

# Release Note: Item Import, Export & Re-Import Functionality

## Overview

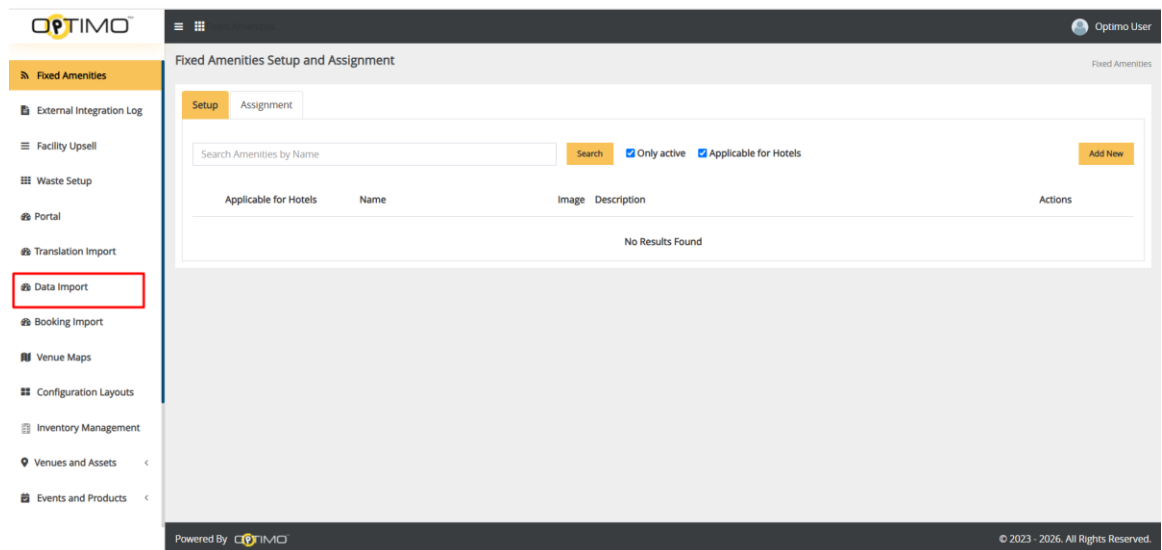
The Item Import, Export, and Re-Import feature has been enhanced to streamline the item data management process. This functionality enables users to import new item records, export existing item records, make offline updates, and re-import changes while maintaining validation integrity and full audit tracking.

## Key Functionalities

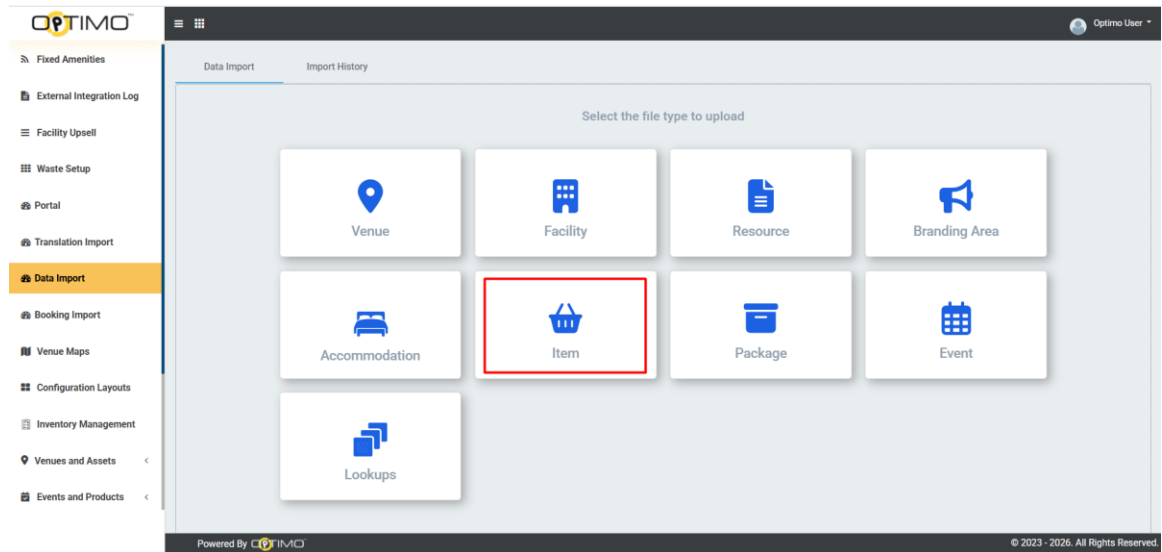
### 1. Import Items

Users can upload an Excel template to import new item records. The process begins with navigation to the import module:

