Pa | Calibri | <u>т</u> | 11 ▼ A A ▼ <u></u> A ▼ | = = <mark>=</mark> ₽ = = = ₽ # # ₽ | General ▼ \$ ▼ % , *.0 .00 | Es Conditional Formatting ▼ B Format as Table ▼ Cell Styles ▼ | iand Format ▼ | Σ · · · · Sort & Find & · · · · · · · · · · · · · · · · |
| Clip | board 🕞 | Font | G. | Alignment 🕞 | Number | a Styles | Cells | Editing |
| | D2 | • (| f_x | | | | | ~ |
| | А | В | С | | D | | E | F G |
| 1 | PRODUCT_NAME | SKU | IMAGE_PATH | | | | | |
| 2 | Apple | FRU00002 | | | | | | |
| 3 | Chico | FRU00005 | | | | | | |
| 4 | Dragon_Fruit | FRU00010 | | | | | | |
| 5 | Grapes | FRU00006 | | | | | | |
| 6 | Mango | FRU00007 | | | | | | |
| 7 | Orange | FRU00001 | | | | | | |
| 8 | Pineapple | FRU00003 | | | | | | |
| 9 | Pomelo | FRU00009 | | | | | | = |
| 10 | Strawberry | FRU00008 | | | | | | |
| 11 | Watermelon | FRU00004 | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |

MODIFYING THE SPREADSHEET

Copy the **directory** of the folder where the images are saved.

| Contraction of the local division of the loc | | | | - | | | | | x |
|--|----------------------|---------------|------------|---------|------------|-------------------|---|---|---|
| 0. | C:\Users\Ella\Deskto | op\AP Process | GUIDES\Fru | its Pix | | Search Fruits Pix | _ | _ | Q |
| Organize 🔻 | Include in library 🔻 | Share with 🔻 | Slide show | Burn | New folder | | • | | 0 |

Paste it on the cell after IMAGE_PATH column, and add a backslash "\" at the end.

| | File Home I | nsert Pa | ge Layou | t Foi | rmulas Data | Review V | iew | QuickBooks | | | 6 |) 🕜 🗆 🖻 | 53 |
|----|--------------------------|----------------|-------------|-------------------|---|---|--------|--|---|--------------------|---------|--|-------------|
| Pa | Calibri ste booard | Ţ Ţ Font | 11 • • 🖄 | A A <u>A</u> - | ■ = <mark>=</mark> 部 = = = 和 律律 於· Alignment 5 | General \$ ▼ % *.00 →.0 Number | • • | Conditional Formatting * Format as Table * Cell Styles * Styles | Hansen H | t ▼ e ▼ at ▼ | Σ ▼ | Sort & Find Filter - Selec Editing | 1 & ct ▼ |
| | D2 | • (| f_x | C:\Use | rs\Ella\Desktop\A | P Process G | UID | ES\Fruits Pix\ | | | | | ~ |
| | Α | В | | С | | | D | | E | I | F | G | |
| 1 | PRODUCT_NAME | SKU | IMAGE | _PATH | | | | | | | | | |
| 2 | Apple | FRU00002 | | | C:\Users\Ella\E | Desktop\AP | Pro | cess GUIDES\Fruits Pix\ | | | | | |
| 3 | Chico | FRU00005 | | | | | | | | | | | |
| 4 | Dragon_Fruit | FRU00010 | | | | | | | | | | | |
| 5 | Grapes | FRU00006 | | | | | | | | | | | |
| 6 | Mango | FRU00007 | | | | | | | | | | | |
| 7 | Orange | FRU00001 | | | | | | | | | | | |
| 8 | Pineapple | FRU00003 | | | | | | | | | | | |
| 9 | Pomelo | FRU00009 | | | | | | | | | | | |
| 10 | Strawberry | FRU00008 | | | | | | | | | | | |
| 11 | Watermelon | FRU00004 | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |

Copy that cell and paste all the way to the last row.

