

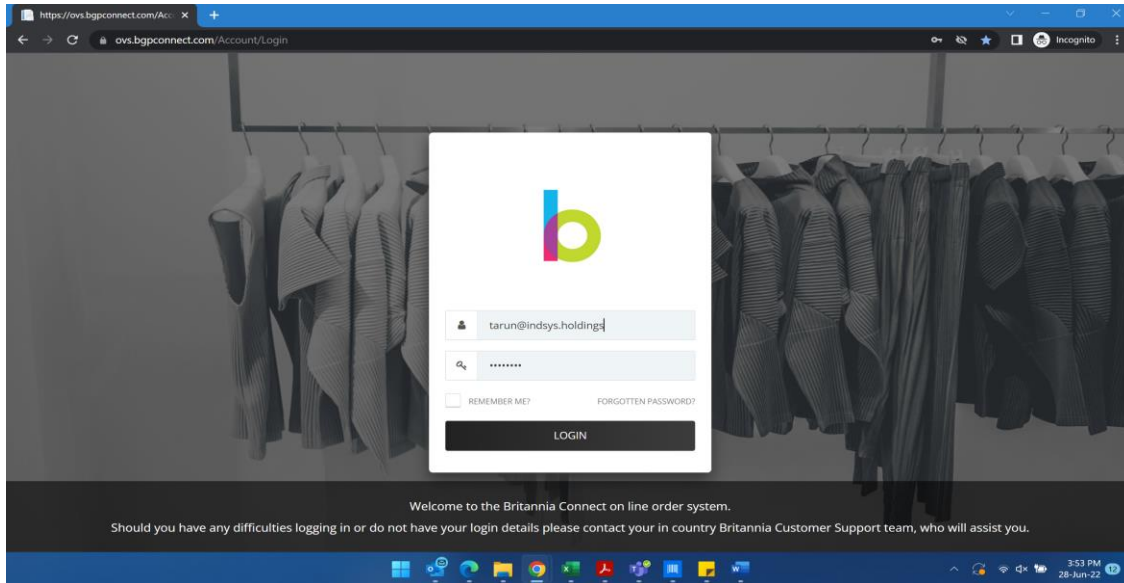


Size Chart creation on BGP Connect

Step 1:

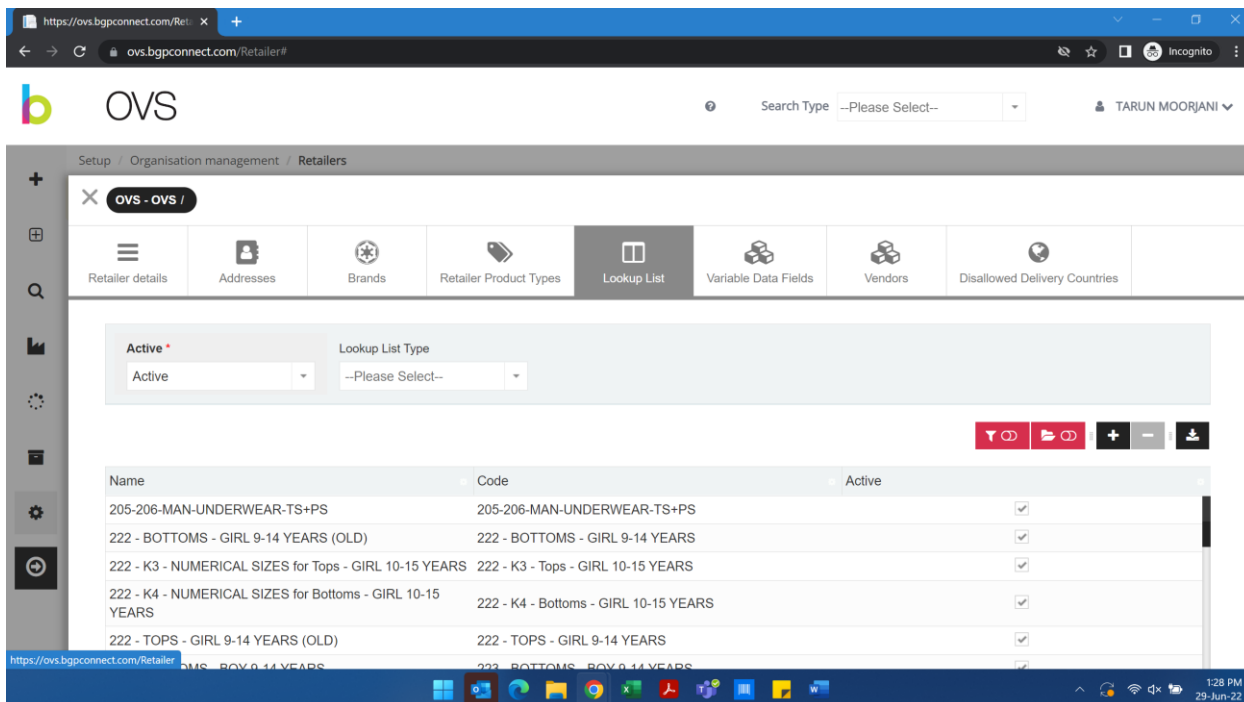
Log In to respective retailer's sub domain I.e:

www.ovs.bgpconnect.com



Step 2:

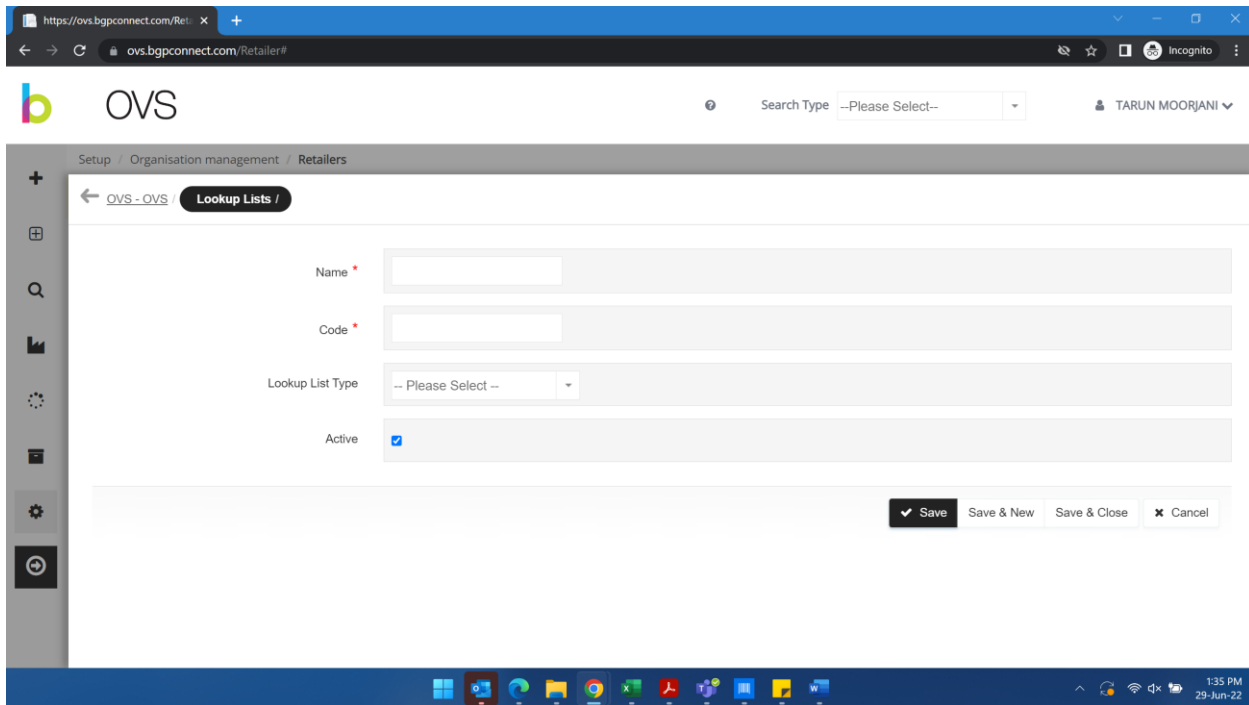
Click on the **Lookup List** tab to **create / view** lookup lists



Step 2.1: Lookup List Creation

Click on + Icon to create a new Look up list (size charts)

Fill in the fields: **Name**, **Code**, **Lookup List type**, **Active** and click on **Save** to enable other input fields



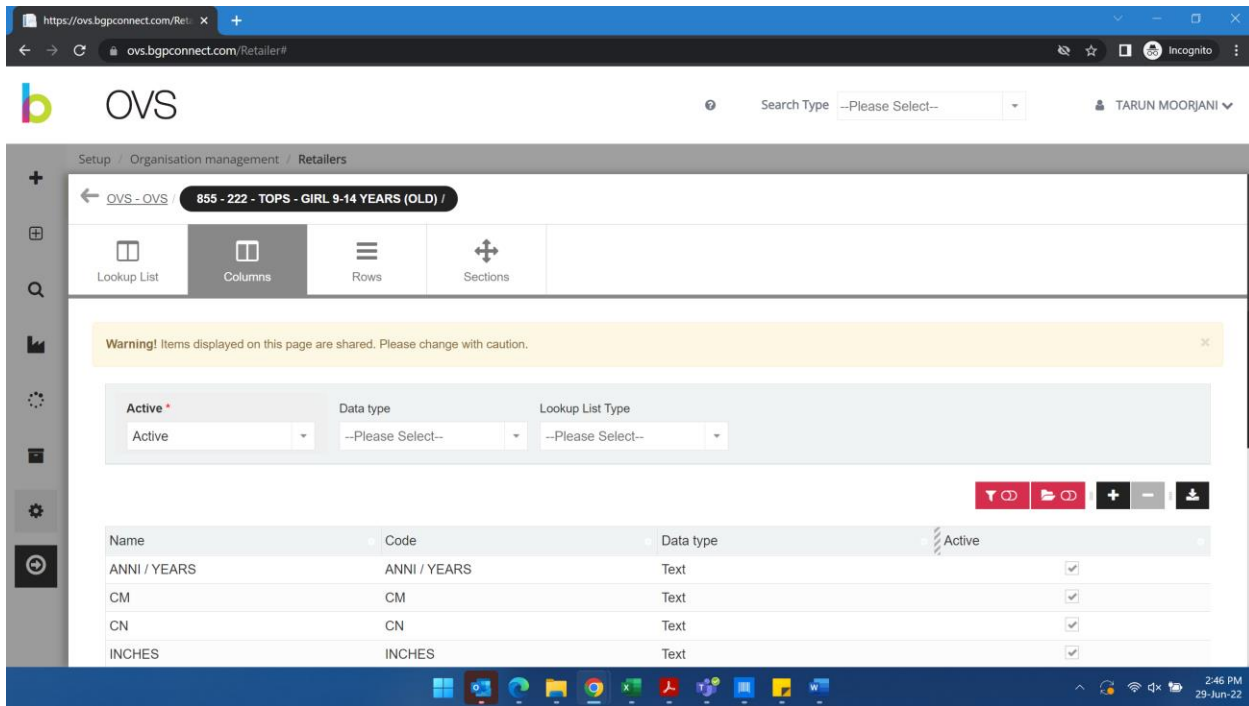
The screenshot shows a web browser window with the URL <https://ovs.bgpconnect.com/Retailer#>. The page is titled "OVS" and has a search bar with "Search Type" set to "--Please Select--". The user is logged in as "TARUN MOORJANI". The breadcrumb trail is "Setup / Organisation management / Retailers". The main heading is "Lookup Lists /". The form contains the following fields:

- Name ***: A text input field.
- Code ***: A text input field.
- Lookup List Type**: A dropdown menu with "-- Please Select --" as the selected option.
- Active**: A checkbox that is checked.

At the bottom right of the form, there are four buttons: "Save", "Save & New", "Save & Close", and "Cancel". The "Save" button is highlighted with a checkmark icon.