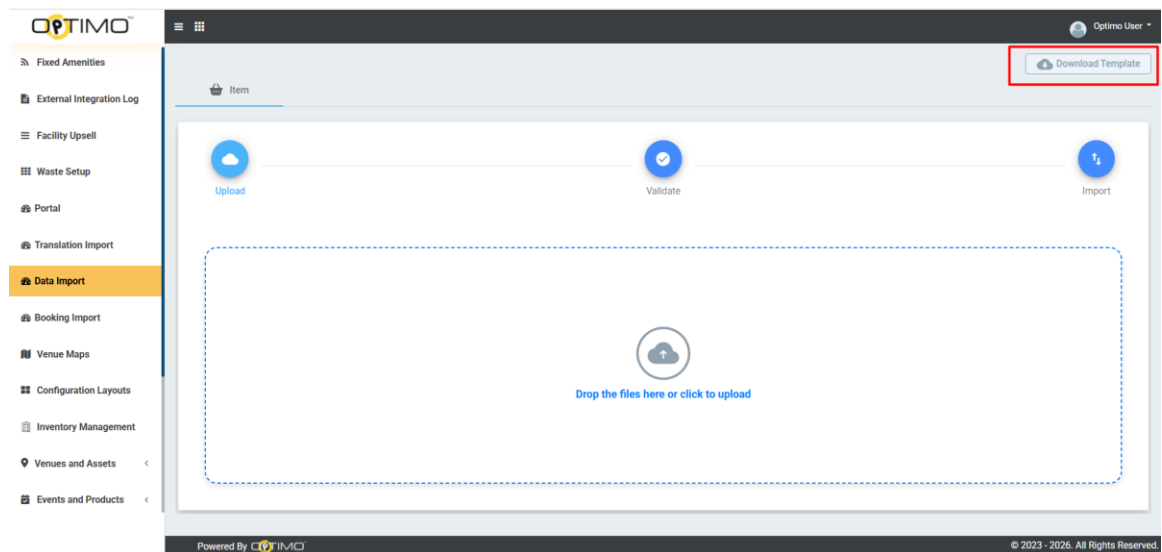
- Navigate to the **'Data Import'** tab from the application's left-hand navigation pane.



- Select the Item to initiate the import workflow.



- Click '**Download Template**' to obtain the latest version of the Excel file. This template includes all required fields, dropdowns, and formatting validations.



Once the file is populated, upload it through the import interface. The system will perform strict validation checks, including:

- - Mandatory field checks
- - Data type and format validations
- - Master data mapping
- - Duplicate entry prevention
- - Dropdown and UDF field verification

Upon successful validation, the data is imported into the system. A summary report is generated for both successful and failed records.

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Fixed Amenities

External Integration Log

Facility Upsell

Waste Setup

Portal

Translation Import

Data Import

Booking Import

Venue Maps

Configuration Layouts

Inventory Management

Venues and Assets

Events and Products

Item

Download Template

Back to Upload

Upload

Validate

Import

Validation Completed

File: Item\_import\_12-06-2025\_22\_43\_49.xlsx

Date uploaded:12/06/2025 10:44:51 PM

Total records:25

Date validated:12/06/2025 10:45:43 PM

Validation errors:0

Validation Warnings:

