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1) LICENSE KEY

Navigate to Product Import – Export.

To use the plugin please insert the license key provided to you on the Email you received after your Purchase.

2) PRODUCT SUPPORTED FIELDS

The fields supported in Import, Update, Export Features are:

- Title
- Description
- Excerpt
- Product Category (multiple comma separated, terms created on import or from existing terms)
- Product Tags (multiple comma separated, terms created on import or from existing terms)
- Custom Taxonomies (multiple comma separated, any Taxonomy the user has predefined, terms created on import or from existing terms)
- Product Attributes (each combination need an excel row, any Attribute the user has predefined, terms created on import or from existing terms)
- Weight
- SKU
- Regular Price
- Sale Price
- Stock
- Author ID
- Url – Slug
- Downloadable
- Download Name
- Download URL
- Download Expiry
- Download Limit
- Virtual
- Featured Image (from URL or image name)
- Product Gallery Images (multiple comma separated, from URL or image name)
- Upsell Ids (multiple comma separated)
- Crossell Ids (multiple comma separated)
- Purchase Note
- Backorders
- Featured
- Sold individually

3) IMPORT PRODUCTS

HOW TO

- Navigate to Product Import – Export → (Import-Update Products Tab).
- Insert in your excel file your products information.
- Choose the excel in the import screen.
- Map the fields.
- Click Upload and Done!

Simple Products

Insert in your excel file one product per row. Supported fields are defined above.

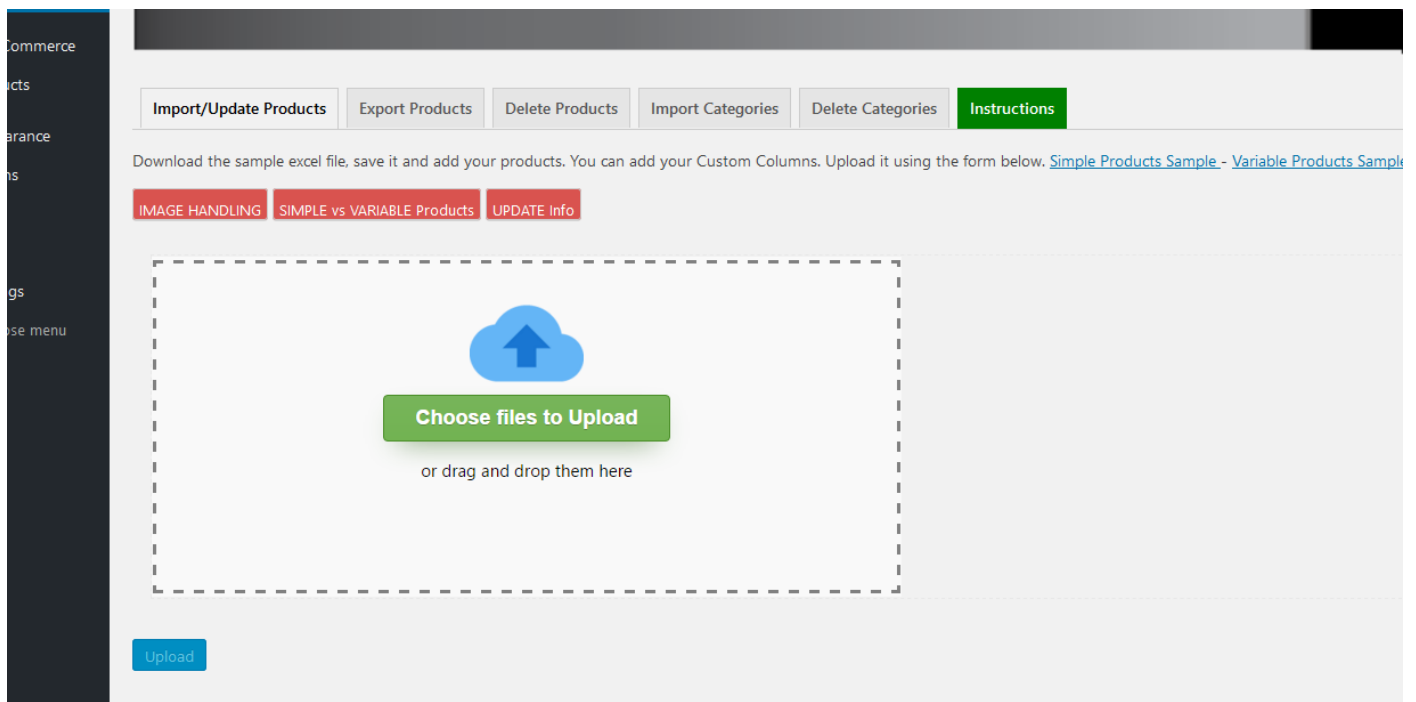
Taxonomies - there can be multiple imported comma separated.