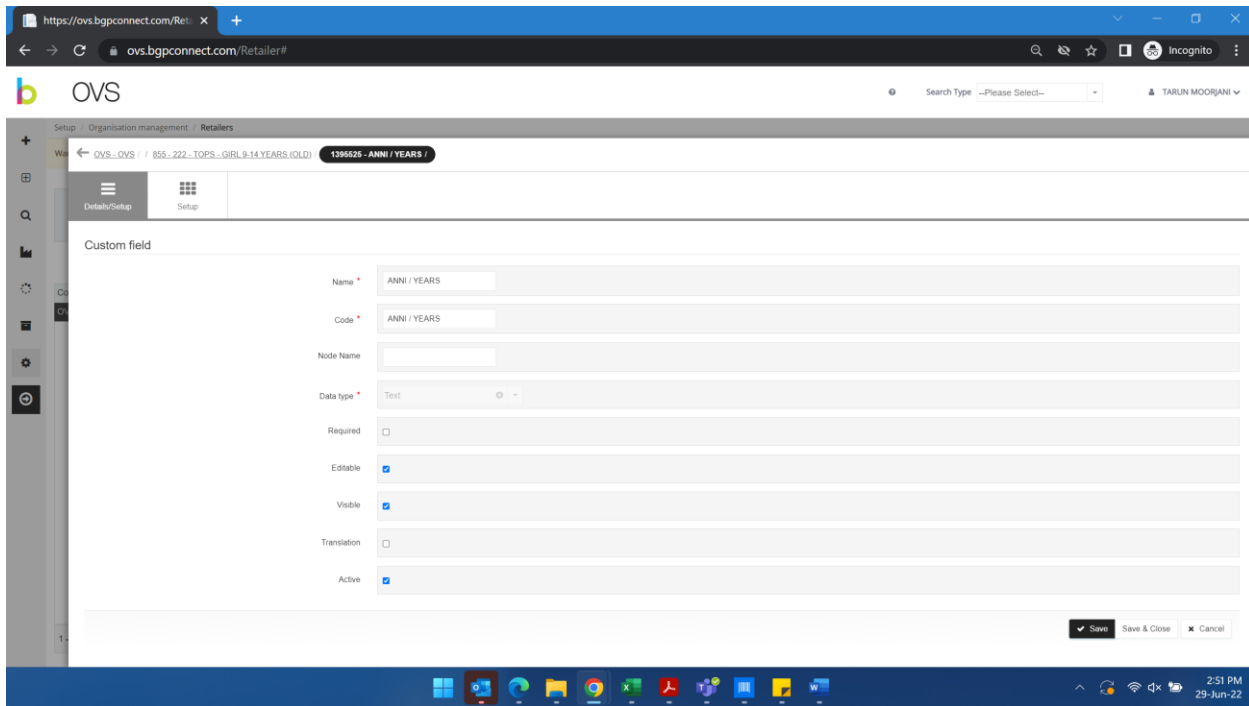
Step 2.2: Lookup List Column header creation:

Once the lookup list is created → Click on the **Column** tab to display the column header mapped against the respective lookup list (size chart)



Click on the + icon and fill in the following fields and click on **Save** to create a column.

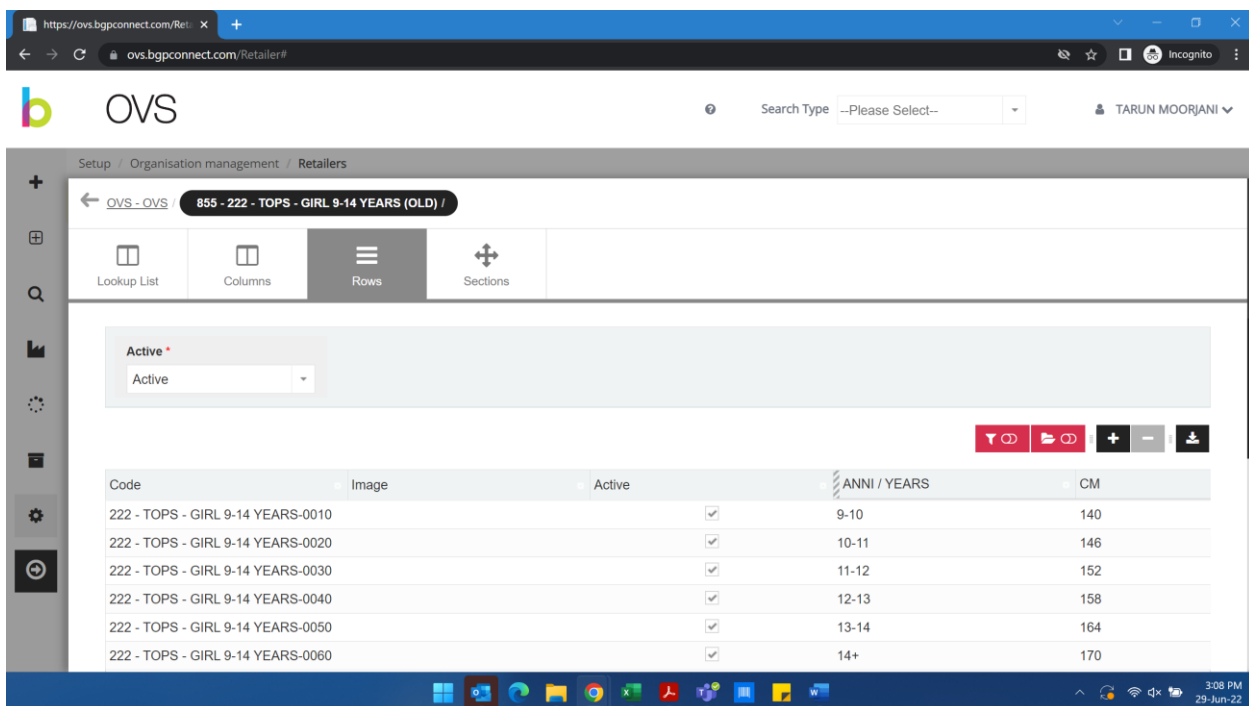
- **Name:** Enter the name of the Column header in this field
- **Code:** Enter a code for the column header in this field
- **Node Name:** Enter the Node name that will be mapped to importer
- **Data Type:** Select the required Data type from the drop-down list (Text)
- **Required:** Select this checkbox if this column is mandatory
- **Editable:** Select this checkbox to make this column editable
- **Visible:** Select this checkbox to make this column Visible
- **Translation:** Select this checkbox if this column is a Translation
- **Active:** Select this checkbox to keep this column active



Repeat the above steps as many times as required for the number of columns in respective size chart.

