

# Easy Organizer Suite™ easyFabrics Organizer™ Module

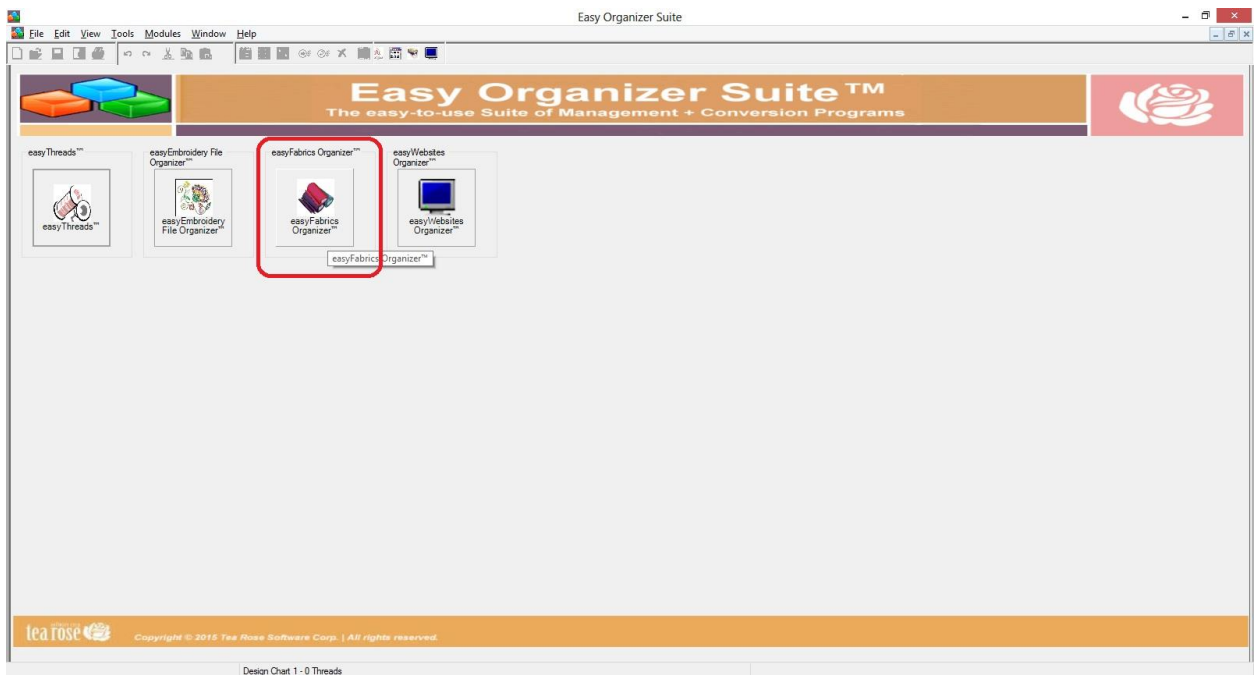
## How to Use the Import Feature

Welcome to the **easyFabrics Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyFabrics Organizer™** Module and by the end of the series you will be an expert!

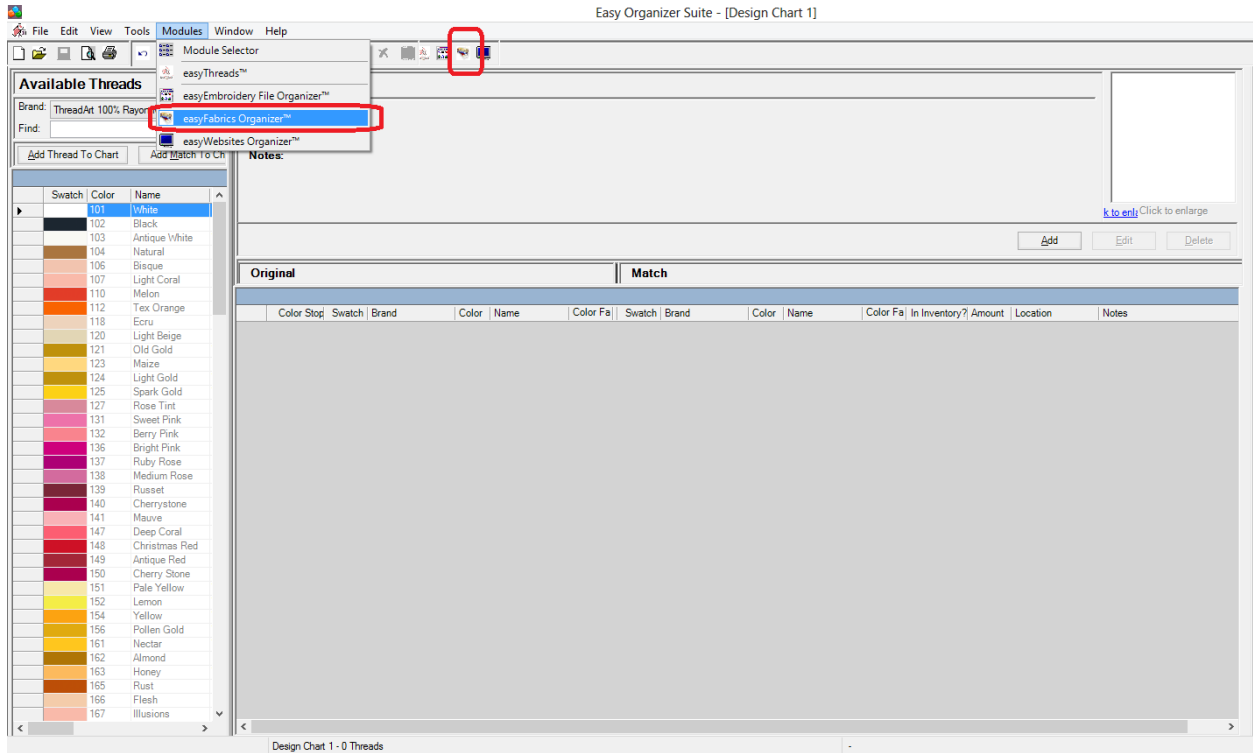
This lesson will show you how to use the Import feature. The Import feature is only available in the Pro Edition of the **easyFabrics Organizer™** Module.

