GunWebSystems

MyPromoSource

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# Creating custom categories for a data file

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02) 4302 0160 or via email at help@gunwebsystems.com.au

# Document Overview

This document outlines and explains the process of creating custom categories for a data file for Promo Source.

- Creating custom categories
- Categorising data
- Saving an updated/categorised data file

# Step 1.0 – Open data file in excel

Open the data file that contains the relevant files that you wish to categorise in excel.

*In this example, we are intending on categorising polo shirts with "kids/children" as a category.*

The data file is should look as it is seen below



# Step 2.0 – Select category to categorise by

Select the category of which data is to be categorised by. Generally, select the "Name" category

## Step 3.0 – Apply filter

Hover over "Text Filters" then select "Contains…"

When the categories have been entered correctly as above, select ok.

# Step 4.0 – View data

The data filtered by your desired category will appear.

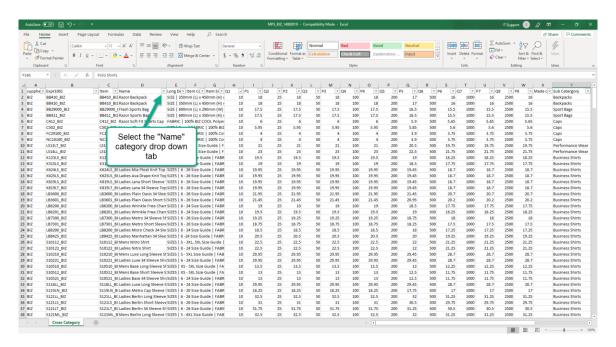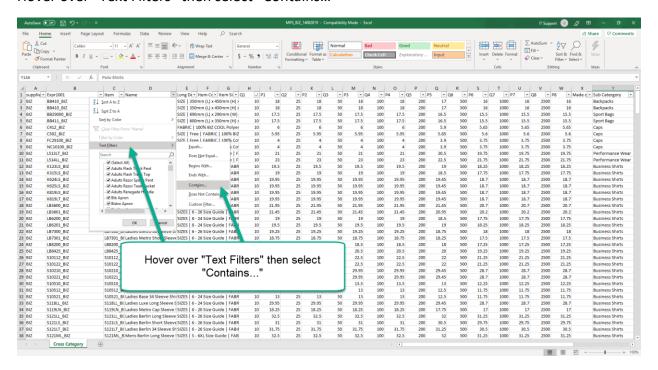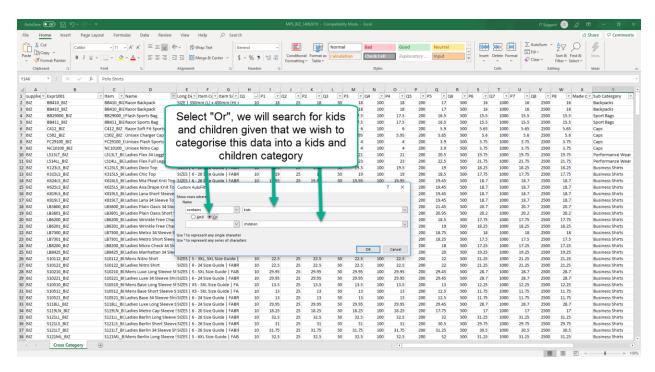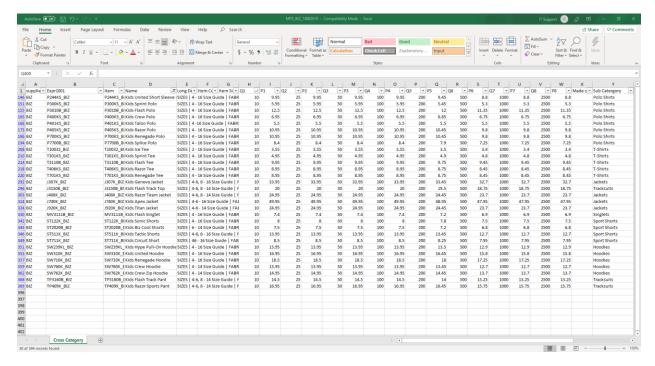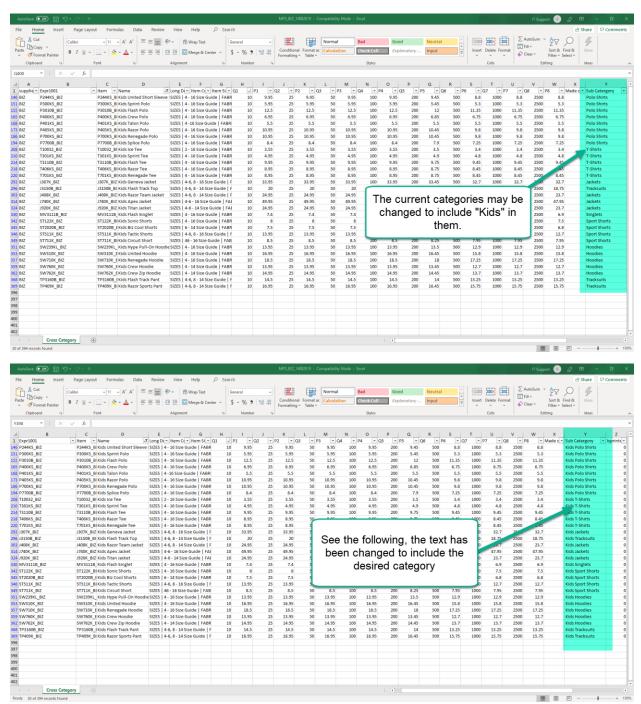| | Expr1001 | Item | Name | Long De | Item Co | Item Si | Q1 | P1 | Q2 | P2 | Q3 | P3 | Q4 | P4 | Q5 | P5 | Q6 | P6 | Q7 | P7 | Q8 | P8 | Made c | Sub Catergory |
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| supplie | | | | | | | | | | | | | | | | | | | | | | | | |
| 146 BIZ | P244KS_BIZ | P244KS_Bi | Kids United Short Sleeve | SIZES | 4 - 16 Size Guide | FABR | 10 | 9.95 | 25 | 9.95 | 50 | 9.95 | 100 | 9.95 | 200 | 9.45 | 500 | 8.8 | 1000 | 8.8 | 2500 | 8.8 | | Polo Shirts |
| 151 BIZ | P300KS_BIZ | P300KS_Bi | Kids Sprint Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 5.95 | 25 | 5.95 | 50 | 5.95 | 100 | 5.95 | 200 | 5.45 | 500 | 5.3 | 1000 | 5.3 | 2500 | 5.3 | | Polo Shirts |
| 155 BIZ | P3010B_BIZ | P3010B_Bi | Kids Flash Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 12.5 | 25 | 12.5 | 50 | 12.5 | 100 | 12.5 | 200 | 12 | 500 | 11.35 | 1000 | 11.35 | 2500 | 11.35 | | Polo Shirts |
| 165 BIZ | P400KS_BIZ | P400KS_Bi | Kids Crew Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 6.95 | 25 | 6.95 | 50 | 6.95 | 100 | 6.95 | 200 | 6.85 | 500 | 6.75 | 1000 | 6.75 | 2500 | 6.75 | | Polo Shirts |
| 168 BIZ | P401KS_BIZ | P401KS_Bi | Kids Talon Polo | SIZES | 4 -16 Size Guide | FABR | 10 | 5.5 | 25 | 5.5 | 50 | 5.5 | 100 | 5.5 | 200 | 5.5 | 500 | 5.5 | 1000 | 5.5 | 2500 | 5.5 | | Polo Shirts |