Step 2.3: Row tab

Click on the **Row** tab to **Create / View** the data rows that are associated with the respective lookup list.



Step 2.3.1 Creating a Row:

Click on the + Icon to create a new row (data)

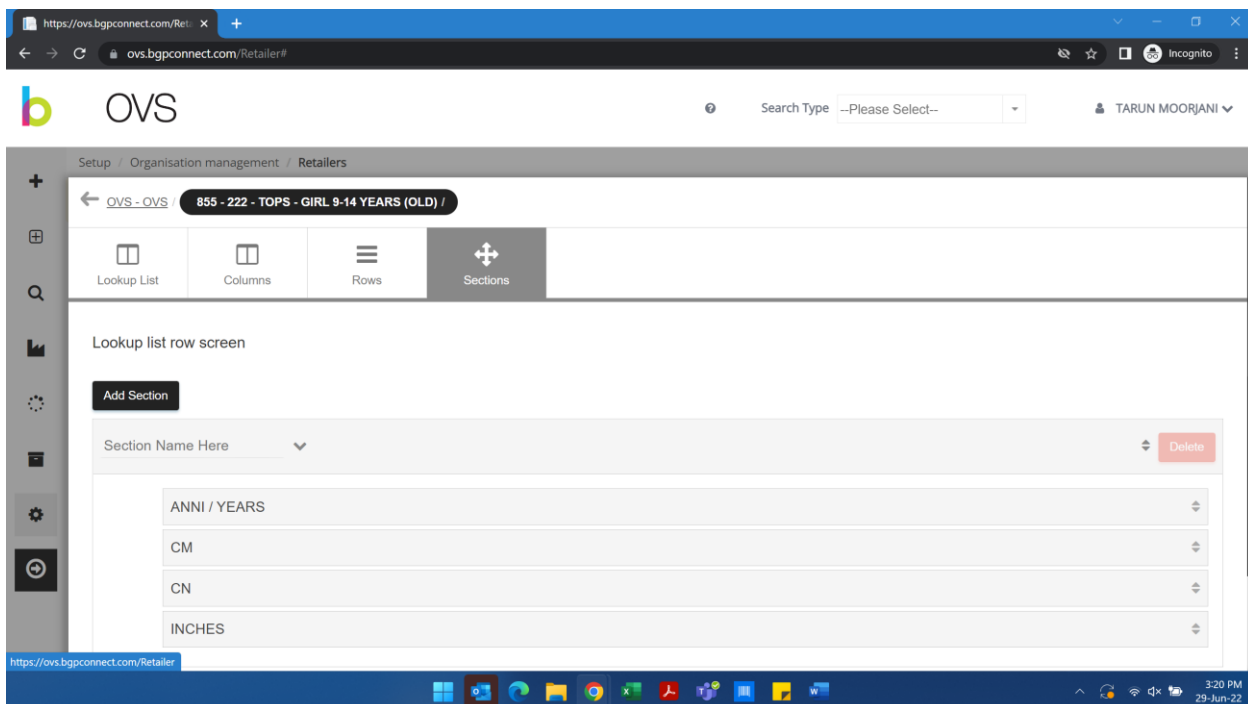
Enter the following fields and click on **Save**

- **Code**
- **Image**
- **Active**
- **[Respective Column Headers created]**

Repeat this step as for as many line items available in respective size chart

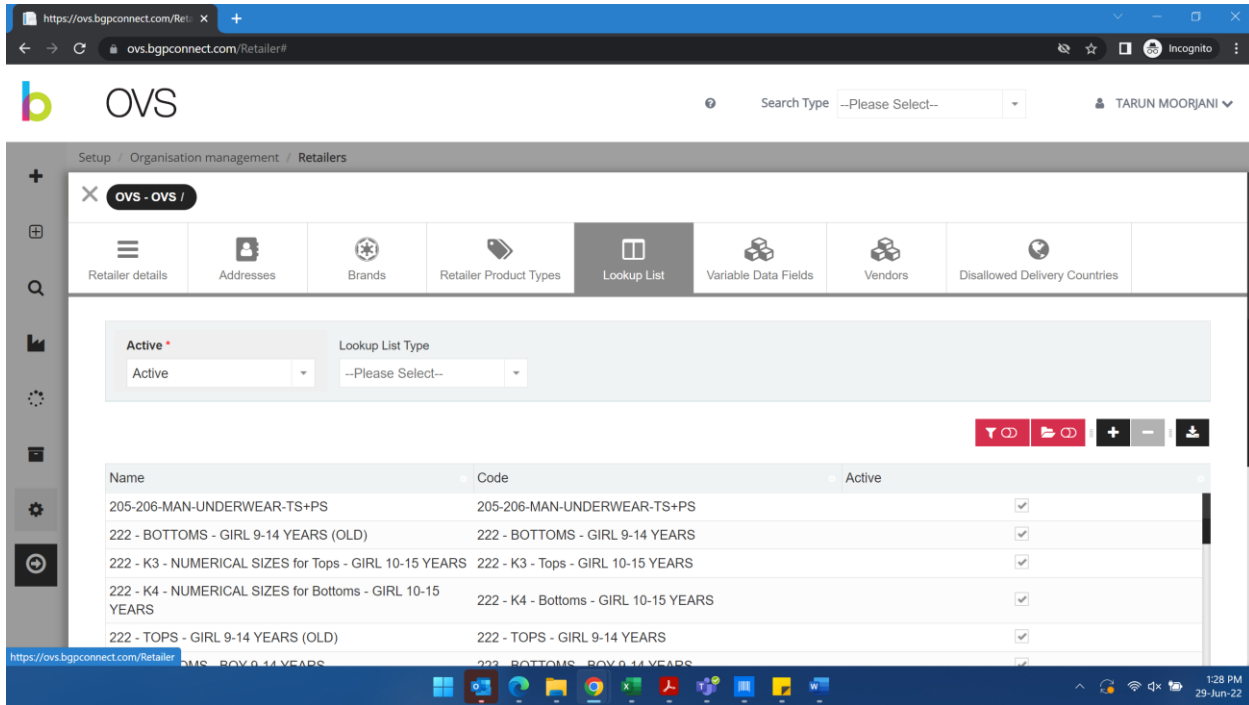
Step 2.4: Sections

Click on the '**Sections**' tab to rearrange the column headers in respective lookup lists



