12-0025-EN-How to import products from existing MS acce...

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- Make sure that ShopFactory is not running
 - Make surethat your MS access file containing the data you want toimport is ready.
 - Click Start-> Programs -> ShopFactory V9 -> Import Wizard -> Import Wizard.
- The Import Wizard form will appear
- Select the shop where you want to importthe products
- Click Next
- Select Access (*.mdb) as database type

- Click Next
- Browse themdb file
- Click Next

- Select the table that you want to import

- Click Next
- Click Next again
 - The mappingtool window will open. In this field you will be able to map the fields used inthe file
that you are importing from to the fields available in ShopFactory.
 - Once you have matched the entire fields click next to go to the import toolwindow.

- Click Next when done mapping
 - Inthis window you can select how to import the products e.g. using a directorystructure or
importing one single directory. Once you have made your selectionclick on the add products button
and the products will be imported to yourShopFactory website.
  1 Select the items or entire database thatyou want to import.
  2 Then click on the specific page inShopFactory where you want the product to be added.
  3   that, clickAdd Products button.

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