| 173 BIZ | P405KS_BIZ | P405KS_Bi | Kids Razor Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 10.95 | 25 | 10.95 | 50 | 10.95 | 100 | 10.95 | 200 | 10.45 | 500 | 9.8 | 1000 | 9.8 | 2500 | 9.8 | | Polo Shirts |
| 186 BIZ | P700KS_BIZ | P700KS_Bi | Kids Renegade Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 10.95 | 25 | 10.95 | 50 | 10.95 | 100 | 10.95 | 200 | 10.45 | 500 | 9.8 | 1000 | 9.8 | 2500 | 9.8 | | Polo Shirts |
| 194 BIZ | P7700B_BIZ | P7700B_Bi | Kids Splice Polo | SIZES | 4 - 16 Size Guide | FABR | 10 | 8.4 | 25 | 8.4 | 50 | 8.4 | 100 | 8.4 | 200 | 7.9 | 500 | 7.25 | 1000 | 7.25 | 2500 | 7.25 | | Polo Shirts |
| 208 BIZ | T10032_BIZ | T10032_Bi | Kids Ice Tee | SIZES | 2 - 16 Size Guide | FABR | 10 | 3.55 | 25 | 3.55 | 50 | 3.55 | 100 | 3.55 | 200 | 3.5 | 500 | 3.4 | 1000 | 3.4 | 2500 | 3.4 | | T-Shirts |
| 210 BIZ | T301KS_BIZ | T301KS_Bi | Kids Sprint Tee | SIZES | 4 - 16 Size Guide | FABR | 10 | 4.95 | 25 | 4.95 | 50 | 4.95 | 100 | 4.95 | 200 | 4.9 | 500 | 4.8 | 1000 | 4.8 | 2500 | 4.8 | | T-Shirts |
| 214 BIZ | T3110B_BIZ | T3110B_Bi | Kids Flash Tee | SIZES | 4 - 16 Size Guide | FABR | 10 | 9.95 | 25 | 9.95 | 50 | 9.95 | 100 | 9.95 | 200 | 9.75 | 500 | 9.45 | 1000 | 9.45 | 2500 | 9.45 | | T-Shirts |
| 218 BIZ | T406KS_BIZ | T406KS_Bi | Kids Razor Tee | SIZES | 4 - 16 Size Guide | FABR | 10 | 8.95 | 25 | 8.95 | 50 | 8.95 | 100 | 8.95 | 200 | 8.75 | 500 | 8.45 | 1000 | 8.45 | 2500 | 8.45 | | T-Shirts |
| 220 BIZ | T701KS_BIZ | T701KS_Bi | Kids Renegade Tee | SIZES | 4 - 16 Size Guide | FABR | 10 | 8.95 | 25 | 8.95 | 50 | 8.95 | 100 | 8.95 | 200 | 8.75 | 500 | 8.45 | 1000 | 8.45 | 2500 | 8.45 | | T-Shirts |
| 292 BIZ | J307K_BIZ | J307K_Bi | Kids Geneva Jacket | SIZES | 4-6, 8 - 16 Size Guide | F | 10 | 33.95 | 25 | 33.95 | 50 | 33.95 | 100 | 33.95 | 200 | 33.45 | 500 | 32.7 | 1000 | 32.7 | 2500 | 32.7 | | Jackets |
| 296 BIZ | J3150B_BIZ | J3150B_Bi | Kids Flash Track Top | SIZES | 4-6, 8 - 14 Size Guide | F | 10 | 20 | 25 | 20 | 50 | 20 | 100 | 20 | 200 | 19.5 | 500 | 18.75 | 1000 | 18.75 | 2500 | 18.75 | | Tracksuits |
| 303 BIZ | J408K_BIZ | J408K_Bi | Kids Razor Team Jacket | SIZES | 4-6, 8 - 14 Size Guide | F | 10 | 24.95 | 25 | 24.95 | 50 | 24.95 | 100 | 24.95 | 200 | 24.45 | 500 | 23.7 | 1000 | 23.7 | 2500 | 23.7 | | Jackets |
| 314 BIZ | J740K_BIZ | J740K_Bi | Kids Apex Jacket | SIZES | 4-6 - 16 Size Guide | FAI | 10 | 49.95 | 25 | 49.95 | 50 | 49.95 | 100 | 49.95 | 200 | 48.95 | 500 | 47.95 | 1000 | 47.95 | 2500 | 47.95 | | Jackets |
| 324 BIZ | J920K_BIZ | J920K_Bi | Kids Titan Jacket | SIZES | 4-6 - 14 Size Guide | FAI | 10 | 24.95 | 25 | 24.95 | 50 | 24.95 | 100 | 24.95 | 200 | 24.45 | 500 | 23.7 | 1000 | 23.7 | 2500 | 23.7 | | Jackets |
