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## EN-How do I add products using Import Wizard?

Jobelle C. - 2021-11-16 - [Páginas y productos](#)

**Note:** *ShopFactory Pro* package includes the basic Import Wizard - note that it can not import 'options and choices' or images. Also, it can only import data from comma delimited data files and text files (CSV, TXT).

ShopFactory Gold and Platinum plans include ImportWizard Pro, where it can import virtually any field supported by ShopFactory from an existing database.

1. Create a shop in ShopFactory and save the project.

**IMPORTANT:** Make sure that the shop you are importing to has been previewed externally before importing products.

2. Close ShopFactory.

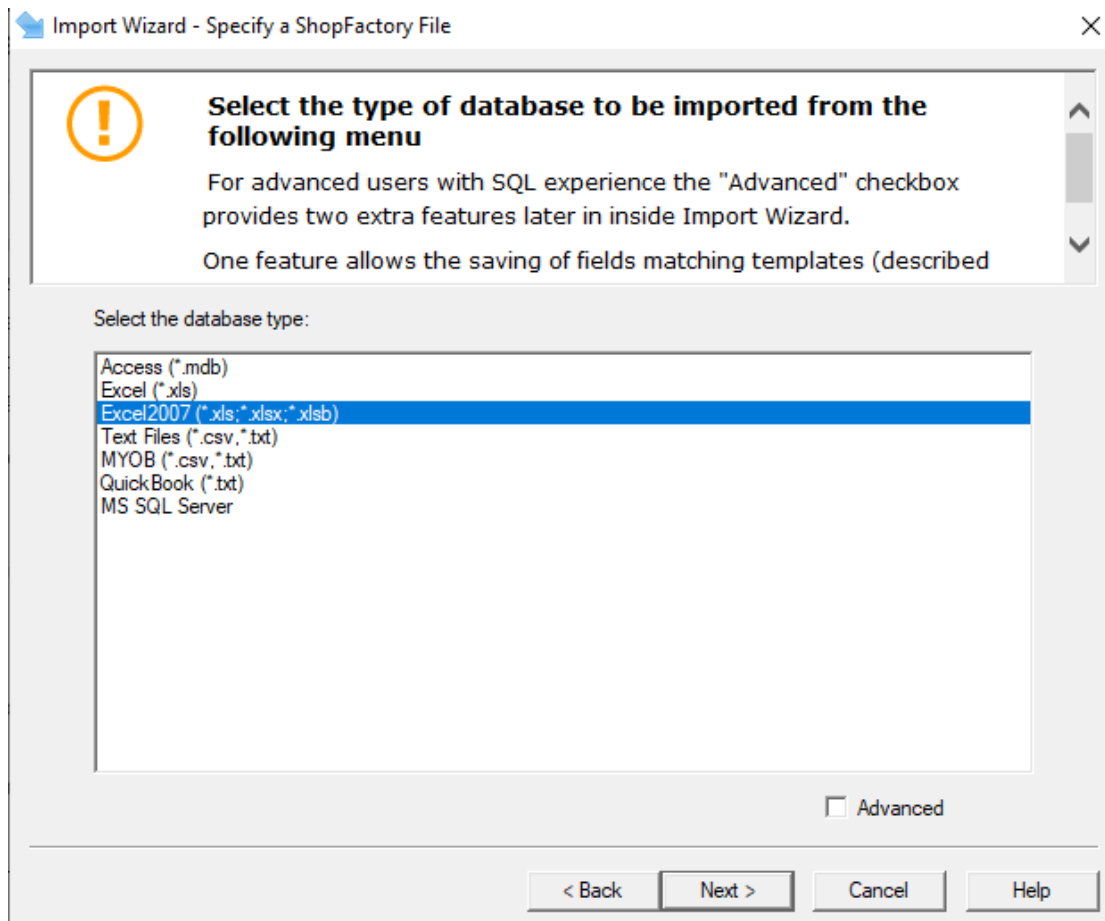
3. Prepare your import file - we recommend using CSV file format as this is more flexible than XLS format.

The fields supported in ImpWiz are listed here,  
<http://help.shopfactory.com/help12/contents/en-us/d164.html>