Download Report

Cancel Process

Continue to Import

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Download Template

Back to Upload

Upload

Validate

Import

Import Completed

Import Started:06/12/2025 10:46:27 PM

Total Records:25

Imported Date:06/12/2025 10:46:55 PM

Import Success:25

Import errors:0

Download Report

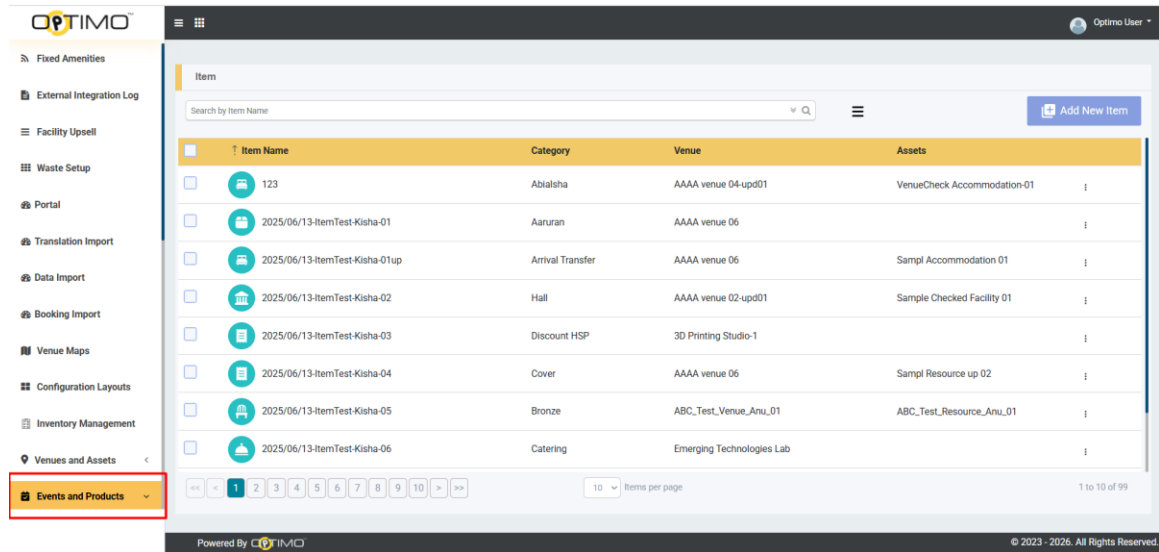
Upload Again

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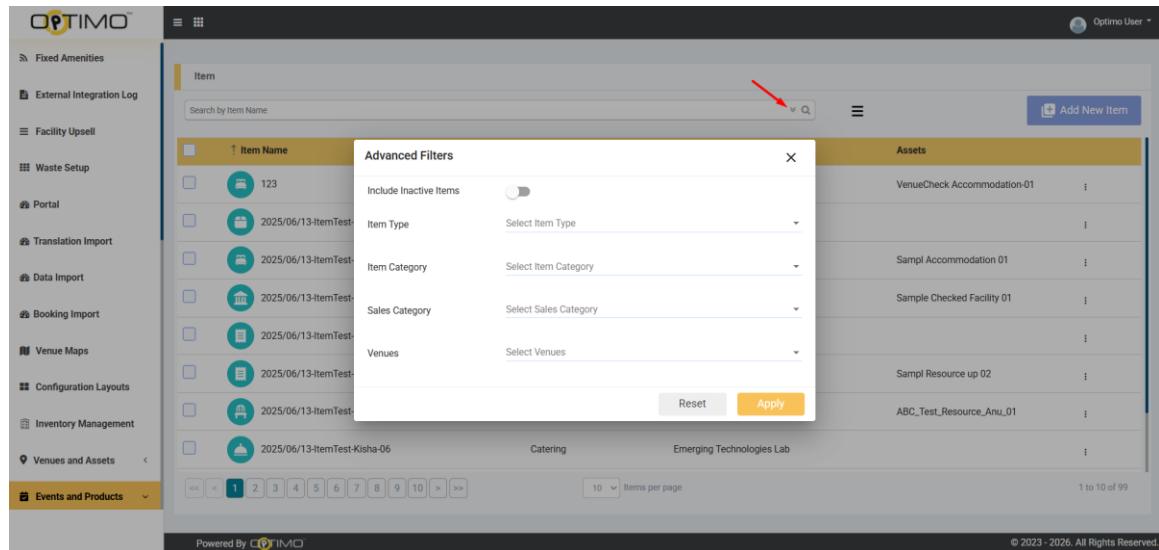
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## 2. Export Items to Excel

Users can export selected items from the Item List view



Advanced filters can be used to narrow down selections by item type, venue, or category.



