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INDITION COMMERCE

Product Catalog Import

User Manual — uploading, mapping, running and undoing an import.

Shop Module · User Manual · September 2026

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User Manual

How to bring a spreadsheet of products, SKUs, classes, categories or customers into the store, check what happened, and undo it if it was wrong.

Before you start

- Your file can be CSV or XLSX, and **the column headings can be anything**. You tell the importer what each one means on the mapping screen.
- Decide whether you are **creating** new records or **updating** existing ones. Update mode needs a match key — the column that identifies the record already in the store.
- Try a few rows first. Rollback is exact, so a trial run costs nothing.

Step 1 — upload

Go to **Products › Catalog Import** and choose your file. If a saved template matches its headings you can pick it here; otherwise leave the template as *Do not use a saved template* and map by hand.

Step 2 — choose the product type

Set **Product Type** first, before anything else. It is one type for the whole import, and it decides which categories, attribute groups, delivery methods and content fields the rest of the screen offers. Changing it reloads the field list.

Step 3 — map your columns

Each catalog field has a row. For every field you want to fill, either:

- pick the **spreadsheet column** that supplies it, or
- choose **SET VALUE** and give one value for every row — useful for vendor, stores, status, or a class location.

Required fields are marked. *Product Group Key* tells the importer which rows belong to the same product — usually your SKU or item code column.

Combining columns

A field can be built from several columns joined together, with a separator you choose. Useful when your file splits a name across columns.

Step 4 — classes

With Product Type set to **Education**, a **Class Schedule** group appears:

Field	What to map
Class Start Time	The start time column

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Field	What to map
Class End Time	The end time column
Session Label	An optional name for the session, such as *Week 1*
Is a multisession class?	Yes/No, or 1/0

Times can be written however your system exports them — `9:00 AM`, `09:00`, `9am`, `9.00 AM`, `09:00:00`, or a cell formatted as a real time. You can include the zone in the same cell (`10:30am ET`); a zone given on any row applies to the whole class.

Seats are mapped through *Total Seats*. Write `Unlimited` for a class with no cap.

A class that runs over several sessions

Give the class **one row per session**, all sharing the same SKU:

Class Title	Item Code	Session Name	Session Day	Starts	Ends
Machine Basics	CLS-1	Intro	09/10/2026	10:30am ET	12:00pm ET
Machine Basics	CLS-1	Stitches	09/11/2026	9:00 AM	11:00 AM
Machine Basics	CLS-1	Projects	09/12/2026	13:30	15:00

The first row creates the class and fills its Schedule and Location block; the rest become session rows in file order. Re-uploading the same file adds nothing — sessions already present are reported and skipped, and only new ones are added, so a corrected file is safe to run again.

Step 5 — run it

Choose **Start Import**. Small files run immediately; larger ones are queued to a background job and finish on their own.

Step 6 — check the log

Every run produces a row-by-row log under **Import Logs**. Each row shows its status, what it created, and any message.

- **Processed** — the row did what it said.
- **Failed** — the message explains why. The SKU and product name from your file are still shown, so you can find the line and fix it.
- **Skipped** — nothing to do for that row.

Filter by status, row number, product, SKU or message text to find what you need.

Step 7 — undo, if you need to

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To undo	Do this
One row	**Rollback Row** on that row
Several rows	Tick them, then **Actions › Rollback Selected Rows**
The whole run	**Actions › Rollback Entire Import**

Only rows that were processed can be rolled back, and a row already reversed cannot be reversed twice. If the run downloaded images that nothing else uses, you are asked whether to delete those files or keep them — either way the row is still reversed.

Rolling back several rows reverses each one separately, so a row that cannot be undone does not stop the others. You are told how many succeeded and which did not.

Running it again

Re-open Mapping on a past run reloads that file's mapping so you can adjust and re-import without starting over. To reuse a mapping across files, save it as a template.

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