### *Importing My Inventory Fabrics*

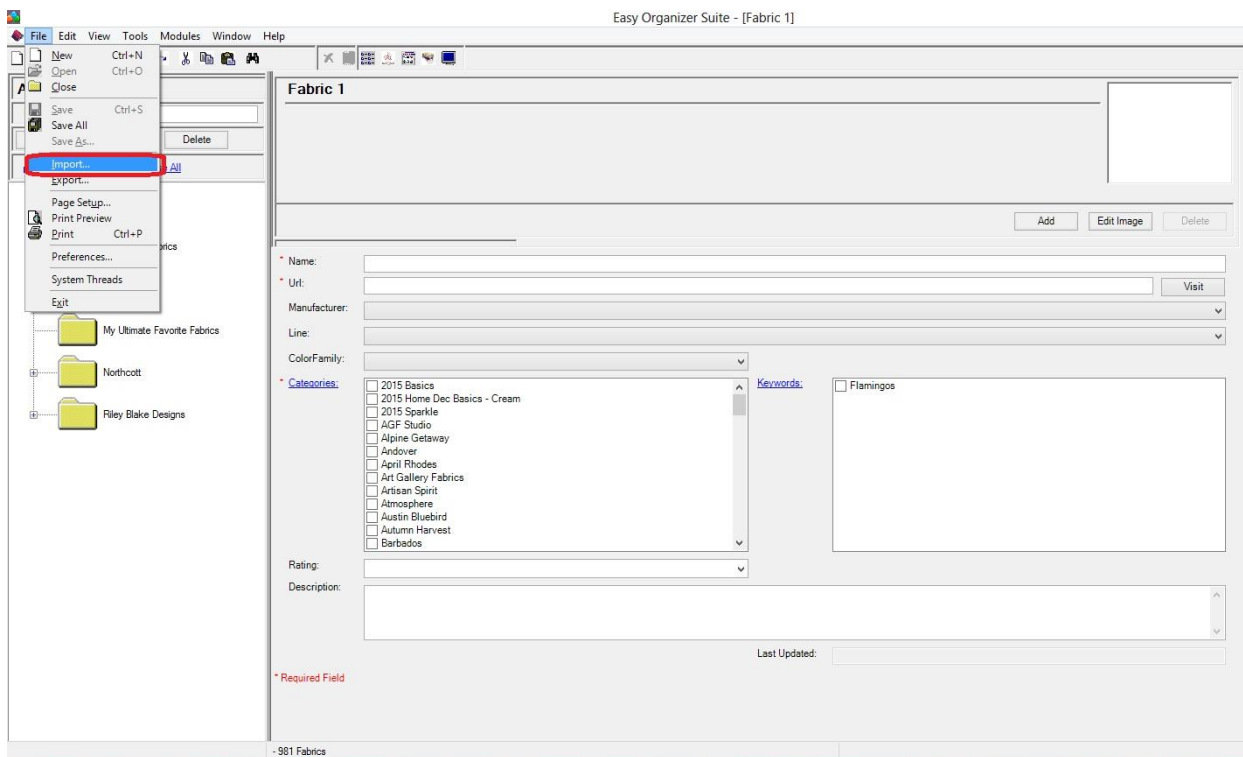
1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.



2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.