| 330 BIZ | MV3111B_BIZ | MV3111B_Bi | Kids Flash Singlet | SIZES | 4 - 16 Size Guide | FABR | 10 | 7.4 | 25 | 7.4 | 50 | 7.4 | 100 | 7.4 | 200 | 7.2 | 500 | 6.9 | 1000 | 6.9 | 2500 | 6.9 | | Singlets |
| 342 BIZ | ST122K_BIZ | ST122K_Bi | Kids Sonic Shorts | SIZES | 4 - 16 Size Guide | FABR | 10 | 8 | 25 | 8 | 50 | 8 | 100 | 8 | 200 | 7.8 | 500 | 7.5 | 1000 | 7.5 | 2500 | 7.5 | | Sport Shorts |
| 345 BIZ | ST2020B_BIZ | ST2020B_Bi | Kids Biz Cool Shorts | SIZES | 6 - 14 Size Guide | FABR | 10 | 7.5 | 25 | 7.5 | 50 | 7.5 | 100 | 7.5 | 200 | 7.2 | 500 | 6.8 | 1000 | 6.8 | 2500 | 6.8 | | Sport Shorts |
| 346 BIZ | ST511K_BIZ | ST511K_Bi | Kids Tactic Shorts | SIZES | 4-6, 8 - 16 Size Guide | F | 10 | 13.95 | 25 | 13.95 | 50 | 13.95 | 100 | 13.95 | 200 | 13.45 | 500 | 12.7 | 1000 | 12.7 | 2500 | 12.7 | | Sport Shorts |
| 349 BIZ | ST711K_BIZ | ST711K_Bi | Kids Circuit Short | SIZES | 46 - 16 Size Guide | FAB | 10 | 8.5 | 25 | 8.5 | 50 | 8.5 | 100 | 8.5 | 200 | 8.25 | 500 | 7.95 | 1000 | 7.95 | 2500 | 7.95 | | Sport Shorts |
| 351 BIZ | SW239KL_BIZ | SW239KL_Bi | Kids Hype Pull-On Hoodie | SIZES | 4 - 16 Size Guide | FABR | 10 | 13.95 | 25 | 13.95 | 50 | 13.95 | 100 | 13.95 | 200 | 13.5 | 500 | 12.9 | 1000 | 12.9 | 2500 | 12.9 | | Hoodies |
| 353 BIZ | SW310K_BIZ | SW310K_Bi | Kids United Hoodie | SIZES | 4 - 16 Size Guide | FABR | 10 | 16.95 | 25 | 16.95 | 50 | 16.95 | 100 | 16.95 | 200 | 16.45 | 500 | 15.8 | 1000 | 15.8 | 2500 | 15.8 | | Hoodies |
| 357 BIZ | SW710K_BIZ | SW710K_Bi | Kids Renegade Hoodie | SIZES | 4 - 16 Size Guide | FABR | 10 | 18.5 | 25 | 18.5 | 50 | 18.5 | 100 | 18.5 | 200 | 18 | 500 | 17.25 | 1000 | 17.25 | 2500 | 17.25 | | Hoodies |
| 359 BIZ | SW760K_BIZ | SW760K_Bi | Kids Crew Hoodie | SIZES | 4 - 14 Size Guide | FABR | 10 | 13.95 | 25 | 13.95 | 50 | 13.95 | 100 | 13.95 | 200 | 13.45 | 500 | 12.7 | 1000 | 12.7 | 2500 | 12.7 | | Hoodies |
| 362 BIZ | SW762K_BIZ | SW762K_Bi | Kids Crew Zip Hoodie | SIZES | 4 - 14 Size Guide | FABR | 10 | 14.95 | 25 | 14.95 | 50 | 14.95 | 100 | 14.95 | 200 | 14.45 | 500 | 13.7 | 1000 | 13.7 | 2500 | 13.7 | | Hoodies |
| 368 BIZ | TP3160B_BIZ | TP3160B_Bi | Kids Flash Track Pant | SIZES | 4-6, 8 - 14 Size Guide | F | 10 | 14.5 | 25 | 14.5 | 50 | 14.5 | 100 | 14.5 | 200 | 14 | 500 | 13.25 | 1000 | 13.25 | 2500 | 13.25 | | Tracksuits |
| 369 BIZ | TP409K_BIZ | TP409K_Bi | Kids Razor Sports Pant | SIZES | 4-6, 8 - 14 Size Guide | F | 10 | 16.95 | 25 | 16.95 | 50 | 16.95 | 100 | 16.95 | 200 | 16.45 | 500 | 15.75 | 1000 | 15.75 | 2500 | 15.75 | | Tracksuits |

