

## Using Inzant Import Files.

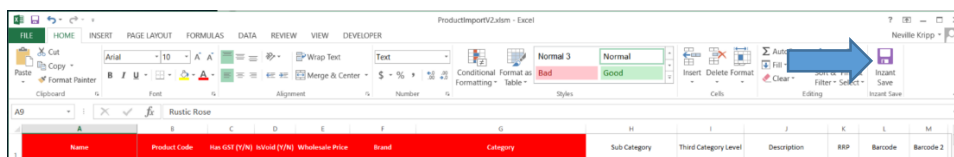
Inzant import files provide you with a customised method of managing your Product and Retailer configuration using Excel spread sheets.

The system is configured in a manner that guarantees the security of your data by only responding to correctly names spreadsheets from designated email addresses.

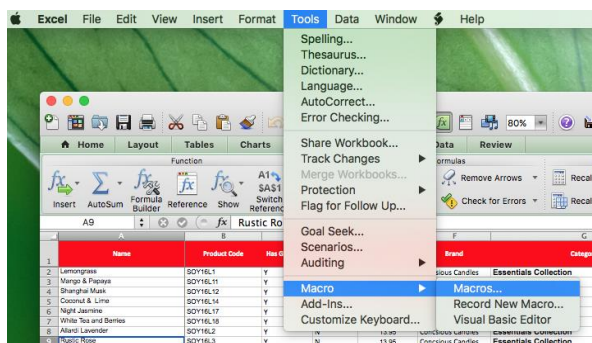
To use an Inzant import sheet the following process should be followed:

1. Make all changes to the sheet that are required (Do not change the file name).
2. The import process is slightly different for Mac and PC as follows:
  - a. Windows - Click the Inzant Save button on the Home ribbon (top right). This saves a new file with a txt ending on the filename in the same location as the excel file.
  - b. Mac – Run the SaveInzantFile Macro from the Macro menu.
3. The Save process will flag any errors that need to be resolved and save a file in the same location as the Excel file.
4. The txt file must be emailed to the Inzant System using the email address you have been advised to use. (Something must be included in the subject line of the email).
5. Once the import is complete you will receive an email with the results of the import.

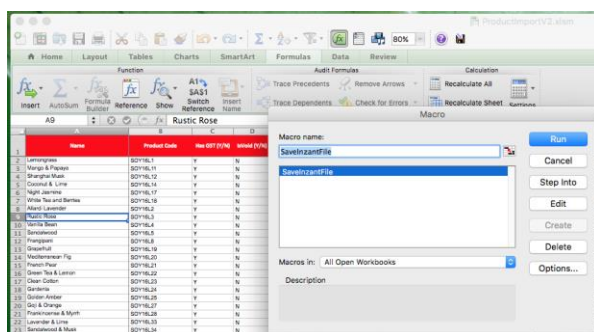
## Windows



## Mac



Select Macros... from the menu.



Run the SaveInzantFile macro.