3. To see the Import Wizard, select File → Import from the menu.



4. The Import Wizard will open.



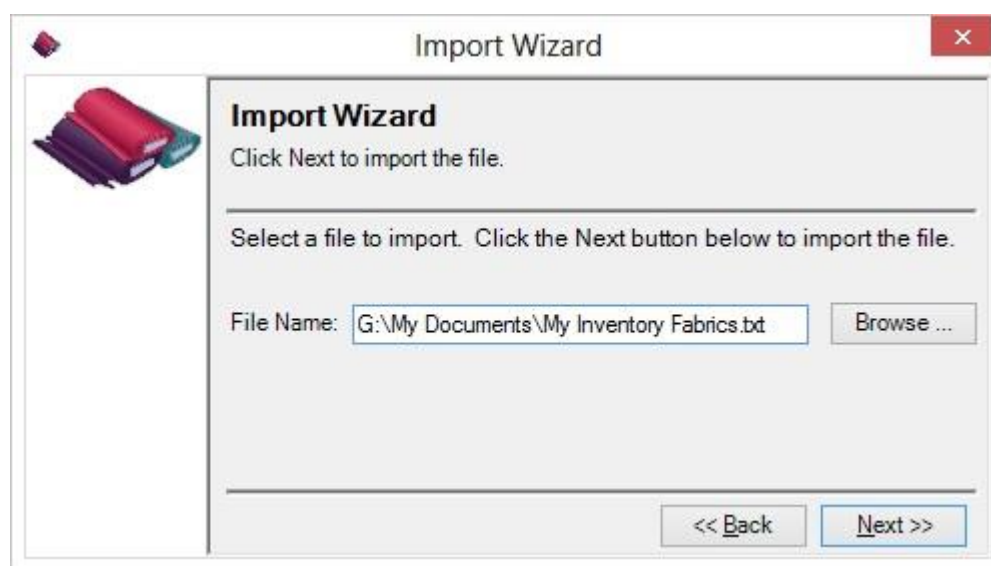
You can either select to import into My Inventory Fabrics, My Wishlist Fabrics or from a Fabric Data Pack.

For this lesson, let's select My Inventory Fabrics. Click on the Next button to continue.

5. Now the Import Wizard will ask for the file to use to import the data into My Inventory Fabrics. Click on the Browse button to navigate to a Comma Separated Values (csv) file or a text (txt) file.

For this lesson, let's use the file that you created in the Export lesson.

Click the Next button to continue.

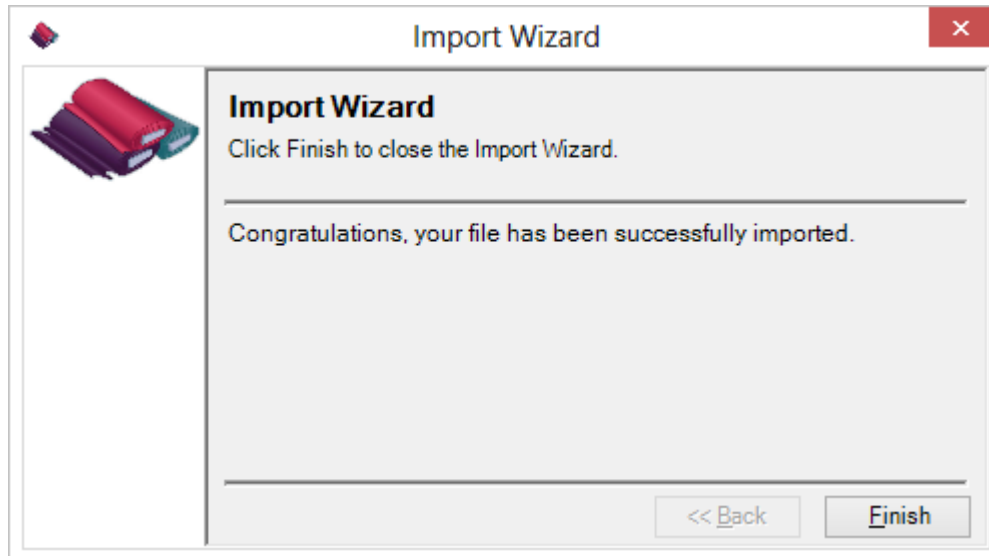


- The Import Wizard will now import the data from the file into My Inventory Fabrics.

