

BASE PRICELIST IMPORT GUIDE

PHASE 1: 0 PRICE IMPORT

1. Export default Pricelist
 - a. Settings → Database → “Import / Export item Price Lists” → Export CSV and download the exported file
2. Change all pricing to 0 in this file
 - a. This effectively marks any items we have, so that later we can disable the 0 priced items if they don't get changed in our import later
3. Reimport this as “0 price retail import”
 - a. Settings → Database → “Import / Export item Price Lists” → Import CSV (change to have your email in the email field as well, not crucial*)

PHASE 2: RECONCILE MIGRATING PL TO SMRT FORMAT

1. Copy the header row from the previously exported file from smrt PL file into a blank excel doc
2. Find and open the pricelist file from the zen/jira ticket posted by the data manager
 - a. Reference which file is the retail (base pricelist) from the google sheet in the “price list” tab
3. Remove duplicate items if their coordinating price is the same
 - a. Example: 2 item types with the same name
 - i. Pants: \$2.00
 - ii. Pants: \$2.00
 - iii. We would remove one of those items from the file since the prices match
 1. In the case where you see a higher price for one pair of pants as related to another pants item, mark a note that the higher priced pants may be for the dry cleaned pants and the cheaper cost being for the laundered pants
 - iv. Look for descriptors in the files department or category if two similar items exist: You will most likely be looking for Dry Clean or Laundry as an identifier
 1. In the DC or Laundry scenario, add the descriptor Laundry or DC to the end of the item name
 2. Example: Pants DC & Pants Laundry
4. Look for “Special Cares”, “Press Only”, “PO”, “P/O” descriptors in the file
 - a. We don't want to import items that have a fabric in the name unless it is a Leather/Fur/Suede item
 - i. Example: Silk Dress (we would import just the Dress, we would remove the Silk option because we can input this into smrt as a Special Care)

5. Consolidate Categories and Departments in the file and in SMRT
 - a. If you notice there are lots of items related to “Bedding”, create a Bedding category in SMRT and add that category to the related items in the pl
 - b. We want to avoid making too many categories, so try to find a consistent factor for new categories/departments
6. Copy all items in their Alteration category/department, and paste them into another file that we will import for alterations later
 - a. FOR THIS MAIN PRICELIST IMPORT, WE WILL REMOVE ALL ALTERATIONS FROM THIS IMPORT FILE
7. Add the Item Image formula as below into the Image column:

```
=INDEX({12,10,2,50,23,45,45,45,19,56,54,3,11,10,12,5,4,9,17,54,71,20,45,16,54,54,64,42,38,18,8,70,70,7,54,31,11,21,72,72,54,10,2,30,7,69,11,12,2,26,45,10,21,52,2,24,28,29,20},MATCH(TRUE,ISNUMBER(SEARCH({"shirt","jacket","pant","apron","robe","towel","comforter","blanket","vest","belt","sheet","blouse","polo","blazer","top","dress","skirt","coat","tie","cover","cushion","shorts","bed","scarf","drape","duvet","bag","pillow","glove","gown","jean","lingerie","bra","sweater","napkin","t-shirt","golf","hat","socks","sock","table","suit","slack","misc","windbreaker","cape","pullover","uniform","trouser","rug","quilt","jacket","cap","mat","bottom","slip","poncho","shawl","underwear"},B2)),0))
```

- a. You will notice: #N/A
 - i. This is due to the formula not containing the applicable text of the item name
 - ii. Never import an item with the #N/A descriptor, must change or leave the id field blank
 - iii. You can always replace the item image id with whatever image you feel appropriate or if no image applies, add the id **30**
8. Final Check:
 - a. Any categories/departments you created from the newest item type file are in SMRT
 - b. No duplicate names in different rows, all item names must be unique if they are to be imported
 - c. There should be no data below the id column
 - i. Always reference another instance’s price list if you are concerned about layout of an import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	id	name	pricelist_id	price	category_name	department_name	image	charged_by_unit	charged_by_area	oversize	production_value	rack_space	multi_piece_count	dont_report_item	zero_price_item
2		Apron	primary	7.5	Misc	Dry/Wet Cleaning	50								
3		Bed Skirt	primary	24.95	Household	Households	4								
4		Bed Spread	primary	29.95	Household	Households	45								
5		Belt (INC)	primary	1	Misc	Dry/Wet Cleaning	56								
6		Blanket	primary	29.95	Household	Households	45								
7		Blouse	primary	5.95	Shirts / Tops	Dry/Wet Cleaning	3								
8		Cape	primary	11.95	Jackets	Dry/Wet Cleaning	69								
9		Chef Coat	primary	9.95	Jackets	Dry/Wet Cleaning	9								
10		Coat	primary	14.95	Jackets	Dry/Wet Cleaning	9								
11		Comforter	primary	29.95	Household	Households	45								

PHASE 3: IMPORT

1. Import file as a **TEST RUN**
 - a. Settings → Database → Import CSV (Import / Export Item Price Lists) → Change email to your SMRT email address
 - b. Select file and run a TEST RUN
 - i. Download errors file and figure it out yourself or speak to someone if it seems odd/buggy/something you haven't learned yet
 - c. If no errors, select "Start Import"

PHASE 4: CLEANUP

1. Disable items that are 0 price in SMRT
2. Scroll through the pricelist in SMRT and look for any errors or issues
 - a. Example: items have no image, pricing looks wrong, too many items in miscellaneous department, etc.