Export supports both "Select all on current page" and "Select all across all pages" options.

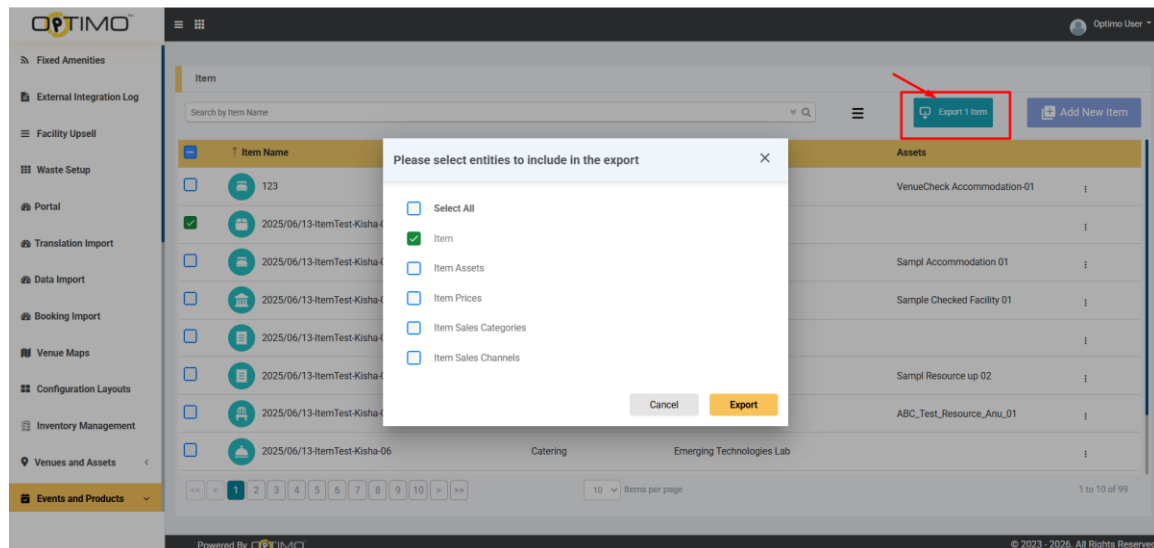
The screenshot shows the Optimo Item management interface. On the left is a sidebar with navigation options: Fixed Amenities, External Integration Log, Facility Upsell, Waste Setup, Portal, Translation Import, Data Import, Booking Import, Venue Maps, Configuration Layouts, Inventory Management, Venues and Assets, and Events and Products. The main area is titled 'Item' and contains a search bar and an 'Add New Item' button. Below this is a table with columns: Item Name, Category, Venue, and Assets. The table lists several items, including '2025/06/13-ItemTest-Kisha-01' through '2025/06/13-ItemTest-Kisha-06'. A red box highlights the 'Select all on current page' option in the table's header area. At the bottom, there are pagination controls showing '10 Items per page' and '1 to 10 of 99'.

Item Name	Category	Venue	Assets
2025/06/13-ItemTest-Kisha-01	Abialsha	AAAA venue 04-upd01	VenueCheck Accommodation-01
2025/06/13-ItemTest-Kisha-01up	Aauran	AAAA venue 06	Sampl Accommodation 01
2025/06/13-ItemTest-Kisha-02	Arrival Transfer	AAAA venue 06	Sample Checked Facility 01
2025/06/13-ItemTest-Kisha-03	Hall	AAAA venue 02-upd01	Sample Checked Facility 01
2025/06/13-ItemTest-Kisha-04	Discount HSP	3D Printing Studio-1	
2025/06/13-ItemTest-Kisha-05	Cover	AAAA venue 06	Sampl Resource up 02
2025/06/13-ItemTest-Kisha-06	Bronze	ABC_Test_Venue_Anu_01	ABC_Test_Resource_Anu_01
2025/06/13-ItemTest-Kisha-06	Catering	Emerging Technologies Lab	

The screenshot shows the Optimo Item management interface with the 'Export 10 Items' button highlighted in a red box. The table is the same as in the previous screenshot, but now it includes a checkbox column on the left. The 'Export 10 Items' button is located in the top right corner of the table area. The pagination controls at the bottom show '10 Items per page' and '1 to 10 of 99'.

