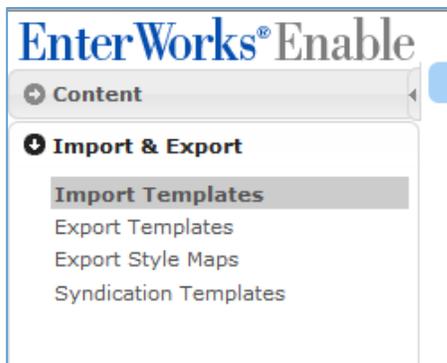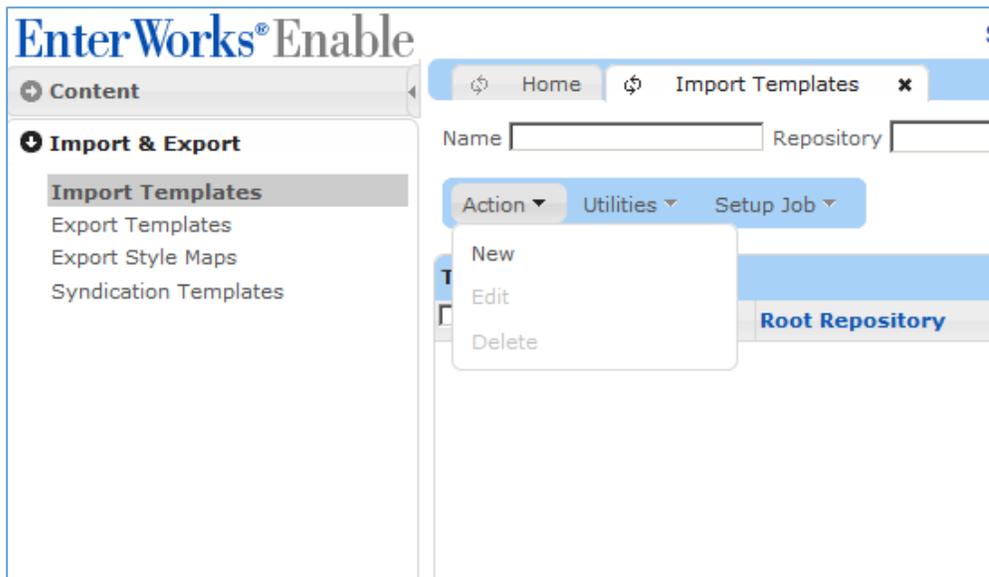# Import Templates Function

The import templates function is used to develop a template that can be used once or multiple times to import data into one or more Enable repositories. The easiest way to set up an import template is to create an export file (see the previous section) and then use that to create the import template.
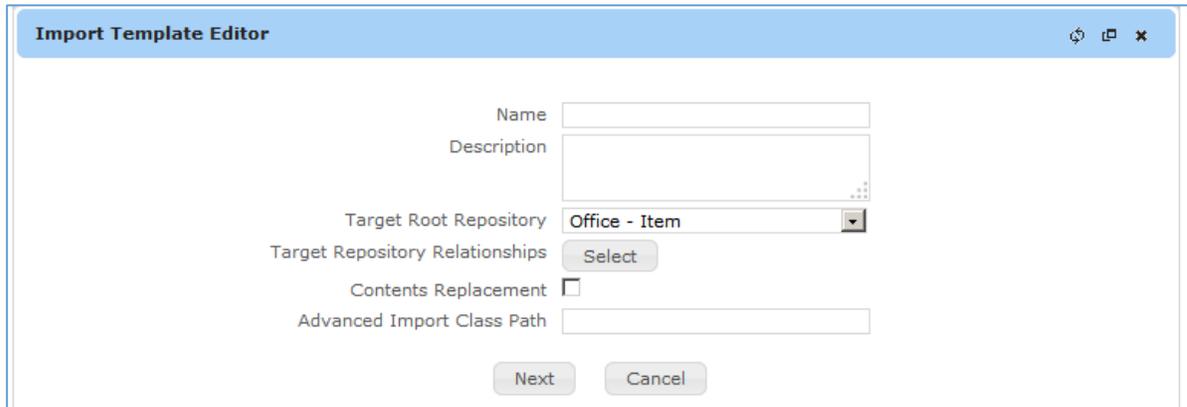
Defining an Import Template

1. Click on the Import & Export feature (in the left frame of the main window) and the Import Templates function.

2. In the Action drop-down menu, click **New** to set up a new import template.

3. Enter a template **Name** and an optional **Description**.
4. Select the **Target Root Repository** from the drop-down list.