| F | ile Home I | nsert Pag | ge Layou | t Fo | rmulas Data | Review | View | QuickBooks | | | ۵ 🕤 🗆 🗗 ۵ | × |
|------|--------------|--------------|----------|--------------|--|--------------------|-------|----------------------------|-------------------------|--------|-------------------|---|
| | Calibri | - | 11 - | A A | = = <mark>=</mark> = = = ⊒ . | General \$ → % | , | 🔣 Conditional Formatting 👻 | ¦are Insert ∰ Delete | · Σ | . 🖅 🕅 | |
| Pa | ste 🦪 🛛 🖌 | <u>u</u> - 🔟 | - 🖄 | • <u>A</u> • | € | ≪.0 .00 0.∢ 00. | | 📑 Cell Styles 🔻 | 🗒 Forma | it - 🥥 | Filter * Select * | - |
| Clip | board 🗔 | Font | | Es. | Alignment 🛛 🛱 | Number | - Fai | Styles | Cells | | Editing | |
| | D2 | - | f_{x} | C:\Use | ers\Ella\Desktop\A | P Process (| GUID | DES\Fruits Pix\ | | | | ~ |
| | А | В | | С | | | D | | E | F | G | |
| 1 | PRODUCT_NAME | SKU | IMAGE | _PATH | | | | | | | | |
| 2 | Apple | FRU00002 | | | C:\Users\Ella\ | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 3 | Chico | FRU00005 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 4 | Dragon_Fruit | FRU00010 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 5 | Grapes | FRU00006 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 6 | Mango | FRU00007 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 7 | Orange | FRU00001 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 8 | Pineapple | FRU00003 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 9 | Pomelo | FRU00009 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | = |
| 10 | Strawberry | FRU00008 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 11 | Watermelon | FRU00004 | | | C:\Users\Ella\I | Desktop\AF | P Pro | ocess GUIDES\Fruits Pix\ | | | | |
| 12 | | | | | | | | | + | | | |

On this example, the product images are named after their respective SKU numbers. **Copy and paste the SKU#s column** onto the next field (as shown on the screenshot)

| F | ile Home I | insert Pag | ge Layout | For | mulas Data | Review View | v QuickBooks | | ć | a 🕜 🗆 🗗 | 23 |
|------|--------------|---------------------|----------------|-------------|--|----------------------------------|--|--|---|-------------------------------|-----------|
| Pa | te ♂ B Z | t • 🛄 • <u>U</u> | 11 · A | t a' A - | ≡ = = = ■ = = ■ ■ * | General ▼ \$ ▼ % , *.0 .00 | Conditional Formatting * Format as Table * Cell Styles * | r ¦≓•= Insert]≫ Delete]∰ Forma | · Σ· • ↓ • t • ⊘ • | Sort & Find Filter * Selec | & ct ▼ |
| Clip | board 🗔 | Font | | - Gi | Alignment 🕠 | Number 🛛 🛱 | Styles | Cells | | Editing | |
| | E2 | - (0 | f _x | RU000 | 002 | | | | | | ~ |
| | А | В | (| С | | D | | E | F | G | |
| 1 | PRODUCT_NAME | SKU | MAGE_F | PATH | | | | | | | |
| 2 | Apple | FRU00002 | | | C:\Users\Ella\[| Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU00002 | | | |
| 3 | Chico | FRU00005 | | | C:\Users\Ella\[| Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU00005 | | | |
| 4 | Dragon_Fruit | FRU00010 | | | C:\Users\Ella\[| Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU00010 | | | |
| 5 | Grapes | FRU00006 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00006 | | | |
| 6 | Mango | FRU00007 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00007 | | | |
| 7 | Orange | FRU00001 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00001 | | | |
| 8 | Pineapple | FRU00003 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00003 | | | |
| 9 | Pomelo | FRU00009 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00009 | | | = |
| 10 | Strawberry | FRU00008 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00008 | | | |
| 11 | Watermelon | FRU00004 | | | C:\Users\Ella\[| Desktop\AP Pr | ocess GUIDES\Fruits Pix\ | FRU00004 | | | |
| 12 | | | | | | | | | | | |