Step 3: Importing Size Charts (Lookup list)

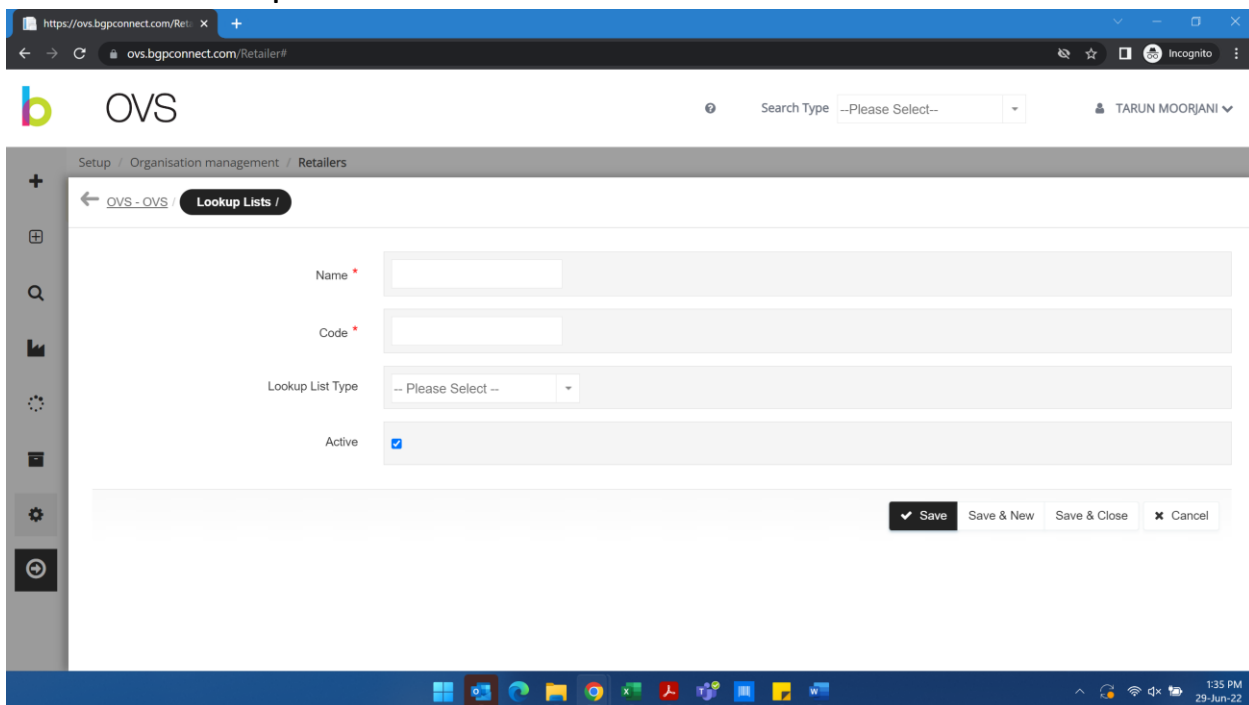
Click on the **Lookup List** tab to create / view lookup lists



Step 3.1: Lookup List Creation

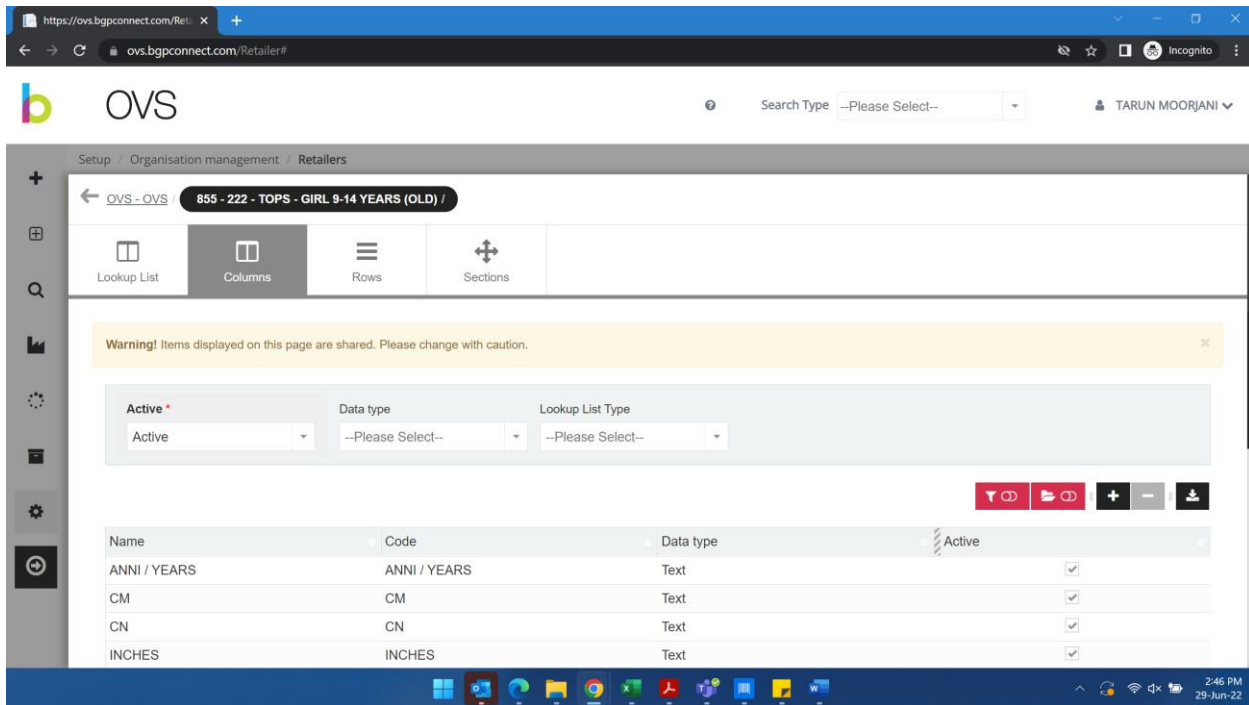
Click on **+** Icon to create a new Look up list (size charts)