5. The **Content Replacement** checkbox can be used to replace <u>all</u> repository records with the import. This option is only available if the import only affects the root repository (no link repository records can be replaced).

<u>Warning:</u> This option should be used only if all repository records are to be deleted and replaced with the data being imported.
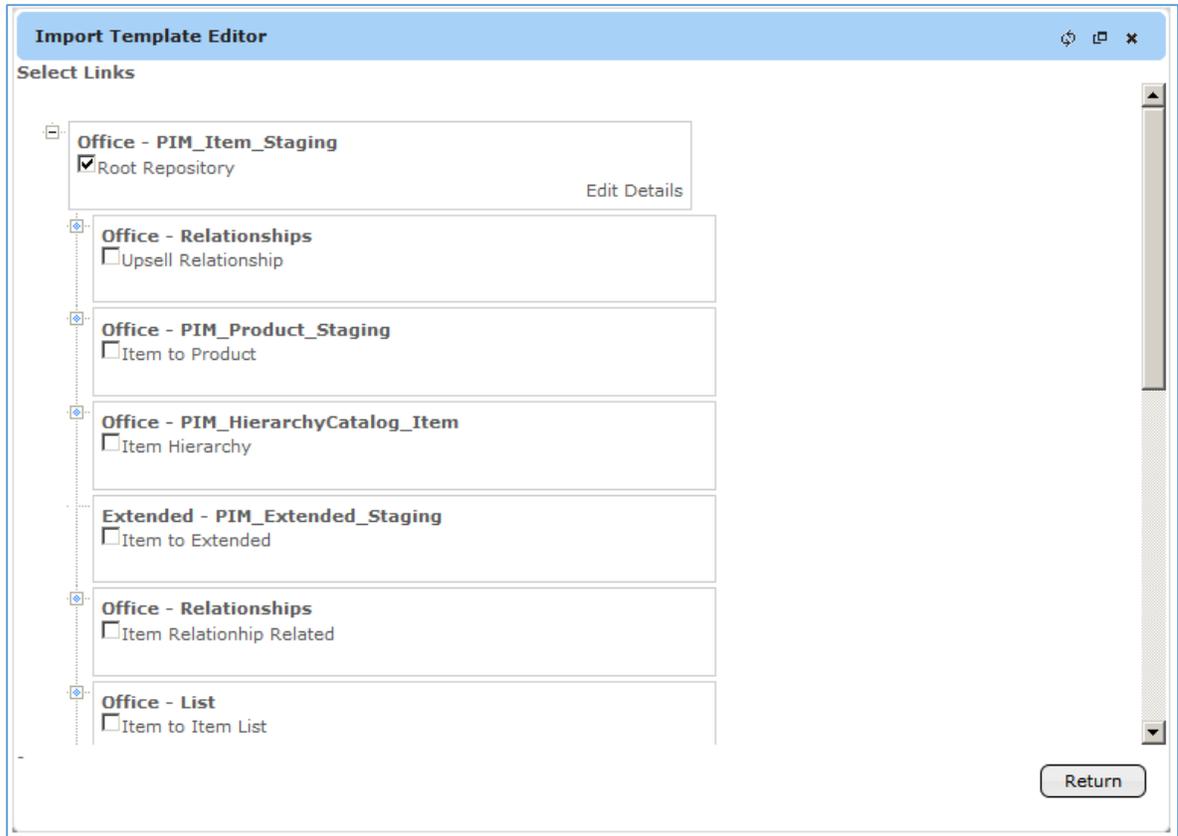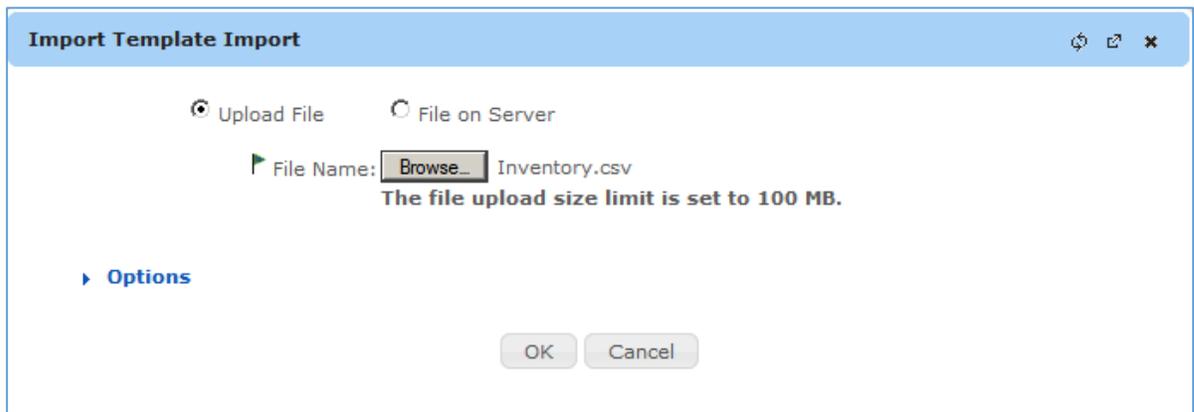