	Item Name	Category	Venue	Assets
<input checked="" type="checkbox"/>	123	Abialsha	AAAA venue 04-upd01	VenueCheck Accommodation-01
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-01	Aauran	AAAA venue 06	Sampl Accommodation 01
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-01up	Arrival Transfer	AAAA venue 06	Sample Checked Facility 01
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-02	Hall	AAAA venue 02-upd01	Sample Checked Facility 01
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-03	Discount HSP	3D Printing Studio-1	
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-04	Cover	AAAA venue 06	Sampl Resource up 02
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-05	Bronze	ABC_Test_Venue_Anu_01	ABC_Test_Resource_Anu_01
<input checked="" type="checkbox"/>	2025/06/13-ItemTest-Kisha-06	Catering	Emerging Technologies Lab	

A pop-up allows users to choose entities for export (e.g., Item Asset, Item Price, Sales Category, Sales Channel).



The exported file includes system-generated IDs, editable fields, and dropdown validations.

### 3. Editing the Exported File

Users may update editable fields in the exported Excel file. Protected fields (e.g., ItemType, Asset) are locked or read-only. Clear guidance is included for editing and adding new records.

- To add a new record: Leave the ID column blank
- To delete a record: Select 'Yes' in the "Delete" column

1	Delete	Item ID	ItemReference	ItemName	NameOnReport	ItemType	Venue	Asset
2		21364		Item Test By UCA - User-01	Item Test By UCA - User-01	Service	Alpine Garden	
3	Yes	21365		Item Test By UCA - User-02	Item Test By UCA - User-02	Product	Indie Film House	
4	No	21366		Item Test By UCA - User-03	Item Test By UCA - User-03	Catering	Science Museum	
5		21367		Item Test By K-UCA User-01	Item Test By K-UCA User-01	Service	Alpine Garden	
6		21368		Item Test By K-UCA User-02	Item Test By K-UCA User-02	Product	Indie Film House	
7		21369		Item Test By K-UCA User-03	Item Test By K-UCA User-03	Catering	Science Museum	
8		21371		Item Test By K-UCA User-04	Item Test By K-UCA User-04	Service	Alpine Garden	
9		21372		Item Test By K-UCA User-05	Item Test By K-UCA User-05	Product	Indie Film House	
10		21373		Item Test By K-UCA User-06	Item Test By K-UCA User-06	Catering	Science Museum	
11		21375	ItemReference-002	A-Standard Ticket	Standard Ticket	Catering	Escape Room	
12		21376	ItemReference-003	A-Meal Voucher	Meal Voucher	Product	Astrophysics Institute	
13		21378	ItemReference-005	A-T-Shirt	T-Shirt	Service	Astronomical Observatory	
14		21382	ItemReference-009	A-Audio Guide	Audio Guide	Catering	Software Development Center	
15		21383	ItemReference-010	A-Backstage Pass	Backstage Pass	Product	Wyndham Vale South Reserve	
16		21385	ItemReference-012	A-Drink Voucher	Drink Voucher	Service	Esports Center	
17		21389	ItemReference-016	A-Group Tour Package	Group Tour Package	Catering	Science and Technology Museum	

If the item is part of a package, deletion is blocked and an error message is displayed.

	A	B	C	D	AM	
1	Delete	Item ID	ItemReference	ItemName	Error	Reference
2	Yes	20862		test by nasra_10		Deleted Successfully
3		20877		Sample Latest Item New 02		
4		20889		test by nasra_18		
5		20890		test by nasra_19		
6	Yes	21030	AB2	Sample Item new By kanistan	item has been already used in the package.	
7	Yes	21044	SCK - 001	SCK - ItemTesting-01	item has been already used in the bookings.	
8	Yes	21132	K Sha - 02	KK itemTesting-K-02		Deleted Successfully
9						
10						
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23						