On the next column, type the **extension name** (.jpg, .gif, .bmp) and replicate them as done on the directory column

| F | ile Home Ir | nsert Pa | ge Layout Fo | rmulas Data | Review View | QuickBooks | | ۵ | ? - @ × |
|----------|--------------|--------------|-----------------|--------------------------|-----------------------|----------------------------|------------|----------|-------------------|
| Pa | Calibri | • • | | | General • \$ • % • | 🔣 Conditional Formatting 👻 | · | Σ · · | Sort & Find & |
| | | <u>n</u> . E | | * = * = ** | •.0. •.0. •.0 | 📑 Cell Styles 🔻 | Format | - Q- | Filter * Select * |
| Clip | board 🕞 | Font | Gi. | Alignment G | Number 🕞 | Styles | Cells | | Editing |
| | F2 | - (0 | <i>f</i> ∗ .jpg | | | | | | × |
| | А | В | С | | D | | E | F | G |
| 1 | PRODUCT_NAME | SKU | IMAGE_PATH | | | | | | |
| 2 | Apple | FRU00002 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000.j | pg | |
| 3 | Chico | FRU00005 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000.j | pg | |
| 4 | Dragon_Fruit | FRU00010 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0001 .j | pg | |
| 5 | Grapes | FRU00006 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |
| 6 | Mango | FRU00007 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |
| 7 | Orange | FRU00001 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |
| 8 | Pineapple | FRU00003 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |
| 9 | Pomelo | FRU00009 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | = |
| 10 | Strawberry | FRU00008 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |
| 11 | Watermelon | FRU00004 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 | pg | |
| 12 | | | | | | | | | |
| 11 12 | Watermelon | FRU00004 | | C:\Users\Ella\ | Desktop\AP Pro | ocess GUIDES\Fruits Pix\ | FRU0000 .j | pg | |

On the IMAGE_PATH column, join these three fields (D, E, & F) using the *CONCATENATE* function.

| F | ile Home | Insert Pa | ge Layout Fo | rmulas Data | Review \ | /iew | QuickBooks | | ۵ 🤇 |) - # × | |
|------|------------------|-----------|------------------------------------|------------------------|--------------------|------|---|----------------|----------|----------------|--|
| - | 1 👗 | . | 11 × Δ [*] Δ [*] | = = = = | General | * | Conditional Formatting 🔻 | ¦ater Insert ∞ | Σ·Α | | |
| | | | | | \$ - % | , | 🚟 Format as Table 🔻 | 🖹 Delete 🗵 | Z | | |
| Pas | B . | <u> </u> | • <u>())</u> • A • | ₩ ₽ | ≪.0 .00 .00 ⇒.0 | | 🖳 Cell Styles 🗉 | 🗒 Format 🕤 | Q ▼ Filt | ter * Select * | |
| Clip | board 🕞 | Font | Es. | Alignment 5 | Number | Б | Styles | Cells | Ec | diting | |
| | SUM | (= X | $\checkmark f_x$ =CON | CATENATE(D2,E2, | F2) | | | | | ~ | |
| | А | В | | С | | | D | | E | F | |
| 1 | PRODUCT_NAM | VIE SKU | IMAGE PATH | | | | | | | | |
| 2 | Apple | FRU00002 | =CONCATENA | =CONCATENATE(D2,E2,F2) | | | C:\Users\Ella\Desktop\AP Process GUIDES\Fruits Pix\ | | | | |
| 3 | 3 Chico FRU00005 | | | | C:\Users\Ell | a\De | esktop\AP Process GUIDES | \Fruits Pix\ | FRU00003 | 5.jpg | |

Follow these instructions carefully for clarity:

- a. Click on the first cell under IMAGE_PATH column [C2]
- b. Type " **=CONCATENATE(** "
- c. Click on the corresponding directory cell [D2]
- d. Add a **COMMA** (separator)
- e. Click on the corresponding image file name cell [E2]
- f. Add another COMMA

g. Finally click on the **file extension** cell and press **ENTER**. **[F2]** It will combine the three cells in that order. *[Directory\Filename.Extension]*

Copy and Paste the formula to the succeeding cells below.