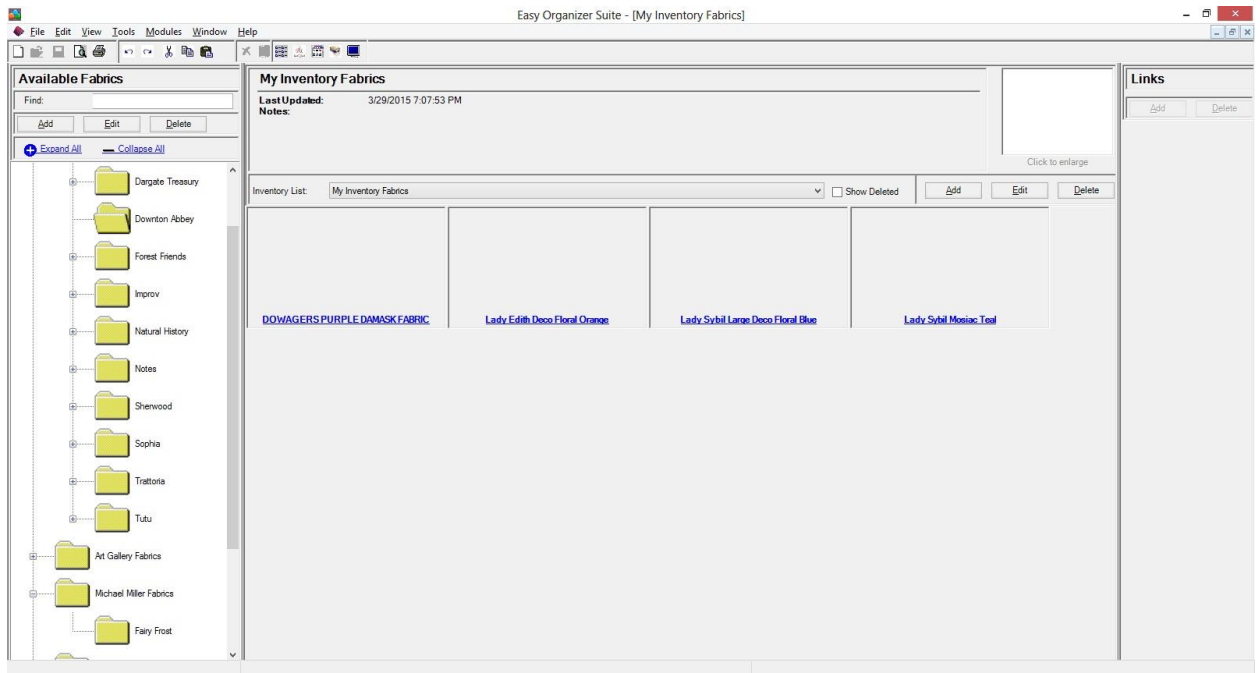
Depending on how many Fabrics are in the file, this may take a while.



- When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.



8. You can now see all of the fabrics that were imported into My Inventory Fabrics. Any new fabrics are added to the Available Fabrics tree. You can expand and collapse the categories.

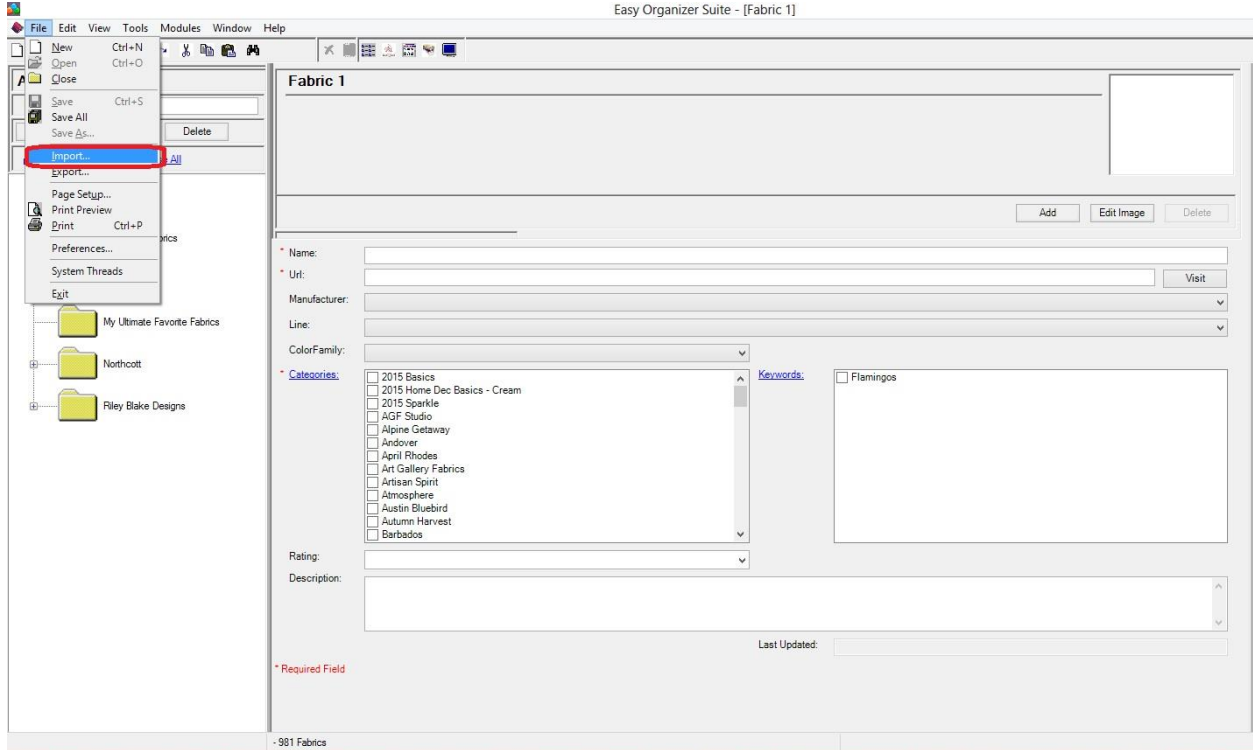


Congratulations! You have just Imported fabrics into My Inventory Fabrics!