6. Click the tree button on the left of the repository to see any additional linked repositories. The button will go away when you are at the last child repository.
7. Click the **checkbox** next to the repositories you want included in the import template.
8. Click the **Return** button to go back to the **Import Template Editor**.
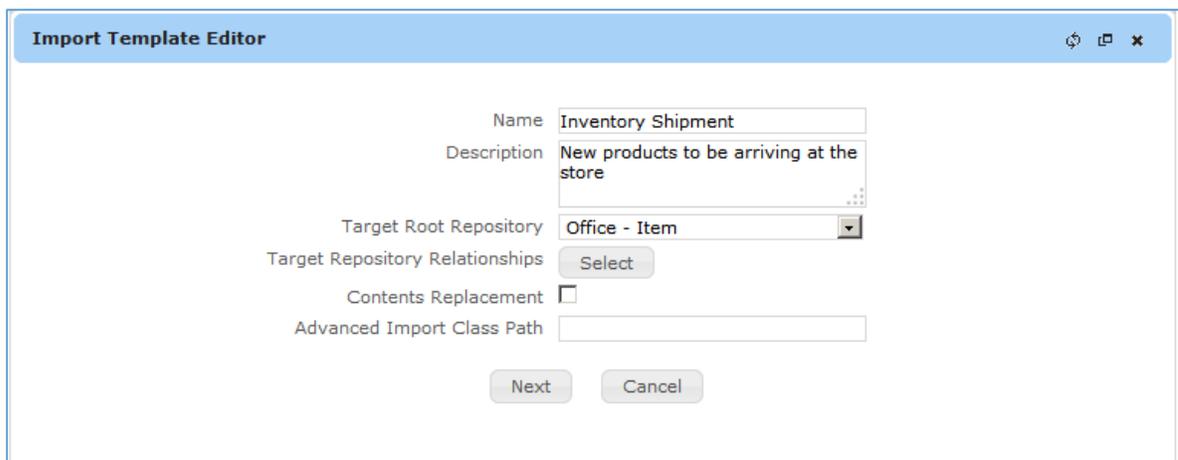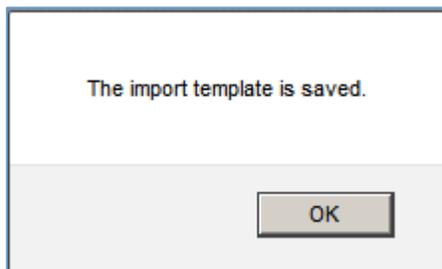