| F | ile Home : | insert Pa | ge Layout Fo | rmulas Data | a Rev | iew View Quid | kBooks | | | | _ | ۵ | 3 - 1 | æ × |
|------|--------------|---------------|---------------------------------------|--------------------|----------|----------------------|------------|-----------------------|--------------|----------------------|----------------------------|----------------------|----------|-----|
| Pa | Calibri | т. т. – ПП | | = = <mark>=</mark> | ≫ | Wrap Text | General | | Conditiona | Format Cell | B™ Insert ▼ B× Delete ▼ | Σ · A Z Sort & | Find & | |
| Clin | | E Fant | · · · · · · · · · · · · · · · · · · · | | Alianma | merge & center | June 10 | , 100) 10 | Formatting | as Table Styles | Format ▼ | | Select * | |
| Clip | board 1 | Font | 14 | | Alignme | ent la | NUMD | er u | | Styles | Cells | Editing |] | |
| | D14 | - - (0 | f_x | | | | | | | | | | | 1 |
| | Α | В | | | С | | | | | D | | E | F | |
| 1 | PRODUCT_NAME | SKU | IMAGE PATH | | | | | | | | | | | |
| 2 | Apple | FRU00002 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00002.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00002 | .jpg | |
| 3 | Chico | FRU0000 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00005.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00005 | .jpg | |
| 4 | Dragon_Fruit | FRU0001 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00010.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00010 | .jpg | |
| 5 | Grapes | FRU0000 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00006.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00006 | .jpg | |
| 6 | Mango | FRU0000 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00007.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00007 | .jpg | |
| 7 | Orange | FRU0000: | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00001.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00001 | .jpg | |
| 8 | Pineapple | FRU00003 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00003.jpg | C:\Users\ | Ella\Desktor | AP Process GU | IDES\Fruits Pix | FRU00003 | .jpg | |
| 9 | Pomelo | FRU0000 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00009.jpg | C:\Users\ | Ella\Deskto | AP Process GU | IDES\Fruits Pix | FRU00009 | .jpg | - |
| 10 | Strawberry | FRU00008 | C:\Users\Ella\ | Desktop\AP F | rocess (| GUIDES\Fruits Pix\FF | U00008.jpg | C:\Users\ | Ella\Deskto | AP Process GU | IDES\Fruits Pix | FRU00008 | .jpg | |
| 11 | Watermelon | FRU00004 | C:\Users\Ella\ | Desktop\AP P | rocess (| GUIDES\Fruits Pix\FF | U00004.jpg | C:\Users\ | Ella\Deskto | AP Process GU | IDES\Fruits Pix | FRU00004 | .jpg | |
| 12 | | | | | | | | - | | | | | | |

Name the unnecessary columns as "ignore" to avoid confusion during import.

| F | ile Home I | nsert Pa | ge Layout Fo | ormulas Data R | eview View Quic | kBooks | - | | _ | ۵ (| ? |
|------|--------------|---------------------|------------------------|-------------------|----------------------|------------|----------------|---|-----------------|--------------------|--------------------|
| Ĩ | Calibri | Ŧ | 11 · A A | ≡ ≡ ≥ ≫· | 🛒 Wrap Text | General | * | | ¦ •■ Insert → | ΣΙΑ | æ |
| Pa | ste 🧹 🖪 🖌 | <u>u</u> - <u>m</u> | • <u></u> • <u>A</u> • | E ≣ ≣ ∉ 🖗 | Merge & Center 👻 | \$ - % | 00. 0 0 00. | Conditional Format Cell Formatting * as Table * Styles * | Format * | Sort & Tilter * | Find & Select * |
| Clip | board 🖫 | Font | Ga. | Align | ment 🕠 | Numb | er 🗔 | Styles | Cells | Editing | |
| | D14 | - (8 | f_x | | | | | | | | |
| | А | В | | | с | | | D | | E | F |
| 1 | PRODUCT_NAME | SKU | IMAGE_PATH | | | | | ignore | | ignore | ignore |
| 2 | Apple | FRU00002 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00002.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00002 | .jpg |
| 3 | Chico | FRU00005 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00005.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00005 | .jpg |
| 4 | Dragon_Fruit | FRU00010 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00010.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00010 | .jpg |
| 5 | Grapes | FRU00006 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00006.jpg | C:\Users\B | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00006 | .jpg |
| 6 | Mango | FRU00007 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00007.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00007 | .jpg |
| 7 | Orange | FRU00001 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00001.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00001 | .jpg |
| 8 | Pineapple | FRU00003 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00003.jpg | C:\Users\B | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00003 | .jpg |
| 9 | Pomelo | FRU00009 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00009.jpg | C:\Users\B | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00009 | .jpg |
| 10 | Strawberry | FRU00008 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00008.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00008 | .jpg |
| 11 | Watermelon | FRU00004 | C:\Users\Ella | Desktop\AP Proces | GUIDES\Fruits Pix\FR | U00004.jpg | C:\Users\E | IIa\Desktop\AP Process GUI | DES\Fruits Pix\ | FRU00004 | .jpg |
| 12 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |

Save the file as .xls format

| 👝 Local Disk (D:) | | Ŧ |
|-------------------|-------------------------|---|
| File name: | FRU Images.xls | - |
| Save as type: | Excel Workbook (*.xlsx) | • |
| Authors: | Ella Tags: Add a tag | |

IMPORTING THE SPREADSHEET

| J AdvancePro 10.00.0.10 | 04* - 1 | | - 10 | | | | | | | | | | | ĺ |
|---------------------------|---------|-----------|---------|----------|-----------|----------------|---------|---------------|------------------|------------------|---------|---------------------|------|---|
| Advance <mark>Pro</mark> | Admin | Customers | Vendors | Products | Warehouse | Sales Rep | Returns | Reports | QuickBooks | Web | MCR | | | |
| Customers | | | | | | | | , | | | | | | |
| Place New Order POS | | | | | | | | | | | | | | |
| /iew All Customers | | | | | | | | | | | | | | |
| Add New Customer | | | | | | | | | | | | | | |
| endors Place New Order | | | | | | | | | Adm | nin | | | | |
| All Vendor Orders | | | | | | | | | / tan | | | | | |
| View All Vendors | | | | | | | | | | | | | | |
| Add New Product | | | | | Site | Configuratio | n | Pa | yment Setting | 15 | | Other | | |
| Vanage Inventory | | | | | 9 | ite Settings | | | Currencies | | Produ | uct Unit Management | | |
| uick Search | | | | | | | | | | | | | | |
| <u>-</u> | | | | | Site | Administrators | | Pi | ayment Terms | | | Carriers | | |
| Open Windows | | | | | | Roles | | Pa | ayment Method | | | Utilities | | |
| | | | | | | | | | Тах | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 🔂 Logout | | | | | | | © 2 | 015, Advancel | Pro Technologie: | s. All rights re | served. | | | |

Click on "Excel Import/Export" tab then select "Import Products".

| 4 AdvancePro 10.00.0.1 | 04* - 1 | | |
|---|---|--|---|
| Advance Pro | Admin Customers Vendors Products Warehouse Sales | Rep Returns Reports QuickBooks Web MCR | • |
| Customers Place New Order POS All Customer Orders View All Customers Add New Customer Vendors Place New Order All Vendor Orders View All Vendors Product Manage Inventory View All Products Outick Search Utilities View All Products View All Products | Wilities About Upgrades Database "Mult. Companies "Lot/Serial #" "UPS/Fedex/USPS "AdvanceE "APIntelligence "AP Mobile "AD Synamics "Amount of the series are the help before a constituent of the series are the help before a constituent of the series are the help before a constituent of the series are the help before a constituent of the series are the help of the series are the s | Excel Import/Export Payment Processor MPL Order Import Bar-Coong Height "Catch Weights "EDI "Advanced Shipping DI Sales Rep. "Order Matrix "Additional Entity "Product Builder "Fifo/Lifo P Manufacture "AP ActiSales "AP Labels "POS "Resource Management Excel spreadsheet menu for important information on preparing your Excel Spreadsheet import Products Export Products Import Customers Export Customers Import Vendors Export Vendors Import Customer Pricing | |
| 🐻 Logout | L | © 2015, AdvancePro Technologies. All rights reserved. | _ |