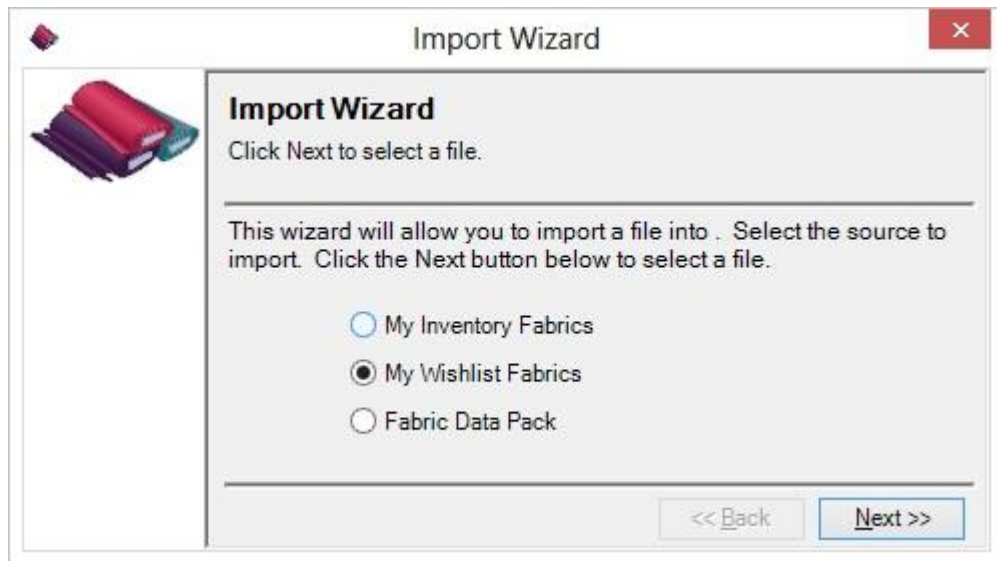
Close the My Inventory Fabrics Chart to move on to the next section.

## Importing My Wishlist Fabrics

1. To see the Import Wizard, select File → Import from the menu.



2. The Import Wizard will open.



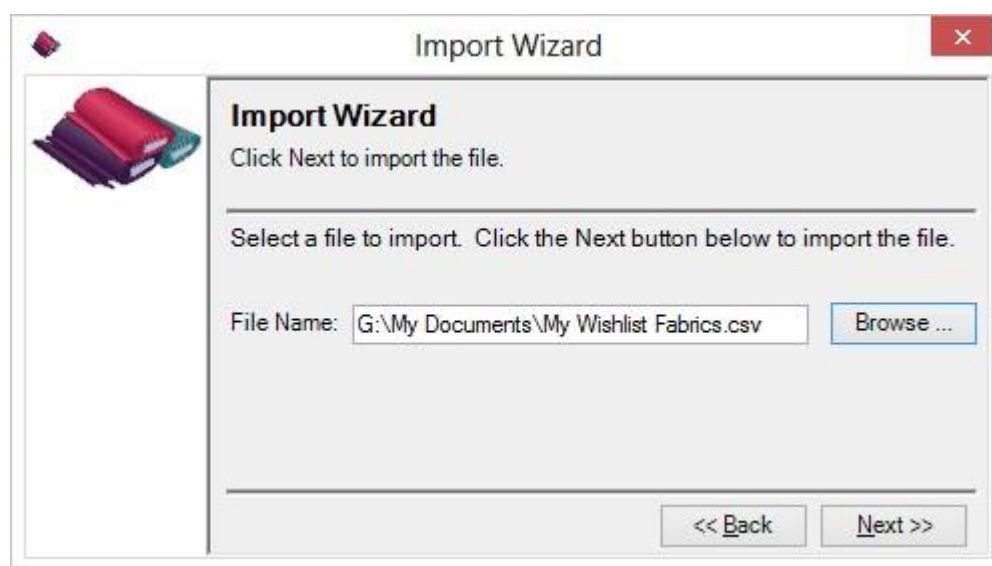
You can either select to import into My Inventory Fabrics, My Wishlist Fabrics or from a Fabric Data Pack.

For this lesson, let's select My Wishlist Fabrics. Click on the Next button to continue.

3. Now the Import Wizard will ask for the file to use to import the data into My Inventory Fabrics. Click on the Browse button to navigate to a Comma Separated Values (csv) file or a text (txt) file.

For this lesson, let's use the file that you created in the Export lesson.

Click the Next button to continue.