Fill in the fields: **Name**, **Code**, **Lookup List type**, **Active** and click on **Save** to enable other input fields



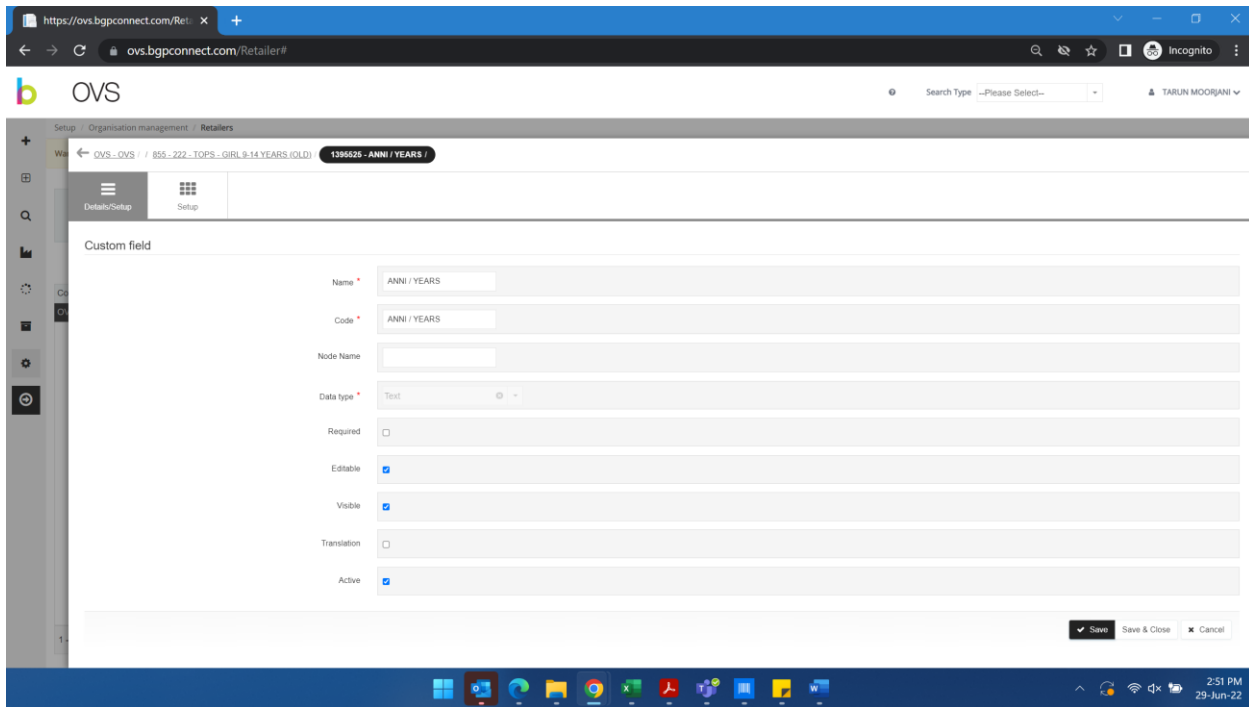
Step 3.2: Lookup List Column header creation:

Once the lookup list is created → Click on the **Column** tab to display the column header mapped against the respective lookup list (size chart)



Click on the **+** icon and fill in the following fields and click on **Save** to create a column.

- **Name:** Enter the name of the Column header in this field
- **Code:** Enter a code for the column header in this field
- **Node Name:** Enter the Node name that will be mapped to importer
- **Data Type:** Select the required Data type from the drop-down list (Text)
- **Required:** Select this checkbox if this column is mandatory
- **Editable:** Select this checkbox to make this column editable
- **Visible:** Select this checkbox to make this column Visible
- **Translation:** Select this checkbox if this column is a Translation
- **Active:** Select this checkbox to keep this column active



Repeat the above steps as many times as required for the number of columns in respective size chart.

Step 3.3 Exporting the Size Chart template:

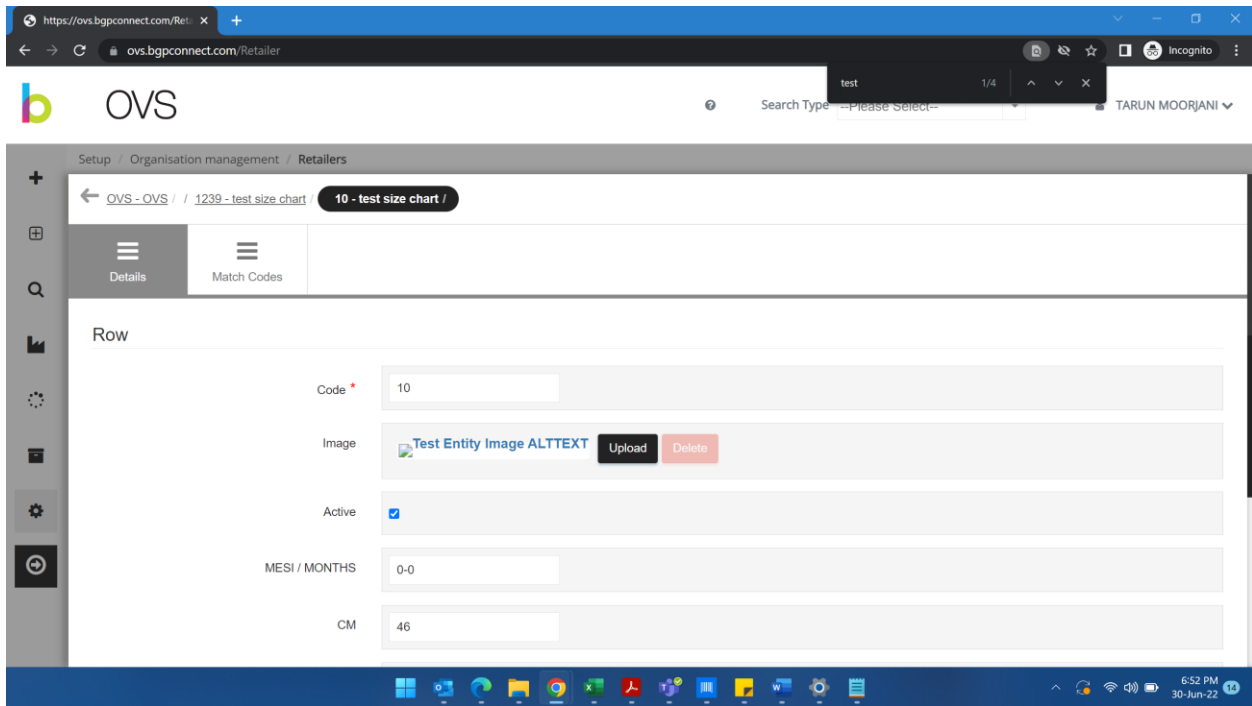
Once the Columns of respective size charts are created → Click on the 'Row' tab