Browse for the file and **MAP the columns accordingly**. *Note: Only MAP PRODUCT_NAME*, **SKU** and **IMAGE_PATH**



When the fields are finalized, click Import.

| (3 AdvancePro 10.00.0.10 | 04* - 1 | 100 M | – 🗆 X |
|--------------------------|------------------------|---|-------|
| AdvancePro | Admin Customers Vendor | Products Warehouse Sales Rep Returns Reports QuickBooks Web MCR | 0 |
| Customers | | | |
| Place New Order | | | |
| POS | | About Upgrades Database Excel Import/Export Payment Processor MPL *Order Import | |
| All Customer Orders | | *Mult Companies *Lot/Serial # *Bar Coding *Freight *Catch Weights *EDL *Advanced Shipping | |
| View All Customers | | | |
| Add New Customer | | | |
| Vendors | | A Map Heids Reduy to import | |
| Place New Order | | - Map Fields | |
| All Vendor Orders | | If all fields are matched up correctly press IMPORT, if not then select them from the lists and "UnMap" | |
| View All Vendors | | I PRODUCT_NAME PRODUCT_NAME | |
| Products | | I IMAGE_PATH I IMAGE_PATH | |
| Add New Product | | | |
| Manage Inventory | | | |
| View All Products | | | |
| Quick Search | | | |
| | | | |
| <u>Q</u> | | UnMap | |
| Open Windows 📃 | | | |
| Products Import | | | |
| Products Export | | | |
| View All Products | | | |
| | | | |
| | | | |
| | | | |
| | | Import Close | |
| | | | |
| | | | |
| | | | |
| | | Close | |
| 🐻 Logout | | © 2015, AdvancePro Technologies. All rights reserved. | |

Click **YES** when prompted with this confirmation window.



| 🥝 AdvancePro 10.00.0.10 | 04* - 1 X |
|-------------------------|---|
| Advance Pro | Admin Customers Vendors Products Warehouse Sales Rep Returns Reports QuickBooks Web MCR |
| Advance Pro | Admin Customers Vendors Products Sales Rep Returns Reports QuickBooks Web MCB |
| | 9. Importing Product: Watermelon Import Close |
| | Close |
| 🔂 Logout | © 2015, AdvancePro Technologies. All rights reserved. |

Go to "PRODUCTS" then select "View All Products".

| (J) AdvancePro 10.00.0.10 | 04* - 1 | | | | | | | | | | | | - 8 | _ 🗆 🗙 |
|---|---------|-----------|---------|------------|-------------|-----------|---------------|---------------|--------------------|---------|--------------|------|-----|-------|
| Advance Pro | Admin | Customers | Vendors | Products V | arehouse | Sales Rep | Returns | Reports | QuickBooks | Web | MCR | | | 0 |
| Customers Place New Order POS All Customer Orders View All Customers Add New Customer Vendors Place New Order All Vendor Orders View All Vendors | | | | | | | F | Prod | ucts | | | | | |
| Products Add New Product | | | | | ProductIn | fo | | nventory lr | nfo | | Other | | | |
| Manage Inventory | | | | | alal Duradi | | | | | Mana | age Categori | es | | |
| Quick Search | | | | <i>F</i> | ada Produ | ICL | Ma | nage inver | lory | GI | obal Pricing | | | |
| | | | | | Edit Brodu | ict | Ne | w Cycle C | ount | Var | iant Manage | r | | |
| ٩ | | | | | | ici. | ive | w cycle co | bunt | New | Raw Materi | al | | |
| Open Windows | | | | Vie | | lucts | View | | Counte | View A | ll Raw Mater | ials | | |
| Products Export | | | | vie | WAIFIO | lucis | VICVV | All Oycle C | Jounts | Build F | inished Prod | uct | | |
| | | | | | ltem Kit | | Pro | duct Re-c | order | View | All Promotio | ns | | |
| | | | | | | | | Alert Repo | rt | | | | | |
| | | | | | | | | | | | | | | |
| 🔂 Logout | | | | | | © 201 | 5, AdvancePro | o Technologie | s. All rights rese | rved. | | | | |

Click on a **Product** with the image that was recently imported and confirm whether the import was successful or not.