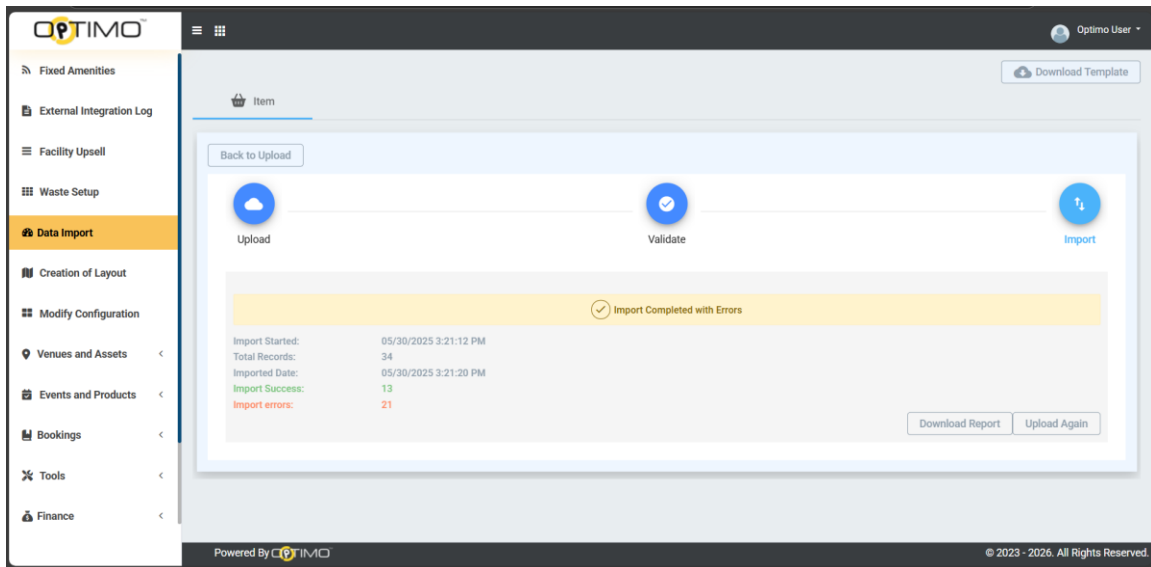
#### 4. Re-Import Process

Re-import uses the same validations as initial item import. The system checks for:

- - Mandatory field checks
- - Data type validations
- - Master data validations
- - Duplicate entry detection
- - Field length constraints
- - UDF validation
- - Read-only field protection

Sheet can include updates to existing records, new records, and deletions (if allowed). Validation errors generate a downloadable report with error comments.

	A	B	C	D	AM	AN	AO	AP
	Delete	Item ID	ItemReference	ItemName	FunctionSheetCategory	RestrictToOneBookingPerDayInCasualPortal		
		21343		item test by nas_18				
		21344		item test by nas_19				
		21345		item test by nas_20				
		21346		item test by nas_21				
		21347		item test by nas_22				
		21348		item test by nas_23				
		21349		item test by nas_24				
		21350		item test by nas_25				
		21351		item test by nas_26				
		21352		item test by nas_27				
				Item Test By UCA - User				
				01				
				Item Test By UCA - User				
				02				
				Item Test By UCA - User				
				03				

