

Excel Instructions

Import, export and re-import flow

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Connection: Baserow (<https://baserow.prismaspaces.com>)

Document automatically generated by Prisma Products WebApp

This document describes how to use the import, export and re-import functionality for products from Excel in the local Prisma Products webapp.

1. Download the template

- Go to the Products section and click 'Download Excel template'.
- The template contains the required columns and a fill example.
- You can also export existing products and use them as a base.

2. Bulk creation of products

- Leave the ID and CAA Code columns empty.
- Fill Studio Code, Brand (or Brand ID), Image (or Image ID), Fistera (or Fistera ID) and Status.
- Brand, Image and Fistera can be entered by exact name or numeric ID.
- The selected image must belong to the brand.
- The CAA Code will be generated automatically when each product is created.
- Click 'Import new products' and select the file.

3. Export products

- Use the brand/status/search filters and click 'Export filtered'.
- Or select products with the checkbox in each row and click 'Export selected'.
- The downloaded file will contain the Baserow IDs and current CAA Codes.

4. Bulk edit and re-import

- Edit the exported Excel file (prices, descriptions, status, etc.).
- Keep the ID or CAA Code column so the system can identify the product.
- Click 'Re-import / update' and upload the file.
- Empty fields will be left unchanged.
- If a row has no valid ID or CAA Code, it will be created as a new product.

5. Recommendations

- Test first with a file of 2-3 products.
- Review the result message after each import.
- Import operations require the admin token.
- Do not modify existing CAA Codes if you want to keep their numbering.