| 🥝 AdvancePro 10.00.0.10 | 04* - 1 | | | | | - • × |
|-------------------------|-------------------------------|--|---------------------|-------------------|-------------------------------|-----------------------------|
| AdvancePro | Admin Customers | Vendors Products Warehouse Sales | Rep Returns Reports | QuickBooks Web | MCR | 0 |
| | | | | | | |
| Customers | View All Product | ts | | Total Records: 50 | # Per Page: 39 Total Pages: 2 | Current Page: 1 🛛 🗙 |
| Place New Order | SKI1# 1180 | Product Name Vandes Product Description | Category | | Combine | Variants 🔲 Display inactive |
| POS | SKU# UPC | Ploduct Varie Vendor Ploduct Description | - All - | | | |
| All Customer Orders | | | Product Details | | | |
| View All Customers | No SKU# | UPC Destant Name | Orange | | | |
| Add New Customer | 1 FRU00001 | Urange | Grunge | | | |
| Vendors | 2 FRU00002 | Apple Pissessia | | | | |
| Place New Order | 3 FRU00003 | Pineapple | _ | | | |
| All Vender Ordere | 4 FRU00004 | Watermeion | | | | |
| All vendor Orders | 5 FRU00005 | Chico | | | | |
| View All Vendors | 6 FRU00006 | Grapes | | | | |
| Products | 7 FRU00007 | Mango | | | SKIL#: EPI100 | 001 |
| Add New Product | 8 FRU00008 | Strawberry | | Carl | SKU#. FROU | |
| Manage Inventory | 9 FR000009 | Pomeio | | | UPC #: | |
| View All Products | 10 FRU00010 | Dragon Fruit | | | In Stock: 111 | |
| Ouick Search | 11 Shirt-1-SR | Contraction of the second seco | | | Available: 101 | |
| | 12 Shirt-2-SG | A Table Mail Green | | | | |
| _ _ | 13 Shirt-3-MR | S Ishirt: Medium, Red | | A CORREST | Unit: 10kg b | ox |
| Q | 14 Shirt-4-MG | S Tshirt: Medium, Green | | | Weight p/unit: 1 kgs | |
| Open Windows 📃 | 15 Shirt-5-LR | Shirt: Large, Red | | | Min. Order Qty: 111 | |
| View All Products | 16 Shirt-6-LG | A Takint : Large, Green | DUTY | 2.5 | Selling Price \$ 175 (| |
| Products Export | 1/ TEST1-1 | Test Prod : High Grade (HG), | Red SV PROP 4 | 2.0 | Selling Flice \$. 175.0 | |
| | 18 TEST1-2 | Test Prod : High Grade (HG), | Green EX PROD 1 | IESI 1 | Cost Price \$: <u>50.00</u> | |
| | 19 TEST1-3 | I est Prod : Real Grade (RG), | Red | | Commission % 0.00 | |
| | 20 TEST1-4 | M Test Prod : Real Grade (RG), | EX PROD 2 | TEST 2 | | |
| | 21 1EST1-5 | Iest Prod : Master Grade (MC | a), <u>Ked</u> | | | |
| | 22 IEST1-6 | Master Grade (MC | a), Green | | | |
| | 23 TEST1-7 | M Test Prod : Perfect Grade (PG | a), Keo | | | Close |
| | 24 TEST1-8 | M Lest Prod : Perfect Grade (PG | a), Green | | 1 00.00 81.00 | |
| | 25 VEG00001 | Carrots | National Ve | getable IUkg box | 1 60.00 /0.00 | 60 🐨 🛄 🔟 |
| | 26 VEG00002 | Potato | National Ve | getable IUkg box | 1 0.00 80.00 | |
| | 🍰 Has Variants 🤣 Item | Kit 🖢 Incomplete 💗 Finished Product | | | << Previous 39 Next 39 >> G | o To Page # |
| | * | Service 🐗 Drop Ship Item | | | | |
| | Click on the icon above to s | sort by product type. Click the ViewGlass | | | A P | int/Export Close |
| Logout | search button at the top righ | nt or the page to view ALL products again. | | | | Ciose |