9. Click the **Next** button to go to the **Import Template Editor** window.
10. Select Utilities and from the drop down menu click Import Template.
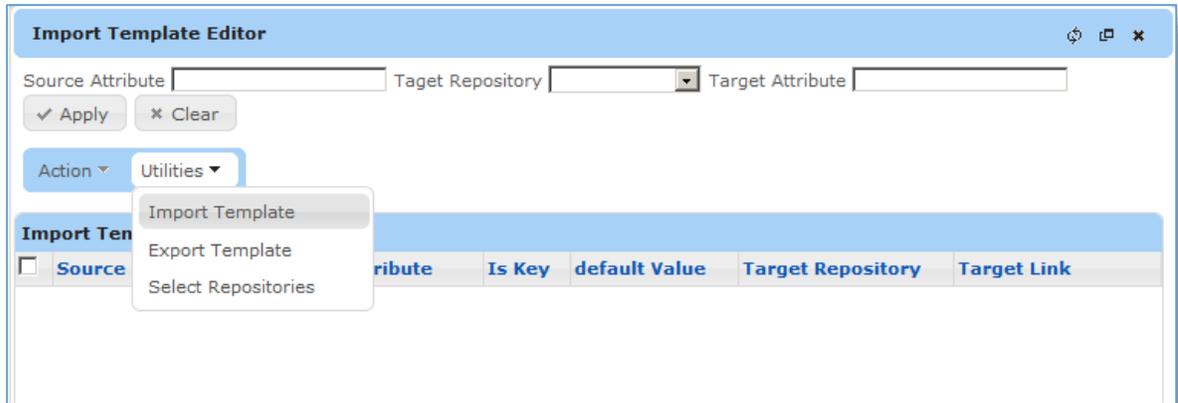
11. Click the Browse button to create the import template based on the Export File that you created in the previous section.
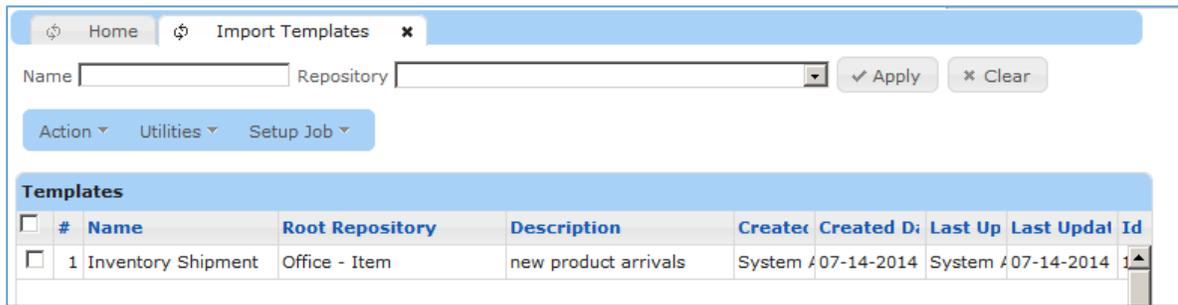