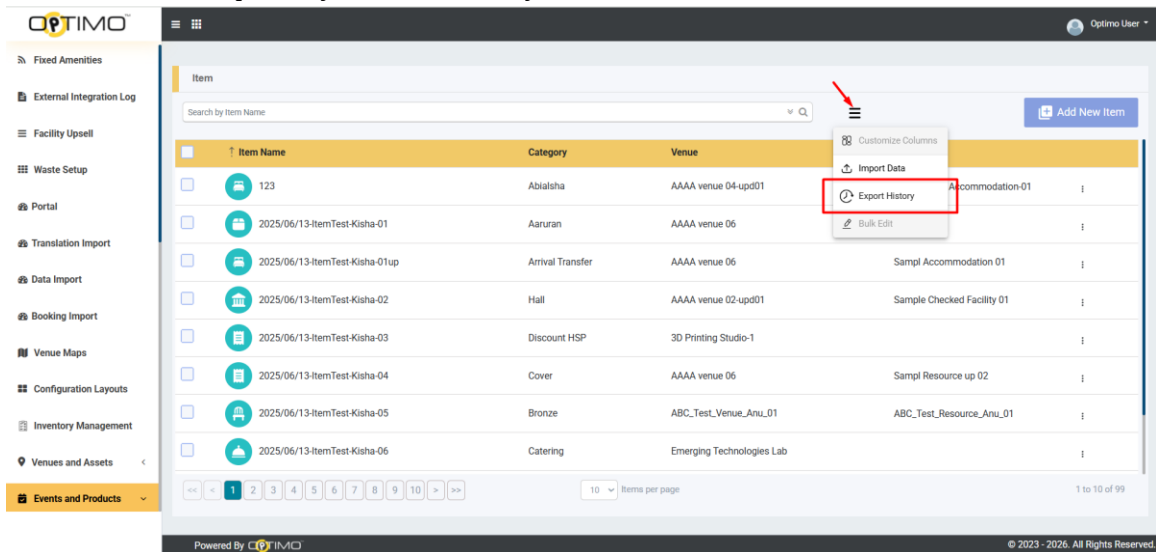


## 5. Export History Tracking

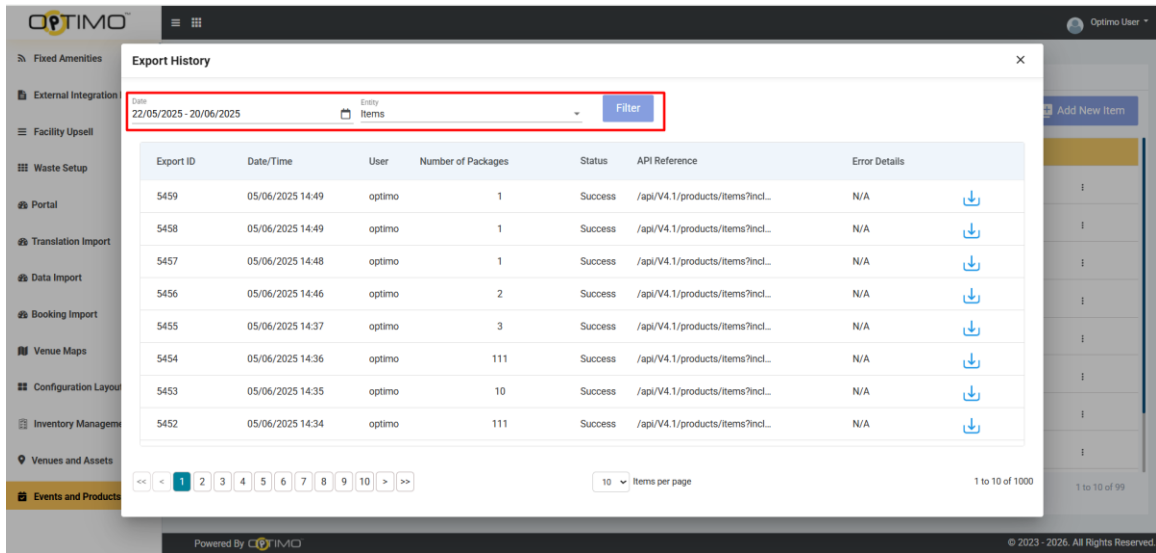
Export History button available. Pop-ups display history with filters by:

- - Date/Time
- - Entity

This enables transparency and auditability of data transactions.







## Access Rights

User Right	Description
Allow to import items	Grants permission to import item data
Allow to export items	Grants permission to export item data
Allow to Re-Import items	Grants permission to Re-Import item data
View export history	Grants permission to view past export records

## Technical Notes

- Backend uses:

- - GET /api/v4.1/products/items (Export)
- - POST /api/v4.2/products/items (New import)
- - PATCH /api/v4.2/products/items (Update records)

- No database structural changes required

- Frontend reused from existing import/export UIs

## Summary

This enhancement improves operational efficiency by enabling both new item imports and bulk updates via export/re-import, enforcing strict validation, and maintaining full traceability through export history.