Cross Category

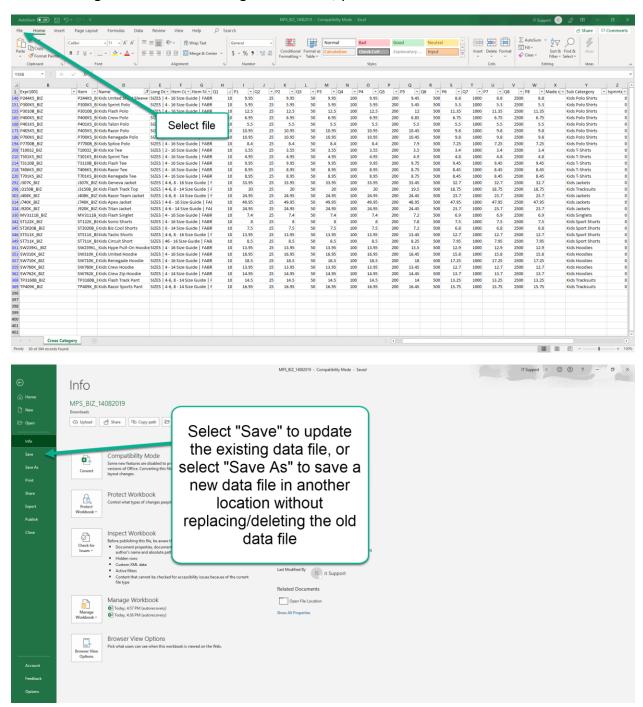30 of 394 records found

# Step 5.0 – Categorise data

You will then categorise the filtered data as desired, this is done by changing the "Sub Category" in the filtered data, see the below images for more information.



The current categories may be changed to include "Kids" in them.



See the following, the text has been changed to include the desired category

# Step 6.0 – Save data file

After all categories have been changed as desired, you then need to save the data file.





After these steps have been completed, you will need to upload the new data file to your site for the changes to take place.