4. Click Windows Start -> Programs -> ShopFactory 14 -> select "Import Wizard" -> Import Wizard.

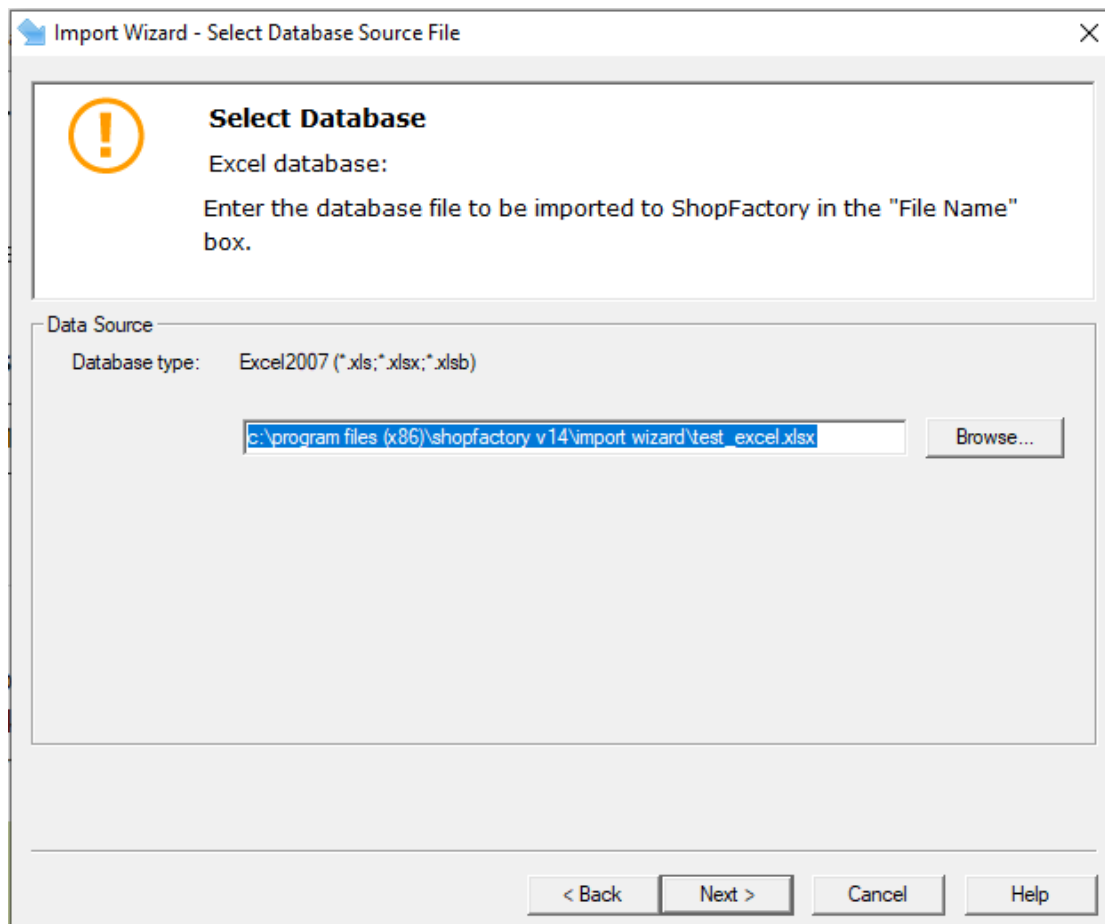
5. The Import Wizard dialog box shows up. Select the shop you want the products imported.

6. Select the database or file type you are using.



7. Click *Next* button.


8. Specify a database source file by clicking 'Browse' button and locate where you stored the database. Make sure you have chosen the correct format for your spreadsheet/import file.




9. Click Next button.

10. Click Next -> Next

11. Tick all the options that apply and enter correct information for each option. You will see a list of the products in the file if you have separate tables in this file you can select one of these from the dropdown list at the top of the window. Click on the Next button and you can select to import a tax with your products. You will need to already have this tax set up in the ShopFactory website that you are importing to.

 Import Wizard - Set Number for Options/Choices ×



### Tax setup options

Input the number of tax columns in your database, to which you intend to map to the ShopFactory taxes.

Select the number of options in each product from the 'Options' dropdown list.

Taxes

☐ I am importing taxes

Select the number of taxes available for the product item

Taxes:

I am importing options and choices

☐ I am importing option, and choice columns

Select the number of options available for the product item, and the number of choices for each option

Options

Choices

< Back

Next >

Cancel

Help

12. You will now see the field mapping window. You will be able to map the fields used in the file that you are importing from, to the fields available in ShopFactory. Once you have matched the fields, click *Next* to go to the import tool window.

Import Wizard - Import Mapping Tool

**Import mapping**

Match the Shopfactory fields with the corresponding importing database fields by clicking on the ShopFactory field name and selecting the matching database field name in the drop-down menu that appears. If there is no matching field in the importing database leave the field blank


ShopFactory Fields	Database fields
Item Number	Product Name
Product Name	
Department Name	
Product Description	
Price	
Weight	
Tax	
Image Type	
Product Image	
Link Type	
Link	
Link Caption:	
Special	
Headline	
Product Visible	
Tax 1	
Longer description	
Highlights	

< Back   Next >   Cancel   Help

13. Click Next when you have finished.

14. In this window you can select how to import the products e.g. using a directory structure or importing one single directory. Once you have made your selection click on the add products button and the products will be imported to your ShopFactory website. <sup>1</sup>Select the items or entire database that you want to import. <sup>2</sup>Then click on the specific page in ShopFactory where you want the product to be added. <sup>3</sup> that, click Add Products button. Note: Tick "Add by Department" if you want the products to be added in appropriate departments - your spreadsheet must have "Department" field.

**Import Wizard - Data Import Tool**



### Import Data

To add products to the ShopFactory shop departments start by clicking on the department in the bottom window. Select the products to be added

**Options**  
☐ Add by department

**Import**  

1

☒ Entire Database (r)

☐ Select Items (l)

Select All

Product Name
Formal Watc...
Formal Watc...
Formal Watc...
Formal Watc...
Formal Watc...

Add Product(s)

3

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Product Name	Item Number	Price
Product 1	p1	25.00
Product 2	p2	25.00
Product 3	p3	25.00
Product 4	p4	25.00
Product 5	p5	25.00
Product 6	p6	25.00
Product 7	p7	25.00

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Finish

Cancel

Help

15. Click Finish.

16. Open your shop in ShopFactory. You should be able to see all the products you have imported.