12. Click the **Ok** button.
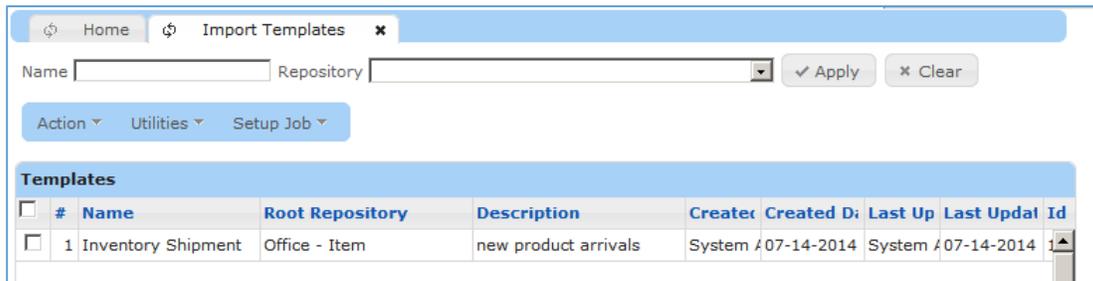13. Click the **Save** button.

14. Click the Ok button

15. You are taken back to the Import Templates window. Click the **refresh** button on the bottom left of the list to see your new template:
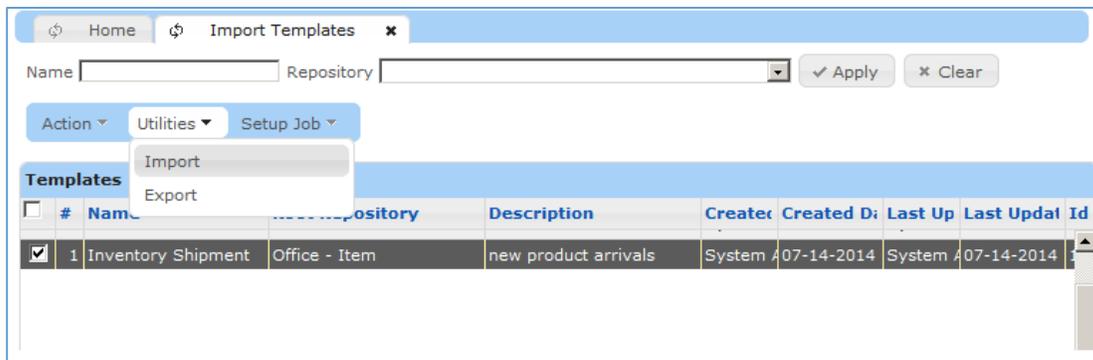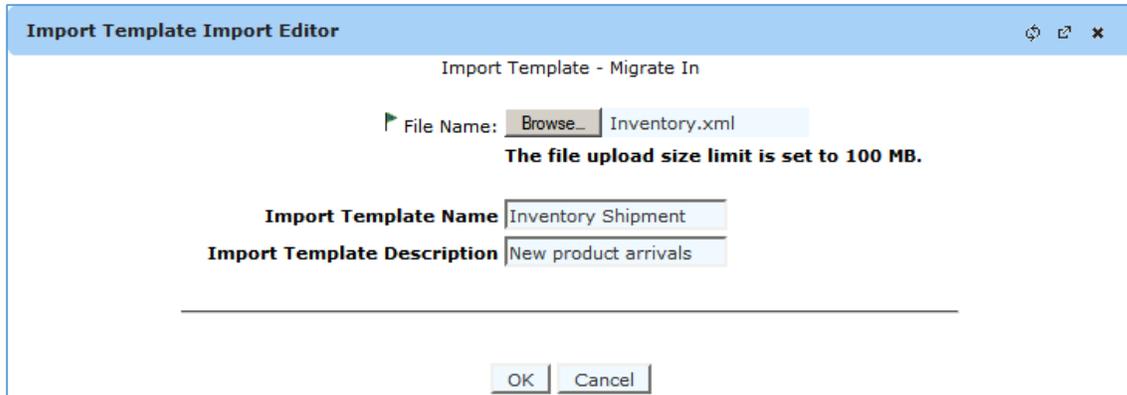

Running an Import Template

1. Select the **Import Template** function from the **Imports & Exports** Feature.

2. Select the Import Template you want to use from the Imports Templates List.
3. Select the **Import** from the **Utilities** drop-down list.

4. Click the **Browse** button to select the input file.
5. Change any job **options**, if necessary.

Import Template Import Editor   ⟳ ⤢ ✖

Import Template - Migrate In

⚑ File Name: [Browse...] Inventory.xml

The file upload size limit is set to 100 MB.

Import Template Name Inventory Shipment

Import Template Description New product arrivals

[OK] [Cancel]

6. Click the **Ok** button.
7. Go to the **Job Monitor** to verify that the import executed as desired.