3.3.1 Creating a Row:

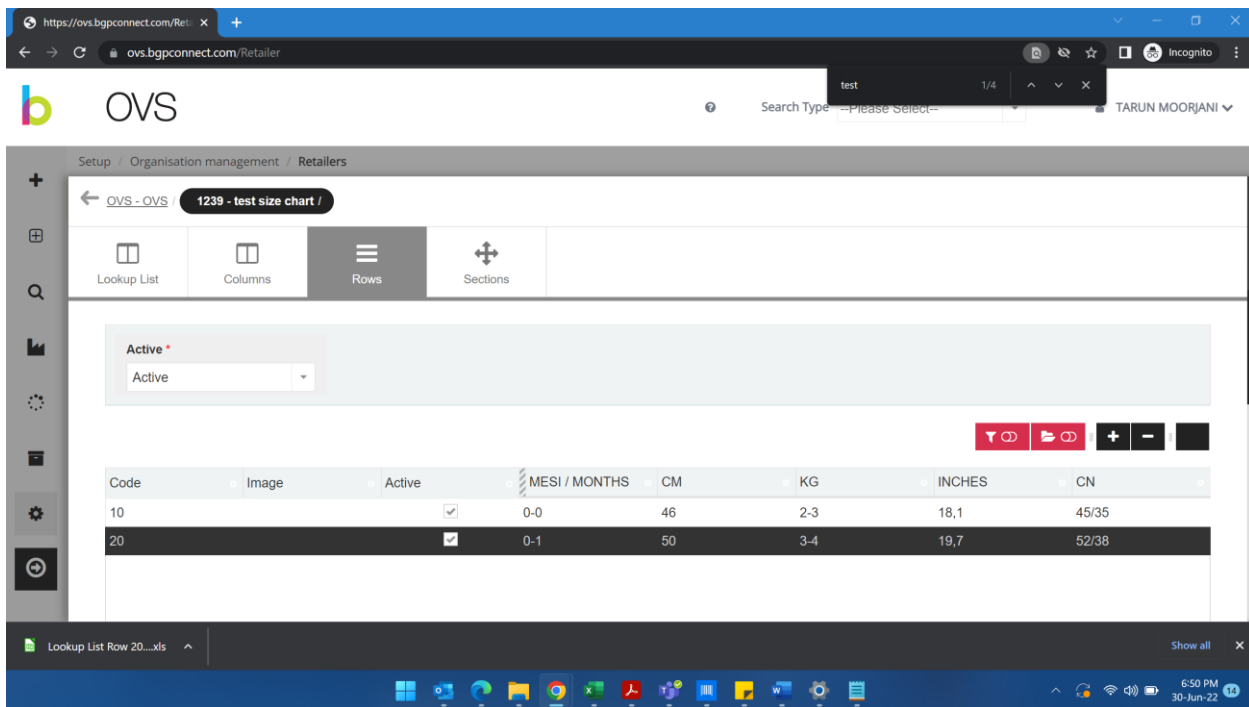
Click on the + Icon to create a new row (data)

Enter the following fields and click on **Save**

- **Code**
- **Image**
- **Active**
- **[Respective Column Headers created]**



Click on the download icon (Down Arrow) / to export the template.



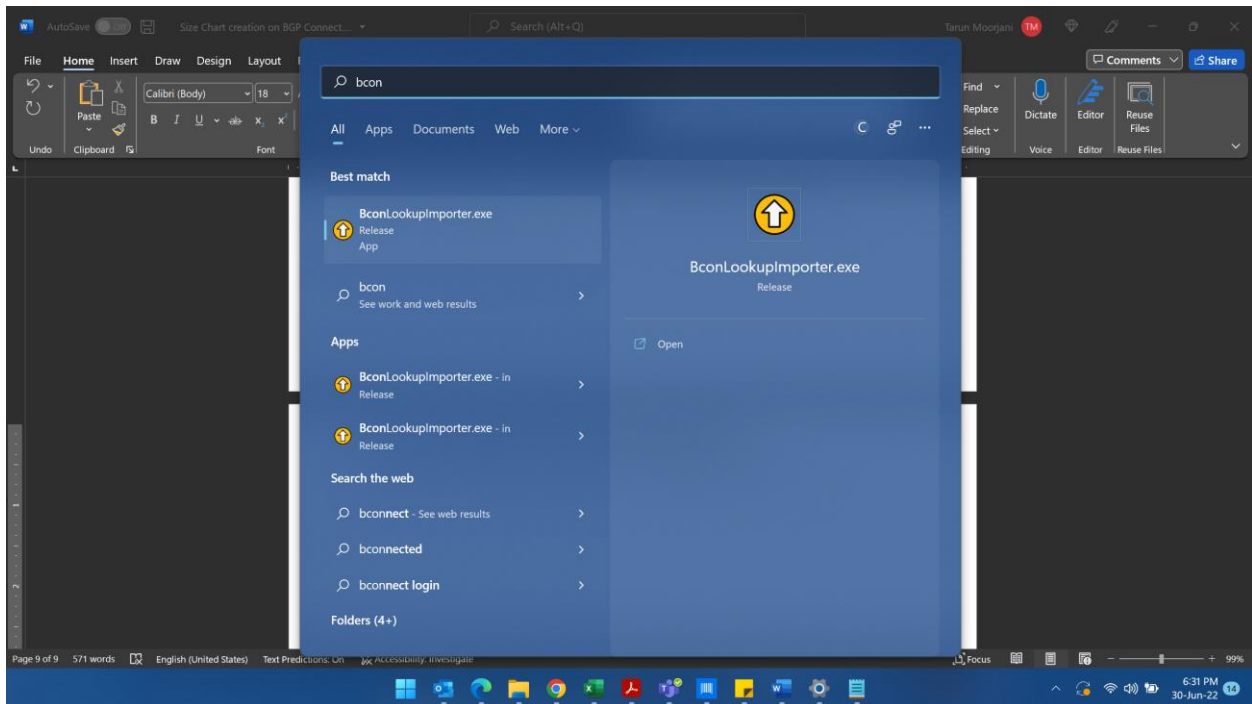
Step 3.4 Upload of Size Chart using Importer:

Install the Lookup list importer provided by BGP UK → open BGP Connect Lookup list importer (refer screenshot)

Note:

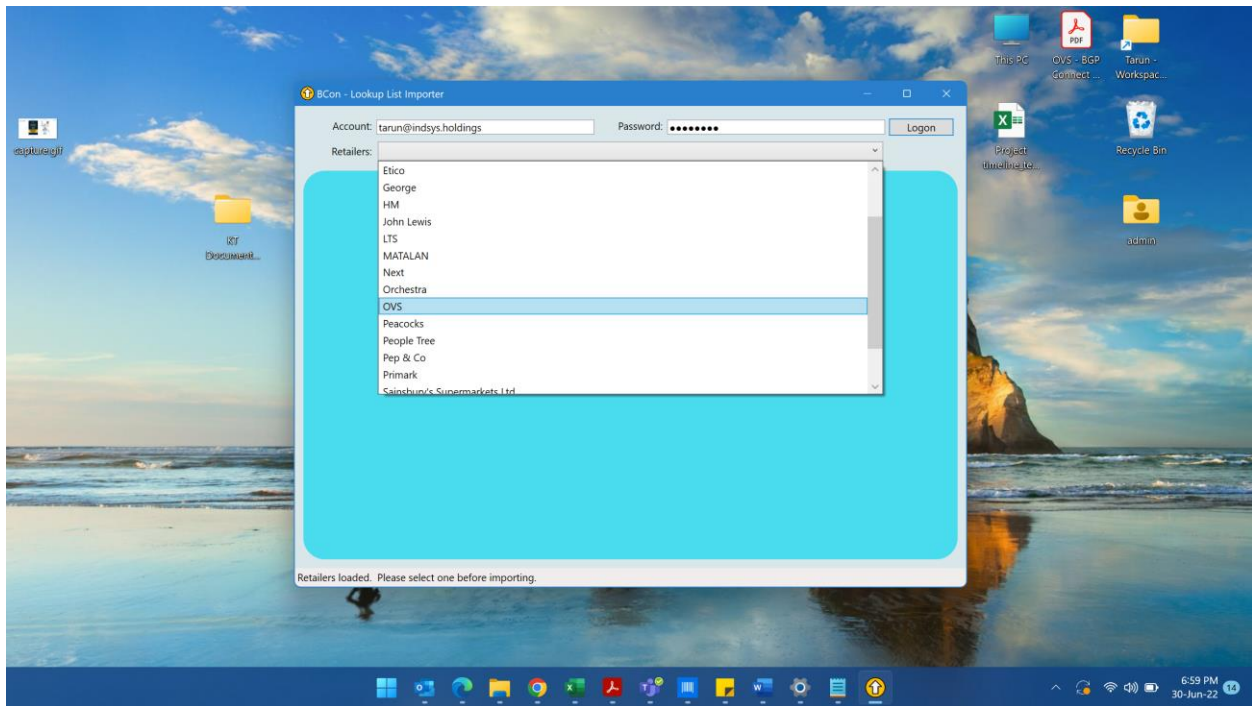
The Size chart needs to be created on BGP Connect on respective retailer's sub domain.

The Name of the Size chart / lookup list on Connect MUST have the same sheet name



Step 3.5 Login on Importer

Enter the login credentials on the BGP lookup list importer → After successful login → Choose the correct / respective Retailer from the drop-down list (refer screenshot)



Step 3.6 : Formatting Exported template:

Open the exported excel template with respective column headers and the sample row created → Delete the sample row → Add size chart details against respective column headers → Change the sheet name to the same as the size chart name on BGP Connect → Save the excel

Code	Image	Active	ANNU / YEARS	CM	CN	INCHES
10			1 9-10	140	140/68	55.1
			1 10-11	146	145/72	57.5
			1 11-12	152	150/76	59.8
			1 12-13	158	160/80	62.2
			1 13-14	164	165/84	64.6
			1 14+	170	170/88	66.9

3.7 Import the template:

Once the template is formatted to the above specifications →
 Close the excel file / template → Open the importer → Drag
 and Drop the file inside the importer

If all the above conditions are met correctly → the below
 screenshot will be displayed.

Click in the **'Start Import'** button

Once Imported → a success message will be displayed → go to
 connect and open the size chart to see the imported rows of
 size chart

Note: Delete the sample row created

BCon - Lookup List Importer

Account:

Password:

Logon

Retailers:

Ready to import

The lookup list 230 - TOPS - GIRL 3-10 YEARS was found

Ready to import 7 rows ?

Technical details:
Sheet row count: 7
List: 230 - TOPS - GIRL 3-10 YEARS | Owner ID: 15 | List ID: 853

Start Import

Cancel

Loading:

The retailer does not have a list named [222 - TOPS - GIRL 9-14 YEARS]