4. The Import Wizard will now import the data from the file into My Wishlist Fabrics.

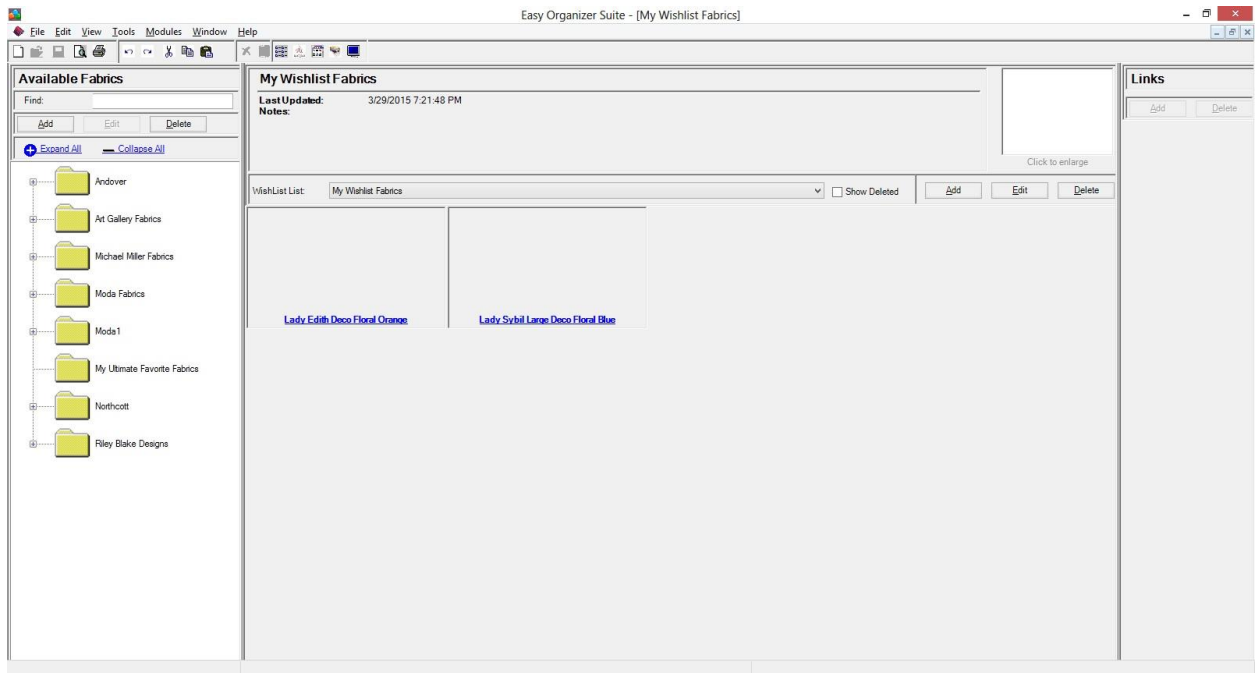
Depending on how many Fabrics are in the file, this may take a while.



5. When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.



6. You can now see all of the fabrics that were imported into My Wishlist Fabrics. Any new fabrics are added to the Available Fabrics tree. You can expand and collapse the categories.

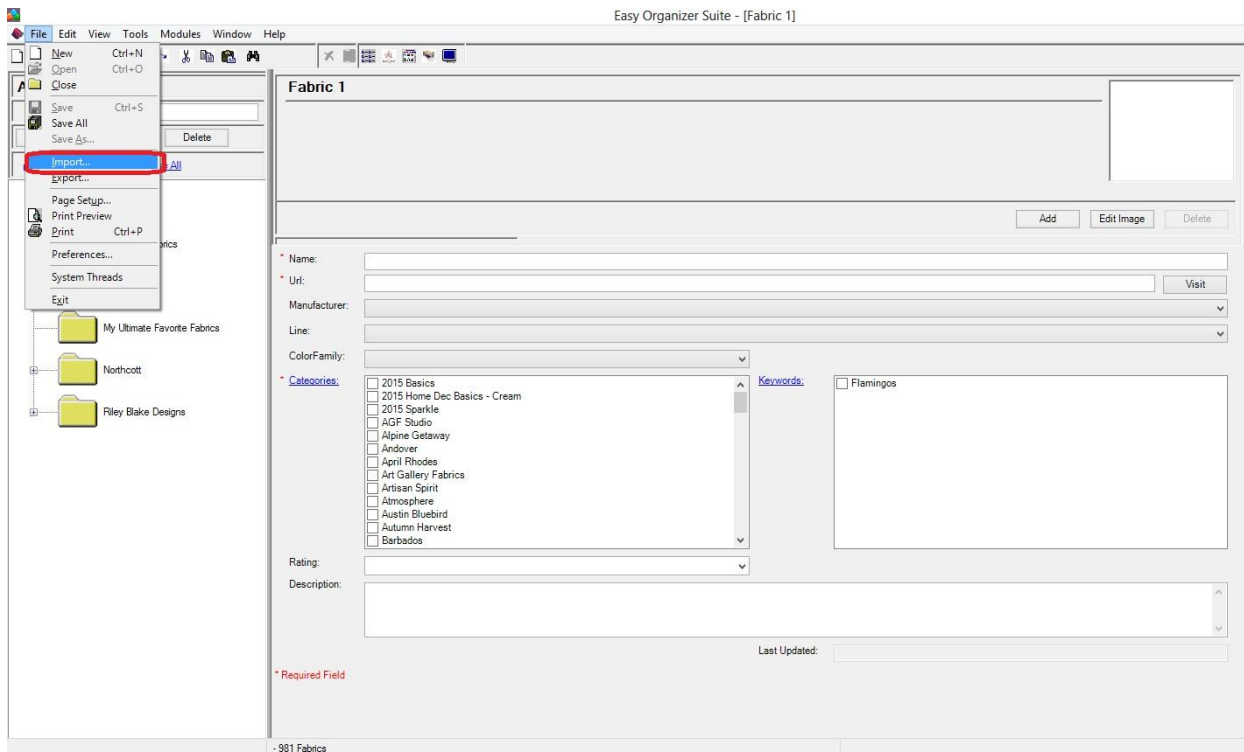


Congratulations! You have just Imported fabrics into My Wishlist Fabrics!