Image – Insert the Image **URL** where the image is located. If image already imported in Wordpress Media Gallery you can also insert its **URL** or the image **Name**.

Product Gallery Image - can be multiple imported comma separated. For import and naming same principles apply with featured image.

HOW TO

- Choose Excel File



b) Way to add Info in Excel

Example excel:

TITLE	AUTHOR ID	URL SLUG	STATUS	DESCRIPTION	EXCERPT	SKU	WEIGHT	REGULAR PRICE	SALE PRICE	STOCK
title										
1	1	this-is-my-title-1	publish	description for title 1	excerpt 1	1	1	10	9	5

c) Map Excel Columns to Product Fields

DATA MAPPING: Drag and drop excel columns on the right to product properties on the left.

EXCEL COLUMNS

TITLE

DESCRIPTION

EXCERPT

VARIATION DESCRIPTION

SKU

REGULAR PRICE

SALE PRICE

WEIGHT

STOCK

STOCK STATUS

WIDTH

LENGTH

HEIGHT

DOWNLOADABLE

DOWNLOAD LIMIT

DOWNLOAD EXPIRY

VIRTUAL

PRODUCT FIELDS

☐ Create Attributes (if Any) ONLY, Not Variations

ID (for update purpose only)

Drop here column

POST TITLE Drop here column

POST AUTHOR Drop here column

URL/SLUG

Drop here column

POST STATUS Drop here column

POST CONTENT Drop here column

POST EXCERPT Drop here column

SKU Drop here column

WEIGHT Drop here column

REGULAR PRICE Drop here column

PRODUCT TAXONOMIES - ATTRIBUTES

PRODUCT VISIBILITY Drop here column

PRODUCT CAT Drop here column

PRODUCT TAG Drop here column

PA COLOR Drop here column

PA COMFORT Drop here column

PA LENGTH Drop here column

PA SIZE Drop here column

Upload

Simple Products With Attributes

HOW TO

Same process with simple products with the difference mentioned below:

Insert in your excel as many rows as the combination of your attributes. **Title Needs to be the same.**

Example excel also provided in the exact feature's tab:

TITLE	DESCRIPTION	EXCERPT	SKU	WEIGHT	REGULAR PRICE	SIZE	COLOR
title 2			2a	2	9	XL	BLUE

title 2	description for title 2	short description 2	2b	2	9	XL	RED
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*** It is Mandatory to click the checkbox “Create Attributes, Not Variations”**

Import/Update Products
Export Products
Delete Products
Import Categories
Delete Categories
Instructions

Download the sample excel file, save it and add your products. You can add your Custom Columns. Upload it using the form below. [Simple Products Sample - Variable Products](#)

IMAGE HANDLING
SIMPLE vs VARIABLE Products
UPDATE Info

DATA MAPPING: Drag and drop excel columns on the right to product properties on the left.

EXCEL COLUMNS

TITLE

DESCRIPTION

PRODUCT FIELDS
☒ Create Attributes (if Any) ONLY, Not Variations

PRODUCE

Variable Products

HOW TO

Same process with simple products with the difference mentioned below:

Insert in your excel as many rows as the combination of your attributes. **Title Needs to be the same.**

Eg color:blue-red,size:m,l : In this case you need to insert 4 rows.

Example excel also provided in the exact feature's tab:

TITLE	DESCRIPTION	EXCERPT	SKU	WEIGHT	REGULAR PRICE	SIZE	COLOR
title 2			2a	2	9	L	BLUE
title 2	description for title 2	short description 2	2b	2	9	L	RED
title 2			2a	2	9	XL	BLUE
title 2	description for title 2	short description 2	2b	2	9	XL	RED

The reason for this is because each row will also have unique meta data that reflect to the variable level.

Such fields are price, stock, dimensions, downloadable, virtual and image. The rest of the fields are on product level (Description, Excerpt, Purchase Note, Taxonomies, Category, Tags) .

SET DEFAULT ATTRIBUTE VALUES FOR VARIABLE PRODUCTS

You can also define default attribute values by clicking 'Set Last Variation as Default (Variable Products)' checkbox. Doing this will check the last excel row for a variable product and automatically set the defined attribute values as default.

4) EXPORT PRODUCTS

With the export feature you can export products as your reference for updating them back in the import screen. The export Feature provides the unique ID of each product or variation.

- export Simple and Variable Products,
- Export those you need base on Search Criteria,
- choose What Columns to Export in your excel file

Search Feature

You can use certain criteria to export the products you need. Criteria is:

- Taxonomy
- Keyword
- SKU
- Price
- Sales Price

Columns to Show

You can choose what columns to extract such as Fields (Title, Description, Prices, Stock Dimensions etc) , Product Taxonomies (category, tags, attributes etc)

HOW TO

- a) Navigate to Product Import – Export → Export Products.
- b) Use search filters to export what you need
- c) Press Search

EXPORT PRODUCTS

Important Note: always save the generated export file in .xlsx format to a new excel for import use.