Close the My Wishlist Fabrics Chart to move on to the next section.

## Importing Fabric Data Pack

1. To see the Import Wizard, select File → Import from the menu.



2. The Import Wizard will open.



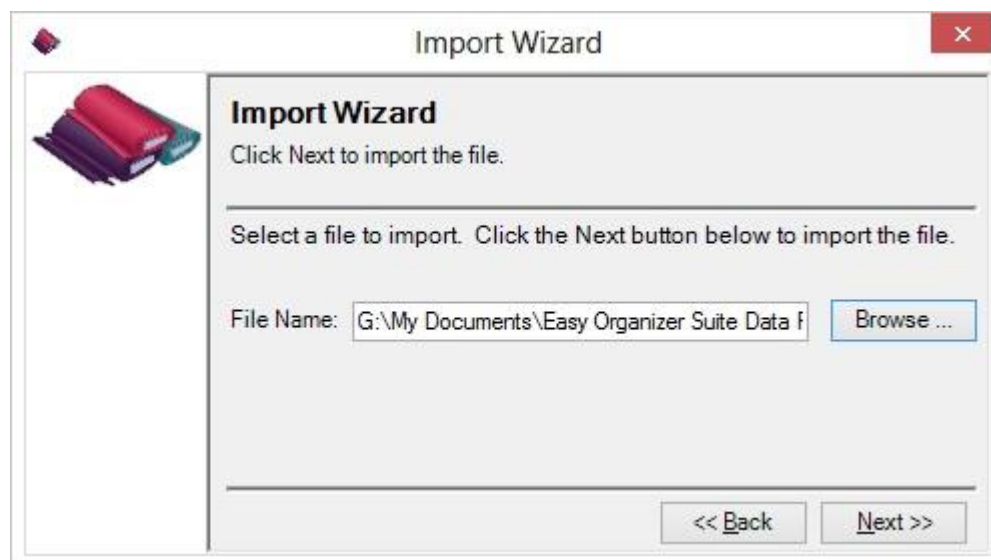
You can either select to import into My Inventory Fabrics, My Wishlist Fabrics or from a Fabric Data Pack.

For this lesson, let's select Fabric Data Pack. Click on the Next button to continue.

3. Now the Import Wizard will ask for the file to use to import the data into the Fabrics system table. Click on the Browse button to navigate to a Comma Separated Values (csv) file or a text (txt) file.

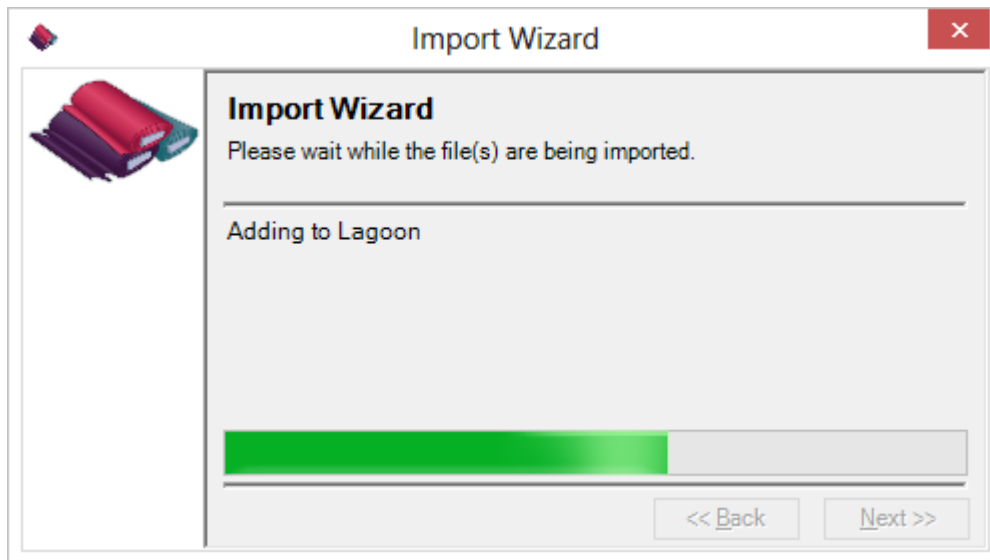
For this lesson, let's use a test Fabric Data Pack file.

Click the Next button to continue.

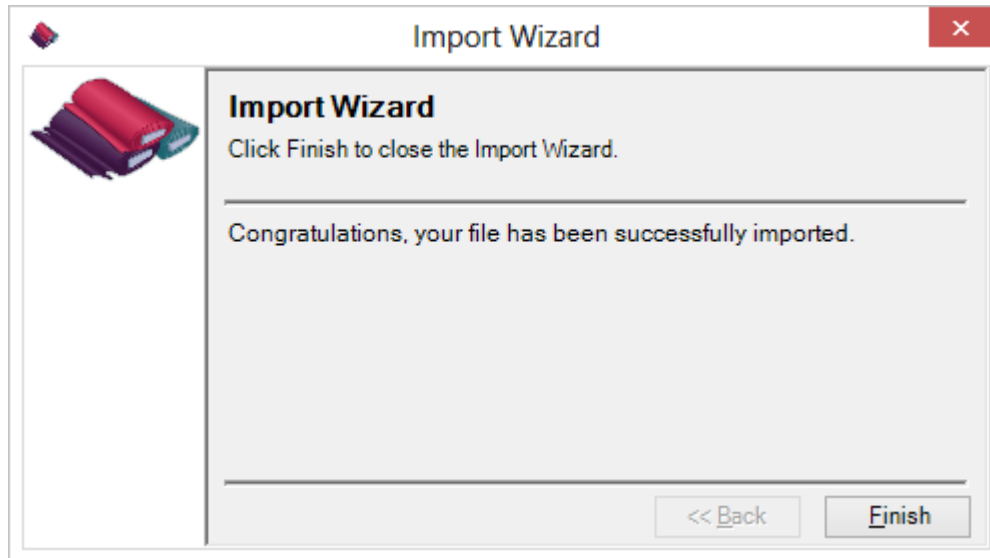


- The Import Wizard will now import the data from the file into the Fabrics system table.

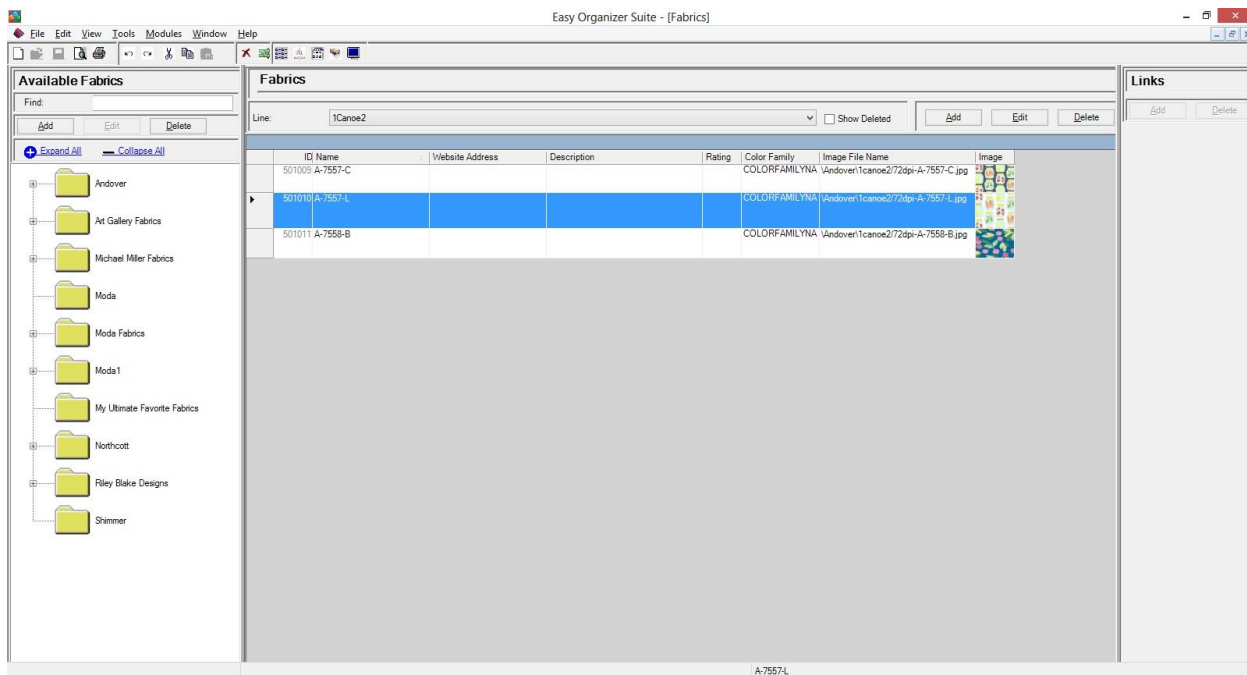
Depending on how many Fabrics are in the file, this may take a while.



- When the Import Wizard has finished, it will display the Congratulations window. Click on the Finish button.



- 6. You can now see all of the fabrics that were imported into My Inventory Fabrics. Any new fabrics are added to the Available Fabrics tree. You can expand and collapse the categories.



Congratulations! You have just Imported fabrics into the Fabrics system table.

You have now finished Lesson 4! You are now ready to move on to Lesson 5 - How to Use the Export Feature.

Close the My Inventory Fabrics Chart to move on to the next lesson.