Filter & Fields to Show

Choose Taxonomy Select..

Keywords

SKU

Regular Price Regular Price Selector > ▼

Sale Price Sale Price Selector > ▼

Limit Results

TAXONOMIES TO SHOW

☒ product type ☒ product visibility ☒ product cat ☒ product tag ☒ product shipping class ☒ pa color ☒ pa comfort ☒ pa length ☒ pa size

FIELDS TO SHOW

☒ title ☒ description ☒ excerpt ☒ _variation_description ☒ _sku ☒ _regular_price ☒ _sale_price ☒ _weight ☒ _stock ☒ _stock_status ☒ _width ☒ _length ☒ _height ☒ _downloadable ☒ _download_limit ☐ _download_expiry ☐ _virtual ☐ _purchase_note ☐ _upsell_ids ☐ _crosssell_ids ☐ _thumbnail_id ☐ _t...

Important Note: In case of variable products, the export screen will not give you the ID of main product but the id of each variation.

5) UPDATE PRODUCTS

You can update your Simple or Variable products in Bulk Easily with Excel. There are 2 different methods to follow but based on ID (b) is primarily focusing only on updating. Via custom excel based on Title you can also import new along with the update of existing.

Important Note: You cannot Update the Title in existing Products.

The 2 methods are described below:

a) From Export with ID

This method is based on updating based on the unique Product or Variation ID. You can get it from the plugin's export screen. Via this method however, you cannot insert new variations for the product.

Important Note: In case of Variable Products you don't have the Main Product ID but Variations ID's. The fields that refer to the Main Product Level (Description, Excerpt, Purchase Note, Taxonomies, Category, Tags) however, will be properly Updated on the Main Product.

HOW TO

- Navigate to export screen
- Select the criteria you need
- Export the xls.

- Save in xls format.
- If using a new spreadsheet editor, you probably need to save the file as .xlsx
- Modify the xlsx with the info you need.
- Navigate to Import / Update Screen.
- Choose your excel File.
- Map the Columns – necessary is ID.
- Click Upload and Done!

b) From custom excel file

This method is based on Product Title in your Excel File. The plugin during upload is checking whether the Title Exists, if Variable also checks if the combination of attribute already exist. Via this method you can at the same time update existing information and you can also import New Products, New Variations to variable products etc.

HOW TO

- Navigate to Import / Update Screen.
- Choose your excel File.
- Map the Columns – necessary is Title.
- Click Upload and Done!

6) DELETE PRODUCTS

You can delete multiple product at once by use of an Excel File by using the first column of an excel file. You can delete:

a) By ID

a) By Title

Important Note: This feature works with data found on the **first column of the excel** you import, it does not support mapping.

Important Note: If you want to delete Variable Products, it is better to delete by Title (method a). The reason for this is that if you exported an excel with the Export Feature, you will not have the ID of the Main Product if the product is Variable, but the IDs of each Variation.

HOW TO

- Insert in the First Excel Column Product ID or Title
- Navigate to Product Import – Export → Delete Products.
- Choose your excel File.

- Click Delete from Excel

7) IMPORT CATEGORIES

You can Import Mutiple Product Categories easily with the use of excel. In this feature mapping is not supported.

Important Note: Support is given to import at once 3 Level Hierarchical Category Terms (eg. Term → Subterm1 → SubSubTerm1)

You need to use the first 4 columns of an excel file. Example file provided also as a link in the Plugin's Page

Example excel also provided in the exact feature's tab:

TERM NAME	TERM DESCRIPTION	TERM SLUG	TERM PARENT
cat1	cat 1 description	some-slug	
cat2	cat 2 description	some-slug-1	
cat3	cat 3 description	some-slug-2	
subcat	subcat description	some-slug-3	cat1
subsubcat	subsubcat description	some-slug-4	subcat

HOW TO

- Insert in Excel Column A your category's Name (* mandatory)

- Insert in Excel Column B your category's Description – *optional*
- Insert in Excel Column C your category's Slug – *optional*
- Insert in Excel Column D your category's Parent – *if subcategory*
- Navigate to Product Import – Export → Import Categories.
- Choose you excel file
- Click Import Terms

8) DELETE CATEGORIES

You can bulk delete product category terms with Excel File.

This feature does not support mapping. You need to use column A in your Excel File and insert **Category Term Name** to delete the categories.

HOW TO

- Insert in Excel Column A your category's Name (* mandatory)
- Navigate to Product Import – Export → Delete Categories.
- Choose you excel file
- Click Delete from Excel